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SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
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Gatineau
Québec
K1A 0S5

Title - Sujet CORCAN Employment Services	
Solicitation No. - N° de l'invitation 21C31-188959/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 21120-18-2698959	Date 2020-08-04
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-144-38325	
File No. - N° de dossier 144zh.21C31-188959	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-08-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lepage, Marie-C	Buyer Id - Id de l'acheteur 144zh
Telephone No. - N° de téléphone (613) 858-8637 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

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Signature	Date

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SOLICITATION AMENDMENT 004

SECTION A – Questions and answers from the Bidder's Teleconference of July 29, 2020.

Note: These questions may have been modified and/or condensed.

Question 1:

In reference to Attachment 1 to Part 4 - Mandatory Technical Evaluation Criteria:

MT.5 criterion is worded differently from the MT.2 to MT.4 criteria. Criterion MT.5 refers to the experience of the proposed resource under MT.1 for each of the sectors and in criteria MT.2 to MT.4 it refers to the experience of each of the proposed resources under MT.1, for each of the sectors. We would like to clarify whether in criterion MT.5 we have to present 3 interviews for 1 proposed resource in MT.1 or 3 interviews for each of the proposed resources in MT.1?

For example, if 4 resources are proposed for 1 sector in MT.1, do we have to present 12 interviews or can we choose 1 of the proposed resources in MT.1 and demonstrate compliance for 3 interviews?

Answer 1:

Criterion MT.5 has been revised. Please refer to Section B below to view this criterion.

Question 2:

In reference to Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria MT.1 to MT.5, you are asking to propose Employment Services Coordinators (CE) for each of the sectors where the bidder submits a request and provide the information to demonstrate the experience of each of the resources.

Why not also take into account the experience of the organization? For example, a supplier whose mission is to work in employability with delinquent persons and/or with a criminal record has higher organizational expertise than a supplier whose mission does not concern either employability or people with criminal background. So it seems to us that this organization should logically have a better chance of getting the contract than another organization. Also, in addition to his cutting-edge expertise on the employability of offenders, the supplier is therefore better able to train and supervise the coordinators of employment services dedicated to the contract.

Answer 2:

While we appreciate the experience and mandate of any organization, the experience of the organization is collected through its resources. If employees of an organization have experience in delivering a specific service(s), that by extension indicates that the organization will have experience in delivering and managing the delivery of those services.

Question 3:

In reference to Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria MT.2 to MT.5 and reference made to the "resource", our organization has several stakeholders who work with the offender to deliver the services and achieve the results. Wouldn't it be better to talk about the resource as an organization rather than a person? For example, if my human resource leaves during his assignment, the delivery of the service is based on the expertise transferable to the new human resource. In reality, quality and expertise is not the concern of one or an employee, but of the organization as a whole.

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Answer 3:

An organization is responsible to manage their resources internally and also ensure that the terms and conditions of any contract are met. If a resource leaves an organization prior to the completion of the contract terms, it is the responsibility of the organization to ensure continuation of the delivery of services under the terms and conditions of the contract.

Question 4:

In reference to Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria MT.2 to MT.5, you are asking that the Bidder propose at least one Employment Services Coordinator, for each sector, that meet all of the required experience.

When we are an employability organization specializing exclusively in people with criminal justice, we have a work team made up of several people and a service coordinator who is in charge of all services.

Our employees who work with offenders have different expertise, professional skills and educational backgrounds that are suited to the positions they hold within our organization. The stages of intervention with the offender do not require the same professional skills. Therefore, an employee does not provide all of the services to offenders but specializes in one stage of the intervention.

Why when referring to the resource, can't we suggest the organizational resource that provides the service rather than individuals?

Answer 4:

Under Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria, criteria MT.2 to MT.5 have been amended in order to request that one (1) of the proposed resources in MT.1, for each sector, meet the requirement of the criterion. Please refer to Section B below to see the changes to criteria MT.2 to MT.5

Question 5:

In reference to Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria MT.5, you are requesting that the resource (s) have experience in providing services to promote the retention of offenders, and you specify that these services must have been provided on the offender's job. To explain this criterion, you refer Bidders to Annex A - Statement of Work, section 4.1, tasks c), d) and e). In the Statement of Work in the mentioned sections, it is not mentioned that the services rendered must necessarily take place on the offender's job. Our experience in the provision of such services allows us to affirm that it is possible to intervene to promote job retention as much on the offender's job as in our offices or by telephone, and this with the same efficiency.

Since the Statement of Work does not require that interviews for job's retention take place on the offender's job, would it be possible to remove "on the job" from the wording of the MT.5 criterion in order for the mandatory technical criteria to be consistent with the work requested in the Statement of Work?

Answer 5:

The mention « on the job » has been deleted from criterion MT.5 in Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria. Please refer to Section B below to see the revised criterion MT.5.

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Question 6:

In reference to Annex A - Statement of Work, section 5.0 Deliverables, based on our expertise in providing employment services to offenders, we consider that the volume of work requested for Phase 1 – Initial Assessment of the Offender, is higher in intensity (in terms of services to be given, number of interviews, canvassing of companies, etc.) compared to others phases.

Accordingly, we are of the opinion that the distribution of payments is not in line with the volume of work requested in the Statement of Work. In addition, it involves a certain administrative burden due to the number of payment phases. Would it be possible to revise the schedule of payment in Part 7 – Resulting Contract Clauses, section 7.6.3 Method of payment so that it better reflects the extent of the work carried out in each phase?

We would like to propose the following schedule of payment:

Phase 1: 50% of the Firm All-inclusive Price per Offender

Phase 2: 40% of the Firm All-inclusive Price per Offender

Phase 3: We recommend deleting this phase, since only 2 weeks separate phase 2 and phase 3.

Phase 4: 10% of the Firm All-inclusive Price per Offender

This type of schedule of payment reflects more accurately the distribution of the work to be done according to the phases, and still ensures that the contractor undertakes to provide the services until the ultimate desired result, namely maintenance of 60 days in employment. Also, it must be considered that although the employment coordinator provides all the services necessary to promote the retention of the offender's employment, certain events beyond the control of the works council or the contractor may result in the unsuccessful maintain of employment. We are asked to provide a service in anticipation of obtaining certain results. We are of the opinion that the contractor cannot be held 100% responsible for the results, because we are working with people and not with materials. The contractor has an obligation of means, that is to say, the obligation to carry out the work to the best of his ability in order to ensure that offenders obtain and maintain employment. The services offered contribute to the achievement of the desired results. However, some of these results are beyond our control and we want this Bid Solicitation to recognize this reality.

Answer 6:

Our objective is to foster a framework that will promote cooperation between the service deliverers and the receivers. The basis of payment has been developed to progressively allow for this partnership. It is important to ensure that the offender maintains employment following the achievement of phase one. The basis of payment will not be changed.

Question 7:

In reference to Annex A - Statement of Work, section 7.0 - Estimated volume of offenders referred to the EEP- Quebec Region, being under contract with CORCAN for several years, these numbers do not line up with the numbers we have had over the past few years, and your numbers are way beyond. Is it possible to explain to us your method of calculation for these estimates?

Answer 7:

A number of factors including historical data and offender population flow are considered to determine potential referral numbers. As stated in the section of the Statement of Work, this number is not a guarantee but an estimation.

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Question 8:

In reference to Annex A - Statement of Work, section 5.0 Deliverables, for Phase 2 you state that the job placement must be full time and you define the notion of full time by 37.5 hours per week. In Quebec, a job is considered full-time if the person works 30 hours or more per week. Is it possible to modify or clarify your definition of full-time employment so that it is consistent with the reality of the territory/province (Province of Quebec) on which the services requested in this Bid Solicitation are provided?

Answer 8:

We have taken into consideration the variance and we have agreed to change the hours to 30 hours or more per week, or 120 hours accumulated over 30 consecutive days will be accepted.

Question 9:

In reference to Annex A - Statement of Work, section 5.0 Deliverables for Phase 2, 3 and 4, would it be possible to revise upwards the seven (7) consecutive days granted between two placements?

Our expertise shows us that a person must sometimes leave a job, sometimes review the targeted employment sector and resume the job search before finding another one, so it often takes much more than 7 days. A period of a minimum of 20 working days would, in our opinion, be more realistic and avoid having to constantly restart the count. We believe that integration into the labor market should be the deliverable and not the retention in one job. We value and support clients in their efforts to improve their working conditions as well as their financial situation in order to reduce the risk of long-term recurrence. A person is free to leave a job that does not suit him, and our role is to support him so that he finds a job that corresponds more to his professional project and remains in the labor market.

Answer 9:

The Statement of Work is developed to ensure cooperation between the service providers and the offenders. We believe constantly working together, a new employment could be found within the timeframe indicated.

Question 10:

In reference to Annex A - Statement of Work, section 5.0 Deliverables for Phase 2 in the third paragraph, can you explain to us the meaning: « When it is necessary to count the number of days rather than the number of hours accumulated, at least five (5) hours must have been worked to be included as a worked day in the 30 consecutive-day period ». We understand that the total is always 37.5 hours per week therefore, impossible to invoice if less hours?

Under Phase 2, what does it mean: "Periods of vacation or other leave cannot be included in this 30-day period"? For a vacation period that would be two weeks or more, we will then have to cancel the placement and start a new placement? Would the vacation period, when more than 7 days, be counted as a work stoppage?

Answer 10:

Phase 2 is considered completed if the offender secures a full-time employment (30 hours of employment per week) or if the offender has accumulated 120 hours of employment over the 30-day period. A minimum of five (5) hours must have been worked to be included as a worked day in the 30 consecutive-day period.

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For example, the offender gets a job as a grocery clerk and starts working on May 4, 2020, and maintains that job until June 2, 2020, during that period which is the equivalent of 30 consecutive days, the offender works a total of 120 hours.

Therefore, the invoice can be submitted for Phase 2 as the services are considered completed as the offender has accumulated a total of 120 hours of work over a 30 consecutive day period.

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SECTION B - CHANGES TO THE SOLICITATION

B1. The bid solicitation closing date is currently 02:00 PM Eastern Daylight Time (EDT) on 14 August 2020 and is extended to 02:00 PM EDT on 21 August 2020.

B2. DELETE Attachment 1 to Part 4 – Mandatory Technical Criteria in its integrity and **REPLACE** by the following:

The bid must meet the mandatory technical criteria specified below. The Bidder must provide for each of the proposed resources the necessary documentation to support compliance to each requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Each mandatory technical criterion should be addressed separately.

	Mandatory Technical Criteria	Instructions to Bidders
MT.1	<p>Resources and location (see Annex A – Statement of Work, section 4.0 – Requirements, section 4.1 Tasks, section 5.0 Deliverables and Section 6.2 - Location of services for offenders on conditional release in the community)</p> <p>The Bidder must propose a minimum of one (1) Employment Services Coordinator for each sector for which the Bidder is submitting a bid.</p> <p><i>Note 1: One (1) resource may be proposed for up to 2 sectors only.</i></p> <p>Also, for each sector for which the Bidder is submitting a bid, the Bidder must indicate the location that he will use to deliver services to offenders on conditional release in the community.</p> <p>The Quebec Region sectors are as follow:</p> <ol style="list-style-type: none">1. Ville-Marie;2. Maisonneuve;3. Estrie;4. Granby;5. Longueuil;6. Trois-Rivières;7. Rouyn-Noranda;8. Rimouski;9. Quebec;10. Outaouais;11. Laval;	<p>The Bidder must demonstrate compliance by providing the following:</p> <ol style="list-style-type: none">1) For each sector for which the Bidder is submitting a bid, the Bidder must provide:<ol style="list-style-type: none">a) The name of each individual and the sector for which the resource is being proposed as the Employment Services Coordinator. Refer to <i>Note 1</i> in the left column. <p>AND</p> <ol style="list-style-type: none">b) The name of the location(s) that would be used to deliver the services. Refer to <i>Note 2</i> in the left column.

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	Mandatory Technical Criteria	Instructions to Bidders
	<p>12. Laurentides; 13. Lanaudière; and 14. Chicoutimi</p> <p>The locations that must be used to deliver services to offenders on conditional release in the community are as follow:</p> <p>a) Location no.1: Contractor's Facility and/or</p> <p>b) Location no.2: Parole offices and Community Correctional Centres (CCCs) of Correctional Services Canada</p> <p><i>Note 2: A combination of location a) and b) is acceptable.</i></p>	

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	Mandatory Technical Criteria	Instructions to Bidders
MT.2	<p>Experience in employment and employability evaluations (see Annex A – Statement of Work, section 5.0 – Deliverables, phase no.1 - Evaluation)</p> <p>The Bidder must demonstrate that one (1) of the proposed resources in MT.1, for each sector, has delivered a minimum of three (3) employment and employability evaluations, in the last five (5) years, to individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At a minimum, each of the three (3) delivered employment and employability evaluations must have addressed the following topics:</p> <ul style="list-style-type: none"> a) Assessment of the individual's requirements to prepare their entry into the workplace; b) Validation of work experience and interview skills; and c) Confirmation of employment interests. <p>Even if the resource has been proposed for 2 sectors, the Bidder does not have to provide more than three (3) evaluations to demonstrate that the resource meet this criteria.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For one (1) of the proposed resources in MT.1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each client organization for which the three (3) employment and employability evaluations were delivered; <p>AND</p> <ul style="list-style-type: none"> b) Location of the delivery of each of the three (3) employment and employability evaluations (Municipality/Town and Province/State); <p>AND</p> <ul style="list-style-type: none"> c) Date of completion of each of the three (3) employment and employability evaluations (month/year); <p>AND</p> <ul style="list-style-type: none"> d) Detailed description of each of the three (3) employment and employability evaluations to demonstrate it meets the requirements listed in the left column.

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	Mandatory Technical Criteria	Instructions to Bidders
MT.3	<p>Experience in developing and carrying out employment action plans (see Annex A – Statement of Work, section 5.0 – Deliverables, section 4.1 Tasks (k), and Phase no. 1, Evaluation)</p> <p>The Bidder must demonstrate that one (1) of the proposed resources in MT.1, for each sector, have developed and carried out three (3) employment action plans, within the last five (5) years to individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At a minimum, each of the three (3) employment action plans must have included the following topics:</p> <ul style="list-style-type: none"> a) Work experience of the individual; b) Methods proposed to the individual to find a job i.e. Internet, phone calls to employers, job workshop, etc.; c) Availability of the individual résumé; d) Individual means of transportation to attend job interviews, including transportation constraints; e) Frequency of follow-ups meeting with the individual; and f) Summary of communication exchange with the individual Parole Officer or other officials involved in the individual employment process. <p>Even if the resource has been proposed for 2 sectors, the Bidder does not have to provide more than three (3) employment action plans to demonstrate that the resource meet this criteria.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For one (1) of the proposed resources in MT.1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each client organization for which each of the three (3) action plans was developed and carried out; <p>AND</p> <ul style="list-style-type: none"> b) Period of services delivery of each of the three (3) action plans (month/year to month/year); <p>AND</p> <ul style="list-style-type: none"> c) Detailed description of each of the three (3) action plans to demonstrate it meets the requirements listed in the left column.

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	Mandatory Technical Criteria	Instructions to Bidders
MT.4	<p>Experience in providing job-search support (see Annex A – Statement of Work, section 4.1 - Tasks (a), (b), (c), (d), (f) and (g)).</p> <p>The Bidder must demonstrate that one (1) of the proposed resources in MT.1, for each sector, have provided job-search support within the last five (5) years to three (3) individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At the minimum, the job-search support to the three (3) individuals must have included the following:</p> <ul style="list-style-type: none"> a) Assistance with résumé preparation; and b) Presentation of available jobs. <p>Even if the resource has been proposed for 2 sectors, the Bidder does not have to demonstrate that the resource has provided job-search support to more than three (3) individuals to demonstrate that the resource meet this criteria.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For one (1) of the proposed resources in MT.1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each client organization for which the job-search support was provided to each of the three (3) individuals; <p>AND</p> <ul style="list-style-type: none"> b) Period of services delivery to each of the three (3) individuals (month/year to month/year); <p>AND</p> <ul style="list-style-type: none"> c) Detailed of the job-search support provided to each of the three (3) individuals to demonstrate it meets the requirements listed in the left column.

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	Mandatory Technical Criteria	Instructions to Bidders
MT.5	<p>Experience in interview to maintain employment (see Annex A – Statement of Work, section 4.1, Tasks (c), (d) and (e))</p> <p>The Bidder must demonstrate that one (1) of the proposed resources in MT.1, for each sector, have delivered interviews within the last five (5) years to three (3) individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At a minimum, the interviews must have included the following:</p> <ul style="list-style-type: none"> a) Responding to questions from the individual about their work environment and work guidelines; b) Assisting the individual with managing any inter personal conflict with others employees and/or officials, if applicable, c) Assisting the individual with applying for and preparing for any opportunity for promotion with the employer; d) Assisting the individual in transmitting requests for absence or adaption measures to other officials involved in the individual employment process; and e) Communication with the employer to determine the progress or challenges of the individual, including absenteeism, interpersonal relationship and performance. <p>Even if the resource has been proposed for 2 sectors, the Bidder does not have to demonstrate that the resource has provided interviews to more than three (3) individuals to demonstrate that the resource meet this criteria.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For one (1) of the proposed resources in MT.1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each of the three (3) individual's employer for which the interview was completed; <p>AND</p> <ul style="list-style-type: none"> b) Location of the delivery of the interview for each of the three (3) individuals (Municipality/Town and Province/State); <p>AND</p> <ul style="list-style-type: none"> c) Date of the interview for each of the three (3) individuals (month/year); <p>AND</p> <ul style="list-style-type: none"> d) Details on the interview for each of the three (3) individuals to demonstrate it meets the requirements listed in the left column.

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B3. Under Annex A – Statement of Work, **DELETE** section 5.0 Deliverables and **REPLACE** by the following:

5.0 DELIVERABLES

The EC must carry out a progressive intervention with the offender, consisting of the four (4) phases described below. Studies show that offenders gainfully employed for over 30 consecutive days are three (3) times less likely to be reincarcerated for an offence. Phases 2, 3 and 4 below therefore aim to successfully reintegrate offenders in the community and to promote public safety. Thus, the CSC is relying on the EC's ability to engage with the offender so the latter may secure longer term employment.

Phase 1: Initial assessment

The EC must communicate with the offender referred to the EEP within 10 calendar days following the referral of the offender by the CSC in order to conduct an initial assessment interview aimed at:

- a) Collecting and verifying the needs of the offender to prepare their entry into a work environment;
- b) Validating the offender's work skills; and
- c) Confirming the offender's employment preferences.

If the offender has not yet been released on parole, the EC will conduct the initial interview at the correctional institution. If the offender is on parole in the community, the EC must perform the initial assessment in Location 1 or Location 2, as described in Section 6.0 - Location of Services. Whenever possible, the EC must conduct the assessment meeting in person to establish initial contact with the offender.

The initial assessment will include, without being limited to, the following tasks:

- a) Identifying and creating employment opportunities during the release period;
- b) Analyzing and assessing the offender's needs based on their level of education, job experience, skills, employment objectives and occupational interests;
- c) Determining requirements with respect to developing skills for functional independence: time management, team work, leadership, financial management, or any other skills necessary to secure and maintain employment;
- d) Identifying and defining the offender's job dynamics and issues (including family issues, medical issues, physical and/or mental limitations, restrictions imposed by parole conditions) that have an impact on the suitable type of employment for the offender; and
- e) Developing an action plan for each referred offender to address employment and employability needs.

The EC must provide the offender with appropriate orientation and groundwork that will make seeking, securing and maintaining employment successful. The interview may include the verification of résumés to ensure information such as references, the offender's contact information and communication methods is appropriate and up-to-date. In order to increase a chance of success, building on their own network, reach and service delivery experiences, the EC is required to outline sectors where the offender may be successful in seeking and gaining a job.

The EC must record a summary of the information obtained during the initial assessment by completing a Casework Record in the OMS within 10 calendar days following the date of the meeting.

Phase 1 can only be completed by an EC once per offender during their participation in the EEP. The EC must refer to the information recorded in the OMS to update the offender's action plan and continue interventions.

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The PO will inform the EC whenever an offender is suspended or taken into custody. When the offender is suspended from the EEP for breach of conditions and temporarily reincarcerated until the Parole Board of Canada (PBC) renders a decision regarding their case, the employment and employability services provided by the EC must be suspended. If the offender is released, the EC can continue providing the services. However, if the offender's release is revoked, the offender's referral to the EEP will be cancelled.

Phase 2: Job placement for 30 consecutive days or 120 hours of employment accumulated over 30 consecutive days

For the purposes of this Statement of Work, 30 consecutive days are defined as 30 days worked without a break in service. This period includes weekdays and weekend days.

In the case of offenders working for an organization open from Monday to Friday, the 30-day period always includes weekend days as long as the offender continues working during the 30-day period.

This phase must be considered completed by the EC when the offender secures full-time employment (i.e. 30 hours of employment per week) or has accumulated 120 hours of employment over the 30-day period and maintains the employment without a break in service for 30 consecutive days. When it is necessary to count the number of days rather than the number of hours accumulated, at least four (4) hours must have been worked to be included as a worked day in the 30 consecutive-day period. Periods of vacation or other leave cannot be included in this 30-day period.

Exception:

When an offender loses or leaves their employment 29 days or less following the date of placement, Phase 2 will be considered completed by the EC if, within seven (7) consecutive days following the loss of employment, the offender was able to find other employment. In that case, the break in service will not be taken into consideration, and the times worked in the two (2) employments are to be added.

Calculation examples for Phase 2:

The offender gets Job No.1 as a grocery clerk, starts working on March 9, 2020, and maintains that job until March 26, 2020, which is the equivalent of 18 consecutive days worked. On March 27, 2020, the offender is laid off. From March 30, 2020, to April 1, 2020, the EC works with the offender to find a new job. The offender gets Job No. 2 as a restaurant server. The offender starts working as a server on April 3, 2020, and maintains that job until April 14, 2020, which is equivalent to 12 consecutive days worked. The total number of days worked by the offender would be calculated as follows: 18 days worked in Job No. 1 + 12 days worked in Job No. 2 = 30 consecutive days worked.

Phase 3: Employment maintained over 45 consecutive days or 180 hours of employment accumulated over 45 consecutive days

For the purposes of this Statement of Work, 45 consecutive days are defined as 45 days worked without a break in service. This period includes weekdays and weekend days.

This phase must be considered completed by the EC when the offender maintains employment, either full-time (i.e. 30 hours or more of employment per week) or has accumulated 180 hours of employment over the 45-day period and maintains the employment without a break in service for 45 consecutive days. When it is necessary to count the number of days rather than the number of hours accumulated, at least four (4) hours must have been worked to be included as a worked day in the 45 consecutive-day period. Periods of vacation or other leave cannot be included in this 45-day period.

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Exception:

When an offender loses or leaves their employment 45 days or less following the date of placement, Phase 3 will be considered completed by the EC if, within seven (7) consecutive days following the loss of employment, the offender was able to find other employment. In that case, the break in service will not be taken into consideration, and the times worked in the two (2) employments are to be added.

Calculation examples for Phase 3:

The offender gets Job No.1 as a grocery clerk, starts working on March 9, 2020, and maintains that job until April 9, 2020, which is the equivalent of 30 consecutive days worked. On April 10, 2020, the offender is laid off. From April 10, 2020, to April 17, 2020, the EC works with the offender to find a new job. The offender gets Job No. 2 as a restaurant server. The offender starts working as a server on April 18, 2020, and holds that job until May 3, 2020, i.e. the equivalent of 15 consecutive days worked. The total number of days worked by the offender would be calculated as follows: 30 days worked in Job No. 1 + 15 days worked in Job No. 2 = 45 consecutive days worked.

Phase 4: Employment maintained over 60 consecutive days or 240 hours of employment accumulated over 60 consecutive days

For the purposes of this Statement of Work, 60 consecutive days are defined as 60 days worked without a break in service. This period includes weekdays and weekend days.

This phase must be considered completed by the EC when the offender maintains full-time employment (30 hours or more of employment per week) or has accumulated 240 hours of employment over the 60-day period and maintains the employment without a break in service for 60 consecutive days. When it is necessary to count the number of days rather than the number of hours accumulated, at least four (4) hours must have been worked to be included as a worked day in the 60 consecutive-day period. Periods of vacation or other leave cannot be included in this 60-day period.

Exception:

When an offender loses or leaves their employment 59 days or less following the date of placement, Phase 4 will be considered completed by the EC if, within seven (7) consecutive days following the loss of employment, the offender was able to find other employment. In that case, the break in service will not be taken into consideration, and the times worked in the two (2) employments are to be added.

Calculation examples for Phase 4:

The offender gets Job No.1 as a grocery clerk, starts working on March 9, 2020, and maintains that job until April 9, 2020, which is the equivalent of 30 consecutive days worked. On April 10, 2020, the offender is laid off. From April 10, 2020, to April 17, 2020, the EC works with the offender to find a new job. The offender gets Job No. 2 as a restaurant server. The offender starts working as a server on April 18, 2020, and maintains that job until May 17, 2020, i.e. the equivalent of 30 consecutive days worked. The total number of days worked by the offender would be calculated as follows: 30 days worked in Job No. 1 + 30 days worked in Job No. 2 = 60 consecutive days worked.

If, while EC services are being delivered in Phase 2, 3 and 4, the offender moves to a residence located in another sector of Quebec Region and this sector is part of a contractual agreement with another service contractor, the Contractor responsible for this sector will be responsible for identifying an EC to continue the intervention with the offender. The EC must communicate with the offender's parole officer and the previous EC to ensure that the information on the offender's employment and employability is transferred to the new EC. Service delivery from the new EC will begin at Phase 2.

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Exception to Phases 2, 3 and 4

In the case of a situation of force majeure, such as epidemic, pandemic, government-ordered closing of facilities, strike, natural disaster or other uncontrollable situations in which an offender could not continue their employment, the calculation of work days in Phase 2, 3 and 4 could be done without a gap in services, provided that the Contractor obtains written approval from the CORCAN employment and employability project authority.

B4. DELETE section 13.0 Mandatory minimum competencies for Employment Coordinators and **REPLACE** by the following:

13.0 Mandatory minimum competencies

13.1 One (1) of the resources, for each sector, must have delivered a minimum of three (3) employment and employability evaluations, in the last five (5) years to individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At a minimum, each of the three (3) delivered employment and employability evaluations must have addressed the following topics:

- a) Assessment of the individual's requirements to prepare their entry into the workplace;
- b) Validation of work experience and interview skills; and
- c) Confirmation of employment interests.

13.2 One (1) of the resources, for each sector, must have developed and carried out three (3) employment action plans, within the last five (5) years to individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At a minimum, each of the three (3) employment action plans must have included the following topics:

- a) Work experience of the individual;
- b) Methods proposed to the individual to find a job i.e. Internet, phone calls to employers, job workshop, etc.;
- c) Availability of the individual résumé;
- d) Individual means of transportation to attend job interviews, including transportation constraints;
- e) Frequency of follow-ups meeting with the individual; and
- f) Summary of communication exchange with the individual Parole Officer or other officials involved in the individual employment process.

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13.3 One (1) of the resources, for each sector, must have provided job-search support within the last five (5) years to three (3) individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At the minimum, the job-search support for each of the three (3) individuals must have included the following:

- a) Assistance with résumé preparation; and
- b) Presentation of available jobs.

13.4 One (1) of the resources, for each sector, must have delivered interviews within the last five (5) years to three (3) individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At a minimum the interviews must have included the following:

- a) Responding to questions from the individual about their work environment and work guidelines;
- b) Assisting the individual with managing any inter personal conflict with others employees and/or officials, if applicable,
- c) Assisting the individual with applying for and preparing for any opportunity for promotion within the organization;
- d) Assisting the individual in transmitting requests for absence or adaption measures to other officials involved in the individual employment process; and
- e) Communication with the individual's employer to determine the individual's progress or challenges including absenteeism, interpersonal relationship and performance.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
