

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 meet 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 to provide Elder programming to meet the needs of Indigenous offenders. The Elder Helpers must be available to assist and supplement the work of Elders, thus enhancing Indigenous programming. CSC is legislated to provide Indigenous offenders with the opportunity to further develop their understanding of traditional Indigenous spirituality while allowing non-Indigenous offenders to practice their beliefs and values systems.

### **1.1 Objectives:**

As required by the CCRA and individual correctional plans, Elder Helpers are engaged to ensure the accommodation of Indigenous spiritual and cultural practices. They assist the Elders in supporting Indigenous offenders on their traditional healing journey, to further develop an understanding of traditional Indigenous culture through teachings, guidance and counselling. Further, they utilize traditional ceremonies and practices, where they have been given the responsibility to assist the work of Elders, to promote healing and balance.

### **1.2 Tasks:**

The Elder Helper must provide the following services:

The Elder Helper must assist Indigenous offenders within the federal institutions to benefit from traditional healing and contemporary treatment interventions by supporting the work of the Elders and the interdisciplinary team as follows:

- Ensure offenders and staff approach the Elder providing service according to proper traditional protocol.
- Ensure an adequate supply of traditional ceremonial material is on hand in order to ensure the ceremonial aspect of the work is maintained.
- Coordinate and provide supervision for offenders during traditional ceremonies; with the Elder's agreement, perform traditional ceremonies in the absence of the Elder (including but not limited to, pipe ceremony, sweat lodge ceremony and sharing circles).
- Conduct group discussions and teachings, with the Elder's agreement, in the identification and proper use of ceremonial objects for offenders and staff.
- Assist staff to prepare reports (verbal and written) and provide other technical support for case management and parole processes.
- Provide counselling services to offenders as directed when the Elder is unavailable.
- Assist in scheduling ceremonies and provide written notification of these events to appropriate Elders and staff.
- Provide a list of contacts with offenders, activities and ceremonies attended to the Project Authority or their designate.
- Participate in staff meetings to further enhance team concept and to create and maintain a healthy support network.
- Participate in meetings with staff to facilitate communication and cooperation with the Elder.
- Provide cultural awareness sessions in traditional teachings and healing to Case Management Team members and institutional staff in order to promote a culturally safe environment for Indigenous offenders.

### **1.3 Expected Results:**

Provision of Indigenous programming and Elder Helper services to the Indigenous offender population.

### **1.4 Reporting and communications**

1. The Elder Helper must provide time sheets at two-week intervals to confirm the services provided.
2. The Elder Helper, with the assistance and coordination of the Indigenous Liaison Officer or Parole Officer, must submit summary activity reports of their services to the Project Authority or designate at two-week intervals by providing a summary of the tasks and hours completed on the Elder Tasks – Weekly Summary and Elder Tasks – Bi-weekly Summary/Invoice provided by the Project Authority. These reports will be used to register progress and for evaluation purposes and must include the following information:
  - (a) Daily activity log;
  - (b) Number and type of individual offender interviews;
  - (c) Number and type of group sessions held (including but not limited to circles, sweats);
  - (d) Number and type of spiritual ceremonies held (including but not limited to family, sweats, pipe ceremonies); and
  - (e) Number and type of collateral contacts made (including but not limited to with case management, staff, interventions).

### **1.5 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 Elder Helper must perform the work at:

Atlantic Institution  
13175 Route 8  
Renous, NB E9E 2E1

- b. Travel

- i. Travel to other locations for approved Escorted Temporary Absences or meetings must have prior authorization of the Project Authority and will be reimbursed at cost without any allowance for overhead or profit.

#### **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:

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by Correctional Services Canada (CSC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CSC.
4. The Contractor must comply with the provisions of the:
  - a. Security Requirements Check List, described in Annex C.

### **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:

Assisting with and attending Indigenous ceremonies are something Elder Helpers have been taught. The supplier must provide their experience as an Elder Helper and how it was acquired.

The supplier must have a minimum of two (2) years of cumulative experience, calculated by combining any experience obtained in the three following areas. The supplier must have acquired this experience over the past 10 years before the date of the closing of this ACAN:

- assisting and supporting an Elder;
- providing counselling and guidance according to the traditions and teachings;
- conducting group discussions; and
- assisting others in preparing reports (verbal and written).

The supplier must demonstrate in writing that they have the knowledge and the experience required in the essential requirements.

The supplier must provide a resume and two (2) references who can confirm their work as an Elder Helper.

### **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 set-aside for an Indigenous Supplier in accordance with the government [Procurement Strategy for Indigenous Business \(PSIB\)](#). Therefore, only suppliers who meet the definition of an Indigenous business, as defined in the PSIB, may submit a statement of capabilities.

This restriction does not apply to contracts with individuals who are Elder Helpers.

## **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 Elder Helper services to meet the reintegration needs of CSC Indigenous 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 one (1) year, from April 1, 2024 to March 31, 2025 with an option to extend the contract for one (1) additional one-year period.

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

The estimated value of the contract, including option(s), is \$166,702.63 (GST/HST extra).

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

Name: Dale Solomon

Address: Contractor'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. This 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 18, 2024 at 2:00 PM (ADT)**.

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

Inquiries and statement of capabilities are to be directed to:

***Claudia Landry, Regional Contract Officer***

1045 Main Street, Moncton, NB E1C 1H1

Telephone: 506-378-8722

Facsimile: 506-851-6327

E-mail: [claudia.landry@csc-scc.gc.ca](mailto:claudia.landry@csc-scc.gc.ca)