

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 to assist offenders to reintegrate into the community as law-abiding citizens. The CCRA requires that the Correctional Service Canada (CSC) ensure that programs, plans, and supervision are in place in institutions and the community to assist in an offender's reintegration. The work will involve the following:

#### **1.1 Objectives:**

To assist CSC in meeting its mandate to provide case management services for offenders on conditional release in the area of Fredericton, NB.

#### **1.2 Tasks:**

The contractor must provide Case Management Services for offenders on Conditional Release, such as Supervision of offenders, Community Assessments, Conditional Release Supervision, Preliminary Assessments, Post-Sentence Community Assessments, Community Strategies and Assessments and Tandem Accompaniment.

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

The contractor will maintain the supervision standards and content guidelines established for reports established by the CSC. Offenders will be supervised at the frequency of contact established by the CSC and assist in the reintegration of offenders as per the supervision standards. The contractor will assess risk on an ongoing basis and in consultation with CSC and report immediately if the activities of the offender indicate a breach of the conditions of the release, the potential for a breach or if public safety is at risk.

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

The contractor will maintain the standards for completion of work as laid out in the supervision standards such as frequency of contact, timeframes for the completion of casework records and BFs for the completion of reports as assigned by the CSC office. The information will be entered into the Offender Management System (OMS) by the contractor. The contractor must have CISD clearance.

#### **1.5 Deliverables:**

Case Management reports must be submitted to the Technical Authority according to the format and frequency determined in consultation with the Project Authority and according to CSC policies.

The Contractor must maintain clear, legible and detailed Casework Records which shall include reference to all contacts made with the offender, location of contact (e.g. home, work); time and date of contact; type of contact (e.g. face to face, phone). The Contractor must clearly indicate in Casework Records if the contact is collateral and the name(s) of the collateral contact(s) and their relationship to the offender.

All Casework Records prepared by the Contractor must be delivered to CSC within a maximum of seven (7) days following the contact or activity in accordance with policy requirements. If the Contractor has access to OMS, the Contractor must enter Casework Records in OMS in accordance with policy as soon as possible, but no later than seven (7) calendar days.

At the request of the Technical Authority, the Contractor must prepare and submit a formal written report (which may include the Correctional Plan [CP] - Updated, Assessment for Decision, etc.) to the Technical Authority in the following circumstances:

- a. an increase in the offender's risk;
- b. a breach of a special condition;
- c. suspension;
- d. transfer of the case;
- e. proposal for change to the conditions of release;
- f. any situation requiring notification to the Parole Board of Canada;
- g. exceptional incidents; and,
- h. termination of supervision (including suspension and warrant expiry).

The Contractor must complete and forward an evaluation, using a Community Assessment, to the Technical Authority following the completion of an Unescorted Temporary Absence (UTA).

The Contractor must complete the following reports at the request of the Project Authority in accordance with applicable legislation and policy:

- a. Preliminary Assessment report;
- b. Community Assessment report;
- c. Post-Sentence Community Assessment report; and
- d. Community Strategy report.

#### 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 the contractor's place of work.
- b. Travel to the following locations will be required for performance of the work under this contract:  
**Fredericton, NB**

##### 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:

- a. The Contractor must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

- b. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **reliability status** granted or approved by CISD/PWGSC.
- c. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- d. The Contractor must comply with the provisions of the:  
Security Requirements Check List;  
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:

- Must have at least 5 years obtained within the last 10 years, working in the field of corrections.
- Must have at least 5 years obtained within the last 10 years, working with offenders on conditional release.
- Must have working knowledge of the Corrections and Conditional Release Act (CCRA)
- Must have a working knowledge of the Corrections and Conditional Release Regulations (CCRR)

## **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**

The contractor has the ability and sufficient resources (Staff) to help CSC with the Case Management and Supervision required of the Parole Office that will be under staffed. This is a necessary requirement for CSC to meet its Mandate. The John Howard Society of Fredericton meets all criteria.

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

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

There are no intellectual property terms in the contract.

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

The proposed contract is for a period of 1 year, from November 24, 2015 to November 23, 2016.

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

The estimated value of the contract, including option (s), is **\$65,000.00** (GST/HST extra).

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

John Howard Society of Fredericton  
294 Main Street, Fredericton, NB, E3A 1C9

**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 November 23, 2015 at 2:00 PM AST.

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

Enquiries and statement of capabilities are to be directed to:

Josee Belliveau  
1045 Main Street, 2<sup>nd</sup> Floor, Moncton, NB, E1C 1H1  
Telephone: (506) 851-3923  
Facsimile: (506) 851-3305  
E-mail: josee.belliveau@csc-scc.gc.ca