

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 prescription drugs and pharmaceuticals to offenders (referred to as residents in this ACAN) at Pê Sâkâstêw Healing Lodge. The work will involve the following:

1.1 Objectives:

To provide pharmacy and pharmaceutical services to the residents of Pê Sâkâstêw Centre – A facility and personnel licensed and registered in the province of Alberta must provide pharmacy services.

1.2 Tasks:

The Contractor must:

Provide a “Unit Dose” system of dispensing medication which includes “blister packaging” for over the counter and prescribed medications for individual use. This method of dispensing is mandatory and the Contractor must provide it accordingly.

Provide proof of yearly licences for all registered employees in accordance with Accreditation Canada standards.

Fill prescriptions in blister packages and ensure they are available for delivery upon an agreed time and day with Health Services at Pê Sâkâstêw Centre. Prepare, label and dispense methadone prescriptions (if applicable) in bottles with a security seal over the bottle caps as proof that the bottle has not been tampered with.

Provide generic equivalents to the prescribed drugs whenever possible. The Contractor is to request advice from the prescribing physician as necessary if a particular drug is temporarily out of stock.

Follow the CSC national Formulary and comply with requirements for justification of non-formulary products. Pê Sâkâstêw Centre Project Authority will provide a copy of the National Formulary.

The Institution retains a small stock of prescription drugs for emergencies and may submit prescriptions to the Contractor for restocking them.

Dispose of unused or outdated drugs from the stock above and must provide credit where applicable.

Provide consulting and advisory services as and when requested by the Project Authority.

Provide consulting service and problem solving advice to Health Care services staff for both routine and emergency issues including: procedures development, educational programs, medication delivery system and inventory control, pharmaceutical supplier evaluations and maintaining accreditation standards.

1.3 Expected results:

Provide pharmacy and pharmaceutical services to the residents of Pê Sâkâstêw Centre.

1.4 Deliverables:

The Contractor must provide a loose duplicate label for each prescription filled, and generate a medication record that clearly has the medication, dosage, route of administration, time of administration, and period that the prescription covers. The record must contain all current medications for the resident. The contractor must provide new medication records by the last day of each month for all residents having current medication orders. The Contractor must have a phone line dedicated exclusively for doctor's incoming calls.

Pê Sâkâstêw Centre will fax prescriptions (or phone on occasion) to the Contractor. The institution will specify blister pack or unit dose pack for each medication order.

The Contractor must send its Statement of Account for prescriptions and supplies at least monthly and must provide a copy of the invoices and the prescription receipts to allow the institution to confirm and cross check drugs received and drugs invoiced.

The information the Contractor must provide includes cost of drug, dispensing fee, and blister pack cost in order to allow the institution to separate costs for Methadone, HIV drugs, Psychiatric Drugs and all other drug costs. The Contractor must provide this information.

The Contractor must deliver the drugs and blister packs to Pê Sâkâstêw Healing Centre.

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 work at the Contractor's place of business that must be licensed to provide pharmacy services in the province of Alberta.
- 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:

This contract includes the following security requirements:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 53500-23-4157968

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).

CSC Approved Health Services Exemption for the Removal, Offsite Storage and Electronic Data Processing of Offender Personal Medical Information under CSC issued contracts.

1. The Contractor/Offeror must practice and take measures to protect shared personal health information in accordance with the applicable legislation which governs the disclosure of personal and health information under federal and provincial laws, applicable provincial health information acts, and the provincial/territorial regulatory body's professional practice standards. This includes collection, receipt, transmission, storage, disposal, use and disclosure of information under its control among authorized persons of employees of the Contractor/Offeror.
2. In case of security breach or the unauthorized use of shared personal information, the Contractor/Offeror must notify the CSC Project Authority and implement all procedures and disclosure requirements as defined by their professional certifying body and those required of federal and provincial laws and regulations.

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:

The supplier must provide copies of the pharmacists' current and valid licences to confirm that all services will be provided by pharmacists licensed for the Province of Alberta.

The supplier must provide proof that the proposed pharmacy has a current License to operate in Alberta.

Experience:

The proposed pharmacist(s) must possess one (1) year of experience in the past five (5) years prior to the ACAN closing date in providing pharmacy services.

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.

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 licensed pharmacists and pharmacies who meet the requirements of the Procurement Strategy for Indigenous Business and can provide pharmacy and pharmaceutical services to the residents of the Pê Sâkâstêw Healing Lodge. 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:

- (a) 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 five (5) years, from July 1, 2023 to 2028-06-30.

11. Cost estimate of the proposed contract

The estimated value of the contract is \$700,000.00 (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Roots and Berries
Address: Maskwacis, Alberta

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 **August 24, 2023 at 2:00 PM MST.**

15. Inquiries and submission of statements of capabilities

Inquiries and statement of capabilities are to be directed to:

Teri Fraser A/Regional Contracting Officer
3427 Faithfull Avenue, Saskatoon, SK S7K 3X5
Telephone: 306-659-9300
E-mail: 501Contracts@csc-scc.gc.ca