



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 the requirement:

The Correctional Service Canada (CSC) has a requirement for consultation services during a project to develop an Equality, Diversity and Inclusion (EDI) Action Plan in support of the Ontario Region Anti-Racism Strategic Framework.

1.1 Objectives:

To provide CSC with an EDI Action Plan and scorecard that will support senior leaders with ongoing EDI guidance over the course of seven years.

1.2 Tasks:

1. Consult with designated parties and stakeholders
1. Communicate and Information gathering
3. Develop reports including comprehensive action plan
4. Develop and provide an inclusive scorecard that will support senior leaders with ongoing EDI guidance over the course of seven years.

1.3 Expected results:

This consultation project will result in a comprehensive 7-year EDI Action Plan (from 2021-2028) and scorecard for use by CSC leaders in monitoring progress against the action plan and in identifying next steps. This includes a final detailed report summarizing all components of the engagement throughout the project. Results of this project can be shared with staff and leaders at CSC.

1.4 Performance standards:

The contractor must meet the specific deliverables and timelines identified by the CSC Project Lead during each phase of the project. The total timeframe of the project is 6 months, to FY end 21/22.

The contractor must produce all status and final reports in MS Word format.

The contractor must review policies and procedures provided by CSC.

1.5 Deliverables:

1.5.1 Liaise with key contacts to provide an overview of processes for conduction future meeting and submitting works. The Consultant will also meet virtually with members of the project team to discuss deliverables.

- Provide an overview of the project strategy.
- Discuss required meetings/consultations with staff (if any) and plans for booking each session.
- Recommend the creation of an EDI Working Group if such a committee does not exist, or make recommendations for the creation of a similar committee to review and discuss EDI initiatives at CSC. If the committee does exist, we will discuss how the consulting team will engage the group for the duration of the



project.

Conduct interviews and focused groups using an approved list of questions. During this phase, we will roll out a communications strategy to share goals of the project with CSC.

- Conduct staff interviews and focus groups.
- Roll out communications strategy.
- Begin development of Diversity and Inclusion Scorecard (DISC).

- Review policies and procedures provided by CSC.
- Assemble project deliverables including the final report and strategy. Finalize the DISC.

- Complete and submit final report actionable items, targets and benchmarks based on the data that emerges from staff and leader consultations.
- Meet with leaders, where needed, to discuss project outcomes.
- Submit DISC with accompanying action items and benchmarks.
- Results must meet the approval of the Regional Deputy Commissioner.

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 their virtual workspace and at Correctional Service of Canada Regional Head Quarters. 445 Union Street, Kingston, Ontario K7L 4Y8
- b. Travel
No travel is anticipated for performance of the work under this contract.

1.6.2 Language of Work:

The contractor must perform all work in English.

1.6.3 Institutional Access Requirements

Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof by any Contractor personnel, at any time.

2. Criteria for assessment of 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: The supplier, prior to the ACAN closing date must have a minimum of 10 years of experience (within the past 15 years) in the field of inclusion, this may include experience teaching/lecturing and in research. Within the past 10 years, the supplier must have completed previous audits/reviews (minimum 3) of organizations related to anti-racism/inclusion and have provided advice/guidance for addressing identified gaps to senior management. The supplier must have a senior staff complement of at least 50% visible minority staff directly engaged in completed organizational reviews.

Academic qualifications: The supplier must possess a graduate degree from a recognized university with a specialization in culture and/or inclusion/anti-racism.

The degree must have been obtained from a recognized Canadian university, college or high school, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada.

The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site.

Professional designation, accreditation and/or certification:
N/A

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 lived experience, training, education and knowledge to assist CSC in the development of the regional action plan. The contractor is a woman with lived experience as a visible minority in Canada, she has a PhD in education with a concentration in Cultural and Policy Studies. She works as a workplace diversity consultant and has previously worked in this capacity with large not-for-profit organizations that include police/corrections. She previously developed a training session for the Federal Black Employee Caucus and developed an anti-racism strategy for GAC's Antiracism Secretariat.

The pre-identified supplier meets all of the minimum essential requirements described in this ACAN.

7. Government Contracts Regulations Exception(s)

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

- (a) 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. Period of the proposed contract or delivery date

The proposed contract is for a period of 6 months, from October 2021 to May 2022.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$ 37120.50 tax included.

12. Name and address of the pre-identified supplier

Name: Mosaic Cross-Cultural Solutions Inc.
Address:

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 December 9, 2021

15. Inquiries and submission of statements of capabilities

Inquiries and statement of capabilities are to be directed to:

Jill Botelho, Regional Administrator Communications and Executive Services.
443 Union Street West Kingston Ontario Canada
Telephone: 613-545-8311
E-mail: Jill.Botelho@csc-scc.gc.ca