

Annex C

Mandatory Requirements: The following requirements are mandatory. Proposals not meeting these mandatory requirements will be given no further consideration and not evaluated further.

Bidder must certify the following requirements are met or not and provide supporting documentation with his proposal to back up the certifications:

	MET	
	YES	NO
The Organization		
- Demonstrate that they have three (3) years experience in recruiting, training and monitoring volunteers from the community for work in a correctional-based environment.		
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- Have three (3) years of experience working with offenders in a provincial institution, federal institution or the community.		
- Demonstrate that the agency has experience liaising with community agencies and individuals to secure the provision of a variety of supports including but not limited to financial, housing and recreational services.		
- Demonstrate an understanding of the objectives, of the Volunteer Program, the target population and community resources available.		
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- Demonstrate knowledge of the challenges presented by multi-need offenders and special needs offenders as they make the transition to the community and the role volunteers can play in assisting in the reintegration process.		
- Demonstrate a strong working knowledge of the community resources, agencies, programs available to offenders and the role of volunteers in accessing such services.		
The Proposed Personnel		
- Be a graduate from a recognized community college with a diploma specializing in community development, criminology or volunteer development. <u>Attach diploma with the proposal.</u>		
- Proposed personnel must hold a valid driver's licence. <u>Attach copy of licence with the proposal.</u>		

- Include a résumé of each proposed Personnel as well as a résumé of the organization.