

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 Treatment Centre housing to offenders under federal jurisdiction who have been released to the community on conditional release, statutory release and those subject to Long-Term Supervision Orders. The work will involve the following:

1.1 Objectives:

Treatment Centres (TC) provide treatment, accommodation, monitoring and general support and assistance in reintegrating the offender into the community. It is recognized that the main objective of TCs is to address the identified treatment need(s) (e.g. addictions, mental health) of the offender under their care.

1.2 Tasks:

The TC must provide a treatment program and twenty-four (24) hour residential services to offenders who are referred to it by CSC and accepted by the TC.

If applicable and where required, the TC must provide a strategy to accommodate diverse cultures and spiritualities, including, but not limited to, Indigenous culture and spirituality.

If applicable and where required, the TC must ensure that the accommodation is suitable and safe for children residing in the TC with the offender in accordance with measures outlined in CD 715-4.

Admission Criteria & Selection Process

The TC must specify the conditions of eligibility for its services, admission criteria, and program availability; take proactive measures in conjunction with CSC to maintain appropriate occupancy numbers; and, provide CSC with this information in writing upon request.

The TC admission criteria must be developed in consultation with a person or persons representing the interests or concerns of the local community, including a representative from the local Indigenous community (where applicable). The person(s) the TC selects from the community may be from an Advisory Committee, Board of Directors, or other similar committee, and must not have a salaried position with the TC or stand to gain financially from the operations of the TC.

The TC must have a selection process that includes:

A review of any CSC referral;

An assessment against admission criteria and the capacity of the TC to address the offender's needs; and

A written decision of acceptance or refusal which includes a rationale for the decision against admission.

Liaison Services

The Treatment Centre must:

- a) Liaise with local police forces to facilitate communication, to increase awareness and understanding of the TC's purpose and to build support;

- b) Communicate with offenders and staff at institutions (by such means that include, but are not limited to video conference, telephone, letters, visits) to ensure awareness of their services and programs, and to establish necessary linkages;
- c) Liaise with local CSC Community Parole Officers, Managers and other Case Management Team members (including mental health professionals when working with offenders with mental health issues);
- d) Maintain contact with community agencies and partners who provide reintegration services to assist offenders; and,
- e) Continue to take reasonable steps to ensure a positive relationship with the community.

Treatment Plan and Support Services

TC staff must be part of the Case Management Team for the duration of an offender's residency, program participation, or both. They must participate in the development of, and updates to, an offender's release plan (Community Strategy) and Correctional Plan – Updated, including but not limited to identifying objectives, expectations, services and other measures that will be utilized by the TC to engage the offender in the aforementioned plans.

TC staff must develop a Treatment Plan consistent with the offender's Correctional Plan (without being a replica) with the participation of the offender and the supervising Parole Officer. The TC must complete the Treatment Plan within thirty (30) days of the offender's arrival at the facility. For TCs with OMS connectivity, the assigned TC staff must enter the plan in OMS under Casework Record (CWR).

The assigned TC staff must provide progress reviews at least once every forty-five (45) days in order to assess the offender's progress in relation to the Treatment Plan, and to determine whether the services are adequate, still necessary, or whether other services may be needed. The assigned TC staff must discuss these reviews with the offender and supervising Parole Officer. For TCs with OMS connectivity, the assigned TC staff must enter these assessments in OMS under CWR .

If the TC does not have access to OMS, the Project Authority, in conjunction with the TC staff, must identify the means by which the Treatment Plan and related Progress updates will be entered into OMS.

The TC must provide the following support services:

- a) Monitor and support offender activities against the Community Strategy, Treatment Plan and Correctional Plan;
- b) Assist residents, through ongoing support, in areas that include, but are not limited to, crisis management, personal or family problems, education, literacy, employment, budgeting, life skills, recreation, spiritual and cultural activities;
- c) Assist residents to secure services appropriate for their needs or for public safety requirements, such as substance abuse services, income support, employment services, medical (including mental health) and dental services; and,
- d) Provide residents a supportive group living environment through activities such as periodic house meetings.

1.3 Expected results:

To promote the successful reintegration of offenders into the community.

Treatment Centres promote the successful reintegration of offenders into the community by addressing a specific need that individual offenders may have, in a residential treatment environment. Treatment Centres contribute to the management of risk by ensuring that suitable accommodation, treatment programs, support systems, and monitoring are in place to assist conditionally released individuals become law-abiding citizens.

1.4 Performance standards:

The TC Contractor agrees that its officers, employees and subcontractors must comply with all applicable laws and CSC's Commissioner's Directives (CDs), as applicable to the work to be completed as part of this contract.

The TC must have a written statement of mission which must include but not be limited to:

- a) Objectives;
- b) Programs;
- c) Services; and,
- d) Population to be served.

1.5 Deliverables:

1.5.1 The TC must record and incorporate pertinent information on individual residents into the resident case file. This information includes, but is not limited to, the following:

- a) Additional reporting requirements determined by the supervising Parole Officer;
- b) Services provided to the resident by the TC and its collaborating agencies or resources, as identified by the resident to the TC;
- c) Names, addresses and phone numbers of person to contact in case of an emergency, as identified by the resident to the TC;
- d) Signed acknowledgement of TC House Rules;
- e) Any assessment for Decision reports, relevant to current release, submitted to the PBC;
- f) TC Treatment Plan;
- g) TC Treatment Plan progress reviews (as stated in Paragraph 24);
- h) CSC psychological reports;
- i) Case file recordings, including pertinent information from the duty log;
- j) Documents outlining reasons for non-voluntary termination (where applicable); and,
- k) Other documentation considered relevant to the provision of services, as determined by the TC or CSC.

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% 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 Contractor's place of business in **Edmonton, Alberta**
- b. Travel
 - ii. 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.

1.6.3 Security Requirements:

This contract includes the following security requirements:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 57101-23-4371214

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, 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 utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. Processing of PROTECTED materiel electronically at the Contractor site is NOT permitted under this Contract.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. 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

1. Must have a minimum of two (2) years experience, obtained within the last five (5) years prior to the closing date of this ACAN, in working with adult offenders on conditional release;
2. Must have a minimum of two (2) years experience, obtained within the last five (5) years prior to the closing date of this ACAN, in providing accommodation to offenders in a residential setting.

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

There is a limited number of suppliers available in Edmonton, Alberta who are qualified and have the resources to provide Treatment Centre services to meet the reintegration needs of CSC offenders.

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

The following exclusion(s) and/or limited tendering reasons are invoked under the section of the trade agreement(s) specified:

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 **May 1, 2023 to April 30, 2028**.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$5,759,116.00 (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Poundmaker's Lodge Treatment Centre
Address: **Edmonton, 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 **April 19, 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 Procurement Officer

Correctional Service Canada
Telephone: 403-821-1749
E-mail: 501Contracts@csc-scc.gc.ca