

## **Community Residential Facilities 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 provides accommodation, security services and offender support in Kingston, 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, 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

#### **1.3 Expected results:**

Provide residential beds to CSC for Unescorted Temporary Absences, Day Parole, Full Parole, Statutory Release and Long-Term Supervision Order cases being released in 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.

#### **1.4 Performance standards:**

Residential services for federal offenders on conditional release

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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

### 1.5 Deliverables:

1.5.1 Residential beds for federal offenders on conditional release in 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 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:

- a. The Contractor must perform the work at 771 Montreal St., Kingston, ON, K7K 3J4.
- b. Travel

Travel to various Ontario Region Institutions to do in reach work with the client base.

#### 1.6.2 Language of Work:

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

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### 1.6.3 Security Requirements:

This contract includes the following security requirements:

- a) 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.
- b) 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).
- c) 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)**.
- d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

All of the Contractor's personnel who will be visiting CSC Penitentiary institutions will be submitted to verification through the Canadian Police Information Centre (CPIC) at the institutions' entrances.

### 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:

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 in working with adult offenders on conditional release in a residential setting.

Individuals/Organizations must have relevant knowledge and experience in working with adult offenders in a residential setting.

Individuals/Organizations must have experience working with adult offenders on conditional release.

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.

## 3. Applicability of the trade agreement (s) to the procurement

This procurement is not subject to any trade agreement.

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**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**

The provision of residential services to federal offenders on conditional release requires significant experience working with offenders and considerable understanding of the criminal justice system, rehabilitation processes, and the policy and procedures of the Correctional Service of Canada. There are some organizations that have that experience, the organization listed below has provided residential services to offenders on release to the community for a considerable period of time and they contribute immeasurably to public safety by exercising their experience and knowledge about offender risk and the programs and processes in place to ameliorate that risk.

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

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

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

**8. Exclusions and/or Limited Tendering Reasons**

N/A

**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)**

Please refer to the following section titled "Name and address of the pre-identified supplier"

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

Please refer to the following section titled "Name and address of the pre-identified supplier"

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

John Howard Society of Kingston, 771 Montreal St., Kingston, ON, K7K 3J4, to provide Community Residential Facility services. The proposed contract is for a period of 1 year, 2 months, from **February 1, 2015** to **March 31, 2016**. The estimated value of the contract is **\$485,936.50**.

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### **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**

- 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 Friday, January 30, 2015.

### **15. Enquiries and submission of statement of capabilities**

Enquiries and statement of capabilities are to be directed to:

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) 545-8216  
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.