

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 has a requirement to provide ethnocultural programs and services to the black offender population. The work will involve the following:

#### **1.1 Objectives:**

Offenders (referred to in this ACAN as the Participants) must be trained and supported on how to successfully transition their entrepreneurial endeavors and interests into registered business entities and initiatives by the end of an 8-week online course.

#### **1.2 Tasks:**

The Contractor must provide virtual sessions with separate dates to ensure participation by up to 25 participants, and flexibility for multiple sites to join virtually on chosen dates, i.e., Springhill Institution, Dorchester Medium and Atlantic Institution, on or before March 31<sup>st</sup>, 2023.

#### **1.3 Expected results:**

To bridge the gap in ethnocultural programs and services for black offenders in the Atlantic Region. By providing them an opportunity to express their experiences through an Africentric lens, it is anticipated that by establishing these links while incarcerated will allow them to identify other services that can assist in their rehabilitation once they return to their respective communities.

#### **1.4 Performance standards:**

The Contractor must deliver the course over an 8-week period before March 31<sup>st</sup>, 2023.

#### **1.5 Deliverables:**

1.5.1 The Contractor must produce these sessions virtually in English. The Contractor must provide strategies to utilize transferable life and professional skills that participants can successfully apply to real world opportunities. The program content must address Conflict Management, The Art of Negotiation, Mentorship, Business Fundamentals, Marketing and Branding, Effective Communication, Presentation Skills and Public Speaking.

#### **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 virtually.
- b. 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 Security Requirements:

There are no security requirements associated to this contract.

## **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:

- Must have at least five (5) years experience in the past seven (7) years prior to the ACAN closing date in providing cultural and ethnocultural programs and services to black offenders.
- Must have an established business relationship with at least (3) different associations in the black community and must be able to provide referral sources.
- Must have at least five (5) years experience in the past seven (7) years prior to the ACAN closing date working with black offenders who have been in conflict with the law.

## **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**

There is a limited number of suppliers available to provide ethnocultural programs and services to meet the reintegration needs of CSC black offenders.

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**

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 (4) months, from contract award to **March 31 2023**.

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

The estimated value of the contract, including option(s), is \$40,000 (Taxes are extra).

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

Name: Urban Rez Solutions  
Address: 4439 Lawrence Avenue East  
Toronto ON M1E 2T6

## **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 28th 2022 at 2:00 PM ADT.

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

Inquiries and statement of capabilities are to be directed to:

Greg Morris – Regional Contracting Officer  
1045 Main Street, 2<sup>nd</sup> Floor  
Moncton, NB E1C 1H1  
Telephone: 506-378-8770  
E-mail: gregory.morris@csc-scc.gc.ca