

## **Psychological Risk Assessment Services for offenders at Millhaven and Collins Bay Institutions**

**This requirement is for:** The Correctional Service of Canada, **Millhaven and Collins Bay Institutions**

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

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

**Competitive Procurement Strategy:** lowest priced compliant bid.

**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.

Correctional Service Canada has a requirement to provide Psychological Risk Assessments to federally sentenced, male offenders at Millhaven and Collins Bay Institutions; located near Kingston, Ontario.

Objectives: Provide psychological risk assessment services or all three to offenders, as requested by the Project Authority, in the Ontario Region.

The contractor must provide services at Millhaven and Collins Bay Institutions. The contractor must write reports at their place of business.

The Contractor must conduct assessment interviews, administer all psychological tests (unless prearranged for self-report measure – see part f, below), interpret test results, and review offender files. Relevant files include Sentence Management, Case Management, and Psychology files. However, on occasion and if relevant to the specific case, the Contractor must review the Health Care and Security Intelligence files or, alternatively, consult with Health Care and/or Security Intelligence staff about the offender. Consultation with other CSC personnel about the offenders' referral and/or behaviour might also be necessary. The Contractor must integrate information obtained through testing, file review, clinical interview, and if relevant, staff member interviews, into a comprehensive psychological risk assessment report;

### **Deliverables:**

The contractor must conduct a Maximum of 75 assessments per year. The treatment and counselling orientation utilized by Correctional Service Canada (CSC) is cognitive-behavioural. All psychological treatments offered to offenders by the contractor must be evidence-based with known application to offender populations. The principal focus of treatment will depend on the nature of the referral and the offender's needs. Although the usual objectives of treatment include the reduction of risk to reoffend, a priority should also be placed on the amelioration of the offender's mental health and emotional or behavioural functioning, including feelings, attitudes, beliefs and behaviours that moderately to severely impact or interfere with daily functioning. The offender's motivation for the index offence (particularly in cases of sexual offenders) should be addressed in this context.

The Contractor must take into account gender, cultural, religious and linguistic differences and be responsive to the special needs of women and Aboriginal People.

The Contractor must provide all services in compliance with federal and provincial legislation and standards, provincial and national guidelines, practice standards and CSC Policy/Guidelines including the CSC Mental Health Policy and guidelines.

The Contractor must provide services in accordance with the ethical and professional practice standards of the applicable provincial regulatory body, the Canadian Code of Ethics for Psychologists and relevant legislation guiding the practice of Psychology within correctional settings.

The Contractor is expected to consult with the Project Authority to ensure that all psychological practices are consistent with the relevant and most current legislation, practice standards and policies.

On a yearly basis or as determined by the Project Authority, the Project Authority or designate will review a sample of reports to determine if they meet CSC and professional standards for psychological reports. If a report is judged to be substandard, the Contractor must amend the report as requested at no extra cost to the Crown. The amendment must be completed and the amended report submitted to the Project Authority within one (1) week following the date when the amendment was requested.

Timeliness of the submission of all reports will be monitored on an ongoing basis by the Project Authority. Timeliness will form part of the assessment of the Contractor's work.

All work must be performed in English.

**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:**

**Term of Contract:**

Period of the Contract: The Work is to be performed during the period of June 1, 2023 to May 31, 2024 with the option to renew for three (3) additional one-year periods.

**File Number: 21401-27-4374333**

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**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](http://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).

Given the nature of the requirements, proposals submitted by such means as facsimile or electronic mail will not be accepted.

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>).