

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, in accordance with the Corrections and Conditional Release Act (CCRA), has a requirement to ensure that programs, plans, and supervision are in place in institutions and the community to assist in an offender's reintegration. The work will involve, as follows:

#### 1.1 Objectives:

Provide case management services i.e. supervision, risk assessment, urinalysis collection, report writing, etc., for offenders on conditional release.

#### 1.2 Tasks:

- a. 70 Community Assessments per month (including PSCA)
- b. 7 Conditional Release Supervision Cases per month
- c. 3 Unescorted Temporary Absence/ Work Release cases per month (weekend)
- d. .25 Unescorted Temporary Absence/ Work Release cases per month (weekday)
- e. The Contractor must, on a regular basis, in accordance with supervision policies, in consultation with the Technical Authority, verify the offender's place of residence, confirm that the information contained in the Standard Profile is updated, and identify programs considered critical to the offender's reintegration
- f. Contractor must meet in person or by telephone with offenders released to the area on an Unescorted Temporary Absence (UTA) or Work Release (WR), in accordance with reporting requirements identified in the temporary absence permit.
- g. The Contractor must conduct a follow-up interview with the UTAWR sponsor immediately following completion of the UTA or WR.

#### 1.3 Expected results:

Contribute to the protection of society.

One of the ways that this legislative mandate is fulfilled is to assist offenders to reintegrate into the community as law-abiding citizens

#### 1.4 Performance standards:

The Contractor must follow all legislation and policies pertaining to the management and supervision of offenders under federal jurisdiction.

All Casework Records prepared by the Contractor must be delivered to CSC within a maximum of seven (7) days following the contact or activity in accordance with policy requirements. I

#### 1.5 Deliverables:

Contractor must complete the following reports at the request of the Project Authority:

- a. Preliminary Assessment report;
- b. Community Assessment report;
- c. Post-Sentence Community Assessment report; and

- d. Community Strategy report.

#### 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 in 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 and/or French.

##### 1.6.3 Security Requirements:

The resulting contract will contain the following security clauses:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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/Offeror 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/Offeror 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:

Individual/organization must have the resources to provide Community Assessment and Parole Supervision services as outlined in the section titled "Tasks" and "Deliverables".

Individual/organization must have 2 years experience in working with adult offenders on conditional release.

Individual/organization must have resources to provide reports listed in section titled "Deliverables".

## **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**

Considering the immediate increased demand for services in the Edmonton Parole Area, the contract must be maintained in order to ensure continued essential services are provided.

## **7. Government Contracts Regulations Exception(s)**

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

(c) the nature of the work is such that it would not be in the public interest to solicit bids.

## **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 April 1, 2014 to March 31, 2015.

**11. A cost estimate of the proposed contract**

The estimated value of the contract, including option (s), is \$201,873.30 (GST/HST extra).

**12. Name and address of the pre-identified supplier**

Edmonton John Howard Society  
101 10010 105 Street  
Edmonton, Alberta  
T5J 1C4

**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 **March 7, 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 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