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ATTENTION : Claudette Chabot

**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 :

Issuing Office – Bureau de distribution

Correctional Service Canada (CSC)
Contracting and Materiel Services

Title — Sujet: Mechanical Testing Laboratory Services	
Solicitation No. — No. de l'invitation 21C50-19-3006161-A	
Solicitation Amendment No. — No. de modification de l'invitation 001	Date: January 10, 2020
GETS Reference No. — No. de Référence de SEAG 21C50-19-3006161-A	
Solicitation Closes — L'invitation prend fin at /à : 14 :00 CST / heure normale du centre on / le : January 23, 2020 / le 23 janvier, 2020	
F.O.B. — F.A.B. Plant – Usine: ___ Destination: ___ Other-Autre: ___	
Address Enquiries to — Soumettre toutes questions à: Claudette Chabot Claudette.Chabot@csc-scc.gc.ca	
Telephone No. – No de téléphone: 306-659-9255	Fax No. – No de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Instructions: See Herein Instructions : Voir aux présentes	



Solicitation Amendment 001 is issued to:

1. Extend the closing date of the solicitation; and
 2. Respond to questions received during the solicitation period.
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1. The Solicitation Closing date identified on page one (1) of the RFSO has been extended:

Delete: **Solicitation Closing** date, January 16, 2020 @ 14:00 CST and

Insert: The following, new **Solicitation Closing** date, **January 23, 2020 @ 14:00 CST**.

2. Questions and Answers:

Question 1:

Annex A, Section 1.2.2: CAN/CGSB-44.229 has the exception of paragraph 6.1.11 associated to it, which is the paragraph for flammability. However, CAN/CGSB-44.232 does not include the flammability exception (paragraph 4.2). Is this a typo or should flammability be considered in the scope?

Answer 1:

Section 4.2 of CAN/CGSB-44.232 should not be considered in the scope. Annex A, section 1.2.2 j) should read **CAN/CGSB-44.232 except par 4.2, 4.3 and 4.14** as well as Annex C, Mandatory Criteria - M2 j). The statement of work (Annex A) and evaluation criteria (Annex C) have been amended to reflect this change.

Question 2:

Annex C:

- Are we to complete and submit this annex or is it reserved for internal use?
- We are accredited by CGSB for all the tests listed in Mandatory Technical Criteria M2 and have been performing these tests for 20 years. This is indicated in our Technical Offer along with our accreditations. Is this information sufficient to satisfy this criteria or are we required to demonstrate experience through a history of projects as detailed in section 1.5 of Annex C?

Answer 2:

The Request for Standing Offer (RFSO), Part 4 – Evaluation Procedures and Basis of Selection, section 2.1 Basis of Selection – Mandatory Technical Criteria Only, indicates that an offer must comply with the requirements of the RFSO and meet all mandatory technical evaluation criteria to be declared responsive to the solicitation.

Bidders must clearly demonstrate in their proposal how they meet all mandatory criteria listed in the Annex C – Evaluation Criteria. Section 1.5 of Annex C – Evaluation Criteria, refers to the format required if experience is requested as part of the mandatory criteria. In addition, Bidders must provide proof for each mandatory technical criteria and submit it with its offer.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ANNEX A - STATEMENT OF WORK

The Correctional Service of Canada (CSC), CORCAN, has a requirement to provide mechanical testing laboratory services for product lines for various locations across Canada, on an as and when requested basis.

The work will involve the following:

1.0 Background - Correctional Service Canada (CSC)

CSC contributes to public safety through the custody and reintegration of offenders. Specifically, CSC is responsible for administering court-imposed sentences for offenders sentenced to two (2) years or more. This includes both the custodial and community supervision of offenders with Long Term Supervision for periods of up to ten (10) years.

CORCAN is an Agency of the Correctional Service of Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs and services that facilitate offenders' re-entry into the work force following their release. CORCAN product lines such as, but not limited to, eSpace and ECO system workstations, MetaFlex and QR FlexStation freestanding workstations, Breeze and Pearle office chairs will be tested against Canadian General Standards Board (CGSB) and American National Standards Institute (ANSI) / Business and Institutional Furniture Manufacturers Association (BIFMA) standards.

1.1 Objective

To provide mechanical testing laboratory services on CORCAN product lines for various locations across Canada, on an as and when requested basis.

1.2 Tasks

1.2.1 The Contractor must be an independent laboratory that is:

- 1) ISO 17025 accredited and;
- 2) Accredited by Standards Council of Canada or recognized by Canadian General Standards Board (CGSB).

1.2.2 All the requested tests must be performed in a laboratory located in Canada.

The Contractor must provide laboratory services for mechanical testing on several of CORCAN's products, as per the following standards as a minimum:

- a) ANSI/BIFMA X5.1
- b) ANSI/BIFMA X5.3
- c) ANSI/BIFMA X5.4
- d) ANSI/BIFMA X5.5
- e) ANSI/BIFMA X5.6 except section 4
- f) ANSI/BIFMA X5.9 (which includes ANSI/BIFMA X5.2)
- g) ANSI/BIFMA X 5.11
- h) CAN/CGSB-44.227 except par 6.5.7
- i) CAN/CGSB-44.229 except par 6.1.4, 6.1.6, 6.1.9 to 6.1.11 and 6.9
- j) CAN/CGSB-44.232 except par 4.2, 4.3 and 4.14

The accreditations must remain valid for the duration of the Standing Offer.



1.3 Deliverables

For each testing request, the Contractor's laboratory must list all components to be tested (worst-case scenario) and must justify them to CGSB if required. All tests non-recognized as "worst-case scenario" by CGSB must be redone at the Contractor's expense.

Testing results must be submitted as per CGSB requirements to CORCAN.

- Test reports must be dated and signed.
- All test reports must be provided in English.
- All test reports must be in PDF format.
- The product line and the reference to product tested must be identified clearly on the first page
- For each test, the followed procedure must be indicated
- Test results must be recorded numerically, where applicable
- Clear photographs representing the test performed and the item tested must be included with test reports.
- If CORCAN does not require the tested product to be returned, the Contractor will safely dispose of it free of charge.

1.4 Location of work:

- a. The work will take place at the Contractor's location in Canada. CORCAN will arrange and bear the costs for delivery to and from the Contractor's laboratory.
- b. Travel
 - i. No travel is anticipated for performance of the work under this contract.

1.5 Language of Work:

The Contractor must provide all test reports in English. All test reports must be in PDF format and as per the deliverables listed in 1.3 Deliverables.



ANNEX C - EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA – _____

#	Mandatory Technical Criteria	Offeror Response Description (include location in offer)	Met/Not Met
M1	<p>The bidder, must provide proof that it is an independent laboratory that is:</p> <ul style="list-style-type: none"> 1) ISO 17025 accredited and; 2) Accredited by Standards Council of Canada or recognized by Canadian General Standards Board (CGSB). <p>NOTE: The bidder is defined as a direct service provider, joint venture or subcontractor. All the requested tests must be performed in a laboratory located in Canada.</p>		
M2	<p>The bidder must demonstrate / provide proof that the proposed lab possesses the following valid accreditations, as a minimum:</p> <ul style="list-style-type: none"> a) ANSI/BIFMA X5.1 b) ANSI/BIFMA X5.3 c) ANSI/BIFMA X5.4 d) ANSI/BIFMA X5.5 e) ANSI/BIFMA X5.6 except section 4 f) ANSI/BIFMA X5.9 (which includes ANSI/BIFMA X5.2) g) ANSI/BIFMA X5.11 h) CAN/CGSB-44.227 except par 6.5.7 i) CAN/CGSB-44.229 except par 6.1.4, 6.1.6, 6.1.9 to 6.1.11 and 6.9 j) CAN/CGSB-44.232 except par 4.2, 4.3 and 4.14 <p>Proof of valid accreditation must be submitted with the offer</p>		

Proof of the above Mandatory Technical Criteria must be submitted with your offer.

Failure to demonstrate that you meet all the Mandatory Technical Criteria will result in your offer being deemed non-responsive.