

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 meets 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 provide programs and opportunities to meet the needs of Aboriginal offenders. The Correctional Service of Canada is legislated to provide Aboriginal offenders with the opportunity to further develop their understanding of traditional Aboriginal spirituality while allowing others to practice their beliefs and values systems. The work will involve the following:

1.1 Objectives:

The Aboriginal Elder shall expose offenders to traditional Aboriginal ways of life through workshops, teachings and counselling and by facilitation of traditional ceremonies for the benefit of both offenders and staff; and monitoring the participation of offenders in Aboriginal programming.

1.2 Tasks:

The Aboriginal Elder shall assist Aboriginal offenders toward opportunities to further develop an understanding of traditional Aboriginal spirituality while exposing them to traditional ceremonies and belief systems by:

- Conducting spiritual services and various traditional ceremonies either in-groups or individually such as smudging using sacred medicines, (e.g., sweet grass, sage, cedar), fasts, family spiritual services, sweat lodges, longhouse ceremonies.
- Providing teachings and counseling to Aboriginal offenders regarding the areas of Aboriginal spirituality and culture that will enhance an offender's understanding of traditional beliefs and values, including in emergency situations, if necessary.
- Providing advice/information to staff and management, locally, regionally and nationally on issues of Aboriginal spirituality and its impact on the Institution as well as providing information to Case Management staff as part of the Case Management Team.
- Providing other services as agreed between the Contractor and Project Authority including participation in programs.

1.3 Expected results:

Provision of Aboriginal programs and Elder services to Dorchester – Medium Penitentiary inmate population.

1.4 Performance standards:

As the services provided pursuant to this contract are being provided in the penitentiary setting, the Contractor will conform to the institutional hours and policies, unless otherwise directed by the Project Authority, or his designate.

1.5 Deliverables:

1.5.1 Provision of Aboriginal programs and Elder services to Dorchester Medium Penitentiary inmate population.

1.5.2 Paper consumption:

- a. Should print 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
Dorchester Penitentiary
Correctional Service Canada
4902 Main Street N.B. E4K 2Y9

- b. Travel
 - i. Travel to the following locations will be required for performance of the work under this contract:
Moncton Regional Headquarters 1045 Main Street, Moncton NB
Springhill Institution: 330 McGee Street, P.O. Box 2140, Springhill, Nova Scotia, B0M 1X0
Nova Institution: 180 James Street, Truro, Nova Scotia, B2N 6R8
Atlantic Institution: 13175 Route 8, P. O. Box 102 Renous, NB E9E 2E1
Moncton area, 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 personnel requiring access to sensitive work site(s) must EACH hold a valid reliability status granted or approved by CISD/PWGSC or Correctional Service Canada.
- b. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- c. The Contractor must comply with the provisions of the:
Security Requirements Check List;
Industrial Security Manual (Latest Edition)
Centre (CPIC) at the institutions' entrances

2. Criteria for assessing the statement of capabilities (minimum essential requirements):

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

Experience

Must have a minimum of six months' experience working with Aboriginal people and must have a minimum of two years' experience in the delivery of Elder Services or provided spiritual guidance to Aboriginal people.

Academic qualifications:

No Academic qualifications identified.

Professional designation, accreditation and/or certification:

There are no professional designation/accreditations or certificates which confirm an Elders status.

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 set-aside for an Aboriginal Supplier in accordance with the government's Procurement Strategy for Aboriginal Business (PSAB). Therefore, only suppliers who meet the definition of an Aboriginal business, as defined in the PSAB, may submit a statement of capabilities.

5. Comprehensive Land Claims Agreement (s)

This procurement is not subject to a Comprehensive Land Claims Agreement.

6. Justification for the Pre-Identified Supplier

Following discussions with community people, Regional Administrator Aboriginal Initiatives and discussions with our Regional Elder the contractor is the only Elder who would be able to fulfill the expected duties and who has six months' experience working with Aboriginal people.

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

Ownership of any foreground intellectual property arising out of the proposed contract will vest with the Contractor.

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

The proposed contract is for a period of 1 year, from May 1st, 2018 to March 31st, 2019 with an option to extend the contract for 1 additional 1-year period.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$ 163,374.58 (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Robert Joseph

Address: 1014 Highway 495, Mundleville NB E4W 2N5

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. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

14. Closing date and time for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is April 26th, 2018 at 2:00pm ADT.

15. Inquiries and submission of statement of capabilities

Inquiries and statement of capabilities are to be directed to:

Danielle Blanchet
Regional Contract Officer
1045 Main Street, 2nd Floor
Moncton NB E1C 1H1
Telephone: 506-851-6290
Facsimile: 506-851-6327
E-mail: danielle.blanchet@csc-scc.gc.ca