

## **Volunteer Coordinator Services – Fraser Valley Community Corrections**

**This requirement is for:** The Correctional Service of Canada, Community Corrections, Pacific Region

**Trade agreement:** This procurement is not subject to any trade agreement.

**Tendering procedures:** All interested suppliers may submit a bid.

**Competitive Procurement Strategy:** Compliant bid with the highest combined score of technical merit and price.

**Set-aside under the Procurement Strategy for Aboriginal Business:** This procurement is not subject to any set-asides for Aboriginal Suppliers.

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

**Security Requirements:** This contract includes security requirements.

### **Nature of Requirements:**

The following is a summary of the statement of work for this requirement.

The Correctional Service Canada has a requirement to provide Volunteer Coordinator services.

**Objectives:** To provide volunteer coordinator services, that will address recruitment, orientation training, monitoring and implementation of volunteer activities to meet offender needs areas.

**Deliverables:**

The contractor must:

1. Ensure volunteer applications and security clearance forms are completed and processed for each volunteer.
2. Provide a quarterly status report of volunteer hours and activities as well as program participation, to the Project Authority.

**Term of Contract:**

**Period of the Contract:** The Work is to be performed during the period of date of contract award to March 31, 2022 with options to renew for three (3) additional one-year periods.

**File Number:** 21883-21-0121

**Contracting Authority:** Kimberly Bryant  
A/District Officer, Contracting and Materiel Services  
Correctional Service of Canada

**Telephone number:** (604) 870-2401

**Facsimile number:** (604) 870-2402

**E-mail:** [Kimberly.Bryant@csc-scc.gc.ca](mailto:Kimberly.Bryant@csc-scc.gc.ca)

## **NOTE TO BIDDERS:**

Bidders can obtain the complete statement of work and evaluation criteria by downloading the solicitation document and associated documents from [Buyandsell.gc.ca/tenders](https://buyandsell.gc.ca/tenders).

The Crown reserves the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada (English or French).

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

The Office of Small and Medium Enterprises (OSME) offers seminars to businesses interested in learning how to sell goods and services to the Government of Canada. The seminars are FREE.

Topics include:

- Overview of the federal government contracting process;
- Searching for opportunities on the Buy and Sell - Tenders website;
- Bidding on opportunities;
- Registering in supplier databases.

The full schedule of seminars can be found on the [Buyandsell.gc.ca](https://buyandsell.gc.ca) website, under Event Calendar (<https://buyandsell.gc.ca/event-calendar>).