

ACAN – Infectious Disease Specialist, 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 Canada has a requirement of acquiring the services of Dr. Wendy Wobeser to provide the services of an infectious disease specialist for federal institutions in the Ontario Region. . The work will involve the following:

1.1 Objectives:

The Contractor will personally, or through approved media access, see HIV positive patients on a monthly basis if required.

1.2 Tasks:

To provide sessions as scheduled, via video conference or in person, at any of the following sites:

- Bath Institution
- Millhaven Institution
- Collins Bay Med. Institution
- Collins Bay Min. Institution
- Regional Treatment Centre
- Joyceville Med. Institution
- Joyceville Min. Institution
- Beaver Creek Med. Institution
- Beaver Creek Min. Institution
- Grand Valley Institution
- Warkworth Institution

- To perform services that are consistent with the standards set by the College of Physicians and Surgeons of Ontario and within the standards of Correctional Service Canada
- To adhere to and support Correctional Service Canada policies with respect to the economical and efficient management of Health Service's resources
- To utilize the Correctional Service Canada policies, including but not limited to: Mission Statement, Health Services Priorities, Essential Health Services, Commissioners Directives and Guidelines, Regional Instructions and CSC National Pharmacy Formulary and the policies in prescribing medications.

Correctional Service Canada cannot guarantee the level of services required. The number of treatment sessions will be based on actual requirements to meet operational needs.

1.3 Expected results:

- To provide, as requested, annual training sessions on infectious diseases to
- Correctional Services Canada staff. Maximum training sessions will not exceed 3 events; maximum 3 hours each session per year.

- To conduct Infectious Disease Medical Clinics and enter relevant information such as examination, diagnostic investigation, diagnosis, treatment provided/recommended and medication prescribed, in the offender's Health Care Record.
- Requesting community consultation with medical specialists for essential services as required and consistent with community standards.
- Review and recommend implementation of the consultant's treatment regime.

1.4 Performance standards:

- To provide advice on clinical infectious disease protocol, if required by Correctional Service Canada, including annual medical directives.
- To ensure a qualified replacement is available in the event the contractor is unable to provide and maintain services.

1.5 Deliverables:

1.5.1 Deliverables will be subject to inspection and acceptance by the Project Authority.

Scheduled Meetings

- The Project Authority reserves the right to schedule face to face meetings, as deemed necessary.
- The contractor shall immediately report to the Project Authority, by telephone with a follow up by electronic mail, any urgent issue that arises during the course of his work.

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:

To provide sessions as scheduled, via video conference or in person, at any of the following sites:

- a. The Contractor must perform the work at:
 - Bath Institution – located west of Kingston, Ont.
 - Millhaven Institution - located west of Kingston, Ont.
 - Collins Bay Med. Institution – within the city of Kingston, Ont.
 - Collins Bay Min.Institution – within the city of Kingston, Ont.
 - Regional Treatment Centre – located within Bath and Millhaven Institution
 - Joyceville Med. Institution – located north east of Kingston, Ont.
 - Beaver Creek Med. Institution – located near Bracebridge, Ont.
 - Beavercreek Min.Institution – located near Bracebridge, Ont.
 - Grand Valley Institution – located in Kitchener, Ont.
 - Warkworth Institution – located outside the village of Warkworth/north west of Trenton, Ont.

b. Travel

- i. Travel to these locations will be required for performance of the work under this contract. As per above list of sites

1.6.2 Language of Work:

The contractor must perform all work in English

1.6.3 Security Requirements

This contract includes the following security requirements:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), as noted in the contract;
 - (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:

Experience:

A minimum of 5 years clinical experience working with marginalized populations and Offenders with co morbid diagnoses including mental health disorders, substance abuse and hepatitis C

Infectious Disease Specialist with a minimum of 5 years experience

Professional designation, accreditation and/or certification:

A specialization in the area of HIV and in good standing with the College of Physicians and Surgeons of Ontario.

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

- Dr. Wobeser is an HIV specialist who has worked with CSC for many years and has expert knowledge with regard to our offender population
- Other community HIV specialist were contacted to inquire if they had the necessary resources to fulfill the needs of our populations but all declined

7. Government Contracts Regulations Exception(s)

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

- (a) 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

This procurement is not subject to any intellectual property

10. The period of the proposed contract or the delivery date(s)

The proposed contract is for a period of 5 years, from October 1, 2015 to September 30, 2017 with an option to extend the contract for 3 additional one-year periods.

11. A cost estimate of the proposed contract

The estimated value of the contract, including option (s), is \$ **319,920.00** (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Wobeser Medical Professional Corporation
Address: 3009 Etherington Hall
Queen's University
94 Stuart St
Kingston ON K7L 3N6

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 24, 2015 at 14:00 hours EDT**

15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Shane Collins, Regional Contract Administrator
Correctional Service Canada
P.O Box 1174 443 Union St. West, Kingston ON K7L 4Y8
Telephone: (613) 536-6127
Facsimile: (613) 536-4571
E-mail: Shane.Collins@csc-scc.gc.ca