

21301-15-2011691 – Elder Services

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 is committed to providing programs and opportunities to meet the Spiritual Needs of the Aboriginal populations within the institutions as per CD 702. The Correctional Service of Canada is legislated to provide Aboriginal offenders with the opportunity to further develop their understanding of traditional Aboriginal spirituality while allowing others to practice their beliefs and values systems

The Correctional Service Canada has a requirement to provide Elder services to the Quebec Region Federal Institution. "Elder" means any person recognized by the Aboriginal community as having knowledge and understanding of the traditional culture of the community, including the physical manifestations of the culture of the people and their spiritual and social traditions.

The work will involve the following:

1.1 Objectives:

The Aboriginal Elder shall assist Aboriginal offenders toward opportunities to further develop an understanding of traditional Aboriginal spirituality while exposing them to traditional ceremonies and belief systems. Also, to provide advice/information to staff and management, locally, regionally and nationally on issues of Aboriginal spirituality and its impact on the Institution as well as provide information to Case Management as part of the Case Management Team.

1.2 Tasks:

The Aboriginal Elder shall assist Aboriginal offenders toward opportunities to further develop an understanding of traditional Aboriginal spirituality while exposing them to traditional ceremonies and belief systems by:

- providing lessons to offenders through group discussions (circles) and individual discussions, mainly to offenders in population, including those aboriginal offenders held in segregation, Special Handling Units, regional psychiatric centres, and in particular assessment units and, occasionally, those under community supervision.
- conduct spiritual services and various traditional ceremonies either in-groups or individually such as smudging using sacred medicines, (e.g., sweet grass, tobacco, sage, cedar), fasts, family spiritual services, sweat lodges, longhouse ceremonies.
- conduct workshops for the Aboriginal Offenders regarding traditional and cultural beliefs using visual aids and other media.
- provide teachings to the Aboriginal Offenders regarding the areas of Aboriginal spirituality and culture that will enhance an offender's understanding of traditional beliefs and values.
- conducting group discussions on fundamental objects and ceremonies of Aboriginal spirituality.
- arranging and preparing for various tribal group Aboriginal Elders to attend the Institution periodically or as needed.
- providing advice/information to staff and management, locally, regionally and nationally on issues of Aboriginal spirituality and its impact on the Institution.
- providing counseling to offenders in emergency situations such as a death in the family.

- liaising with both Case Management staff and Aboriginal programs staff to assist offenders in the population management strategies and correctional treatment processes as well assisting parole applications and release planning.
- other services as agreed between the Contractor and Project Authority, which may include escorting inmates on temporary absences.
- expose institutional staff to various elements of traditional spirituality upon request and/or as deemed appropriate.
- Liaison with CSC and the community.
- On a weekly basis, the Aboriginal Elder using the assistance and coordination of the Aboriginal Liaison workers, shall report to the Project Authority.

1.3 Expected results:

The contractor will promote healing and pro-social behaviour and reintegration success of Aboriginal offenders. Culture and spirituality based interaction will be provided to the Aboriginal offenders.

1.4 Performance standards:

Hours of Work and activities undertaken will be documented by the contractor on a weekly basis. These will be submitted to the Project Authority for review.

1.5 Deliverables:

- Sessions of 7.5 hours each.
- On a weekly basis, the Aboriginal Elder using the assistance and coordination of the Aboriginal Liaison workers shall report to the Project Authority.

1.5.2 Paper consumption:

- Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- 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.
- 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 any of the following locations:

INSTITUTIONS LOCATION
Établissement Montée St-François 600, Montée St-François Laval (Québec) H7C 1S5
Centre fédéral de formation 205, Montée St-François Laval (Québec) H7C 1P1
Établissement Ste-Anne-des-Plaines 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0

Centre régional de réception 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0
Établissement Joliette 400, rue Marsolais Joliette (Québec) J6E 8V4
Établissement La Macaza 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0
Établissement Cowansville 400, Fordyce Cowansville (Québec) J2K 3N7
Établissement Drummond 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6
Établissement Donnacona 1537, route 138 Donnacona (Québec) G3M 1C9
Établissement Port-Cartier 1, Rue de l'Aéroport Port-Cartier (Québec) G5B 2W2

b) Travel

Travel to any of the above locations of work will be required by the contract. There may be requirements to travel within Canada to locations not listed in the above locations of work.

1.6.2 Language of Work:

The contractor must perform all work in English or French.

1.6.3 Security Requirements:

- 1 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC or Correctional Services Canada (CSC).
- 2 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CSC.
- 4 The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List, described in Annex;
 - 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:

- be recognized as Aboriginal within the meaning of the Act
- have experience as a senior or Aboriginal Spiritual Advisor.

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 set-aside for an Aboriginal Supplier.

5. Comprehensive Land Claims Agreement (s)

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

6. Justification for the Pre-Identified Supplier

Following discussions with some community members, the Regional Administrator, Aboriginal Initiatives and other CSC's Elders, it appears that only Elders / Spiritual Advisors who would be able to fulfill the expected duties.

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

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 2014-04-01 to 2015-03-31.

11. A cost estimate of the proposed contract

The estimated value of these markets is indicated in Article 12 (GST/HST extra).

12. Name of the pre-identified supplier:

Market N°	Contractor	Institutions	Market Value (excluding harmonized sales tax – HST)
21301-15-2011691	Bevan Skerratt	Cowansville	47 578,60 \$
21301-15-2011696	Catherine Cheezo	Drummond	61 181,20 \$

21301-15-2011699	Charles Api Bellefleur	Port-Cartier	86 501,00 \$
21301-15-2011700	Dallacy Augiak	Centre fédéral de formation	71 262,93 \$
21301-15-2011702	Elizabeth Alikashuak	La Macaza	32 052,40 \$
21301-15-2011704	Jean Ethel Stevenson & Delbert Sampson inc.	Cowansville	95 157,20 \$
21301-15-2011706	Roger Echaquan	La Macaza	37 368,06 \$
21301-15-2011709	Melissa Lee Graber	Sainte-Anne-des-Plaines	76 226,50 \$
21301-15-2011716	Culture Knowledge and Traditions	Centre regional de réception	73 736,13 \$
21301-15-2011720	Production Kwé Kwé	La Macaza	86 315,51 \$
21301-15-2011722	Centre Wendat Arenatsi	Donnacona	51 078,60 \$
21301-15-2011726	Steve McComber	Centre fédéral de formation et Montée Saint-François	47 578,60 \$
21301-15-2016996	Gilles Kovacs	Donnacona	46 578,60 \$
21301-15-2017059	Colette Sabourin	Joliette	56 432,00 \$
21301-15-2038814	Sylvie Aveline	La Macaza	34 886,28 \$

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 28th, 2014 at 2:00 p.m., EDT.

15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Manon Paulin
Contracting and Procurement Regional Officer
Regional Services Center
Material Management
Correctional Service Canada
250, Montée St-François
Laval (Quebec) H7C 1S5
manon.paulin@csc-scc.gc.ca