

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) has a requirement to provide every inmate with essential health care and reasonable access to nonessential mental health care. The work will involve the following:

### **1.1 Objectives:**

Provide and coordinate essential health services as and when required to inmates at Saskatchewan Penitentiary as a Registered Nurse.

### **1.2 Tasks:**

The contractor must:

Complete narcotic counts. The narcotic count consists of counting on a daily basis all controlled substances located in our CSC Pharmacies, including but are not limited to Methadone, Suboxone, Tylenol # 3's, and Codeine.

Deliver Medications in the infirmary unit (units referred to any cell blocks i.e. a regular cell block, a structured intervention unit or an infirmary cell block) located in the back of the Health Services Centre and all other residential units also commonly defined as Cell Blocks.

Administer all drugs ordered by the Physician and as per "CSC protocol".

Assess (during walk-in clinic hours) inmates mentally and physically during the shift and as well during Clinics by appointments only. As the Institutions where work will be performed have limited inmate movement, the nurse must go on the respective cell block to assess inmates. Clinics are held during institutional dayshifts, Monday to Friday. The clinic hours vary by Institution but are usually scheduled between 0745 and 1600

Assist Physicians during clinic hours Monday to Friday when employees are unable to assist. A Physician can be a Psychiatrist, General Practitioner or any other Specialists.

Administer physical treatments as per Physician's order, including but are not limited to dressing changes, physical assessment.

Complete Admissions, Releases and Transfers Documentation related to inmates arriving from or transferred to other institutions.

Complete Structured Intervention unit (SIU) rounds in the SIU on a daily basis as requested and when offenders are admitted later in the day and need to be seen for the first day assessment.

Review and process inmate's written request submitted to Health Services via internal mail.

The contractor must prepare clinic lists for the following day including respective inmate files. Clinics may vary from Psychiatry to orthopaedic to any other provider such as General Practitioner and others Health Services providers.

Collect and package serology samples as needed.

Answer phone calls and emails.

Send faxes and make photocopies.

Document assessment, treatment and consultation on various CSC forms and Electronic Health Records (EHR)

Complete file reviews.

Assess inmates after a post Use of force. A post Use of Force is defined as the need to perform a physical assessment on inmates exposed to any chemical agents such as Pepper Spray, or subjected to use of physical force to subdue them.

Complete psychology and other related mental health referrals.

Complete Infectious disease referrals to the respective Institutional Infectious Disease Specialist.

Review applications received from inmates, Parole Officers and Program Officers or other in relation to the Opioid Agonist Program (OAT)

Perform med spot checks as per CSC policy. The Med Spot check consists of randomly asking an inmate on medications to display his Bubble pack of medication to ensure that the quantity remaining is aligned with the quantity that should be remaining as per the Institutional Physician's orders.

Provide emergency treatment to staff and visitors.

Complete specialist clinics (orthopedic, general surgeon, dietician) as needed as per respective Institution.

Stock medical equipment and inventory as required using supplies CSC provides.

Perform discharge planning preparation for each inmate awaiting a release in the near future. Including but are not limited to follow ups appointments with Community agencies when applicable and ensuring that inmates are provided with 2 weeks of medication supply that will be on hand upon the release day.

Check the vaccine fridge (0800 and 1600)

Perform medication Restock, Re-order, and Fax medication refill sheets to the institutional and regional pharmacy.

Perform an Electronic Chart Audits.

Perform Inmate Medication Blister Card Audits and medication room audits.

Perform audits of unnecessary medication and Expired Medication reviews.

Complete Emergency Cart Checklists

Check medication weekly for expiry dates

### 1.3 Expected results:

The Contractor (Nurse) must provide Registered Nursing services to patients and collaborate with the institution's inter-disciplinary health services team that includes, but is not limited to, general practitioners,

nurses, nurse practitioners, dietitians, radiology services, dental, psychiatry, psychology, and other allied healthcare professionals.

#### 1.4 Performance Standards:

The Contractor must also take into account gender, cultural, religious and linguistic differences and be responsive to the special needs of women and Aboriginal Peoples, persons requiring mental health care and other groups.

The Contractor must provide all services in compliance with federal and provincial legislation and standards, provincial and national guidelines (such as the Canadian Immunization Guide), practice standards and CSC Policy and Guidelines.

##### 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 Saskatchewan Penitentiary, Prince Albert, Saskatchewan.
- 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. 52000-24-4600292**

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 (six) 6 months experience in the last (two) 2 years prior to the ACAN closing date providing Registered Nursing Services.

License: the contractor must have a current license in good standing as a registered nurse in the Province of Saskatchewan.

## **3. Applicability of the trade agreement(s) to the procurement**

This procurement is not subject to any Trade Agreements

## **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 registered nurses in Prince Albert, Saskatchewan to administer nursing care to meet CSC inmates' health needs.

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 year from, April 1, 2024 to March 31, 2025 with an option to extend the contract for two (2) additional one -year periods.

**11. Cost estimate of the proposed contract**

The estimated value of the contract, including option(s), is \$848,250.00 (GST/HST extra).

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

Name: Calian  
Address: Ottawa, ON

**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 March 25, 2024 at 2:00 PM CST.

**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  
Telephone: 306-659-9300  
E-mail: [501Contracts@csc-scc.gc.ca](mailto:501Contracts@csc-scc.gc.ca)