

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:

1. The Correctional Service Canada has a requirement to provide Community Residential Facilities (CRFs) housing for offenders under federal jurisdiction who have been released to the community on conditional release, statutory release, and those subject to Long-Term Supervision Orders. The work will involve the following:

1.1 Objectives:

CRFs provide accommodation, monitoring and general support and assistance in reintegrating the offender into the community.

1.2 Tasks:

All activities and services provided by the CRF must comply with the requirements set forth in this document

1.3 Expected results:

Promote the successful reintegration of offenders into the community.

CRFs contribute to the management of risk by ensuring that suitable accommodation, support systems, and monitoring are in place to assist conditionally released individuals become law-abiding citizens.

1.4 Performance standards:

The CRF must have a written statement of mission which must include but not be limited to:

- a) Objectives;
- b) Programs;
- c) Services; and,
- d) Population to be served.

1.5 Deliverables:

The CRF must provide twenty-four (24) hour residential services to offenders who are referred to it by CSC and accepted by the CRF.

If applicable and where required, the CRF will provide a strategy to accommodate diverse cultures and spiritualities, including, but not limited to, Aboriginal culture and spirituality.

If applicable and where required, the CRF must ensure that the accommodations are suitable and safe for children residing in the CRF with their legal guardian in accordance with measures outlined in CD 715-4.

The CRF must provide CSC with the following reports:

- a) Monthly Utilization Reports indicating total utilized beds by offender's name, FPS number and gender;
- b) Monthly Living Allowance Report by offender's name, and FPS number, if applicable;
- c) Incident/occurrence reports, as they occur;
- d) Annual Financial Statements;
- e) Other reports, as requested by CSC; and,
- f) All logs or other documented information on offenders when requested by CSC.

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 Edmonton, Alberta.
- 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:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved: Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B, including an IT Link at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

2. Minimum essential requirements:

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

Experience:

Organizations must have the capacity to provide residential services as outlined in the section titled "Current Requirements" and "Deliverables".

Organizations must fully comply with Correctional Service Canada Community Residential Services Standards. <http://www.csc-scc.gc.ca/text/plcy/cdshtm/714-cd-eng.shtml>

Organizations must have 2 years experience in working with adult offenders in a residential setting.

Organizations must have 2 years experience working with adult offenders on conditional release.

Organizations must have resources to provide up to 15 beds for offenders on conditional release.

3. Applicability of the trade agreement (s) to the procurement

This procurement is not subject to any trade agreement.

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

Catholic Social Services, Elpida West provides a 15 bed facility for offenders. Without this resource offenders not requiring treatment upon release would have to reside in Calgary or another urban centre, due to the high demand for Community Residential Facility services.

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.

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:

This procurement is not subject to any trade agreement.

9. Ownership of Intellectual Property

Canada intends to retain ownership of any foreground intellectual property arising out of the proposed contract on the following basis:

6.2 statutes, regulations, or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground;

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

The proposed contract is for a period of one year, from May 1, 2014 to April 30, 2015.

11. A cost estimate of the proposed contract

The estimated value of the contract is \$467,569.55

12. Name and address of the pre-identified supplier

Catholic Social Services – Elpida West CRF
15520 96 Avenue
Edmonton, Alberta
T50 0C3

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

The closing date and time for accepting statements of capabilities is **February 21, 2014 at 10:00am CST.**

15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Regional Contracting Specialist
Correctional Service of Canada
Regional Headquarters – Prairies
Box 9223, 2313 Hanselman Place
Saskatoon, Saskatchewan
S7K 3X5

Phone: 306-975-8921

Fax: 306-975-6238

Email: 501Contracts@csc-scc.gc.ca