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Correctional Service of Canada / Service
correctionnel du Canada
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Kingston, ON K7L 4Y8
Attention :Shane Collins

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

Proposal to: Correctional Service Canada

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

**Proposition à: Service Correctionnel du
Canada**

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

Comments — Commentaires :

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT – CE DOCUMENT COMPORTE
DES EXIGENCES RELATIVES À LA SÉCURITÉ.**

Issuing Office – Bureau de distribution

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Title — Sujet: Psychiatric Services – Barrie and Sudbury Services psychiatriques et services de rappel au travail	
Solicitation No. — No. de l'invitation 21470-19-2370718	
Solicitation Amendment No. — No. de modification de l'invitation 002	Date: September 19,2016
GETS Reference No. — No. de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at /à : 1400 EDT on / le : October 4th, 2016 le 4 Octobre 2016	
F.O.B. — F.A.B. Plant – Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other- Autre: <input type="checkbox"/>	
Address Enquiries to — Soumettre toutes questions à: Shane Collins Regional Contract Administrator Administrateur régional Entrepreneur shane.collins@csc-scc.gc.ca	
Telephone No. – No de téléphone: 613-536-6127	Fax No. – No de télécopieur: 613-536-4571
Destination of Goods, Services and Construction: Destination des biens, services et construction: Barrie and Sudbury	
Instructions: See Herein Instructions : Voir aux présentes	



Solicitation Amendment 002 is issued to:

1. Respond to questions 1 through 24 received during the solicitation period;
-

Q 1. We understand that there are sub offices in Sault Ste Marie and North Bay for Sudbury Parole office. Would the services/care be conducted at these locations of just the Sudbury office?

A 1. Generally face to face services are held in the Sudbury and Barrie parole offices and services are offered to all other associated offices via video conference. Numbers of patients at these offices are low. There have been times where a clinic has been held at a sub office but this is at the practitioner's discretion and when numbers warrant, this is very rare.

Q 2. Page 4 Sec 1.1d/e – Will the services be onsite or conducted at the vendor's locations in Barrie and Sudbury?

A 2. Services are offered at the Parole office in both Barrie and Sudbury. Video equipment is available at both sites if required.

Q 3. Page 4 1.2: Please clarify if the security clearance forms should be submitted now or upon notification of the award?

A 3. Upon notification of a pending contract award.

Q 4. Part 6: 1.1.2 – Does every staff member in the organization require the reliability status or just the clinicians conducting the assessments? For example, do managers/administrative persons in our head office require the information as well as the clinical staff?

A 4. Any person who would have access to any offender related information would require reliability status.

Q 5. Part 6: 1.1.5a: The provided annex C – Can we print this and utilize it for the submission?

A 5. E.g. fill in organization/persons names etc. There is nothing to do right now in regards to Annex C – Security Requirements Checklist. This will be part of the resulting contract. If by chance you meant Annex B – Proposed Basis of Payment, please complete and submit those exact pages as part of your financial bid.

Q 6. Part 6: 1.1.5b: Can you provide a copy of link to the Industrial Security Manual?

A 6. <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html>



Q 7. Annex A: Are the services provided to incarcerated offenders or those who are in transition of release, or who are already released on parole?

A 7. The services are provided to offenders on parole residing in the community.

Q 8. Annex A: pg 23 4.5: It is understood the records shall remain at the community sites. Please define “community sites”, e.g. as the CSC locations in the parole office or in the vendor’s community offices?

A 8. At the Parole Offices where the clinics are held.

Q 9. Annex A: pg 23 4.5: if in the CSC locations – will the vendor be using electronic medical records or paper files?

A 9. We are currently transitioning to a fully electronic system. Vendor will use our system on site, all notes will be printed and kept in a paper file until complete stability of the system (OSCAR).

Q 10. Annex A: 5.1e: Would educational sessions be directed to staff or offenders?

A 10. Could be either or a mixed group but generally to staff.

Q 11. Annex A: pg 24 5.2e: Will CSC provide a report template with the required headings/subheadings, given the report is not to exceed 5 pages?

A 11. No

Q 12. Annex A: pg 24 5.2f: Will CSC provide form/templated consent and privacy release forms or can the vendor utilize ours?

A 12. CSC forms are required as they outline the limitations of offender consent.

Q 13. 6.5 Travel and Living expenses – what travel would be required?

A 13. Depending on where the vendor is located travel to the Sudbury and Barrie Parole offices will be required. Occasional travel to outlining areas such as North Bay, Sault St. Marie etc... may be necessary for best practice.

Q 14. Annex A: pg 26 11.1: Deliverables state maximum 192 hours per annum – is that for both Sudbury and Barrie combined or 192 hours for each location?

A 14. 192 hours is for both locations.

Q 15. Is 192 hours just for psychiatric services or for allied health care professionals as well?

A 15. 192 hours is just for psychiatry, this contract does not include Allied Health Professions.



Q 16. Page 24 5. Tasks – services to include - states ‘Assess and treat individual offenders’ will this be an ongoing treating relationship or as under 5.2 Psychiatric Assessment Service - just assessment, clinical opinion and recommendations provided in the report?

A 16. It will depend, some offenders require only an assessment others will require ongoing treatment. That said it is incumbent on the vendor to refer the offender to a community psychiatrist once the offender is stable and residing in an area where they intend to remain long term. As psychiatric waitlists can be very long the vendor may see the offender until they are accepted by a new clinician.

Q 17. How much time is allotted for Assessment and Report?

A 17. This is individual; historically reports have been dictated or written after each client is seen, unless for some reason a larger assessment was requested. It must be completed within the 192 hrs.

Q 18. How much time is allotted for Consultation Services?

A 18. Again this will be case by case and must be within the 192 hours. It will be incumbent on the vendor to organize their time accordingly.

Q 19. Will there be provision for additional fees for psychometric testing?

A 19. no provision for any additional services.

Q 20. Does the Psychiatrist bill OHIP directly for the assessment or does Contractor submit an invoice for the Assessment and Report and separate invoice for each follow up treatment session?

A 20. The vendor is required to submit an invoice to the project authority on a monthly basis. This invoice should reflect the number of hours worked and the name of each offender seen. Assessments are completed at the time of clinic and entered into the chart like a progress note. Clinician notes can be dictated and sent in a later time but must be done in a timely fashion. OHIP billing is completely up to the vendor.

Q 21. Is treatment to be conducted in the Parole office or at the Psychiatrists office?

A 21. Parole office.

Q 22. Annex A Part 6: Please confirm that providers will be billing for participation in grievances, interviews, file prep, review board activities, etc.

A 22. These services must fall within the 192 hours of the contract.



Q 23. Annex A Part 10: Please confirm meetings are billable when requested by the Project Authority.

A 23. Meetings would generally not be requested outside of the regular clinic hours but if they were, they would be billable. Againto fall within the 192 hours of the contract.

Q 24. Annex B 1.1: Professional fees formula is outlined. Please confirm that the price vendor submit additional proposed fees table to outline such additional fees? E.g. travel, administrative/operational meetings.

A 24. Your proposed hourly rate must be all inclusive with the only other expenses to be reimbursed would be travel. Travel will be compensated separately and based on the current government travel directives for contractors.