

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:

Following a workplace assessment completed in March 2021, Correctional Service Canada (CSC) is required to provide leadership training and coaching sessions to managers, as well as sessions to staff of Health Services at Dorchester Complex.

Managers have already received two sessions aimed at equipping them with new practices and strategies as well as facilitating awareness of certain components of their workplace.

This two-day training focused on the ability of people to feel better equipped in management and leadership to help them face the challenges presented by their workplace specific to their field.

Emphasis was also placed on developing communication skills for managers and leaders as well as developing participants' understanding of their role, the distinction between management techniques and leadership techniques as well as understanding the range of styles and approaches available to them in order to face with confidence and competence the various situations and challenges they face.

To strengthen Manager's leadership and management skills.

Offer additional training to all managers in order to expand on the themes covered in the first two sessions and also to develop and discuss scenarios or fictitious cases studies that simulate the challenges that the participants envision in their daily.

The addition of coaching sessions for each manager to increase the likelihood that they will integrate new practices, tips and approaches into their management and leadership practices.

The addition of sessions for staff with the objective of sharing notions and themes that have been discussed with managers in order to establish a common language and to signal to employees that managers take improvement and development seriously.

1.1 Objectives: To provide additional leadership training to Managers, add coaching sessions for Manager to strengthen Manager's leadership and management skills. To provide training to staff to share notions and themes discussed with Managers.

1.2 Tasks:

1.2.1 Two half-day training:

The Contractor must review the objectives of the two half-day training sessions that they previously provided in order to develop the content of the new training sessions.

The Contractor must deliver, face-to-face, two half-day training that will focus on the following objectives:

- Describe how to carry out a difficult conversation
- Recognize how to build trust and influence others
- Develop delegation techniques that free the manager and empower team members
- Create a culture of learning within their teams to enable better problem solving, greater engagement and a climate that aims for progress and improvement

- Set effective boundaries between leaders and managers and team members

The Contractor must develop exercises, scenarios and case studies:

- Express what the managers' main responsibilities are: people and results
- Differentiate between management and leadership and take ownership of their leadership and management roles.
- Explain their preferences for leadership styles
- Discover the link between psychological safety and commitment
- Use the science of positivity and realistic optimism to achieve better results
- Use « special attention » and robust feedback when coaching and mentoring their team members

The sessions must allow managers to deepen the topics covered in the first two sessions. The Contractor must also develop fictional scenarios and case studies that stimulate real challenges that the participants face in their work environment on a daily basis.

1.2.2 Sessions for staff:

The Contractor must deliver, in person, up to five (5), training sessions for staff that will be a minimum of 90 minutes, but a maximum of 3-hour in duration. The Contractor must determine the duration of each session for staff with the Project Authority prior to the session, according to the topics covered.

The objectives of the sessions for staff are sharing notions and themes that were discussed with managers in order to establish a common language, and signal to employees that managers take the improvement and strengthening of their leadership and management skills seriously.

1.2.3 Psychometric assessments:

The Contractor must perform up to ten (10) Dominance, Influence, Steadiness and Conscientiousness (DISC) psychometric assessment for each manager and debrief each manager, face-to-face, when offering the coaching service.

1.2.4 Individual coaching sessions:

The Contractor must provide up to 60 hours of Individual coaching sessions to managers.

The Contractor must personalize each coaching session content, as well as the number of coaching sessions needed for each Manager. The Contractor must provide an initial coaching session, that includes the debrief of each Manager's Dominance, Influence, Steadiness and Conscientiousness (DISC) psychometric assessment.

Each individualized coaching session will be one (1) hour. The Contractor must provide the sessions during regular business hours, Monday to Friday.

1.3 Expected results:

Help managers and staff establish healthy working relationship in order to move forward, following the workplace assessment.

1.4 Deliverables:

- The Contractor must schedule visits and meetings at Dorchester Complex with the Managers in order to organize and plan the two half-day training, the sessions for the staff and the individual coaching sessions.
- The Contractor must provide participants with a workbook, a PDF of the visual aids and an online evaluation of the training.
- The Contractor must provide a list of participants.
- The Contractor must deliver the two half-day training sessions in Dorchester, New Brunswick within three (3) months of contract award, but no later than June 30, 2024.
- The Contractor must deliver up to five (5) training sessions for staff in Dorchester, New Brunswick before September 30, 2025. The Contractor must deliver the first session for staff within three (3) months of contract award.
- The Contractor must perform up to ten (10) Dominance, Influence, Steadiness and Conscientiousness (DISC) psychometric assessments with managers before September 30, 2025. The Contractor must perform the first DISC assessment within three (3) months of contract award.
- The Contractor must provide an individualized written report of the DISC psychometric assessment results to each staff.
- The Contractor must provide up to 60 hours of Individualized coaching session with Managers in Dorchester, New Brunswick before September 30, 2025. The Contractor must deliver the first individual coaching session within three (3) months of contract award.
- In case of bad weather, CSC may postpone the training service, at its discretion, to a later date before September 30, 2025 at no additional cost.

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 Contractor must perform the work at the Dorchester Complex, located at 4902 Main Street, Dorchester, New Brunswick, E4K 2Y9.

1.6.2 Language of Work:

The contractor must perform all work in both official languages: English and French.

1.6.3 Security Requirements:

This contract includes the following security requirements:

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. 21220-24-4502558**

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).

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:

Experience:

- Must have a minimum of five (5) years' experience in using DISC psychometric assessments obtained within the last 10 years prior to the closing date of this ACAN; and
- Must have a minimum of five (5) years' experience in providing Workplace Leadership Services obtained within the last 10 years prior to the closing date of this ACAN.

Professional designation, accreditation and/or certification:

- Must hold a valid Certified Speaking Professional (CSP) designation granted by the Global Speakers Federation; and
- Must hold a valid Certified Management Consultant (CMC) designation.

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

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 approximately 20 months from the contract award date to September 30, 2025.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is **\$ 55,400.00** (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Pierre Battah Leadership Inc.

Address: 447, Lutz Street, Moncton, New Brunswick, E1C 5H2

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 **December 19th, 2023 at 2:00 PM AST.**

15. Inquiries and submission of statements of capabilities

Inquiries and statement of capabilities are to be directed to:

Sylvie Gallant, Regional Contracting Officer

Telephone: 506-378-8724

E-mail: Gen-Atl-bidsubmission-soumission@csc-scc.gc.ca