

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 conditional release in accordance with the *Corrections and Conditional Release Act* (CCRA). The purpose of conditional release is to contribute to the protection of society. One of the ways that CSC fulfils this legislative mandate is by assisting offenders to reintegrate into the community as law-abiding citizens. The CCRA requires that the Correctional Service Canada (CSC) ensure that programs, plans, and supervision are in place in institutions and the community to assist in an offender's reintegration. The work will involve the following:

#### 1.1 Objectives:

To provide case management services for offenders on conditional release.

#### 1.2 Tasks:

The contractor must provide the following services:

1. Conditional release supervision;
2. Unescorted temporary absence and work release supervision;
3. Community assessments (CA); and
4. Tandem accompaniment
  
5. The Contractor must follow all legislation and policies pertaining to the management and supervision of offenders under federal jurisdiction, in the completion of tasks related to the Statement of Work.
  
6. The Contractor must contact the Project Authority or their designate for any clarification and inquiries relating to this contract or CSC legislation and policies, or both.
  
7. Where the Contractor has been provided with direct access to OMS in read/write mode, the Contractor must make entries in relation to the services identified above in accordance with applicable legislation and policies. Where the Contractor has not been provided with direct access to OMS, the Contractor must forward entries in relation to services identified above to CSC, as directed by the Project Authority and agreed upon by the Contractor, in accordance with all security requirements.

### **CONDITIONAL RELEASE - COMMUNITY SUPERVISION**

8. The Technical Authority will assign the supervision of offenders on conditional release and those subject to Long-Term Supervision Orders (LTSO) following the appropriate referral, review, and acceptance procedures established by CSC and in accordance with applicable legislation and policy.
  
9. The Contractor must ensure that offenders, their collateral contacts and local police agencies are provided with contact numbers to be used in times of crisis or, when the Contractor is unavailable.
  
10. At the initial interview with the offender, the Contractor must review items listed in the Initial Interview Checklist (CSC Form # 1331). The Contractor must forward a signed copy of the Initial Interview Checklist to the Technical Authority to be placed on the offender's Case Management file.
  
11. The Contractor must, on a regular basis, in accordance with supervision policies, in consultation with the Technical Authority, verify the offender's place of residence, confirm that the information contained

in the Standard Profile is updated, and identify programs considered critical to the offender's reintegration. The Contractor must update the Standard Profile as changes occur in the offender's situation.

12. The Contractor must submit Case Management reports to the Technical Authority according to the format and frequency determined in consultation with the Project Authority and according to CSC policies.
13. The Contractor must maintain clear, legible and detailed Casework Records which must include reference to all contacts made with the offender, location of contact (e.g. home, work); time and date of contact; type of contact (e.g. face to face, phone). The Contractor must clearly indicate in Casework Records if the contact is collateral and the name(s) of the collateral contact(s) and their relationship to the offender.
14. The Contractor must deliver all Casework Records prepared by the Contractor to CSC within a maximum of seven (7) days following the contact or activity in accordance with policy requirements. If the Contractor has access to OMS, the Contractor must enter Casework Records in OMS in accordance with policy as soon as possible, but no later than seven (7) calendar days.
15. At the request of the Technical Authority, the Contractor must prepare and submit a formal written report (which may include, but is not limited to, the Correctional Plan [CP] - Updated, Assessment for Decision) to the Technical Authority in the following circumstances:
  - a. an increase in the offender's risk;
  - b. a breach of a special condition;
  - c. suspension;
  - d. transfer of the case;
  - e. proposal for change to the conditions of release;
  - f. any situation requiring notification to the Parole Board of Canada;
  - g. exceptional incidents; and,
  - h. termination of supervision (including suspension and warrant expiry).
16. The Contractor must share the contents of the CP – Updated with the offender.
17. Case Conferences between the Contractor and the Technical Authority will take place at a frequency determined in consultation with the Technical Authority and according to CSC policies. The Case Conferences must address the behaviour of the offender and the strategies which might be required in the management of the case, and the Contractor must note the results in a Casework Record.
18. The Contractor must be cognizant of and consider all relevant information provided to CSC by victims in the management of an offender's case.

**TEMPORARY ABSENCES** (The supervision of offenders on Unescorted Temporary Absence (UTA), or the supervision of offenders on Work Release (WR), or both).

19. At the request of the Project Authority, the Contractor must meet in person or by telephone with offenders released to the area on an UTA or WR, in accordance with reporting requirements identified in the offender's temporary absence permit.
20. The Contractor must conduct a follow-up interview with the UTA/WR sponsor immediately following completion of the UTA or WR. The Contractor can complete this interview by telephone.
21. The Contractor must complete and forward an evaluation, using a [Community Assessment, to the Technical Authority](#) following the completion of the absence. The evaluation will relate to the specific objectives outlined in the original decision granting the UTA.

**TANDEM SUPERVISION** (The accompaniment of the assigned Contractor by a second individual).

22. The Contractor must, in consultation and as approved by the Technical Authority, obtain the assistance of a second CSC-authorized person (e.g. Program Officer, Psychologist, Parole Officers, Police Officer) to accompany them on home visits in accordance with CSC's Tandem Supervision policy.

23. The Contractor must, at the request of the Project Authority, accompany a CSC Parole Officer on a tandem supervision home visit.

## **REPORT WRITING**

24. In addition to the reporting requirements outlined in the sections entitled 'CONDITIONAL RELEASE – COMMUNITY SUPERVISION' and 'TEMPORARY ABSENCES', the Contractor must complete the following reports at the request of the Project Authority in accordance with applicable legislation and policy:

- a. Preliminary Assessment report;
- b. Community Assessment report;
- c. Post-Sentence Community Assessment report; and
- d. Community Strategy report.

25. The Contractor must submit the completed reports to the Technical Authority in an electronic format or hard copy, or both as identified by the Project Authority and agreed upon by the Contractor, within the timeframes outlined in applicable policies.

### 1.3 Expected results:

Provision of case management services to offenders on conditional release.

### 1.4 Performance standards:

The Contractor must follow all legislation and policies pertaining to the management and supervision of offenders under federal jurisdiction.

### 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 in the following geographical area(s) Lloydminster, Wabasca, Red Earth, Athabasca, Cold Lake, Fort McMurray, High Level, AB and areas approximately 150 kms in radius from Lloydminster, Wabasca, Red Earth, Athabasca, Cold Lake, Fort McMurray, High Level, AB.
- b. Travel

- i. Travel to the following locations will be required for performance of the work under this contract: Lloydminster, Wabasca, Red Earth, Athabasca, Cold Lake, Fort McMurray, High Level, AB and areas approximately 150 kms in radius from Lloydminster, Wabasca, Red Earth, Athabasca, Cold Lake, Fort McMurray, High Level, AB.

#### 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. 57101-24-4436648**

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. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B, including an IT Link at the level of PROTECTED B.
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:

The supplier must have a minimum of five (5) years prior or present work experience within the last 10 years prior to the ACAN closing date in the Social Science/Human Services Field dealing with human/social assistance, addictions, and/or counselling.

The supplier must have a minimum of five (5) years experience within the last ten years prior to the ACAN closing date working with and/or supervising offenders in the community and/or institution.

The supplier must provide a current resume;

The supplier must have the ability, flexibility, and time to travel to perform the work;

The supplier must provide a copy of both sides of a valid driver's licence;

The supplier must have a Post-Secondary Education in the Social Science/Criminal Justice Field.

The degree must have been obtained from a recognized Canadian university, college or high school, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada.

The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site.

### **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 set-aside for an Indigenous Supplier in accordance with the government Procurement Strategy for Indigenous Business (PSIB). Therefore, only suppliers who meet the definition of an Indigenous business, as defined in the PSIB, may submit a statement of capabilities.

### **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 who meet PSIB requirements able to provide case management services in the areas included in the location of work to meet the communication reintegration needs of CSC offenders on conditional release.

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**

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 seven (7) years, from January 1, 2024 to December 31, 2030.

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

The estimated value of the contract is \$1,956,986.34 (GST/HST extra).

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

Name: Native Counselling Services of Alberta  
Address: 14904 121a Avenue NW, Edmonton, AB, T5V 1A3

**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 **August 24, 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 Contracting Officer  
3427 Faithfull Avenue, Saskatoon, SK S7K 3X5  
Telephone: 306-659-9300  
E-mail: 501Contracts@csc-scc.gc.ca