

Accommodation and Meal Service for Correctional Training Program

This requirement is for: The Correctional Service of Canada, Correctional Learning and Development Centre Prairie Region.

Trade agreement: Canadian Free Trade Agreement (CFTA), World Trade Organisation-Agreement on Government Procurement (WTO-AGP), Canada Ukraine Free-Trade Agreement (CUFTA), Canada Korea Trade Agreement (CKTA), Canada free trade agreements with Colombia/Honduras/Panama, Canada-Peru Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

Tendering procedures: All interested suppliers may submit a bid.

Competitive Procurement Strategy: lowest priced compliant bid

Set-aside under the Procurement Strategy for Indigenous Business:
This procurement is not subject to any set-asides for Indigenous Suppliers.

Comprehensive Land Claim Agreement:
This procurement is not subject to a Comprehensive Land Claims Agreement.

Security Requirements:
This contract does not include security requirements.

Nature of Requirements:

The following is a summary of the statement of work for this requirement.

The Correctional Service Canada has a requirement for accommodations and meal service in Saskatoon, Saskatchewan. CSC Prairies Region provides orientation training to all new Correctional Officer Recruits in the Prairie Region.

Correctional Service Canada (CSC) Learning and Development is planning nine (9) Correctional Training Programs (CTP) for 2023 to 2025 in the Prairie Region. Each CTP consists of a maximum of twenty four (24) Correctional Officer recruits who receive training over a duration of 14 weeks. The number of recruits may decrease, by an average of 16%, over the CTP delivery.

Objectives:

To provide guest rooms and meals for up to twenty four (24) recruits per training program during the Correctional Training Programs (CTP) according to the following schedule. The contractor must provide rooms for all recruits (up to 48) for those days when CTP sessions overlap:

- 2023-08-13 to 2023-11-18
- 2023-09-10 to 2023-12-16
- 2024-01-07 to 2024-04-12
- 2024-02-11 to 2024-05-17
- 2024-04-28 to 2024-08-02
- 2024-08-11 to 2024-11-15
- 2024-09-15 to 2024-12-20
- 2025-01-12 to 2025-04-17
- 2025-02-09 to 2025-05-16

Deliverables:

1. Hotel Requirement

- a. The Contractor must provide up to a maximum of twenty four (24) guest rooms per CTP session for up to nine (9) different training sessions during the period of 2023-08-13 to 2025-05-16. The contractor must provide up to a total of forty-eight (48) guest rooms when CTP sessions overlap.
- b. The Contractor must provide breakfast, lunch and dinner to each recruit staying at the hotel seven (7) days a week in, accordance with the Meal Requirements specified below.
- c. The Contractor must provide a lunch for recruits not staying at the hotel five (5) days a week in accordance with the Meal Requirements specified below.
- d. The Contractors food services must be prepared in a kitchen at the same location as the recruits accommodation.
- e. The Contractors hotel must be located within 20 km of the CSC Correctional Learning and Development Centre (CLDC) located at 2309 Hanselman Place, Saskatoon, Saskatchewan.

If the Contractor's hotel is more than 1.5 km from CLDC, the Contractor must provide transportation at its expense Monday to Friday excluding holidays, from the hotel to the CLDC location. The Contractor's choice of transportation vehicle and driver must depart the hotel at 6:45 a.m. to drop off recruits at the CLDC and return to the CLDC to pick up recruits at 3:30 p.m. and return them to the hotel. The Project Authority and contractor must agree upon any changes in this schedule. Transportation must be unmarked as recruits will be in Correctional Service of Canada uniforms.

- f. The Contractor must provide early check-in and late check-out as required to accommodate the recruits' travel times, or changes in travel, or both. If not feasible, the Contractor must provide a luggage storage area on request in lieu of early in or late-check out.
- g. The Contractor must meet all of the accommodation and meal services CSC requires within a single facility.
- h. The Contractor must allow CSC a minimum of twenty-four (24) hours' notice to release rooms that were previously booked, as requested should CSC cancel the CTP or a recruit be unsuccessful during the course of the training program.
- i. If a Covid-19 outbreak is declared within Saskatoon, Saskatchewan, CSC will have the right to cancel room reservations with out penalty.
- j. The Contractor must designate an on-site Point of Contact (POC), proficient in English to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.

3.2 Amenities

- a. The Contractor must include parking in the room rate.

- b. The Contractor must provide on site self-service laundry facilities that can accommodate up to forty eight (48) recruits.
- c. The Contractor must provide gym or exercise facilities.
- d. The Contractor must provide free wireless high-speed internet.

2. Meal Requirements

The Contractor must provide:

- A point of contact (POC) for food services coordination;
- A varied one-month rotational meal plan for dinner with a minimum of three (3) main choices and a two-week rotational meal plan that satisfies Canada Food Guide standards. The contractor must provide weekly or monthly meal plans to CLDC one week in advance of a training session.
- All meals must include one vegetarian and gluten free choice.
- The Contractor must be able to accommodate special dietary and allergy needs. The CLDC will advise the Contractor of special dietary and allergy needs a minimum of five (5) days prior to the recruit's start date
- The Contractor must make every reasonable effort to accommodate religious meals, that include but are not limited to: no pork, or Ramadan
- The Contractor must provide individual hot lunches in boxes and deliver them to the CLDC for all CTP recruits
- The only exception would be working day lunches when the recruits are participating in training away from the CLDC building at Hanselman Place. On those days the Contractor must provide lunches in lunch bag form and available to recruits for pick up between 06:45 and 07:15 am.
- With the exception of training days when the recruits are training away from the CLDC building at Hanselman Place, the Contractor must deliver lunches to CLDC, 2309 Hanselman Place between 11:15-11:45 am.
- The Contractor must provide individually portioned cutlery, condiments, napkins and drinks for Breakfast, Lunch and Dinner

- BREAKFAST

The Contractor must provide breakfast according to the following schedule:

- Monday to Friday (Federal Statutory holidays excluded): Breakfast between 06:00am - 06:35am;
- Saturday, Sunday & Statutory Holidays: Breakfast between 07:00am – 09:00am

- LUNCH

The Contractor must provide lunches as follows:

- Deliver hot individual boxed lunch to 2309 Hanselman Place at an agreed upon time between 11:15-11:45, Monday to Friday (Statutory Holidays excluded);
- Provide a bag lunch to recruits between 06:45 am and 07:15 am Monday to Friday (Statutory Holidays excluded) when recruits are receiving training away from the CLDC building at Hanselman Place;
- Saturday, Sunday & Statutory Holidays: provide lunch between 11:30am – 12:30pm

- DINNER

The Contractor must provide dinner Sunday to Saturday (including Federal Statutory holidays) from 17:00pm – 18:00pm

- a. The Contractor must allow CSC to opt out of any or all meal provisions without penalty with a minimum one (1) week notice.
- b. The Contractor must prepare food from Saskatchewan Health Authority inspected premises.
- c. The Contractor must possess proof of inspection through out the duration of the contract and must be prepared to provide proof of inspection, if requested.

3. Guest Rooms:

At a minimum the guest rooms must include the following:

- a. Single occupancy
- b. A double bed or larger
- c. Desk or writing table appropriately lighted for study purposes;
- d. A private full bathroom with as a minimum a toilet, sink and shower
- e. Locking doors; Each trainee must have their own key
- f. Free Wireless High-Speed Internet;
- g. A television
- h. A refrigerator
- i. A microwave
- j. A coffee maker
- k. An Iron and ironing board

4. Cleaning Standards of the Property

Bidders must submit their cleaning and cleanliness standards for their facilities with their bid. CSC reserves the right to inspect, for the duration of the contract, facilities and services provided by the contractor including guest rooms.

Pandemic Requirements

- a. The Contractor must provide a point of contact (POC) that will oversee and liaise with CSC and Health Authorities to respond to COVID-19 related issues;
- b. The Contractor must provide information for contact tracing purposes to CSC and Health Authorities;
In the event that one or more recruits are required by the Health Authority to self-isolate due to COVID-19 and cannot travel home:
 - o The contractor must provide accommodation for up to 14 days of self-isolation on site;

- o During this time, the Contractor must provide breakfast, lunch and dinner to the recruits in self-isolation in accordance with the Meal Requirements and deliver them to the recruits room.
 - o The Contractor must provide cleaning service, including room linen and personal clothing, for the recruits who are isolating;
 - o Should the self-isolation timelines require a recruit to remain beyond the end date of the CTP session, the Contractor must notify CSC of the additional charges as soon as possible.
- c. Should an outbreak occur at the accommodation location, the Contractor must have protocols in place as per Health Authority guidelines;

Accommodation Constraints

The Contractor must not relocate recruits to another room during their stay unless it becomes necessary as a result of a maintenance issue

Recruits will be responsible for any additional room charges incurred.

These charges include but are not limited to:

- items such as mini bar contents, snack items,
- long distance telephone calls,
- television specialty channels,
- damage or loss to the room or room contents

Any conditions for participation of suppliers not specified in solicitation documentation: none.

Estimated quantity of commodity: see solicitation document statement of work and basis of payment.

Duration of Contract and Time Frame for Delivery:

Period of the Contract: The Work is to be performed during the period of August 13, 2023 to May 16, 2025.

File Number: 50200-23-4354648A

Contracting Authority: Teri Fraser

Telephone number: 403-821-1749

E-mail: Teri.Fraser@csc-scc.gc.ca

NOTE TO BIDDERS: Bidders can obtain the complete statement of work and evaluation criteria by downloading the solicitation document and associated documents from Buyandsell.gc.ca/tenders.

The Crown reserves the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada (English or French).

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

Procurement Assistance Canada (PAC) offers seminars to businesses interested in learning how to sell goods and services to the Government of Canada. The seminars are FREE.

Topics include:

- Overview of the federal government contracting process;
- Searching for opportunities on the Buy and Sell - Tenders website;
- Bidding on opportunities;

- Registering in supplier databases.

The full schedule of seminars can be found on the Buyandsell.gc.ca website, under Event Calendar (<https://buyandsell.gc.ca/event-calendar>).