

## **An advanced contract award notice (ACAN) Work Placement Management Services**

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 (CSC) – CORCAN has a requirement for Work Placement Management Services (WPMS) to provide ongoing administrative management related to transitional employment and training, including wage administration for offenders who are participating in the CORCAN program while under federal community supervision and on work release in Ontario. The work will involve the following:

#### **1.1 Objectives**

To provide Offenders with opportunities for additional employment and vocational training to contribute to their transition to the community from incarceration.

#### **1.2 Tasks**

The Contractor must provide the following workforce management for offenders CORCAN has referred who CORCAN has selected to participate in identified transitional employment, or vocational training in community locations under CORCAN's direct responsibility:

- a) Collection of all required information and onboarding of the offender to meet contract service delivery requirements and all other applicable provincial and federal laws;
- b) Identification of any concerns or issues that arise while onboarding the specified offender or during their placement;
- c) Administration of remuneration and benefits; and
- d) Administrative management of program participants and Workforce Management as per section 1.2.4.

##### 1.2.1 Collection of information, onboarding and service delivery of program participants

CORCAN will provide the Contractor with names and contact numbers for Offenders selected to participate in the CORCAN community-based program

The Contractor must:

- a) Within 3 working days (unless the CORCAN Manager has specified an otherwise longer period) of an offenders CORCAN has identified for a specific need, collect all information required from the Offender and onboard them to commence employment in accordance with all applicable Provincial and Federal employment related laws;
- b) Meet with the Offender when required to collect information and complete all required onboarding procedures. When the electronic or virtual options available to the Offender for a virtual meeting with

- the Contractor are not feasible, the Contractor must meet the Offender at the Contractor's business location or, with the CORCAN Manager's prior approval, at a CSC site;
- c) Advise the CORCAN Manager immediately of any concerns or issues that arise during any contact with an offender for the purposes of the contract or that may otherwise become known to the Contractor (for example when an offender is not responding to contacts, not providing information required, behavioural concerns) during contacts;
  - d) Confirm the Offender is fully onboarded and identify the date they can commence participation in the CORCAN transitional employment/vocational training program in the community location.
  - e) Advise the Offender of reporting information and processes they must follow in relation to the Contractor's requirements and the date, location and to who they are to report to commence participation in the CORCAN program;
  - f) Finalize and process any required documents as determined by the provincial authority (and other federal authorities as applicable) related to hiring of employees;
  - g) Remunerate program participants at a minimum hourly wage, based on the provincial rate and as required by the provincial regulations, unless CORCAN indicates the participant must be paid at a higher rate.
  - h) Ensure all other employer requirements associated with individuals on their payroll are completed, including payments and documentation submission to proper authorities; and
  - i) Provide and manage, on an ongoing basis, all provincially required documentation and insurance in accordance with provincial employee hiring requirements related to Offenders the Contractor is remunerating.

### 1.2.2 Orientation

The Contractor must provide each referred Offender with the following site orientations no later than one (1) calendar day before the offender begins the work placement:

- a) Schedule, start date and contact information for the workplace that will employ where the Offender;
- b) Information related to remuneration and benefits, including procedures specific to the contractor; and
- c) General expectations (including, but not limited to attendance, punctuality, attitude, personal hygiene and appearance).

### 1.2.3 Administration of Remuneration and Benefits

The Contractor must manage the administration of remuneration and benefits for Offenders participating in CORCAN community based interventions as specified by CORCAN. This includes remuneration and benefits for hours CORCAN approves for specific Offenders and any required submissions of employment records, income taxes deducted, etc. in accordance with provincial or territorial labour law. The Contractor must:

- a) Establish an "Offender Pay Schedule" for payment of Offender wages on a bi-weekly basis;
- b) Distribute pay by cheques or by direct deposit. While the majority of offenders are anticipated to have Direct Deposit available, the Contractor must be able to distribute payments by cheque when CORCAN deems it necessary). The Contractor must pay offenders using funds CORCAN has provided for that purpose;
- c) Provide pay stubs to Offenders;
- d) Provide copy of the forms the Contractor requires to submit each Offender's timesheet to the Contractor, and establish the procedure for submitting timesheets to CORCAN to coincide with pay cycles;

- e) Establish and maintain a financial control system for remuneration and benefits. The financial control system must adhere to generally acceptable accounting principles and be available for audit or investigation by the Project Authority, CORCAN manager, its designate, or other investigative bodies , for example CRA, RCMP, etc. upon request;
- f) Ensure all legislated payroll deductions are calculated, withheld from the payee and forwarded to the appropriate payroll deduction office as per applicable employment legislation;
- g) Ensure cheques are readily negotiable at time of payment;
- h) Remunerate the Offender in full for their hours of work on the day the pay is due;
- i) In consultation with the CORCAN Manager, review program participant pay rates on an annual basis and in compliance with changes in the provincial minimum wage; and
- j) Issue T4 slips, Record of Employment and any other required documentation in accordance with the applicable employment legislation.

#### 1.2.4 Workforce Management

The Contractor must provide information as identified below related to Offender workplace management services to the CORCAN Manager and CORCAN staff responsible for the specific location CORCAN identifies where the Offender is participating in the program.

- a) The Contractor must immediately report any issues or concerns to the CORCAN Manager responsible for the worksite. This includes, but is not limited to behavioural concerns, negative interactions, substance abuse., that the Contractor (or their staff) observe during interactions with the Offender, or become aware of;
- b) The Contractor must contact police, ambulance or other community services for emergencies, as appropriate. and
- c) In the case of workplace accidents or injuries, the Contractor must prepare and submit the required documentation, in accordance with provincial regulations, to the provincial authority governing worker's compensation, with a copy to the CORCAN Manager responsible for the worksite.

### **1.3 Expected results**

To administer training wages in a timely manner in accordance with all federal and provincial laws and policies based on location of participation to offenders CORCAN has identified as program participants.

### **1.4 Deliverables**

The Contractor must, at a minimum, provide the following reports:

The Contractor must submit the report within five (5) working days after Fiscal Year End or any given year.

#### 1.4.1 Job Placement Tracking Report

This report must be cumulative from Fiscal Year start to end dates and, at the minimum, must show:

- a) Number of offenders screened;
- b) Number of offenders interviewed;
- c) Name of each offender worker the Contractor has recommended for placement;
- d) Work placement position title and category for each offender worker (including part time and full time);

- e) Work placement start and end dates (where applicable) for each offender worker, and
- f) Work placement status at 3 and 6 months for each offender worker.

The Project Authority will provide a template for this report.

The Contractor must submit the report within 5 working days after the end of each month.

#### 1.4.2 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).

### **1.5 Constraints**

#### 1.5.1 Location of work

- a. The Contractor must perform the majority of the work at the Contractor's place of business.
- b. Travel
  - i. No travel is anticipated for performance of the work under this contract.

#### 1.5.2 Language of Work

The Contractor must perform all work in English.

#### 1.5.3 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:

1. The Supplier must have a minimum of two (2) years experience in payroll and wage administration in the province of Ontario for individuals who are working under the supervision of another party. The experience must have been acquired within the last four (4) years preceding the closing date of this Advanced Contract Award Notice (ACAN).
2. The Supplier must have a minimum of two (2) years experience in the provision of services related to employment for groups of individuals that are considered as having barriers to employment in the workforce, including, but not limited to individuals with criminal justice system involvement, women, Indigenous, individuals with mental health needs. The experience must

have been acquired within the last four (4) years preceding the closing date of this Advanced Contract Award Notice (ACAN).

### **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 workplace management services to Offenders in the Ontario region.

The pre-identified supplier is the only identified organization that can provide ongoing administrative management services related to transitional employment and training, including wage administration, to offenders under community supervision.

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 **date of Contract Award** to **August 31<sup>st</sup>, 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 **\$3,000,000.00** (GST/HST extra).

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

Name: Agilus Work Solutions

Address: 10012 Jasper Avenue, Edmonton, A.B., T5J 1R2

## **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 **Monday, July 29<sup>th</sup>, 2024 at 2:00 PM EST.**

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

Inquiries and statement of capabilities are to be directed to:

*Lynn-Stacy Gracia-Jules*  
*340 Laurier Avenue West*  
*Ottawa, Ontario*  
*K1P 5K3*

Telephone: 343-596-7363

E-mail: [Lynn-Stacy.Gracia-Jules@csc-scc.gc.ca](mailto:Lynn-Stacy.Gracia-Jules@csc-scc.gc.ca)