

ACAN: Circle of Support and Accountability (COSA)

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 for Circles of Support and Accountability (CoSA) services for federally supervised sex offenders on conditional or statutory release, or on Long Term Supervision Orders in Ontario. This includes provincially sentenced offenders who are under the supervision of CSC. The work will involve the following:

1.1 Objectives:

Circles of Support and Accountability Services are specialized services in the community, which mobilize the resources of volunteers from faith communities to provide reintegration support.

1.2 Tasks:

- The Contractor must identify, screen and train volunteers to deliver this service, and that these volunteers are able to offer both, in person and virtual circles of support.
- The Contractor must undertake “in-reach” work in CSC institutions in the Ontario Region via either, in person visits where possible or through secure video or telephone links.
- The contractor is responsible recruiting, screening and identifying the needs of up to 12 core members per geographical area.
- The contractor is responsible for providing up to 12 circles of support and accountability at any given time in each of the following locations: Toronto, Peterborough, and Ottawa.
- The circle of support and accountability to be created for each core member consisting of 3 – 4 volunteers. The volunteers must assist each core member with maintaining their personal circle of support and accountability.
- The contractor must work with the volunteers to create and operate a circle of support and accountability for each core member in the program.
- The Contractor must participate in the initial sessions of any new circle to ensure that the process is effectively in place and to deal with any issues that may arise.

1.3 Expected results:

Provide Circles of Accountability and Support that contribute to the stable and successful community release of participating core members.

1.4 Performance standards:

- The circle is to have a minimum of four (4) contacts per month with the offender, including direct in-person contact, virtual meetings, or collateral contact with the Case Management Team or other community supports (including but not limited to social services, offender families, employers).
- Depending on the circumstances or individual needs of the participants, the Project Authority will permit virtual sessions (either by telephone or by videoconference).
- The first session of each circle must be 1.25 hours in duration.

- The staff, volunteers and core members must arrange each session at a mutually convenient time to accommodate work schedules.
- The Contractor must identify and secure a suitable location for the in-person sessions, which may take place in Community Residential Facilities (CRF's) or CSC parole offices where pre-approved arrangements have been made with the Project Authority, or other safe and appropriate locations in the community. For security reasons, there must be a CSC escort present during all times a session is to take place on CSC premises.
- Due to current COVID-19 restrictions on office footprints, the Contractor in consultation with the Project Authority must obtain prior approval from the CSC office management for visits to CSC sites first.

1.5 Deliverables:

1.5.1 Upon commencement of each circle, the Contractor must communicate the core members name with the parole office of supervision, including the start date of the first circle meeting, in writing.

Each circle must make contact with each offender or their support network a minimum of four (4) times per month.

The Project Authority will verify the efficacy and progress of each circle through collateral contact with the core member's parole officer.

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 various locations within the Ontario Region
 - Greater Toronto Area, Hamilton and Kitchener
 - Peterborough
 - Ottawa
- b. Travel
 - Travel to CSC correctional facilities, parole offices and community residential facilities in the Ontario Region.

1.6.2 Language of Work:

The contractor must perform all work in English.

1.6.3 Security Requirements:

This contract has no security requirements.

Security Requirement

- NO SECURITY REQUIREMENT EXISTS.
- Contractor/Offeror will be escorted at all times during the performance of this contract (IF ON CSC SITES). Access to PROTECTED information or assets is not permitted.

- Use of CPIC is prohibited.

1. INSTITUTIONAL ACCESS REQUIREMENTS

- *NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.*
- *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 of 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:

- 3 years of experience, in the past 5 years prior to the ACAN closing date working with, and delivering programs and services to higher risk sex offenders in a community setting. Experience must include interviews or group interventions, or both and counselling higher risk sex offenders;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, in organizing volunteers to provide interviews, or group meetings, or both with offenders across the required locations for the duration of the contract period;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, in intervention and programming techniques such as research based, cognitive behavioural based, theological work or social work, or both based, that support the needs of sex offenders;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, in the area of volunteer coordination/supervision and ability to organize volunteers to support regular interviews/group meetings with offenders;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, in running volunteer based groups to support the needs of sex offenders in the community;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, demonstrated ability to relate to diverse community groups including ethno cultural communities and faith groups, Correctional Services Canada staff and restorative justice colleagues;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, in networking with community resources in the assigned geographical area;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, in ability to work within the context of the correctional system and restorative justice;
- 3 years of experience, in the past 5 years prior to the ACAN closing date, Intermediate computer skills (MS Word, MS Excel and Internet);
- Must have 5 years experience in the past 8 years prior to the ACAN closing date, of providing oversight, or organization of volunteers, or both to support sex offender intervention, or programming, or both with CSC offenders.
- Ability to work collaboratively with CSC in sharing of information as assessed by capacity for regular communication with contract organizers and case management team such as parole officers.
- Must have a volunteer base with a minimum of up to 12 volunteers to assist in the work outlined in this ACAN by providing a list of active volunteers at the time of contract award and upon request from the Project Authority throughout the duration of this contract.
- The volunteer coordinators offering oversight should have a background in psychology, or behavioural counselling, meaning experience with the administration or delivery of behavioural counselling programs or supporting those with mental health or behavioural challenges.
- Valid 'G' Ontario driver's license and have access to a vehicle, or use public transportation in your location;
- Legally able to work in Canada;

Experience:

Academic qualifications:

- Degree or diploma in social work, pastoral counseling or related field such as understanding and changing human behaviour, behavioural science, psychological or behavioural counseling.

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:

None.

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 reintegration services in the community to meet the reintegration needs of high-risk CSC sex offenders.

The pre-identified supplier has extensive experience working with CSC federal offenders, offers programming and support to high risk sex offenders under supervision in the community, has a pre-established group of committed, trained volunteers that are willing to work with the outlined clientele and has the ability and flexibility to work with specific and challenging needs of clients. The pre-identified supplier is therefore highly qualified to provide the services.

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 the time of contract award to March 31, 2023 with an option to extend the contract for 1 additional one-year periods.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$174,000.00 (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: CoSA Canada Inc.

Address: P.O. Box 84540, Toronto RPO Bloor Street West, Ontario Canada, M6S 4Z7

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 27, 2022 at 2:00 PM EST.

15. Inquiries and submission of statements of capabilities

Inquiries and statement of capabilities are to be directed to:

Elizabeth Lake, Procurement Officer

445 Union Street West, Kingston Ontario K7L 2R8

Telephone: 613-328-9647

E-mail: Elizabeth.lake@csc-scc.gc.ca