

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 of Canada has a requirement for Circles of Support and Accountability (COSA) services for federally supervised sex offenders on conditional or statutory release, or on Long Term Supervision Orders in Nova Scotia. This includes provincially sentenced offenders who are under the supervision of CSC.

Each circle must be delivered by trained volunteers who meet with the offenders to provide continuous reintegration support during supervision in the community. Participants will include male, female, or offenders with complex gender considerations under community supervision in Nova Scotia, and may include Indigenous and Non-Indigenous offenders.

The work will involve the following:

1.1 Objectives:

Circles of Support and Accountability Services are specialized services in the community, which mobilize the resources of volunteers from faith communities to provide reintegration support.

1.2 Tasks:

The Contractor must recruit, screen and identify up to twelve (12) federally supervised sex offenders unconditional or statutory release or on Long Term Supervision Orders referred to in this ACAN as core members.

The Contractor must undertake “in-reach” work in CSC institutions in the Atlantic Region via either in person visits where possible or through secure video or telephone links.

The Contractor must create and operate up to twelve (12) circles at any given time, and maintain a “circle of support and accountability” for each of these core members.

The Contractor must participate in the initial sessions of any new circle to ensure that the process is effectively in place and to deal with any issues that may arise.

1.3 Expected results:

The Contractor must ensure that volunteers are identified, screened and trained to deliver this service, and that they are able to offer both in person and virtual circles of support that contribute to the stable and successful community release of participating core members.

1.4 Performance standards:

Each circle must consist of a minimum of four (4) contacts per month, including direct in-person contact with the core members, virtual meetings, or collateral contact with the Case Management Team or other community supports (including but not limited to social services, offender families, employers).

Wherever possible, the circles that operate within the Halifax Regional Municipality must have in-person contact, but depending on circumstances related to the COVID-19 pandemic or the individual needs of

the participants, the Project Authority will permit virtual sessions (either by telephone or by videoconference). The Contractor must obtain the Project Authority's approval before proceeding with virtual sessions.

However, for those participants living in remote communities and who are geographically outside the reach of the volunteer base of Circles of Support and Accountability, COSA programming will exclusively take on a virtual format with prior approval from the Project Authority.

The first session of each circle must be 1.25 hours in duration.

Each session must be arranged at a mutually convenient time between the volunteers and the core members, including having evening sessions to accommodate work schedules.

The Contractor must identify and secure a suitable location for in-person sessions, which may take place in Community Residential Facilities (CRFs), CCCs or CSC parole offices where pre-approved arrangements have been made, or other safe and appropriate locations in the community. For security reasons, there must be a CSC escort present during all times a session is to take place on CSC premises.

Due to current COVID-19 restrictions on office footprints, the Contractor must obtain prior approval from the CSC office management for visits to CSC sites first.

1.5 Deliverables:

1.5.1

Upon commencement of each circle, the Contractor must provide the Project Authority with the core member's name, parole office of supervision and the start date of the first circle meeting, in writing.

Each circle must make contact with each core member or their support network a minimum of four (4) times per month.

The Project Authority will verify the efficacy and progress of each circle through collateral contact with the core member's parole officer.

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 in the Halifax Regional Municipality and the province of Nova Scotia, including but not limited to:
 - i. **Halifax Parole Office**
2131 Gottingen Street - Suite 200
Halifax, NS

- B3K 5Z7
- ii. **Sir Sanford Flemming House CRF**
2549 Bunswick Street
Halifax, NS
B3K 2Z5
 - iii. **Dartmouth Parole Office**
45 Alderney Drive, Suite 209
Dartmouth, NS
B2Y 2N6
 - iv. **Nehiley House CRF**
3170 Romans Ave
Halifax, NS
B3L 3W9
 - v. **Railton House CRF**
318 Windmill Rd
Dartmouth, NS
B3H 1H5
 - vi. **Jamieson Community Correctional Centre**
19 Morris Drive
Dartmouth, NS
B3B 0M3

b. Travel

- i. Travel to various locations in Nova Scotia will be required for performance of the work under this contract but must first be pre-authorized by the Project Authority.

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. 21280-22-4121883**

1. The Contractor/Offerrer must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offerrer 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/Offerrer MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offerrer 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/Offerrer 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 2 years experience, obtained within the last 5 years prior to the ACAN closing date, working in the criminal justice system.
- Must have 2 years experience, obtained within the last 5 years prior to the ACAN closing date, providing reintegration and support services for high-risk sex offenders.
- Must have 2 years experience, obtained within the last 5 years prior to the ACAN closing date, recruiting, training, and supervising a volunteer base.

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 is the only one, CSC has been able to identify, through its regional faith-based and community corrections networks with the capacity to address these specialized needs in the Halifax and wider Nova Scotia area. Their pre-identified supplier has a proven record of providing these services as part of a five-year national with the Crime Prevention Centre of the Department of Public Safety.

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

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 approximately 8 months, from July 26, 2022 to March 31, 2023.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$70,310.00 (GST/HST included)

12. Name and address of the pre-identified supplier

Name: Halifax Community Chaplaincy Society
Address: 29 Farrell St, Dartmouth, NS, B3A 4B2

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 July 21, 2022 at 2:00 PM ADT.

15. Inquiries and submission of statements of capabilities

Inquiries and statement of capabilities are to be directed to:

Jessyko Bernard, A/ Regional Contracting Officer
1045 Main St, 1st Floor, Moncton, NB, E1C 1H1
Telephone: 506-378-8710
E-mail: jessyko.bernard@csc-scc.gc.ca
CC : Gen-Atl-bidssubmission-soumission@csc-scc.gc.ca