

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 Barrie, 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 static and dynamic security services, including staff are on-site and awake 24 hours per day; conduct and record offender counts and complete periodic checks of resident activities and destinations while away from the facility;
- Develop Resident Action Plan
- Enhanced Program Services for High Needs Offenders, as requested
- Personal Support Worker Services for Mental Health Offenders, as requested

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.

CRFs provide accommodation, monitoring and general support and assistance in reintegrating the offender into the community.

Community Residential Facilities contribute to the management of 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.

If applicable and where required, the CRF will provide a strategy to accommodate diverse cultures and spiritualities, including, but not limited to, Aboriginal culture and spirituality.

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.

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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.

1.4 Performance standards:

Canada Food Guide

Correctional Service of Canada Community Residential Standards (<http://www.csc-scc.gc.ca/text/plcy/cdshtm/714-cd-eng.shtml>)

1.5 Deliverables:

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 their place of business and within the local community.
- b. Travel

Travel to the following locations will be required for the performance of the work under this contract:

- Various CSC Institutions in the Ontario Region
- Within their own local community

1.6.2 Language of Work:

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

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**

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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 B**).
- d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- e) The Contractor/Offeror must comply with the provisions of the:
 - i) Security Requirements Check List
 - ii) 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.

A minimum of 5 years experience in working with adult offenders in a residential setting.

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.

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

There are a restricted number of qualified service providers in the Barrie, Ontario area who are willing and available to provide residential services to offenders on conditional release in order to meet CSC's offender accommodation needs in the community. The pre-identified supplier meets the minimum essential requirements described in this ACAN.

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7. Government Contracts Regulations Exception(s)

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

(d) 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

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 contracts are for a period of 3 months, from January 1, 2016 to March 31, 2016.

11. A cost estimate of the proposed contract

The estimated value of the contract, including option(s), is **\$242,640.68** (GST/HST extra).

12. Name and address of the pre-identified suppliers

Murray's Windermere Gardens
55 Peel St.
Barrie, ON
L4M 3K9

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 Thursday, Friday 21, 2015 at 2:00 PM EDT

15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Dave Barltrop
A/Regional Contracting Officer
Correctional Service Canada

**Community Residential Facilities
Ontario Region**

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