

An Advance 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 meet 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 requirement

The Correctional Service of Canada (CSC) – CORCAN Industries is required to provide traffic control person (“signaleur routier”) training recognized by the Ministère des Transports du Québec (Quebec provincial ministry of transportation) to its Quebec Region offender population. In this case, the certifying third party is the Association Québécoise des transports (AQTr).

The work will require the following:

1.1 Objectives

The Contractor must provide certified computer-based traffic control person (TCP) training recognized by the Ministère des Transports du Québec to an offender or groups of offenders from various institutions in the Quebec Region, and that can apply to several industries besides construction. Learning objectives from this training can be applied throughout the region in various sectors.

Offenders who successfully complete this training must obtain a valid certificate from the AQTr that will allow them to work in jobs that require TCP training.

1.2 Tasks

The Contractor must provide the services on an “as and when required” basis for the duration of the Standing Offer.

The tasks the Contractor must perform include, but are not limited to, what follows.

For training inside the institution, the Contractor must:

- Provide a USB key of the training, in English and in French. The CSC can install this training on a computer without an Internet connection or broadcast it in a classroom. The Contractor needs to provide one key only, as updates to the training are installed by regional IT services.
- Provide support documents and a learning guide for participants (offenders).
- Provide CORCAN operators with an orientation session including the information necessary to deliver the computer-based training to participants. This session should include instructions on how to install the training on each participant’s computer as well as basic instructions that CORCAN operators are to provide to participants. The Contractor must deliver this orientation session using documents, individual or group follow-up, or both.
- Provide examinations for participants.
- Correct participants’ examinations.
- Register offenders who successfully completed the training with the appropriate authority.

- Ensure all competency cards for participants who successfully completed the training are delivered to CORCAN's Employment and Employability Programs at 250 Montée Saint-François, Laval, H7C 1S5 within 21 days of the examination date.

For community-based training, the Contractor must:

- Ensure access to online training.
- Ensure that hypertext links to procedures and other information relevant to participants are compliant.
- Register offenders who successfully completed the training with the appropriate authority, the Ministère des Transports du Québec.
- Ensure competency cards for participants who successfully completed the training are delivered to CORCAN's Employment and Employability Program at 250 Montée Saint-François, Laval, Quebec H7C 1S5, within 21 days of the examination date.

The Contractor must provide computer-based training that can be administered by the operators in the following three ways:

For training inside the institution:

A. Individual classroom training

- This training will be offered directly on a computer without an Internet connection.
- The paper examination will be supervised by an authorized CORCAN operator.

B. Group classroom training

- This training will be offered in class, broadcast on a screen.
- The training will be broadcast by an authorized CORCAN operator.
- The paper examination will be supervised by an authorized CORCAN operator.

For community-based training:

C. Online distance learning

- This training will be offered online. The CORCAN operator will be responsible for receiving registration requests, analyzing them and registering participants. After registration, the operator will provide participants with the link to access the training, login instructions and their user name and password.
- The training and exam will be delivered online.

CORCAN's responsibilities

The CORCAN operator is responsible for the following:

For training provided inside the institution

- A. Creation of participants' accounts.
- B. Administration of the training and examination.
- C. Registration of participants and competency cards.
- D. Sending of the invoice to the CORCAN Employment and Employability Program assistant so that payment actions can be taken.

For community-based training

- A. Creation of participants' accounts.
- B. Sharing of information for participant registration and access to the online training and examination.
- C. Registration and competency cards.

1.3 Expected results

For each offender who has successfully completed the training and who is registered, the Contractor must ensure that

- an official card or certificate is issued;
- all official cards or certificates are sent to the CORCAN Employment and Employability Program Regional Headquarters at 250 Montée Saint-François, Laval, Quebec H7C 1S5; and
- the cards or certificates are sent within 21 days of the date of the examination.

1.4 Performance standards

The training provided by the Contractor must be certified and recognized by the Ministère des Transports du Québec and by the Association sectorielle paritaire-construction (ASP Construction).

1.5 Deliverables

1.5.1 For offenders who complete this TCP training successfully, the Contractor must:

- provide a competency card for the AQTr's "Signaleur routier" (TCP) training.
- ensure registration of the participant's AQTr certificate/profile.
- reprint competency cards upon request from the CORCAN Employment and Employability Program project officer as per the terms agreed between the two parties.
 - When the card was not received at the CORCAN Employment and Employability Program administrative office, the AQTr will cover the costs.
 - When the card was received at the CORCAN Employment and Employability Program administrative office, the latter will consider the card lost and cover the costs.

Released offenders whose warrants have expired and who are no longer under CSC supervision must request a reprint through the AQTTr's website and are responsible for the reprinting costs.

1.5.2 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% 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 Work location

- a. The Contractor must provide materials and exams to the following operational units as required. The Contractor must not travel to CSC sites. The Contractor must complete all work remotely via email, phone calls and/or video conferencing with authorized CORCAN operators.

Institutions and security levels

1. Archambault Institution

244 Gibson Blvd, Sainte-Anne-des-Plaines, QC J5N 1V8

Minimum

242 Gibson Blvd, Sainte-Anne-des-Plaines, QC J5N 1V8

Medium

2. Federal Training Centre

6099 Lévesque Boulevard E, Laval, QC H7C 1P1

Multi-level

600 Montée Saint-François, Laval, QC H7C 2T8

Minimum

3. Regional Mental Health Centre

242 Gibson Blvd, Sainte-Anne-des-Plaines, QC J5N 1V8

Maximum

4. Cowansville Institution

400 Fordyce Avenue, Cowansville, QC J2K 3N7

Medium

5. Donnacona Institution

1537 Route 138, Donnacona, QC G3M 1C8

Maximum

6. Drummond Institution

2025 Jean de Brébeuf Blvd, Drummondville, QC J2B 7Z6

7. Joliette Institution

400 Marsolais Street, Joliette, QC J6E 8V4

Multi-level

8. La Macaza Institution

321 Chemin de l'Aéroport, La Macaza, QC J0T 1R0

Medium

9. Port-Cartier Institution

Chemin de l'Aéroport, Port-Cartier, QC G0G 2W2

Maximum

10. Regional Reception Centre

246 Gibson Blvd, Sainte-Anne-des-Plaines, QC J5N 1V8

Multi-level

11. Regional Service Centre / Community Services

250 Montée Saint-François, Laval, QC H7C 1S5

Administration

b. Travel

- i. No travel is anticipated for performance of the work under this contract.

1.6.2 Language of work

The Contractor must perform all work in English and in French.

1.6.3 Security requirements

There are no security requirements associated with this contract.

2. Criteria for assessing 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:

1. The supplier must have at least two (2) years of experience within the last five (5) years prior to the ACAN closing date supplying material to support vocational training in provincial or federal penitentiaries.
2. The supplier must be mandated by the Ministère des Transports du Québec and recognized by the Association Sectorielle Paritaire-Construction (ASP Construction).
3. The supplier must have at least five (5) years of experience within the last eight (8) years prior to the ACAN closing date developing and delivering classroom and computer-based vocational training.

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

The Contractor holds any foreground intellectual property arising from the proposed contract.

10. Period of the proposed Standing Offer or delivery date

The period of the proposed Standing Offer is one year from the Standing Offer award, until June 30, 2025, with an option to extend the Standing Offer for two (2) additional one-year periods.

11. Estimated value of the proposed contract

The estimated contract value, including options, is \$300,895.55 (GST/HST extra).

12. Name and address of pre-identified supplier

Name: Association québécoise des transports
Address: 6666 Saint-Urbain Street, Montreal, Quebec, H2S 3H1

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 this 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. This 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 **June 20, 2024, 2:00 p.m. EDT.**

15. Inquiries and submission of statements of capabilities

Inquires and statements of capabilities must be sent to

Aimée Legault
Senior Procurement Officer
Phone number: 343-597-2485
Email: aimee.legault@csc-scc.gc.ca