

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 Food Services for up to 30 inmates at Grierson Institution.

1.1 Objectives:

Provide three meals per day excluding weekends and statutory holidays; brunch and supper on weekends and statutory holidays, bagged lunches as required, bread and milk for the unit. Also provide food cart to include but not limited to such items as bread, margarine, peanut butter, juice, milk, coffee, cereals etc.

Provide supervision for up to eleven inmate kitchen workers and cleaners.

1.2 Tasks:

- Provide three (3) meals per day, excluding weekends and statutory holidays, in accordance with standards outlined in the Canada Food Guide.
- Provide brunch and supper on weekends and statutory holidays.
- Provide bag lunches as required.
- Provide Bread and Milk for the unit

In addition to the provision of meals as outlined above, the Contractor shall provide a food cart at the Grierson Institution to include but not limited to such items as bread, margarine, peanut butter, juice, milk, coffee, cereals etc.

Grierson Institution shall provide to Stan Daniels Healing Centre up to eleven (11) inmate workers as required for employment as Centre cleaners and Kitchen Workers.

1.3 Expected results:

Provide Food Services for up to 30 inmates in accordance with standards outlined in the Canada Food Guide.

Provide employment for up to 11 inmates.

1.4 Performance standards:

Food Services in accordance with the Canada Food Guide shall be provided the following days/times:

WorkDays

- 07:15 to 08:00 hours - breakfast
- 11:30 to 12:00 hours - lunch
- 16:30 to 17:00 hours - supper

Weekends and Statutory Holidays

- 10:00 to 12:00 hours - brunch
- 17:00 to 17:30 hours - supper

Inmate workers shall be offered

- Three (3) shifts per day during the work week
- Two (2) shifts per day for weekends and statutory holidays
- Grierson Institution will pay the inmate kitchen workers the federal inmate pay rate.

1.4 Deliverables:

The Contractor shall:

- Maintain inmate attendance records for hours worked.
- Complete and deliver a performance review for each kitchen worker to the Grierson Institution Program Review Board once every 90 days.

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 Grierson Institution, 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:

This contract includes the following security requirements:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD / PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:
 - a) *Security Requirements Check List* and *Security Guide* (if applicable)
 - 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:

- a) Must have resources to provide three meals per weekday
- b) Must have resources to provide two meals each weekend and statutory holidays
- c) Must have resources to provide stocked food cart for unit
- d) Must have resources to provide supervision for up to eleven inmate workers
- e) Must have a facility in which to complete food preparation for up to 30 individuals
- f) Must have at least two years experience providing supervision to inmate workers
- g) Contractor must be able to provide service providers that can obtain security clearance upon contract award.

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

Native Counselling Services of Alberta operates Stand Daniels Healing Centre in the same complex as Grierson Institution and Stan Daniels has full kitchen amenities that provide meals for inmates that reside at their sites as well as inmates at Grierson Institution. Grierson inmates can attend the dining hall at Stan Daniels without having to leave the complex. In addition, Food Services provides employment for Grierson inmates and allow them to acquire skills they can use when they reintegrate into the community thereby assisting them to be successful upon their release.

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 plus two option years, from April 1, 2014 to March 31, 2016.

11. A cost estimate of the proposed contract

The estimated value of the contract, including option (s), is \$436,931.78 (GST/HST extra).

12. Name and address of the pre-identified supplier

Native Counselling Services of Alberta
10975 124 Street
Edmonton, Alberta
T5M 0H9

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 12, 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