



ADVANCE CONTRACT AWARD NOTICE (ACAN)

Title: Autopsy transportation services for Creutzfeldt-Jakob Disease

Solicitation Number: 1000214918

1. The Purpose and Explanation of an ACAN

An Advance Contract Award Notice (ACAN) allows the Public Health Agency of Canada to post a notice for no less than fifteen (15) calendar days, indicating to the supplier community that a goods, services or construction contract will be awarded to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the minimum requirements identified in the ACAN, the Contracting Authority may then proceed to award a contract to the pre-identified contractor.

2. Rights of Suppliers

Suppliers who consider themselves fully qualified and available to provide the services or goods described in this ACAN may submit a Statement of Capabilities demonstrating how they meet the advertised requirement. This Statement of Capabilities must be provided via e-mail only to the contact person identified in Section 12 of the Notice on or before the closing date and time of the Notice. If the Bidder can clearly demonstrate they possess the required capabilities, the requirement will be opened to electronic or traditional bidding processes.

3. Proposed Contractor

MacKinnon & Bowes Ltd.
2 Meridian Road
Etobicoke, ON
M9W 4Z7

4. Definition of Requirements or Expected Results

The Public Health Agency of Canada (PHAC) requires specialized services for transportation of human remains, to support national surveillance of Creutzfeldt-Jakob disease (CJD).

Delivery of the services requires transportation of the remains of patients suspected to have died of CJD from their place of death to a hospital pathology facility, where an autopsy is performed, then to a funeral services facility where the remains are returned to the custody of the patient's family. The service supports the ongoing public health mandate of the PHAC Creutzfeldt-Jakob Disease Surveillance System (CJDSS), the primary operational objective of which is to identify and characterize all cases of CJD that occur in Canada.

CJD, a rare infectious disease of high importance in public health, is nationally notifiable and provincially reportable in Canada. Definitive diagnosis of CJD requires post mortem pathological examination of the brain. In keeping with its responsibilities for national surveillance, prevention and control of infectious diseases, PHAC funds and coordinates the majority of diagnostic autopsies in Canada where a suspicion of CJD is present.

Given the infectious nature of CJD, all remains must be handled to ensure staff safety during collection, transportation and delivery of remains. The CJDSS and the Contractor must remain in close contact to ensure that specific precautions related to prion diseases are addressed. This includes but is not limited to the use of personal protective equipment when handling bodies, and enclosing the remains in body bags or other containers as required under applicable provincial and territorial regulations.

It will be the responsibility of the Contractor to ensure that all transportation activities are conducted in a manner that adheres to applicable laws and regulations for the handling of human remains, and the protection of personal information.

The work requires that the contractor:

- i.** collect remains of suspected CJD patients from their place of death;
 - ii.** transport the remains to a hospital laboratory where a brain autopsy is performed;
 - iii.** collect the autopsied remains from the hospital laboratory; and
 - iv.** transport the autopsied remains to an appropriate funeral service facility.
- The work must be conducted only with informed consent of the patient's legal representative, which is obtained by the CJDSS.
 - The services are performed in close coordination with physicians, pathologists, other healthcare professionals and institutions, funeral home staff, families of the deceased, local and provincial health authorities, and the CJDSS.
 - The number of bodies requiring transport varies unpredictably over time, but may amount to 80 or more per year.
 - Each time the transportation service is required, the CJDSS will contact the Contractor to arrange for collection of remains at the place of death and transportation to a pre-specified hospital pathology laboratory, where the autopsy will be conducted under the supervision of a board-certified pathologist. The CJDSS and pathology staff will then coordinate with the Contractor for collection and transport of the remains to a designated funeral service provider, in keeping with the needs of the deceased person's family.

5. Minimum Requirements

Any interested supplier must demonstrate by way of a Statement of Capabilities that it meets the following minimum requirements:

1. provide services country-wide via a single point of contact for CJDSS;
2. offer all services in both French and English;
3. have capacity to respond to calls 24 hours per day, 7 days per week, 365 days per year;
4. be able to arrange for the transportation within 4 hours of death if necessary;
5. have experience in arranging coroner's permits for inter-provincial transportation;
6. have access to refrigerated mortuary storage;
7. have minimum 10 years' experience, training and certification in safe handling of remains of persons dying of infectious diseases, including CJD;
8. have completed at least 2 projects similar in scope to that described under Definition of Requirements and Expected Results.
9. belong to the National Funeral Directors Association or the Funeral Services Association of Canada;

10. demonstrate that the lead manager on the contract has a minimum of 5 years' experience overseeing work similar in scope to that described under Definition of Requirements and Expected Results.

6. Reason for Non-Competitive Award

Section 6 (d) of the Government Contracts Regulations applies as only one person or firm is capable of performing the contract.

9. Period of the Proposed Contract

The contract period shall be from January 1, 2020 to December 31, 2022 with the option to extend the contract by up to two additional one-year periods.

10. Estimated Value of the Proposed Contract

The total estimated value of the proposed contract should not exceed \$1,100,000.00 including all option periods, and all applicable taxes.

11. Closing Date and Time

The Closing Date and Time for accepting Statements of Capabilities is December 23, 2019, 2 p.m. EST).

12. Contact Person

All enquiries must be addressed by e-mail to:

Name: Erin Massey

E-Mail: erin.massey@canada.ca