

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:**

### **COVID-19 vaccination requirement**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The supplier must complete the COVID-19 Vaccination Requirement Certification and provide it to the contracting Authority prior to contract award.

The Correctional Service Canada has a requirement, through the Exchange of Service Agreement between the Government of Canada and the Province of Newfoundland (NL), to alleviate the disadvantages faced by NL federal offenders being incarcerated at a federal institution in New Brunswick or Nova Scotia. One such initiative is to give some families the opportunity to visit offenders at their place of incarceration. The work will involve the following:

#### **1.1 Objectives:**

To assist in alleviating the disadvantages created by the need to transfer federally sentenced NL offenders to maritime federal institutions and their inmates from their families as there are no federal institution in NL.

#### **1.2 Tasks:**

The Contractor must perform the following tasks:

1. Make a minimum of one (1) trip specific to the Family Services Program to each Federal institutions in New Brunswick and Nova Scotia: Atlantic, Dorchester Complex, Springhill, Shepody Healing Centre and Nova Institution.
2. Screen potential families.
3. Contact the various institutions to ensure all CSC security protocols are met, and obtain documentation confirming that CSC has approved each family member for the planned visit.
4. Once all security requirements are met and confirmed, the contractor must submit the list of CSC approved travellers to the project authority for final approval.
5. Once the travel participant list is authorized by the project authority, the contractor must obtain necessary travel authorizations and complete all travel and accommodation arrangements;
6. If travel cancellation fees are incurred because of a CSC decision to deny access to a previously approved visitor, CSC will reimburse the resulting cancellation fees CSC will also reimburse cancellation fees associated with a reduction in JHS staff to accompany family members on the trip.
7. If one of the contractor's employees cancels prior to travelling arrangements, for any reason other than as a result of a CSC cancellation, The contractor will be the responsible for any cancellation fees incurred and CSC will not be reimbursed these fees.
8. In emergency situations, should travel to the various CSC Atlantic Region Institutions become subject to restrictions imposed by CSC, the Federal Government of Canada, or the Atlantic Provincial Governments, the Contractor may conduct family visits via video conference at the Contractors place of

business or alternate location. The project authority and the corresponding Atlantic Region Federal Institutions must pre-approve any family visits via video conference. CSC will pay travel costs relative to family visits via video conference in accordance with the *Treasury Board Travel Directive*. The per diem rate identified in the Basis of Payment, Annex B, will be applicable during the performance of this virtual service.

9. Accompany families to the various federal institutions in Atlantic Canada or alternate location in emergency situations subject to travel restrictions, and act as a liaison between CSC and the various family members.
10. Provide supportive crisis intervention to the family members participating in the institutional visit.
11. Observe and relay to CSC, any concerns relating to family and offender interactions during the family visit.
12. Provide follow-up with family members and the CSC case management team upon return to NL in relation to the Family Services Program visit.
13. Provide information and support to families concerning federal prison regulations.
14. Provide information to the families concerning offender release conditions and the value of supporting these conditions.

#### 1.3 Expected results:

To give families the opportunity to visit offenders at their place of incarceration.

#### 1.4 Performance standards:

The contractor must complete the above-mentioned tasks over a period of sixty working days as well as submit all deliverables within 10 working days following the completion of the family visit.

#### 1.5 Deliverables:

- 1.5.1 a) A final report detailing the number of participants in the visits, the institutions included in the visit, the activities undertaken during the visit and any concerns raised as a result of the visits.
- b) A complete financial accounting for expenses resulting from the Family Visit Program.

All work will be performed subject to the inspection and acceptance by the Project Authority.

#### 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 related to planning and coordinating family visits at the Contractor's place of business.
- b. Travel to the following locations will be required for performance of the work under this contract, during the family visits: Federal Institutions in New Brunswick and Nova Scotia, which could include: Atlantic, Dorchester Complex, Springhill, Shepody Healing Centre and Nova Institution.

### 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:

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21280-22-3940439 Rev.01**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - (b) *Contract Security Manual* (Latest Edition)

## **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:**

Must possess 4 years of experience in the past 10 years prior to the ACAN closing date providing services to socially disadvantaged correctional population

Must have 4 years of experience in the past 10 years prior to the ACAN closing date in the provision of services and support to families of disadvantaged people.

**Academic qualifications:**

Must possess an undergraduate degree from a recognized university in the field of Human Sciences (Social Work, Psychology, Sociology, Education)

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.

**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 Indigenous Business**

This procurement is not subject to any set-asides for Indigenous 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 John Howard Society of NL has the organizational infrastructure and the experience working with offenders needed to support the key activities of this contract and assist CSC in meeting its mandate in relation to federally sentenced NL offenders. There is a limited number of suppliers available to provide services to offenders from NL incarcerated in New Brunswick or Nova Scotia and their families to support these offenders during their incarceration and meet their reintegration needs.

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: (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**

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 1 year, from April 1, 2022 to March 31, 2023 with an option to extend the contract for 3 additional one-year periods.

### **11. Cost estimate of the proposed contract**

The estimated value of the contract, including option(s), is \$136,616.00 (GST/HST extra).

### **12. Name and address of the pre-identified supplier**

Name: John Howard Society of Newfoundland and Labrador

Address: 342 Pennywell Road, St. John's, NL A1E 1V9

### **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 March 30, 2022 at 2:00pm ADT

### **15. Inquiries and submission of statements of capabilities**

Inquiries and statement of capabilities are to be directed to:

Matthew Couture  
Regional Contract Officer  
1045 Main Street, Moncton, NB E1C 1H1  
Telephone: 506-378-8730  
Facsimile: 506-851-6327  
E-mail: matthew.couture@csc-scc.gc.ca