

## NOTICE OF PROPOSED PROCUREMENT (NPP)

### For Professional Services

<b>Reference Number:</b>	1000027256-B	<b>Solicitation Number:</b>	JUS1000027256-B
<b>Organization Name:</b>	Department of Justice Canada		
<b>Solicitation Date:</b>	June 12, 2020	<b>Closing Date:</b>	June 23, 2020, 02:00 PM Eastern Daylight Time EDT
<b>Anticipated Start Date:</b>	July 01, 2020		
<b>Estimated Delivery Date:</b>	December 31, 2020	<b>Estimate Level of Effort:</b>	945 hours
<b>Contract Duration:</b>	From the date of Contract Award, to December 31, 2020 with an irrevocable option to extend it for up to five (5) additional one-year periods		
<b>Solicitation Method:</b>	Competitive	<b>Applicable Trade Agreements:</b>	Not applicable.
<b>Comprehensive Land Claim Agreement Applies:</b>	No	<b>Number of Contracts:</b>	1

### Requirement Details

**Tendering Procedure:** Open Tendering

#### **Description of Work:**

The Department of Justice (JUS) requires Personal Support Worker services provided to address the needs of a JUS employee in the National Capital Region (NCR) who requires regular and on-going assistance during their work hours. The required services will be provided by one (1) full-time PSW ("Primary PSW") with one (1), part-time PSW ("Backup PSW"), where applicable, providing service to cover absences (due to vacation or illness) of the Primary PSW and provide backup services as required.

The Contractor must always have a backup PSW to replace the primary PSW while on leave.

The contract period will be from the date of Contract Award to December 31, 2020 with an irrevocable option to extend the contract for up to five (5) additional one (1) year periods.

#### **Security Level:**

**Minimum Resource Security Required:**

SECRET

#### **Basis of Selection:**

Highest Combined Rating of Technical Merit (60%) and Price (40%).

#### **Submission:**

All bids must be submitted to the email address on page 1 of the request for proposal.

#### **Additional:**

Refer to the attached tender documents to obtain further information.

JUS has adopted the Integrity Regime administered by Public Services and Procurement Canada. As a result, the integrity provisions are being applied in JUS contracting activities as outlined in this solicitation.

## **Contract Authority**

**Name:** Bradley Menagh  
**Phone Number:** (613) 942-2243  
**Email Address:** [Bradley.Menagh@Justice.gc.ca](mailto:Bradley.Menagh@Justice.gc.ca)

## **Inquiries**

Inquiries regarding this RFP requirement must be submitted to the Contracting Authority named above.

BIDDERS ARE ADVISED THAT "BUYANDSELL.GC.CA" IS NOT RESPONSIBLE FOR THE DISTRIBUTION OF SOLICITATION DOCUMENTS.

Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS) at <http://www.buyandsell.gc.ca/tenders>. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

The Crown retains the right to negotiate with any supplier on any procurement. Documents may be submitted in either official language.