

An advanced contract award notice (ACAN) is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meet the requirements set out in the ACAN, on or before the closing date and time stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

1. Definition of requirement:

The Correctional Service Canada has a requirement to provide programs for offenders to assist them in changing their criminal behaviour and to enhance their potential for successful reintegration into the community. There is a significant research supporting the fact that men's and women's experiences related to Substance Abuse differ. Thus for this program to be effective it must provide information specific to the needs of women by taking the context of their lives into account and be firmly rooted in a model which emphasises empowerment and safety. The work will involve the following:

1.1 Objectives:

The contractor is required to provide a program that is specific to the needs of women by taking the context of their lives into account and be firmly rooted in a model which emphasises empowerment and safety.

1.2. Tasks:

The contractor must:

- Develop a substance abuse relapse prevention program based on the needs of women offenders
- Deliver program sessions (minimum 2 hours per session per week).
- Provide program activity reports and possibly provide individual offender participation and progress reports.

1.3. Expected results:

The offender will learn strategies to deal with substance abuse and increase their chances for a successful reintegration into the community.

1.4 Performance standards:

Location: The program must be delivered in a designated room on the premises of Nova Institution, a multi-security level federal institution for women offenders located in Truro, Nova Scotia.

Program Participants: Women inmates with substance abuse problems attend the program sessions on a voluntary basis and as a group participant.

Frequency and Duration of Program Sessions: one session lasting two hours shall be delivered each week.

Program Model and Content: The program model is weekly, continuous entry supportive group program for federally sentenced women. It must address the specific needs of female offender substance abusers.

The content of the program must focus on developing the substance abusers skills in applying relapse prevention techniques, problem solving and recognition of high-risk situations in the recovery from addictive substances.

The program shall prepare women to continue their recovery or maintain their drug-free status upon their release by assisting them in making appropriate community contacts. This is accomplished within a weekly, continuous entry supportive group environment.

Reports: The Facilitator shall provide monthly reports to the Manager of Programs outlining program content. Names of offenders participating in the group shall be included in this report.

The Facilitator shall provide individual reports as requested by the Manager of Programs or the Case Management team indicating progress and participation of individual offenders in the group.

Reports are to be submitted in English and in both hard copy and electronic format. Electronic copies must be Microsoft Word 6.0 or a compatible word processing program.

1.5 Deliverables:

1.5.1 Provide monthly reports indicating program content presented during group sessions as well as names of participants

Deliver one (1) Substance Abuse Relapse Prevention Program for Women Offenders session each week up to a maximum of fifty-two (52) sessions over a one (1) year contract period.
Provide individual inmate's participant and progress reports as required.

1.5.2 Paper consumption:

a. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.

b. The Contractor must ensure printed material is on paper with a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.

c. The Contractor must recycle unneeded printed documents (in accordance with Security Requirements).

1.6 Constraints:

1.6.1 Location of work:

a. The Contractor must perform the work at Nova Institution for Women, 180 James Street, Truro, NS in a room designated by the institution.

b. Travel

ii No travel is anticipated for performance of the work under this contract.

1.6.2 Language of Work:

The contractor must perform all work in English

1.6.3 Security Requirements:

This contract includes the following security requirements:

- a. The Contractor must, at all times during the performance of the Contract, hold a valid Reliability Clearance issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a Reliability Clearance granted or approved by CISD/PWGSC.
- c. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- d. The Contractor must comply with the provisions of the:

Security Requirements Check List;
Industrial Security Manual (Latest Edition)

All of the Contractor's personnel who will be visiting CSC Penitentiary institutions will be submitted to verification through the Canadian Police Information Centre (CPIC) at the institutions' entrances.

2. Minimum essential requirements:

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

Experience:

A minimum two (2) years experience in counselling women, specifically in the problem areas of substance abuse.

A minimum two (2) years experience in facilitating group work with women assessed as having high needs.

3. Applicability of the trade agreement to the procurement

This procurement is subject to the following trade agreement (s): **North American Free Trade Agreement (NAFTA)**

The procedural requirements of the other international trade agreements will be fulfilled following compliance to the procedural requirements of NAFTA.

4. Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is not subject to any set-asides for Aboriginal Suppliers.

5. Comprehensive Land Claims Agreement (s)

This procurement is not subject to a Comprehensive Land Claims Agreement.

6. Justification for the Pre-Identified Supplier

The contract was submitted for tender and no contractor bids were received. The Pre-Identified Supplier has been delivering the program for the last ten (10) years

7. Government Contracts Regulations Exception(s)

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection

(d) Only one person is capable of performing the contract. (There were no bids on the tender.)

8. Exclusions and/or Limited Tendering Reasons

The following exclusion (s) and/or limited tendering reasons are invoked under the section of the trade agreement (s) specified

North American Free Trade Agreement (NAFTA) - Article 1016: Limited Tendering Procedures, section 2.

- (a) in the absence of tenders in response to an open or selective call for tenders, or where the tenders submitted either have resulted from collusion or do not conform to the essential requirements of the tender documentation, or where the tenders submitted come from suppliers that do not comply with the conditions for participation provided for in accordance with this Chapter, on condition that the requirements of the initial procurement are not substantially modified in the contract as awarded.

9. Ownership of Intellectual Property

Ownership of any foreground intellectual property arising out of the proposed contract will vest with the Contractor.

10. The period of the proposed contract or the delivery date(s)

The proposed contract is for a period of 1 year, from February 17, 2014 to February 16, 2015 with an option to extend the contract for four (4) additional one-year periods.

11. A cost estimate of the proposed contract

The estimated value of the contract, including option (s), is \$ **72,800.00** (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Edith A. Short

Address: 14 Thistle Street, Dartmouth, NS B3A 2V3

13. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN, may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date and time of this notice. This statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

14. The closing date and time for a submission of a statement of capabilities is **February 10, 2014 at 2:00 p.m. ADT**

15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Andrea Nugent
Regional Contract Officer
Correctional Service Canada
1045 Main Street, 2nd Floor
Moncton, NB E1C 1H1
Telephone: 506-851-6977
Facsimile: 506-851-6327
E-mail: andrea.nugent@csc-scc.gc.ca