

Community Residential Facilities with Programs Ontario Region

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 of Canada (CSC) intends to establish one (1) contract for the provision of Community Residential Facility services for adult offenders on conditional release which provide accommodation, substance abuse programming, security services and offender support services in Ottawa, Ontario

1.1 Objectives:

Community Residential Facilities are a bridge to the community and exist to promote the successful integration of offenders into the community, while maintaining a level of risk management considered essential for each individual. Community Residential Facilities contribute to the management of that risk by ensuring suitable accommodation, substance abuse programming, monitoring and intervention while contributing to social and economic support that assists conditionally released federal offenders to become law-abiding citizens.

1.2 Tasks:

The contractor must provide these services, but is not limited to the following:

Residential services for federal offenders on conditional release
Providing ongoing liaison services with local police forces, offenders, Correctional Service Canada and other community agencies/partners
Provision of three meals per day which follow the Canada Food Guide
Provision of security services, including staff are on-site and awake 24 hours per day; periodic check of resident activities and destinations while away from the facility;
Enhanced Program Services for High Needs Offenders
Personal Support Worker Services for Mental Health Offenders
Substance Abuse Program Component

1.3 Expected results:

Provide fourteen (14) residential beds to CSC for Unescorted Temporary Absences, Day Parole, Full Parole, Statutory Release and Long-Term Supervision Order cases being released to Ottawa, Ontario.

Provide three meals a day to residents. Such meals are to meet health and nutritional requirements in accordance with Canada's Food Guide.

Ensure staff is on-site and awake 24 hours per day.

Maintain a daily record/log on resident activities.

Must be in compliance with all applicable territorial, provincial, municipal and local legislation and regulations. The premises and equipment shall conform to applicable zoning, health, safety, building and fire codes and regulations.

CSC may request to provide enhanced or specialized services.

Provide a Substance Abuse Program Component.

1.4 Performance standards:

Residential services for federal offenders on conditional release
Providing ongoing liaison services with local police forces, offenders, Correctional Service Canada and other community agencies/partners
Provision of three meals per day which follow the Canada Food Guide
Provision of security services, including staff are on-site and awake 24 hours per day; periodic check of resident activities and destinations while away from the facility;
Enhanced Program Services for High Needs Offenders
Personal Support Worker Services for Mental Health Offenders
Provide a Substance Abuse Program Component

1.5 **Deliverables:**

1.5.1 The contractor must produce the following:

Fourteen (14) residential beds for federal offenders on conditional release in Ottawa, Ontario

Provision of three meals per day which follow the Canada Food Guide.
Provision of security services, including the monitoring of resident activities and destinations while away from the facility.
Provide assistance to residents in their reintegration efforts by providing basic referral services to community support groups and other agencies, as dictated by each resident's individual requirements.
Provide a Substance Abuse Program Component
Provide ongoing liaison with local police, community agencies and Correctional Service Canada
Monthly Utilization Reports indicating total utilized beds by resident's name, FPS number and gender;
Monthly Living Allowance Report by resident's name, FPS number and gender;
Incident/occurrence reports, as they occur; including monthly Resident Action Plans
Annual Audited Financial Statements;
Other reports, requested by Correctional Service Canada; including monthly Resident Action Plans
All logs or other documented information on offenders when requested by Correctional Service Canada

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:

The Contractor must perform the work at Maison Decision House, 37 Irving Ave. Ottawa, Ontario, K1Y 1Z2.

- a) Travel to Federal institutions will be required to participate in institutional fairs and to assess applicants who request admission into the facility.

1.6.2 Language of Work:

The contractor must perform all work in English, to deliver the services and deliverables.

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 Status granted or issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to the facility(s) must EACH hold a valid Reliability Status 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.

1.6.4 The Contractor must comply with the provisions of the:

- a) Security Requirements Check List;
- b) Industrial Security Manual (Latest Edition)

2 Minimum essential requirements:

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

Individuals/Organizations must have the capacity to provide residential services.

Experience:

A minimum of 5 years experience working with adult offenders on conditional release, in a residential setting.

Individuals/Organizations must have an extensive, established network of community resources including agencies, professionals and other services in the facility area which may be accessed in order to meet the needs of the offender.

- 2.2 Academic qualifications:

N/A

- 2.3 Professional designation, accreditation and/or certification:

N/A

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

Maison Decision House has been a partner with CSC for a number of years by providing accommodation, meals, assistance, counselling, structure, supervision and programs to offenders. This facility has a credible history in the provision of this type of service and has gained community acceptance in working with federal offenders. Maison Decision House has the support of the City of Ottawa and is recognized as one of a number of volunteer supported Non-Governmental Organizations who have partnered historically with Correctional Service Canada to provide community residential services to facilitate the safe reintegration of offenders into the community. Furthermore, this agency has an existing facility in the City of Ottawa to accommodate fourteen (14) residential beds.

7 Government Contracts Regulations Exception(s)

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

Section 6d of the Government Contracts Regulations (only one person is capable of performing the contract).

8 Exclusions and/or Limited Tendering Reasons

- 8.1 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

- 9.1 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)

- 10.1 The proposed contracts are for a period of 1 year, from **April 1, 2014 to March 31, 2015**, with an option to extend the contract for 1 additional one-year period.

11 A cost estimate of the proposed contract

- 11.1 Maison Decision House - the estimated value of the contract, including option (s), is approximately **\$1,646,367.00** (GST/HST extra).

12 Name and addresses of the pre-identified suppliers

- 12.1 Maison Decision House
37 Irving Ave.
Ottawa, Ontario
K1Y 1Z2

13 Suppliers' right to submit a statement of capabilities

- 13.1 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

- 14.1 Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a statement of capabilities in writing to the Contracting Authority identified in this notice on or before 2:00 p.m. EST, on Tuesday March 25, 2014

15 Enquiries and statement of capabilities are to be directed to:

- 15.1 Contracting Authority:

Dave Barltrop
A/Regional Contracting Officer
Correctional Service Canada
Regional Headquarters (O)
443 Union Street,
P.O. Box 1174
Kingston, Ontario
K7L 4Y8
Tel: (613) 545-8274
Fax: (613) 536-4571

- 15.2 The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.
- 15.3 Statements of capabilities must be mailed or faxed on or before the closing date. Statements of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by the Crown for technical evaluation purposes only and is not to be construed as a competitive solicitation.