

## **21301-16-2133800 Liaising with Correctional Service Canada's community partners**

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 role of the Correctional Service of Canada (CSC), Quebec Region, is to administer sentences of a term of two (2) years or more imposed by the courts. In connection with this role and to enhance public safety, CSC has six (6) strategic priorities, in particular, the safe transition and management of eligible offenders in the community, the safety of staff and offenders in our institutions and in the community and the maintenance of productive relationships with various partners, caseworkers and other parties concerned with public safety.

CSC therefore requires residential facilities and community resources to accommodate offenders on conditional release. These community organizations must provide services in accordance with the various legislative requirements and policies, such as the Corrections and Conditional Release Act (CCRA) and the Commissioner's Directives.

These organizations make it possible to offer programs, support services and housing services to offenders so that they can maintain their life choices as law-abiding citizens. The complexity and diversity of the clientele require CSC to maintain ongoing communication with various partners and to ensure that these partners, who are working for public safety, maintain a common and structured approach.

#### **1.1 Objectives**

The Contractor shall ensure collaboration and liaison among CSC, Quebec Region, the Parole Board of Canada (PBC) and organizations involved in the Quebec criminal justice process with clientele under a federal sentence.

#### **1.2 Tasks**

As part of this service contract, the Contractor shall accomplish the following activities:

Plan, organize and participate in meetings among authorities from CSC, the PBC and criminal justice partners;

Plan, organize and participate in coordination meetings among CSC representatives responsible for managing offenders in the community in the Quebec Region and the PBC;

Plan, organize and participate in meetings between criminal justice partners and CSC Regional Management;

At the request of the Project manager, participate in consultations on CSC policies and procedures related to the CCRA;

Organize and coordinate information and activities related to the criminal justice partners in the Quebec Region from the federal correctional system;

Visit the federal correctional institutions in the Quebec Region and the parole offices in their administrative region in order to inform CSC staff and offenders about the services and programs offered in community-based residential facilities for the release of offenders, particularly those who present a high level of risk;

Encourage its members to maintain regular and courteous contact with the parole offices in their region of Quebec;

Offer support and supervise the development of housing options for a diverse offender population with various needs and risk levels;

Assist and offer support to CSC in planning and coordinating the accommodation of offenders, particularly those who present a high level of risk;

Collaborate with CSC, Quebec Region, in promoting CSC's mission and reintegration into society as a tool for the protection of society to the community and citizens.

As part of this service contract, the Contractor shall take responsibility for all administrative support, such as distributing mail-outs and information as well as any other documentation related to the tasks listed

above, to organizations involved in intervention with a clientele serving federal sentences in the Quebec Region.

### 1.3 Expected results

Monthly communications are expected between the Project Manager and the Contractor in order to ensure a common agreement and proper advancement of the project.

The Project Manager reserves the right to call a meeting, according to organizational needs, in accordance with the project's advancement.

The Contractor must report immediately to the Project Manager, by telephone or by-email for any problems encountered which could have an incidence on the work in progress.

### 1.4 Standards of performance

The Contractor shall maintain records in accordance with Government of Canada policies and directives on information management and recordkeeping, as well as CSC guides and directives, which can be found at the following link: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=16552>

### 1.5 Deliverables

#### 1.5.1

The Contractor shall coordinate community organizations involved in the reintegration process for offenders serving a federal sentence. It is also responsible for liaison among organizations, CSC and the PBC in order to maintain communication with partners involved in the reintegration of offenders serving a federal sentence, particularly those who present a high level of risk.

#### 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 shall perform the work in certain CSC institutions and parole offices in the Quebec Region, CSC's Regional Headquarters of Quebec and in the Contractor's offices.
- b. Travel
  - (i) The Contractor shall travel to the places of work to perform the tasks set out in the contract: (see Annex C)

#### 1.6.2 Language of Work

The Contractor shall perform all work in the two official languages (English and French) when it is conducted with the offender clientele.

The Contractor shall perform work in the two official languages (English and French) when working with CSC caseworkers or managers.

The Contractor shall prepare reports in French.

#### 1.6.3 Site Security Requirements

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.

The Contractor and its visitors must comply with the policies in effect regarding tobacco use when they are on CSC property and the visitor policy (signing the visitor register).

## **2. Minimum essential requirements**

Any interested supplier must show, by means of a statement of capabilities, that they meet the following requirements:

The Liaison officer, an employee of the Contractor, must have significant experience of the community network.

A significant experience means:

- A 2-year experience acquired during an internship or work generally associated with carrying-out one or more of the activities described in Annex B.

or

- A University degree of studies, including internship, in a related field (human or social sciences).

A community network experience means:

- Knowledge of the ASRSQ and community resources that have a housing services and/or correctional programs contract agreement with CSC. This community network experience also includes knowledge of the stakes linked to the social reintegration of federal offenders.

## **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, this is the only group able to respond to CSC's need for aftercare services.

This supplier selected in advance meets the minimum compliance requirements described under article 2.

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

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

- (d) cases for which 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 proposed contract is for a period of one (1) year, from July 6, 2015 to June 30, 2016 to with an two (2) options to extend the contract for 2 additional one-year period.

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

The estimated value of the contract, including option (s), is \$ 89 443.50 (GST/HST extra).

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

Association des services de réhabilitation sociale du Québec (ASRSQ)  
2000, boul. Saint-Joseph Est, 2e étage  
Montréal (Québec) H2H 1E4

#### **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 **July 6, 2015 at 2:00 PM EAT.**

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

Enquiries and statement of capabilities are to be directed to:

Karine Clément  
Agente régionale des approvisionnements et des contrats int.  
Centre régional des services  
Ressources matérielles  
Service correctionnel Canada  
250, montée St-François  
Laval (Québec) H7C 1S5  
[karine.clement@csc-scc.qc.ca](mailto:karine.clement@csc-scc.qc.ca)