

## 21301-16-2139280 Community residential facilities 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 (CSC) is the federal organism responsible for administering sentences of two years or more imposed by the courts. CSC manages institutions of various security levels and supervising offenders on conditional release in the community. To be able to manage the safe transition of offenders into the community and to ensure the safety of the public on an ongoing basis, CSC defines its needs and concluded into contractual arrangements with community residential facilities are able to meet its requirements. Community Residential Facilities contribute to the management of that risk by ensuring that suitable accommodation, social and economic support systems, monitoring and intervention are in place, thereby assisting conditionally released federal offenders.

#### 1.1 Objectives:

CSC enters into service contracts with several community resources that can house offenders on day parole, full parole, and statutory release or under a long term supervision order. Suppliers must also be able to offer social reintegration programs and numerous related services.

Consequently, Correctional Service Canada intends to award contracts for Community Residential Facility services which provide accommodation, security services (including 24-hour supervision) and offender support services which will assist the offender in safe reintegration to the community.

#### 1.2 Tasks:

The following scope of work applies for all contracts. Work to be performed under the contract includes, but is not limited to the following:

1. Residential services for federal offenders on conditional release.
2. Provision of three meals per day which follow the Canada Food Guide.
3. Provision of security services, including the monitoring of resident activities and destinations while away from the facility.
4. Assisting 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.
5. Providing ongoing liaison with local police agencies.

#### 1.3 Expected results:

In addition to housing, these organizations provide preventive support; an alternative to incarceration; conditions of supervision as imposed by the Parole Board of Canada for the safe reintegration of offenders in the community; a stage of the sentence; or temporary accommodation. All activities and services delivered by suppliers must be in compliance with CSC standards.

Furthermore, CSC considers establishing positive relationships with Canadian communities a necessary prerequisite to supporting public safety. Most offenders will eventually return to the community. Upon their release, whether at the end of their sentence or on parole, successful reintegration requires the support of citizens and communities. To that end, CSC is committed to engaging community partners with specialized knowledge of offender reintegration who are working on developing safe and vibrant communities.

#### 1.4 Performance standards:

Before being allowed to provide services to CSC, the supplier agrees to be, and must demonstrate that it is, in compliance with all of CSC's policies and procedures with regard to matters such as staff safety, data processing, and the protection of privacy and personal information.

Suppliers must go through an annual evaluation process and are monitored on an ongoing basis by CSC employees. The supervision of offenders is always carried out in collaboration with a CSC employee, who makes sure that the contractor is following all the required procedures.

#### 1.5 Deliverables:

1.5.1 Accommodation services, satellite apartment support service, security, supervision, community assessments, administration requirements (reporting) and Intervention – community accommodation of higher-risk offenders

#### 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 services:

- a. The Contractor must render the services at his place of work.
- b. Travel
  - ii. No travel is anticipated for performance of the work under this contract.

##### 1.6.2 Language of Work:

The contractor that assures the direct case surveillance must provide all services in the official language (English or French) asked by the customer, and that, including the writing of the report. The contractor that does not assure a direct surveillance, has to, in his case, provide the services in the official language (English or French) asked by the customer, but is not required to assume the translation costs of the report.

##### 1.6.3 Security Requirements:

The Contractor/Officer must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)** with approved **Document Safeguarding Capability (DSC)** at the level of **PROTECTED B** issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

The Contractor/Officer 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).

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**.

Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Officer must comply with the provisions of the:

- a) Security Requirements Check List and Security Guide, attached at Annex C;
- 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:

The organization must meet the operating requirements for community-based resources; these are established and revised by the tripartite committee, which is made up of representatives of Quebec correctional services, Correctional Service Canada, and the Quebec network of community residential centres. This agreement on minimum operating requirements aims to ensure the quality and harmonization of services while respecting the unique attributes and autonomy of community support organizations.

Organization must have the capacity to provide residential services as outlined in the section titled "1.1 Objectives" and "1.2 Tasks".

Organization must fully comply with Correctional Service Canada Community Residential Services Standards.

Organization must possess relevant knowledge and experience in working with adult offenders in a residential setting, and must provide the services in the official language (French and English) requested by the offender.

Organization must have experience working with adult offenders on conditional release.

Organization must be able to obtain a Correctional Service Canada Security Clearance to the level of Enhanced Reliability. This is required for all individuals who will work in direct contact with offenders or who will have access to classified material.

Organization is a non-profitable organization, a duly recognized corporation governed by a board of directors appointed from the community.

Organization is familiar with and reflects the Correctional Service of Canada's orientations regarding the contribution of the community.

Organization must be accredited by Federal and Provincial Authority (SCQ and CCS).

Is a community organization in the area concerned, a non-profitable or profitable organization or that has the necessary resources, experience and infrastructure to accommodate CSC's clientele.

## **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**

To our knowledge, there are a restricted number of sources in the province of Quebec who are qualified and have the resources needed to offer these specific services.

The following organizations have provided this service to Correctional Service Canada - Quebec Region in recent years and have a high degree of familiarity with the mandate and objectives of Correctional Service Canada.

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

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

- the nature of the work is such that it would not be in the public interest to solicit bids;
- only one person is capable of performing the contract.

## 8. Exclusions and/or Limited Tendering Reasons

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 contracts are for period of one year from April 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2016.

## 11. A cost estimate of the proposed contract

The estimated value of these contracts, without option, is mentioned here below; SEE THE VALUES GIVEN IN ARTICLE 12 of this document.

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

Correctional Service Canada intends to award **9 professional service contracts** to the following suppliers:

<b>East-West Quebec District Office</b>		
<b>Contractor</b>	<b>Contract Period</b>	<b>Market Value (including harmonized sales tax – HST)</b>
<b>The contract is for a period of one year (April 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2016)</b>		
Résidence Carpe-Diem inc. 845, rue Lippmann Laval (Québec) H7S 1G3 (21301-16-2139334)	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 373 506.00 \$
CRC Kapatakan Gilles Jourdain 60, rue Innut Maliotenam (Québec) G4R 4K2 (21301-16-2150451)	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	97 786.00 \$

## Montreal-Metropolitain District Office

Contractor	Contract Period	Market Value (including harmonized sales tax – HST)
<b>The contract is for a period of one year (April 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2016)</b>		
Société Emmanuel-Grégoire inc. Résidence Emmanuel-Grégoire 2205, rue des Ormeaux Montréal (Québec) H1B 3B5 <b>(21301-16-2139288)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 040 926.00 \$
Société Emmanuel-Grégoire inc. CRC Pavillon Prosper Boulanger 11931, rue Notre-Dame Est Montréal (Québec) H1B 2Y4 <b>(21301-16-2139291)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 134 867.00 \$
Maison Jeun'Aide inc. 4430, rue St-Jacques Montréal (Québec) H4C 1K2 <b>(21301-16-2139299)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 472 732.00 \$
Maison Charlemagne (CRC Madeleine Carmel) 2240, rue Bennett Montréal (Québec) H1V 2T5 <b>(21301-16-2139292)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 451 173.00 \$
Via Travail inc. / CRC Essor 9419 rue Lajeunesse Montréal (Québec) H2M 1S5 <b>(21301-16-2139293)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 047 920.00 \$
Fondation Carrefour Nouveau-Monde 6970, 15e Avenue Montréal (Québec) H2A 2T7 <b>(21301-16-2139296)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 426 719.00 \$
Maison Cross Roads 5262, rue Notre-Dame Ouest Montréal (Québec) H4C 1T5 <b>(21301-16-2139280)</b>	From April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	1 320 492.00 \$

### 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 24, 2015 at 2:00 PM EDT.**

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

Enquiries and statement of capabilities are to be directed to:

Karine Clément  
Contracting and Procurement Regional Officer int.  
Regional Services Center  
Material Management  
Correctional Service Canada  
250, Montée St-François  
Laval (Quebec) H7C 1S5  
[karine.clement@csc-scc.gc.ca](mailto:karine.clement@csc-scc.gc.ca)