Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Comments - Commentaires

Title-Sujet EQUINE DRUG TESTING SERVICES	
Solicitation No. - N° de l'invitation 01948-140569/A	**Date** 27 MAY 2014
Client Reference No. - N° de référence du client 01948-140569	
GETS Reference No. - N° de référence de SEAG PW-14-00637445	
File No. – N° de dossier 066ss01948-140569	**CCC No./N° CC – FMS NO. / N° VME**
Solicitation Closes – L'invitation prend fin **at – à 2:00 PM** **on – le 2014-07-28**	**Time Zone** **Fuseau horaire** Eastern Standard Time EST
F.O.B. – F.A.B **Plant-Usine :** ☐ **Destination:** ☐ **Other-Autre:** ☐	
Address Enquiries to: - Adresser toutes questions à: WILSON, HEATHER	**Buyer Id – Id de l'acheteur** 066ss
Telephone No. - N° de téléphone 819-956-1354	**FAX No. - N° de FAX** 819-997-2229
Destination of Goods, Services and Construction: **Destinations des biens, services et construction :** Specified Herein Précisé dans les présentes	

Instructions : See Herein

Instructions : Voir au présent

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

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

Issuing Office - Bureau de distribution
Science Procurement Directorate/Direction de l'acquisition
de travaux scientifiques
11C1, Phase III
Place du Portage
11 Laurier St. / 11, rue Laurier
Gatineau, Québec K1A 0S5

Canada

LETTER OF INTEREST

TITLE: EQUINE DRUG TESTING SERVICES

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Attachments :

1. Purpose

The purpose of this notification is: a) to signal Canada's intention to post a Notice of Proposed Procurement (NPP) in the Fall of 2014 on behalf of the Canadian Pari-Mutuel Agency (CPMA) for the provision of laboratory services for equine drug testing, b) to provide potential bidders advance notice of the accreditation requirement, analytical protocol requirements, and validation of test methods required to perform the Work, and c) to advise potential bidders of the Security Requirements to carry out the work.

2. Background

The CPMA is a Special Operating Agency and a Federal Regulatory Agency within Agriculture and Agri-Food Canada with a mandate to ensure the integrity of pari-mutuel betting on horse races. One of the key activities undertaken by the CPMA in advancing this mandate is the operation of a national drug control program in accordance with the *Pari-Mutuel Betting Supervision Regulations* (the *Regulations*) (http://laws.justice.gc.ca/eng/regulations/sor-91-365/index.html) enacted under the *Criminal Code* aimed at preventing and detecting the use of prohibited drugs and medication in race horses.

3. Requirement

In this regard the CPMA requires the services of a laboratory that will be designated as an "Official Laboratory" under the Regulations. The laboratory will provide services to detect the uncontrolled use of drugs and medications in racing horses. The Work will consist of the following:

a. Analytical laboratory services for the analysis of equine body fluids (designated as official samples) obtained from horses racing in pari-mutuel races at Canadian racetracks; and
b. Research laboratory services on an "as and when requested" basis for the detection and identification of drugs and metabolites in horses through the analysis of urine and blood obtained from horses which have been administered drugs under controlled conditions.

4. Security Requirement

Canada intends to include the following Security Requirements in the bid Solicitation. Appropriate security clearances should be pursued through the point of contact listed in article 11 below.

1. At the date of bid closing, the following conditions must be met:

   (a) the Bidder must hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

   (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

   (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. This information must be submitted with the bid.

2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc

5. Mandatory Technical Evaluation Criteria

Canada intends to include the following mandatory criteria in the bid solicitation:

This information is provided for information purposes only and it is not considered to be final, as the Request for Proposal (RFP) is currently in development.

A. ACCREDITAION

i. At Bid Closing, the Bidder's laboratory performing the Work must be accredited by the Standards Council of Canada (SCC) under ISO/IEC 17025 in the Forensic Testing Program specialty area as a Forensic Equine Drug Testing laboratory (CAN-P-1578 Appendix 4);

OR,

ii. At Bid Closing, Bidders accredited under ISO/IEC 17025 in the Forensic Testing Program specialty area as a Drug Chemistry or Toxicology laboratory (CAN-P-1578, Appendices 1 & 6) can submit a bid if they can demonstrate that their laboratory performing the Work has an accredited scope that includes analytical instrumentation and methodology for the analysis of drugs included in (but not limited to) the Schedule to the *Pari-Mutuel Betting Supervision Regulations*, according to Part V of the *Regulations* (http://laws.justice.gc.ca/eng/regulations/sor-91-365/index.html). Under these circumstances, if awarded the Contract, the Bidder's laboratory performing the Work must successfully complete a scope expansion to cover Equine Drug Testing (CAN-P-1578 Appendix 4) within the first year of operation. Prior to Contract Award, the Bidder must demonstrate that a request for scope expansion to cover Equine Drug Testing (CAN-P-1578) has been submitted to the Standards Council of Canada.

B. CHEMISTS

i. The Bidder's laboratory performing the Work must provide the services of:

1. A minimum of three (3) analytical chemists who are each eligible to be designated by the Executive Director of the CPMA as an Official Chemist for the purpose of the Regulations. For each proposed Analytical Chemist, the Bidder must demonstrate:
   i) at a minimum, a Bachelor's degree in a chemical science from a recognized Canadian University, or the equivalent as established by a recognized Canadian academic credential assessment service, if obtained outside Canada,
   ii) a minimum of three (3) years of practical experience within the last five (5) years measured back from the date of bid closing in analytical procedures using High Pressure Liquid Chromatography-Mass Spectrometry-Mass Spectrometry (HPLC-MS-MS), with experience in any combination of pharmacology, pharmaceutical chemistry, analytical or forensic toxicology, biopharmaceutics or medicinal chemistry,
   iii) a minimum one (1) year of continuous employment in an accredited laboratory as defined in item A above within the last two (2) years measured back from the date of bid closing, and
   iv) successful completion of the CPMA chemist qualification test prior to Contract Award. The test consists of the analysis of single blind equine urine or blood samples either spiked or collected from known drug administrations. A score of 100% is required to succeed the test.

C. OTHER KEY PERSONNEL

i. The Bidder's laboratory performing the Work must provide the services of:

1. A minimum of three (3) technical support personnel for the analysis of official samples on a daily basis. For each proposed technician, the Bidder must demonstrate:
   i) at a minimum, a College Diploma in a chemistry-related field from a recognized Canadian Academic Institution or the equivalent as established by a recognized Canadian academic credential assessment service, if obtained outside Canada, and
   ii) a minimum of two (2) years consecutive within the last five (5) years measured back from the date of bid closing in a chemistry- related field.

2. A Quality Manager with training in ISO/IEC 17025 and internal auditing, and a minimum of one (1) year of current consecutive experience measured back from the date of bid closing as a Quality Manager.

D. RESEARCH SERVICES

i. The Bidder must be able to offer laboratory research services for test method development and validation, and analysis of equine blood and urine samples as part of elimination profile studies for drugs and metabolites related to substances of interest to the Canadian horse racing industry as directed by the CPMA. For this part of the Work, the Bidder's laboratory must provide the services of one (1) Research Scientist and one (1) Research Technician.

1. For the Research Scientist, the Bidder must demonstrate:
   i) at a minimum, a post-graduate (MSc or PhD) in a chemical-science related field, from a recognized Canadian University, or the equivalent as established by a recognized Canadian academic credential assessment service, if obtained outside Canada,
   ii) a minimum of three (3) years consecutive experience within the last five (5) years measured back from the date of bid closing in development of analytical methods involving HPLC-MS-MS for pharmaceutical substances in body fluids, and
   iii) a minimum of three (3) scientific publications demonstrating evidence of experience in chemical science research within the last five (5) years measured back from the date of bid closing.

2. For the Research Technician, the Bidder must demonstrate:
   i) at a minimum, a college diploma in a chemistry-related field from a recognized Canadian academic institution, or the equivalent as established by a recognized Canadian academic credential assessment service, if obtained outside Canada, and
   ii) a minimum of two (2) years consecutive experience within the last five (5) years measured back from the date of bid closing in a chemical-related field.

E. FACILITY SITE VISIT

i. The Bidder must undergo and successfully pass a Facility Visit, which will be evaluated according to a Checklist to be provided in the bid solicitation and undertaken by representatives of Canada. The Bidder must make its facilities, including its resources and documentation, available for this purpose. The purpose of the Facility Visit is to:
   a) verify the content of the bid documents, and
   b) evaluate the Bidder's technical capabilities for the performance of the Work by screening and confirming a set of unknown of administration test samples.

6. Technical Criteria to be Point Rated

Canada intends to include the following Point Rated Criteria in the bid solicitation:

This information is provided for information purposes only and it is not considered to be final, as the Request for Proposal (RFP) is currently in development.

A. The Bidder's laboratory performing the Work should be able to offer qualitative analysis, using validated in-house methods to detect and confirm drugs and metabolites in equine body fluids, for drugs included in the Schedule to the *Pari-Mutuel Betting Supervision Regulations*. The Bidder's laboratory should have in place validated in-house test methods capable of screening and confirming a broad range of drugs at concentrations of interest in racing, as well as the ability to expand their capabilities to address newly identified drugs. The Bidder could refer to other horse racing bodies such as the Racing Medication and Testing Consortium (RMTC), Thoroughbred Owners and Breeders Association (TOBA), or Association of Official Racing Chemists (AORC) for information on drug concentrations of interest in racing.

   The Bidder's laboratory's analytical protocol for equine drug testing should use HPLC-MS-MS for screening of official samples and confirmation of any detections.

   The following techniques may also be required to augment the scope of the testing:
   - enzyme-linked immunosorbent assay (ELISA)
   - other mass spectrometry techniques (GC-MS)
   - other chemical and biochemical analysis techniques as required

B. The Bidder should provide it's "fit for purpose" standard operating procedures (SOP) for related and supplementary activities; including, but not limited to, sample preparation techniques, qualitative screening system, qualitative confirmation protocol, quantitative analysis protocol, internal Quality Control Program, method development, method validation (qualitative & quantitative), training for analytical chemists (including in court testimony), and continuity & sample storage. The Bidder should provide samples of the forms that will be used for recording activities; including but not limited to, chain of custody, record keeping, and positive case certificate.

C. The Bidder's laboratory performing the Work should be able to offer quantitative analysis on a limited number of samples for a selected group of drugs including salicylic acid, procaine and furosemide under the Regulations' "Adjunct Programs" (http://laws.justice.gc.ca/eng/regulations/sor-91-365/index.html).

7. Proposed Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canadian Pari-Mutuel Agency and one external technical evaluator will evaluate the bids.

The evaluation process will include the following stages: Evaluation of the Mandatory Requirements; Point Rated Technical Evaluation; Financial Bid Evaluation; Facility Site Visit; and (Official) Chemist Qualification Test, if applicable.

8. General Information

It is estimated that the number of samples to be analyzed is between 25,000 and 30,000 per calendar year.

Canada intends to award a contract for an initial three (3) years with up to two (2) optional one (1) year periods as a result of this upcoming re-procurement.

9. One-on-one Meetings

Canada intends to host one-on-one meetings with interested parties between June 9, 2014 and June 19, 2014 in the National Capital Region at a time and place to be confirmed. The one-on-one meetings will be an opportunity for interested parties to pose and address questions with regard to this LOI and to provide comments and suggestions with regard to the upcoming RFP. The Rules of Engagement and Industry Engagement Questions are included with this LOI to provide interested parties the opportunity to review and prepare written comments and recommendations which will serve to facility the Consultative Process during the one-on-one meetings. The Rules of Engagement Participation Agreement is provided in Attachment 1 and the Industry Engagement Questions are provided in Attachment 2.

Any interested parties should contact the PWGSC Contracting Authority at the coordinates detailed below to signal their interest in attending a one-on-one meeting and to submit questions or comments related to the information outlined in the LOI no later than June 3, 2014.

10. No Obligation

The issuance of this LOI does not create an obligation for Canada to issue a subsequent Request for Proposal (RFP), and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from Industry. Industry recommendations that do not restrict the level of competition nor favour a particular company will be given consideration. However, Canada reserves the right to accept or reject any or all recommendations received.

Responses to this LOI will not be used to identify a source list for the purposes of undertaking any future work. Responding to this LOI is neither a condition nor a prerequisite for participation in any RFP should Canada elect to proceed accordingly.

Potential respondents are advised that any information submitted to Canada may be used by Canada in the development of a procurement strategy for this requirement and the development of a subsequent competitive RFP. All Industry consultations will be documented and this information is subject to the Access to Information Act. Canada will not reveal any designated proprietary information to third parties. Potential Bidders responding to the LOI should identify any submitted information that is to be considered as either company confidential or proprietary.

11. Contracting Authority

All enquires and other communications related to the LOI must be directed to the Contracting Authority as follows:

Heather Wilson
Supply Specialist
Life and Earth Sciences Division
Science Procurement Directorate
Services and Specialized Acquisitions Management Sector
Acquisitions Branch
Public Works and Government Services Canada
11 Laurier Street, Portage III, 11C1, Gatineau QC K1A 0S5

E-mail : heather.wilson@tpsgc-pwgsc.gc.ca
Telephone : (819) 956-1354
Facsimile : (819) 997-2229

Attachment 1

Rules of Engagement Participation Agreement

Equine Drug Testing Services

An overriding principle of industry consultation is that the process will be conducted in a fair and equitable manner between all parties. No one person or organization will receive nor be perceived to have received any unusual or unfair advantage over the others.

The "Consultative Process" begins with the Letter of Interest (LOI), followed by one-on-one meetings with interested parties and concludes when the Request for Proposal (RFP) is published on the Government Electronic Tendering Services (GETS), www.buyandsell.gc.ca/tenders.

The one-on-one sessions will be analyzed for further consideration by Canada and any pertinent recommendations or questions raised and answers provided will be posted on the GETS by an amendment to the LOI.

Canada will not disclose proprietary or commercially sensitive information concerning an interested party to other interested parties except and only to the extent required by law.

TERMS AND CONDITIONS:

The following terms and conditions apply to the Consultative Process. In order to encourage open dialogue, interested parties agree to the following:

1. Interested parties are expected to discuss their views concerning the Equine Drug Testing Services solicitation and to provide positive resolutions to the issues in question. Everyone will have equal opportunity to share their ideas and suggestions;

2. Interested parties will NOT reveal or discuss any information to the MEDIA/NEWSPAPER regarding the Equine Drug Testing Services solicitation during this consultative process. If participants receive a question from the Media, participants are to direct the Media to contact the PWGSC Media Relations Office at 819-956-2313;

3. Interested parties are to direct inquiries and comments relating to the Equine Drug Testing Services solicitation and its issues only to authorized representatives of Canada, as directed in notices given by the Contracting Authority from time to time. Any communication to unauthorized representatives of Canada may also be subject to full disclosure by Canada on GETS;

4. Media cannot participate in the one-on-one meetings;

5. Canada is not obligated to issue any subsequent RFP;

6. If Canada does release an RFP, the terms and conditions of the RFP will be subject to Canada's absolute discretion;

7. Canada will not reimburse any person or entity for any cost incurred in participating in this Consultative Process;

8. Participation is not a mandatory requirement. Not participating in this Consultative Process will not preclude a Bidder from submitting a Bid;

By participating on the Consultative Process, the interested parties agree to be bound by all the terms and conditions contained herein.

Attachment 2

Industry Engagement Questions

The questions contained in the Sections below are intended to elicit feedback of interest to Canada and provide guidance to interested parties to prepare for the one-on-one meetings. It is not expected that all questions will elicit a response, neither should submissions be constrained by the questions.

Respondents are encouraged to submit a response to the Industry Engagement Questions in electronic format (MS Word or Adobe PDF preferable as long as copy/paste or printing of text functions are not restricted in any way) with their one-on-one meeting request or shortly thereafter, as detailed in article 9.0 of the LOI.

Response Format

Use the written format of your choice, but keep the same section numbering as used in the LOI.

The Respondent's name, company, and contact information and the LOI number should be clearly visible on the response. Responses will not be returned.

The number of pages of your response is not limited. However, the expected length should not exceed 10 pages double sided standard letter business format.

Language of Response

Responses may be in English or French, at the preference of the Respondent.

Response Parameters

Respondents are reminded that this is an LOI and not an RFP and, in that regard, Respondents should feel free to provide their comments and concerns with their responses.

Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this LOI, either by telephone, in writing or in person.

Response Confidentiality

Respondents are requested to clearly identify those portions of their response that are company confidential or proprietary in nature. The confidentiality of each Respondent's response will be maintained. Items that are identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

Submission of responses

Respondents may submit their responses by e-mail to Heather Wilson at the following address**:** heather.wilson@tpsgc-pwgsc.gc.ca . The responses should be provided no later than June 3, 2014 to ensure they are reviewed before the final RFP is issued.

SECTION 1: EXECUTIVE SUMMARY

1. Identify your Legal Name and Procurement Business Number, if applicable.
2. Identify whether you are, or you have, a Laboratory that is accredited by the Standards Council of Canada (SCC) under ISO/IEC 17025 in the Forensic Testing Program.
    A. Identify whether you are, or you have, a Laboratory that is accredited by the Standards Council of Canada (SCC) under ISO/IEC 17025 in the Forensic Testing Program specialty area as a Forensic Drug Equine Drug Testing Laboratory (CAN-P-1578 Appendix 4).
    B. Identify whether you are, or you have, a Laboratory that is accredited by the Standards Council of Canada (SCC) under ISO/IEC 17025 in the Forensic Testing Program specialty area as a Drug Chemistry Laboratory (CAN-P-1578 Appendix 6) that includes analytical instrumentation and methodology for the analysis of drugs included in (but not limited to) the Schedule to the *Pari-Mutuel Betting Supervision Regulations*, according to Part V of the *Regulations* (http://laws.justice.gc.ca/eng/regulations/sor-91-365/index.html).
    C. Identify whether you are, or you have, a Laboratory that is accredited by the Standards Council of Canada (SCC) under ISO/IEC 17025 in the Forensic Testing Program specialty area as a Toxicology Laboratory (CAN-P-1578 Appendix 1).

SECTION 2: BASIS OF PAYMENT

1. The proposed Basis of Payment is a Limitation of Expenditure based on the following: Analytical Laboratory Services will be paid on a firm per sample rate, inclusive of all costs associated with analysis of Official Samples, including screen testing of 100% of all samples, target testing of 25% of all samples and any associated follow-up and confirmatory analysis, as required. Research Services will be provided on an “as and when requested” basis through Task Authorization and will be paid based on a firm hourly rate. Can you suggest any improvements to the Basis of Payment?
2. Describe and provide an example of your pricing model for similar services, if possible.

SECTION 3: OTHER

1. Please identify any other issues, concerns and recommendations not addressed above.