

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<b>Title - Sujet</b> URINALYSIS SAMPLE COLLETION SERVICE	
<b>Solicitation No. - N° de l'invitation</b> 21280-130024/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 21280-13-0024	<b>Date</b> 2012-09-13
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-305-8767	
<b>File No. - N° de dossier</b> HAL-2-68037 (305)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-09-27</b>	<b>Time Zone</b> Fuseau horaire Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Collier, Susan	<b>Buyer Id - Id de l'acheteur</b> hal305
<b>Telephone No. - N° de téléphone</b> (902) 496-5350 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> (type or print) <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

001

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hal305

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**Amendment 001 is being raised to incorporate revisions to Annex A Statement of Work and Annex B Basis of Payment as follows:**

**Delete in its entirety:** Annex A Statement of Work

**Insert:**

ANNEX "A"

STATEMENT OF WORK

Urinalysis Samples Collection services on an as and when requested basis for male and women offenders on Community Supervision in the province of Nova Scotia

This Statement of Work applies to the Correctional Service Canada (CSC) in the Halifax Regional Municipality.

**HALIFAX PAROLE OFFICE, DARTMOUTH PAROLE OFFICE, CARLTON COMMUNITY CORRECTIONAL CENTRE and CARLTON ANNEX COMMUNITY CORRECTIONAL CENTRE**

HALIFAX AREA PAROLE OFFICE

Services are required for male and women offenders

Collection Services are done on site at the Halifax Parole Office. To be scheduled between the hours of 0900 hours and 1400 hours, Monday to Friday.

2131 Gottingen St Suite 200

Halifax NS, B3K 5Z7

Telephone: 902-426-3409

Facsimile: 902-426-8000

Sir Sanford Fleming House CRF

Services are required for male offenders.

Collection Services are done on site at the SSFH CRF for residents of that facility.

2549 Brunswick St

Halifax NS, B3K 2Z5

Telephone: 902-423-1219

Facsimile: 902-492-0704

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### Nehiley House CRF

Services are required for women offenders.

Collection Services are done on site at Nehiley House CRF for residents of that facility.

3170 Romans Ave

Halifax NS, B3L 3W9

Telephone: 902-454-5532

Facsimile: 902-454-6476

### DARTMOUTH AREA PAROLE OFFICE

Services are required for male and women offenders.

Collection Services are done on site at the Dartmouth Parole Office. To be schedules between the hours of 0900 hours and 1400 hours, Monday to Friday.

45 Alderney Drive, Suite 209

Dartmouth NS, B2Y 2N6

Telephone: 902-426-4005

Facsimile: 902-426-6381

### Railton House CRF

Services are required for male offenders.

Collection Services are done on site at Railton House CRF for residents of that facility.

318 Windmill Road

Dartmouth NS, B3H 1H5

Telephone: 902-465-2690

Facsimile: 902-466-5270

### CARLTON COMMUNITY CORRECTIONAL CENTER

Services are required for male offenders.

Collection Services are done on site at the Carlton CCC.

5853 College St

Halifax NS, B3H 1X5

Telephone: 902-426-2601

Facsimile: 902-426-5816

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**CARLTON ANNEX COMMUNITY CORRECTIONAL CENTER**

Services are required for male offenders.

Collection Services are done on site at the Carlton Annex CCC.

2044 Gottingen St 5th floor

Halifax NS, B3K 3A9

Telephone: 902-426-2537

Facsimile: 902-426-6576

**PURPOSE AND BACKGROUND:**

The Correctional Service of Canada (CSC) has a requirement for Urinalysis Sample Collection Services, on an as and when requested basis, for male and/or female offenders released on Community Supervision, which is a requirement under the Correctional and Conditional Release Act (CCRA). Samples collected are forwarded for lab testing for substance/alcohol use. Collection for subsequent testing allows CSC to ensure cases with special conditions to abstain can have their abstinence conditions monitored.

**REQUIREMENTS:**

The Contractor shall provide Urinalysis Sample Collection services during the Contract period, to the Correctional Service of Canada (CSC), on an "as and when required" basis and in accordance with the Commissioner's Directive and Guidelines 566-11, CCRA Article 55-57, and CCRR Article 60 to 62; 65 to 72 (A & B) inclusive (copies attached). CSC does not guarantee the number of referrals for urinalysis testing nor the frequency of testing for this agreement.

The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.

**SERVICES REQUIRED ARE AS FOLLOWS:**

1. The Contractor shall be required to collect urinalysis samples from offenders (male and female), on a referral basis, for the analysis of substance usage.

**IMPORTANT:** Collection of urine samples must be conducted by a male collector for male offenders and a female collector for female offenders.

2. Develop a schedule for the collection of urine samples.

3. CSC will not provide a fixed office space nor telephone answering service (e.g. voice-mail). This will be the responsibility of the Contractor.

4. Preparation and submission of information on relevant CSC forms and documents with respect to drug testing procedures, i.e. Chain of Custody form (CSC 1065). (Provided by CSC)

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5. Ensure surveillance and inspection of secured area for purpose of collection of sample. Urine collection shall be done under Direct Observation. "Direct Observation" means a manner by which offenders shall supply a urine sample in open view, allowing the container, as well as the urine sample entering the container, to be seen at all times by the collector.
6. Provide continuity of samples collected and document information on exhibit. A minimum urine quantity of 40ml must be supplied at one time in accordance with CD 566-11 Article 9 (attached).
7. The Contractor is responsible for scheduling appointments for the purpose of collecting urine samples as per referral. If the Contractor is unable to contact/find the subject, he shall contact the parolee's Parole Officer immediately or by the next work-day.
8. The Contractor shall notify CSC by telephone immediately or by the next work-day at the latest in the event an offender fails to show, refuses to test/fails to provide, followed with written notice via sending an e-mail message, or by faxing a message to the attention of the client's Parole Officer or the Parole Officer Supervisor at the site where testing is required.
9. If the Contractor is unable to contact/locate the offender to schedule testing, after two (2) unsuccessful attempts/calls to make contact, the Contractor notifies the client's Parole Officer or the Parole Officer Supervisor immediately. The PO or POS will be responsible to contact the client and schedule an appointment, under our terms, with the Contractor within one (1) or two (2) working days. If the client does not present himself/herself for testing, this would be considered a billable 'NO SHOW'.  
IMPORTANT: The Contractor shall NOT claim the "NO SHOW" fee if he is unable to find or fails to contact and/or locate an offender for testing.
10. The Contractor shall arrange shipping by Courier of samples obtained. The testing agent prepays shipping. The Contractor will be provided with a contact number for ordering the prepaid shipping forms.
11. The Contractor may be required to travel within the Halifax/Dartmouth Parole Office Territory for the collection of urine samples and shall be paid as per the Annex B, Basis of Payment, herein
12. As much as practical, schedule multiple tests at the same location on the same day. (More than one urine sample collected at one site in a single day.)
13. Any request for subcontracting will be subject to review and approval by the Senior Parole Officer and will undergo an appropriate CSC security clearance.
14. When the Contractor is unavailable for non-scheduled and/or emergency testing, the CSC Urinalysis Coordinator has the option to use an alternate Contractor.

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## REPORTS

The Contractor shall complete a monthly roll-up report, which shall be attached to the monthly invoice, and submit to Correctional Service of Canada. A report format is attached.

## VEHICLE LIABILITY INSURANCE:

The Contractor shall obtain and maintain in force for the duration of the contract, adequate insurance coverage with regard to losses, damages or injuries that may be caused to, or suffered by, third parties, Her Majesty or the Contractor's employees or servants as a result of the operation by the Contractor or the Contractor's employees of Contractor's vehicles in the performance of their duties under the contract. Her Majesty shall not be liable for any losses, damages, or injuries caused by the Contractor or the Contractor's employees.

## SECURITY CLEARANCE AND SUBCONTRACTING:

Any request for subcontracting will be subject to review and approval by the Project Authority and undergo an appropriate security clearance. Contractor personnel, including new employees and/or replacement personnel who require access to "PROTECTED" information, assets or sensitive work sites shall EACH hold a valid RELIABILITY status screening.

## CLOSURE OF GOVERNMENT FACILITIES:

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

## WORK RELATIONS:

This contract provides for the provision of a service, and the Contractor is engaged as an independent contractor for the sole purpose of providing a service. The Contractor himself/herself or his/her potential substitutes are not engaged hereunder as employees, public servants nor agents of the Crown.

The Contractor (supplier) agrees to be the sole party responsible for the payment of all the required premiums and/or salary deductions, including those required for the Canada Pension Plan, the Unemployment Insurance Program, the Workmen's Compensation Plan, or the income tax.

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**Delete in its entirety: Annex B Basis of Payment****Insert:****ANNEX B BASIS OF PAYMENT****NOTICE TO BIDDER:**

The bidder may bid on the following Correctional Service Canada (CSC) requirements:

Halifax Area Parole Office Territory;  
Dartmouth Area Parole Office Territory  
Carlton Community Correctional Center  
Carlton Annex Community Correctional Center

(1) The financial evaluation will be based on the all inclusive fee rate (\$) for each urine sample collected.

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**URINALYSIS SAMPLE COLLECTION SERVICES on an as and when requested basis for male and/or female offenders on Community Supervision in the province of Nova Scotia**

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment detailed below. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

**Halifax Parole Office, and Dartmouth Parole Office and 2 CCCs****Initial period****From October 1, 2012 to September 30, 2013**

- 1) Fees are payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:
  - a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 1000 samples - no guarantee**. A flat fee of one-half the all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.

b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day). In this case the first test shall be paid at the fee rate of \$\_\_\_\_\_ (HST extra), and subsequent tests at one-half (1/2) of the established fee for each sample collected which shall be \$\_\_\_\_\_ (HST extra).

c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.

d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) - Article 66 - Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

3) Travel expenses:

An estimated sum of **\$500.00 (HST extra)** for actual and reasonable travel expenses for collections within the Halifax/Dartmouth Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collection at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.

5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.

6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

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**Halifax Parole Office, and Dartmouth Parole Office and 2 CCCs**  
**1<sup>st</sup> Option Year**  
**From October 1, 2013 to September 30, 2014**

1) Fees are payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.

2) The Department shall pay the Contractor based on the following:

a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 1000 samples - no guarantee**. A flat fee of one-half the all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.

b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day). In this case the first test shall be paid at the fee rate of \$\_\_\_\_\_ (HST extra), and subsequent tests at one-half (1/2) of the established fee for each sample collected which shall be \$\_\_\_\_\_ (HST extra).

c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.

d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) - Article 66 - Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

3) Travel expenses:

An estimated sum of **\$500.00 (HST extra)** for actual and reasonable travel expenses for collections within the Halifax/Dartmouth Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collection at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

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- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
- 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
- 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

**Halifax Parole Office, and Dartmouth Parole Office and 2 CCCs**  
**2<sup>nd</sup> Option Year**  
**From October 1, 2014 to September 30, 2015**

- 1) Fees are payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:
- a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 1000 samples - no guarantee**. A flat fee of one-half the all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.
- NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.
- b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day). In this case the first test shall be paid at the fee rate of \$\_\_\_\_\_ (HST extra), and subsequent tests at one-half (1/2) of the established fee for each sample collected which shall be \$\_\_\_\_\_ (HST extra).
- c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.
- d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) - Article 66 - Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

3) Travel expenses:

An estimated sum of **\$500.00 (HST extra)** for actual and reasonable travel expenses for collections within the Halifax/Dartmouth Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collection at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.

5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.

6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**