

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 services that enhance a seamless transition of in-custody offenders back to the community, and specifically back to a Community Residential Facility (CRF) or Community Corrections Centre (CCC). The Contractor must provide transportation services from the institution where the offender is being released, to any CRF or CCC site within British Columbia. The work will involve the following:

#### 1.1 Objectives:

To provide transportation or accompaniment services for offenders being released from Institutions within the Pacific Region to their respective community release destinations.

#### 1.2 Tasks:

- 1.) The Contractor must follow clear and detailed transportation instructions without deviation, except as pre-approved by Temporary Detention Unit (TD Unit) Parole Officer Supervisors;
- 2.) The Contractor must use Government Vehicles, provided by CSC, for transportation purposes, this includes picking up the vehicle from its specified storage location at the designated Institution, picking up offender(s) from the designated Institution-Admissions and Discharge, transporting offenders and any personal belongings directly to their specified destination. The Contractor must return the Government vehicle directly back to the designated institution;
- 3.) Upon delivery of the offender to the destination, the Contractor must make in-person contact with a CSC or CRF staff member to formally complete the transportation transaction;
- 4.) The Contractor must not use the Government Motor Vehicle for personal use at any time and under any circumstance;
- 5.) The Contractor must provide a backup resource to ensure continuity of services if the Contractor is unable to provide services in person due to, but not limited to, vacation or prolonged illness (illness of more than five (5) days). Any backup resource must have the qualifications and experience needed to meet the minimum essential requirements described in this ACAN and must be acceptable to CSC. The backup resource must also possess a valid security screening in accordance with the contract's security requirements.

#### 1.3 Expected results:

To provide services that enhance a seamless transition of in-custody offenders back to the community, specifically back to a Community Residential Facility (CRF) or Community Corrections Centre (CCC).

#### 1.4 Performance standards:

The Contractor and all backup resources must hold a valid driver's license for the duration of the contract if and when exercised by Canada. The Contractor must provide a copy of the valid driver(s) license(s) upon request from the Project Authority at any time during the contract period.

The Contractor must immediately notify the Project Authority if his/her and/or a backup resource's driver's license is revoked.

#### 1.5 Deliverables:

The Contractor must maintain a record of all accompaniments using the template the Project Authority provides. The Contractor must enter the required data only in handwritten form on a hard copy of the template. The data must only include the offender's surname, with no Fingerprint Service (FPS) number, as the security requirements of the contract do not allow for the processing of protected information.

The Contractor must provide the supervising Parole Officer with a verbal report of the offender's behavior, attitude, motivation and plans, noted during the period of accompaniment.

The Contractor must send data collected on a monthly basis to the Project Authority as part of the invoice submission.

##### 1.5.1 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 throughout British Columbia.

##### 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. 21883-23-0144**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor 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:

- A. Must have one (1) year experience in the last eight (8) years prior to the ACAN closing date in static and dynamic security while working with offenders involved in the criminal justice system.
- B. Must have one (1) year experience in the last eight (8) years working directly with offenders in a community environment.
- C. Must have a valid driver's license and clear drivers abstract for the past five (5) years.

## **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 restricted number of qualified service providers in the area who are willing and available to provide transportation or accompaniment services for high risk/high need offenders being released.

This Supplier can perform the scope of work, given his history, experience and familiarity with the tasks identified in the scope of work. This Supplier is uniquely positioned to provide these services given his experience working directly with offenders in a community environment.

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 13 months, from **March 1, 2024** to **March 31, 2025** with an option to extend the contract for three (3) additional one (1) year periods.

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

The estimated value of the contract, including option(s), is \$242,697.50 (GST/HST extra).

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

Name: Brendan Wall

Address: Supplier's place of business

## **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 February 13, 2024 @ 2:00 pm PST.

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

Inquiries and statement of capabilities are to be directed to:

Carmen Skolos

E-mail: [801bidsubmission@csc-scc.qc.ca](mailto:801bidsubmission@csc-scc.qc.ca)