

***Community Assessment and Parole Supervision services – Mayerthorpe, Alberta area.***

**This requirement is for:** The Correctional Service of Canada, Northern Alberta & Northwest Territories Area Parole.

**Trade agreement:** This procurement is not subject to any trade agreement.

**Tendering procedures:** All interested suppliers may submit a bid.

**Competitive Procurement Strategy:** compliant bid with the highest technical score

**Set-aside under the Procurement Strategy for Indigenous Business:**

This procurement is not subject to any set-asides for Indigenous Suppliers.

**Comprehensive Land Claim Agreement:** This procurement is not subject to a Comprehensive Land Claims Agreement.

**Security Requirements:** This contract includes security requirements.

**Nature of Requirements:**

The following is a summary of the statement of work for this requirement.

The Correctional Service Canada has a requirement to provide case management services i.e. supervision, risk assessment, urinalysis collection, report writing, etc., for offenders on conditional release and offenders subject to a Long-Term Supervision Order (LTSO).

**Objectives:** In accordance with the [Corrections and Conditional Release Act \(CCRA\)](#), the purpose of conditional release is to contribute to the protection of society. One of the ways that this legislative mandate is fulfilled is to assist offenders to reintegrate into the community as law-abiding citizens. The CCRA requires that the Correctional Service Canada (CSC) ensure that programs, plans, and supervision are in place in institutions and the community to assist in an offender's reintegration.

To assist CSC in meeting its mandate, there are times when CSC will contract with independent agencies/individuals to provide case management services i.e. supervision, risk assessment, urinalysis collection, report writing, etc., for offenders on conditional release.

**Deliverables:** The Contractor must follow all legislation and policies pertaining to the management and supervision of offenders under federal jurisdiction, in the completion of tasks related to the Statement of Work.

The Contractor must contact the Project Authority or his/her designate for any clarification/inquiries relating to this contract, and/or CSC legislation and policies.

Where the Contractor has been provided with direct access to OMS in read/write mode, the Contractor will be responsible for entries in relation to the services identified above in accordance with applicable legislation and policies. Where the Contractor has not been provided with direct access to OMS, the Contractor must forward entries in relation to services identified above to CSC, as directed by the Project Authority and agreed upon by the Contractor, in accordance with all security requirements.

The Contractor must ensure that if, upon release, the offender fails to contact the Contractor at the scheduled time of arrival and no valid circumstances can be determined, immediate action is taken to advise the Technical Authority of the offender's failure to arrive. If the Technical Authority is not available during normal working hours, the Contractor must contact a Parole Officer Supervisor (POS). The Contractor must contact the National Monitoring Centre (NMC) after-hours.

During the period of this contract, should the offender's behaviour deteriorate, should he/she be in violation of any release conditions, or if there are any indications that the offender's risk has increased, the Contractor must inform the Technical Authority without delay. The person delegated under section 135 of the CCRA, in conjunction with the Technical Authority, must take appropriate measures to ensure public safety and document such measures accordingly. The Contractor must contact the National Monitoring Centre (NMC) after-hours.

The Contractor must immediately advise the Technical Authority or the NMC after-hours when any information has been received that would be relevant to CSC to make decisions in the event that interventions are required, and when reliable information exists that the offender has:

- a. been charged with or is planning to commit a new offence;
- b. violated or is about to violate a term or condition of release;
- c. not reported and whereabouts are unknown; or,
- d. been involved in any other situation which would lead to the conclusion that continued release would constitute an undue risk to society,

**Any conditions for participation of suppliers not specified in solicitation documentation:** none.

**Estimated quantity of commodity:** see solicitation document statement of work and basis of payment.

**Duration of Contract and Time Frame for Delivery:**

Period of the Contract: The Work is to be performed during the period of July 1, 2023 to June 30, 2028.

**File Number:** 57101-23-4356664

**Contracting Authority:** Teri Fraser

**Telephone number:** 403-821-1749

**E-mail:** Teri.Fraser@csc-scc.gc.ca

**NOTE TO BIDDERS:** Bidders can obtain the complete statement of work and evaluation criteria by downloading the solicitation document and associated documents from [Buyandsell.gc.ca/tenders](https://buyandsell.gc.ca/tenders).

The Crown reserves the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada (English or French).

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

Procurement Assistance Canada (PAC) offers seminars to businesses interested in learning how to sell goods and services to the Government of Canada. The seminars are FREE.

Topics include:

- Overview of the federal government contracting process;
- Searching for opportunities on the Buy and Sell - Tenders website;
- Bidding on opportunities;
- Registering in supplier databases.

The full schedule of seminars can be found on the Buyandsell.gc.ca website, under Event Calendar (<https://buyandsell.gc.ca/event-calendar>).