



**RETURN BIDS TO:**

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**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau, Québec K1A 0S5**

**Bid Fax: (819) 997-9776**

**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**

Training and Specialized Services Division/Division de  
la formation et des services spécialisés

11 Laurier St. / 11, rue Laurier

10C1, Place du Portage

Gatineau, Québec K1A 0S5

|   |   |
|---|---|
| <b>Title - Sujet</b><br>DNA Typing Profiles SOA   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>M7594-173247/A  | <b>Amendment No. - N° modif.</b><br>003                             |
| <b>Client Reference No. - N° de référence du client</b><br>M7594-173247   | <b>Date</b><br>2018-02-23   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$ZH-148-32172  |   |
| <b>File No. - N° de dossier</b><br>148zh.M7594-173247   | <b>CCC No./N° CCC - FMS No./N° VME</b>                              |
| <b>Solicitation Closes - L'invitation prend fin<br/>at - à 02:00 PM<br/>on - le 2018-03-12</b>  | <b>Time Zone<br/>Fuseau horaire</b><br>Eastern Standard Time<br>EST |
| <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><br>St-Cyr, Audrey   | <b>Buyer Id - Id de l'acheteur</b><br>148zh                         |
| <b>Telephone No. - N° de téléphone</b><br>(613) 858-9049 ( )  | <b>FAX No. - N° de FAX</b><br>( ) -                                 |
| <b>Destination - of Goods, Services, and Construction:<br/>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<br/>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone<br/>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm<br/>(type or print)<br/>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

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## Solicitation Amendment 003

### SECTION A

**In accordance with Part 2.4 – Inquiries – Bid solicitation, the following question and its corresponding answer is provided to all Offerors.**

#### Question 1 – Closing date

Would RCMP consider extending the due date of the Tender, based on the complexity of the bid, the number of required deliverables that are being requested that are outside of the industry standards and to allow the bidders time to react to the answers that are provided during the question and answer period?

#### Answer 1

Yes, the closing date was extended to March 12, 2018 in the previous amendment.

#### Question 2 – 2.1 Standard Instructions, Clauses and Conditions

If the bidder would like to propose alternate language regarding contract terms, how should the bidder submit to RCMP?

#### Answer 2

Bidders are invited to submit their inquiries in accordance with section 2.4 Inquiries - Bid Solicitation.

#### Question 3 – 3.1 Bid Preparation

Please confirm the bidders understanding that they should submit two separate bids that are packaged separately even though the pricing template includes both streams.

#### Answer 3

Yes. As indicated in the Bid Preparation Instructions, the Bidder can bid on more than one stream of work specified in the Statement of Work, in Annex A, but **must submit one separate bid for each specified stream of work**. Canada requests that the Bidder clearly identifies in the first pages of its bid which stream of work it is bidding on. This means there will be two Pricing schedule documents (one for each bid).

#### Question 4 – Section II Financial Bid

Can the bidders submit the financial bid in US funds? If submitted in Canadian funds will the bidder be reimbursed in US funds?

#### Answer 4

The bidders cannot submit their financial bid in US funds. As indicated in Section II Financial Bid, Bidders **must submit their financial bid in Canadian funds** and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. Please refer to clause C3010T (2014-11-27), Exchange Rate Fluctuation Risk Mitigation present in section 3.1 of the bid solicitation (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3010T/11>).

#### Question 5 – Section II Financial Bid

Since the tender is for testing services are duties and excise taxes applicable to these services?

#### Answer 5

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It is for the Contractor to determine which taxes apply to their services and jurisdiction.

**Question 6 – Section II Financial Bid**

There is a reference to article 7.6 Payment of Part 7, but there is no information provided in 7.6. Can RCMP provide the information regarding payment?

**Answer 6**

Section 7.6 Payment includes subsections and articles 7.6.1., 7.6.1.1, 7.6.2, 7.6.3, 7.6.4.

**Question 7 – Section II Financial Bid**

If RCMP will reimburse in Canadian funds, will RCMP agree to gross up the pricing to accommodate any applicable taxes or duties? If RCMP will not gross up payment, can you provide the percentage of the applicable taxes and duties?

**Answer 7**

It is for the Contractor to determine which taxes apply to their services and jurisdiction. For the exchange rate, please refer to clause C3010T (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3010T/11>).

**Question 8 – Att. 1 to Part 4, Technical Criteria M1-M4**

RCMP is requesting documentation that contains proprietary and confidential laboratory operating information, such as validation studies, SOPs, training manuals, quality manuals and internal audit reports. Can RCMP confirm that this information that is submitted with the bid response will remain confidential and will not be released during an open records request or freedom of information inquiry? If the bidder is required to submit this information, can the laboratory redact information that is proprietary and confidential and/or provide unredacted copies upon award of the tender?

**Answer 8**

Please refer to 2035 22 (2008-05-12) Confidentiality of the General Conditions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/16#standard-clauses-and-conditions>). Yes, the bidder can redact information that is of a proprietary nature. This information will be confirmed if the bidder is successful and granted a facility assessment visit. The redacted information will be verified during this site visit evaluation.

**Question 9 – Stream 1 M6A, M6B, M6C, M6D and Stream 2 M6A, M6B, M6C, M6D**

Can the bidder provide Statement of Qualifications instead of copies of degrees, college transcripts and curriculum vitae for the resources described in M6A-M6D for both streams?

**Answer 9**

No, the bidder is to provide the documentation requested to demonstrate the proposed individual meets the requirements.

**Question 10 – Stream 1 M6A, M6B, M6C, M6D and Stream 2 M6A, M6B, M6C, M6D**

Copies of degrees/diplomas can be difficult to obtain but US Universities include the degree, program name and date conferred on the transcripts. In this case, could the transcripts serve as proof of the degree?

**Answer 10**

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The transcript will be accepted in place of the degree/diploma provided the transcript includes the degree, the program name and date conferred. Otherwise, a copy of the degree/diploma must be provided.

**Question 11 – Stream 1 & 2 M6Bb2. M6Cb2.**

The information requested includes confidential client information such as client organization and bidder case number. Can RCMP remove this requirement? Or would it be acceptable to provide a summary of the cases tested by each analyst monthly or yearly since 2014 including the number of cases tested/reported, number of exhibits, and description of the type of testing/analysis performed for each?

**Answer 11**

The bidder can remove the name of the client from the list of information requested. The bidders file number, the date the casework was undertaken, the # of exhibits within the case, the type of biological material and type of DNA analysis (autosomal and/or Y-STR) are to be provided.

**Question 12 – Stream 1 & 2 M8**

Can RCMP confirm the timeframe that the bidder should submit proficiency test records for?

**Answer 12**

The RCMP requires test records for each resource since 2014

**Question 13 – Part 6.2 Insurance Requirements**

Can the bidder provide a certificate of insurance with the required coverage as proof of coverage instead of a letter from an insurance broker?

**Answer 13**

Yes.

**Question 14 – 7.1.1 Task Authorization**

Please confirm that the Task Authorization does not have to be returned with the tender/bid response

**Answer 14**

No. The Task Authorization form is to be used during the Contract period. Please refer to section 7.1.1 Task Authorization of the bid solicitation.

**Question 15 – 7.2.5 Non-Disclosure Agreement**

The bidder's employees all sign a non-disclosure agreement at the beginning of employment. Will that be accepted or can an authorized signer sign the Non-Disclosure Agreement on behalf of the company?

**Answer 15**

No. as indicated at section 7.2.5, The Contractor **must** obtain from its employee(s) or subcontractor(s) the completed and signed non disclosure agreement, attached at Annex H, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work. Each resource will have to sign it **at Contract award only.**

**Question 16 – 4.1 Scope of Work**

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Please confirm the bidder's understanding that a written response is required for the Mandatory Technical Evaluation Criteria and Point Rated Technical Evaluation Criteria. Please confirm if a point by point response is needed for the Scope of Work section.

#### **Answer 16**

Yes, a response is required for the Technical Criteria as indicated in section I: Technical Bid of 3.1 Bid Preparation Instructions. No response is needed in regards to the Statement of Work section.

#### **Question 17 – 4.2.4b Preparation of biological samples for DNA Analysis**

Depending on the type of bone submitted, the length of the bone may need to be completely cut through or consumed in its entirety (one portion for testing, one portion for archiving) in order to obtain the best possible results. Can this requirement be waived in cases where conserving the length is not possible or may not allow for the best testing?

#### **Answer 17**

This requirement can be discussed and decided upon at the time of DNA sample preparation should the bidder feel it is necessary to cut through or consume the entire sample. The Task Authorization document will then be modified to allow this requirement to be waived.

#### **Question 18 – Stream 2 5biv. Deliverables and Acceptance Criteria**

In regards to the Contracting Laboratory maintaining data within the database, can RCMP consider the following exception? The Contracting Laboratory may retain information that has become embedded in its electronic Storage Systems through routine backup processes.

#### **Answer 18**

Yes, an exemption would be allowed for information that has become embedded in electronic storage systems through routine back-up procedures. There is a requirement for the bidder to only record the sample identifiers provided by the RCMP. No personal information that would identify the donor of a sample is to be recorded in the bidder's laboratory information management system.

#### **Question 19 – Annex A, 7 Resources**

The requirement states that the laboratory must have two qualified resources to perform each of the following positions. a) technical leader b) DNA Analyst c) DNA technologist, d) One laboratory quality manger, e) laboratory manager and f) information officer.

Please clarify whether two technical leaders, quality managers, laboratory managers and information officers are required or if the two qualified resources requirement only pertains to DNA Analysts and DNA technologists.

#### **Answer 19**

The bidder must have two resources that can perform the duties of a DNA Analysts and two resources that can perform the duties of a DNA Technologies. It is possible for one resource to perform the duties

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of both a DNA Analyst and a DNA technologist provided they meet the requirements stated in M6B and M6C. The bidder is only required to propose one technical leader, one laboratory manager, one laboratory quality manager and one information officer. One resource may perform multiply roles provided they meet the requirements stated for each role. For example, one resource could serve as a DNA Analyst, a DNA Technologist and the Quality Manager, while a second resource could serve as a DNA Analyst, a DNA Technologist, a DNA technical leader, a information officer and a laboratory manager.

#### **Question 20 – Annex B, Basis of Payment, 1.1.1.1.2 and 1.1.1.2.3**

These line items within the Annex B are requesting pricing for Y-STR profile development only and do not include sample preparation, DNA extraction or quantification. This makes sense for additional testing from an existing DNA extract. However, there may be times in which an additional DNA extraction is needed for Y-STR testing (for example if the original extract was concentrated and consumed in the first STR amplification). Should another line item be added that includes pricing of sample preparation, DNA extraction & quantification for Y-STR testing.

#### **Answer 20**

An additional line will be added to accommodate this situation.

#### **Question 21 – Annex E, Sample Periodic Usage Reports**

The usage report includes GST/HST; can RCMP confirm that this applies to Goods and Service Tax/Harmonized Sales Tax? Are these taxes applicable to the services being requested?

#### **Answer 21**

It is for the Contractor to determine which taxes apply to their services and jurisdiction.

#### **Question 22 – Attachment 1 to Part 3, Pricing Schedule Stream 1 & Stream 2**

Within the Pricing Schedule the some of the columns with the Estimated Level of Effort do not include volume numbers, was this an oversight or will the volumes be zero based on the option period?

#### **Answer 22**

This is not an oversight. The estimated level of effort indicated for each item will be used for price determination purpose.

#### **Question 23 – Pricing**

Will RCMP have a need for expert testimony for Stream 1 or Stream 2? If so can the pricing template be adjusted to include a line item for the bidder to price expert testimony?

#### **Answer 23**

No.

#### **Question 24 – Section III, Certifications and Additional Information**

Can the Bidder provide their Federal Tax Identification Number instead of a Procurement Business Number?

#### **Answer 24**

No. As indicated in Attachment 2 to Part 3, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at <https://srisupplier.contractsCanada.gc.ca>.

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### **Question 25 – Part 3, 3.1 Bid Preparation Instructions**

The Tender response is requesting multiple manuals, validations studies and audits, which are large paper files. Can the bidder submit these large items on a CD or USB?

#### **Answer 25**

It can be submitted on a USB key. The bid must clearly identify what information can only be found on the USB key.

### **Question 26 – 7.8.2 Federal Contractors Program for Employment Equity**

If a bidder doesn't have a Canadian workforce, please confirm that the Federal Contractors Program is not applicable.

#### **Answer 26**

This certification applies to all bids. If a bidder does not have a Canadian workforce, the bidder must select that option in the certification document.

### **Question 27 – Security Clauses-SRCL #: 2BOKB-123122/A Personnel Security**

All the work that will be performed offsite at the bidder's laboratory, will these Personnel Security clauses be required or necessary?

#### **Answer 27**

The security requirement must be met in order to award the Contract.

### **Question 28 – Pricing Schedule**

Is the Pricing Schedule (ATT1 to Part 3) an accurate reflection of when the various work requests will fall or is it just a model for financial evaluation? For Workstream 1, Is service 1 expected to stop after the initial contract period? Will DNA analysis on hard tissue not be requested in option period 1 but maybe requested in the initial contract period and in option years 2 to 4?

#### **Answer 28**

As stated in the Pricing Schedule, the volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

### **Question 29 – Statement of Work**

Will all items, subsamples and DNA extracts be expected to be returned to one location in Canada or to many locations across Canada?

#### **Answer 29**

The samples are to be returned to only one location in Canada.

## **SECTION B**

1. At Stream 1 M6A, M6B, M6C, M6D and Stream 2 M6A, M6B, M6C, M6D:

**DELETE**

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The following information must be provided to verify the education and course requirements :

1. Copy of Degree; and
2. Copy of Transcript.

#### INSERT

The following information must be provided to verify the education and course requirements:

1. Copy of Degree; and/or
2. Copy of Transcript.

The transcript will be accepted in place of the degree/diploma provided the transcript includes the degree, the program name and date conferred. Otherwise, a copy of the degree/diploma must be provided.

#### 2. At Stream 1 and Stream 2 M6Bb2 and M6Cb2:

**DELETE** 1. Name of Client Organization

#### 3. **DELETE** Annex "B", Basis of Payment in its entirety and **REPLACE** with:

### ANNEX B, BASIS OF PAYMENT

1. During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below. All prices below must include all Services identified in the Statement of Work.

1.1 During the initial contract period, the Contractor will be paid all inclusive firm unit price (inclusive of return shipping charges) per assessment as follows:

| Initial Contract Period – Stream 1: DNA Profile Development Services  |                 |
|---|-----------------|
| Services  | Firm unit price |
| <b>1.1 Service 1 - DNA Profile Development Services: Personal Effects/Reference Samples/Biological Samples:</b> |                 |
| 1.1.1 Autosomal STRs (sample preparation, DNA extraction & quantification, profile development)                 | \$              |
| 1.1.2 Y-STR (profile development using DNA extract from 1.1.1)  | \$              |
| 1.1.3 Y-STR (sample preparation, DNA extraction & quantification, profile development)                          | \$              |
| <b>1.2 Service 2 - Hard Tissue Services: Bone and Teeth:</b>  |                 |
| 1.2.1 Preparation of sample for DNA extraction  | \$              |

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| 1.2.2 Autosomal STRs (DNA extraction, DNA quantification, profile development) | \$ |
| 1.2.3 Y-STR (profile development using DNA extract from 1.2.2)                 | \$ |
| 1.2.4 Y-STR (DNA extraction, DNA quantification, profile development)          | \$ |

| <b>Initial Contract Period - Stream 2: Mitochondrial DNA Services</b>   |                        |
|---|------------------------|
| <b>Services</b>   | <b>Firm unit price</b> |
| 2.1 Personal effects/biological samples/family reference sample – sample preparation, DNA extraction & quantification | \$                     |
| 2.2 Hard tissue sample- sample preparation, DNA extraction & quantification   | \$                     |
| 2.3 Mitochondrial DNA sequencing analysis   | \$                     |

**1.2** During the extended periods of the Contract, the Contractor will be paid all inclusive firm unit price (inclusive of return shipping charges) per assessment as follow:

| <b>Option Periods – Stream 1: DNA Profile Development</b>  |                        |                        |                        |                        |
|--|------------------------|------------------------|------------------------|------------------------|
| <b>Services</b>  | <b>Firm unit price</b> |                        |                        |                        |
|  | <b>Option Period 1</b> | <b>Option Period 2</b> | <b>Option Period 3</b> | <b>Option Period 4</b> |
| <b>1.1 Service 1 –DNA Profile Development: Personal Effects/Reference Samples/Biological Samples</b> |                        |                        |                        |                        |
| 1.1.1 Autosomal STRs (sample preparation, DNA extraction & quantification, profile development)      | \$                     | \$                     | \$                     | \$                     |
| 1.1.2 Y-STR (profile development using DNA extract from 1.1.1)                                       | \$                     | \$                     | \$                     | \$                     |
| 1.1.3 Y-STR (sample preparation, DNA extraction & quantification, profile development)               | \$                     | \$                     | \$                     | \$                     |
| <b>1.2 Service 2 – Hard Tissue Services: Bone and Teeth</b>  |                        |                        |                        |                        |
| 1.2.1 Preparation of sample for DNA extraction   | \$                     | \$                     | \$                     | \$                     |
| 1.2.2 Autosomal STRs (DNA extraction, DNA quantification, profile development)                       | \$                     | \$                     | \$                     | \$                     |

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|   |    |    |    |    |
|---|----|----|----|----|
| 1.2.3 Y-STR (profile development using DNA extract from 1.2.2)        | \$ | \$ | \$ | \$ |
| 1.2.4 Y-STR (DNA extraction, DNA quantification, profile development) | \$ | \$ | \$ | \$ |

| <b>Option Periods – Stream 2: Mitochondrial DNA Services</b>  |                        |                        |                        |                        |
|---|------------------------|------------------------|------------------------|------------------------|
| <b>Services</b>   | <b>Firm unit price</b> |                        |                        |                        |
|   | <b>Option Period 1</b> | <b>Option Period 2</b> | <b>Option Period 3</b> | <b>Option Period 4</b> |
| 2.1 Personal effects/biological samples/family reference sample – sample preparation, DNA extraction & quantification | \$                     | \$                     | \$                     | \$                     |
| 2.2 Hard tissue sample- sample preparation, DNA extraction & quantification   | \$                     | \$                     | \$                     | \$                     |
| 2.3 Mitochondrial DNA sequencing analysis   | \$                     | \$                     | \$                     | \$                     |

**4. A line item was added to the Pricing Schedule. The attached revised Pricing Schedule must be used.**

**5. At Attachment 1 to Part 1, List of Suppliers:**

**DELETE** Paton Aircraft Co & LGC and **REPLACE** with Patlon Aircraft & Industries Ltd

**\*\*\*All other terms and conditions remain unchanged\*\*\***