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Bid Receiving - Réception des soumissions:

Correctional Service Canada (CSC) – Service
correctionnel Canada (SCC)

801bidsubmissions@csc-scc.gc.ca
Attn: Carmen Skolos
Re: Solicitation #21883-24-0005

**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

Correctional Service Canada (CSC)

Title — Sujet: Urinalysis Collection Services	
Solicitation No. — No. de l'invitation 21883-24-0005	
Solicitation Amendment No. — No. de modification de l'invitation 001	Date: January 31, 2024
GETS Reference No. — No. de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at /à : 2 :00 pm PST on / le : February 12, 2024	
F.O.B. — F.A.B. Plant – Usine: <u> </u> Destination: <u> </u> Other-Autre: <u> </u>	
Address Enquiries to — Soumettre toutes questions à: 801bidsubmissions@csc-scc.gc.ca	
Telephone No. – No de téléphone:	Fax No. – No de télécopieur:
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Instructions: See Herein Instructions : Voir aux présentes	



Solicitation Amendment 001 is issued to:

1. Extend the closing date of the Solicitation;
 2. Respond to questions 1 through 13 received during the solicitation period; and
 3. Update Statement of Work.
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1. The Solicitation Closing date identified on page one (1) of the RFP has been extended:

Delete: **Solicitation Closing** date, February 2, 2024, 2:00pm PST; and

Insert: The following, new **Solicitation Closing** date, February 12, 2024, 2:00pm PST.

2. Questions and Answers 1 through 13:

Question 1: What is the estimated volume by region?

Answer 1: The Maximum Level of Effort will be 300 samples per year for the Abbotsford and Maple Ridge areas.

Question 2: Is there a penalty for not delivered services within defined time frames?

Answer 2: This information is found in the General conditions: Professional services (medium complexity):

[Section 3.2010B - General Conditions - Professional Services \(Medium Complexity\) - Buyandsell.gc.ca](#)

Question 3: Can you confirm that the “go live” coincides with the contract start date? i.e, April 1, 2024

Answer 3: The work will be performed during the contract start date and end date or March 31, 2025. The estimated start date is April 1, 2024.

Question 4: Where is the specified lab testing site?

Answer 4: As per the Statement of Work, section 1, d. CSC establishes the procedure for shipment of samples to the CSC specified laboratory for testing and covers all costs to do so. Currently the lab is located in Ontario.

Question 5: Can you provide technical specifications for the collection kits?

Answer 5: As per the Statement of Work, Section 1, e. CSC provides the required containers, courier bags, courier bills of lading, cooler to store the collection and appropriate security storage container for paperwork/referrals. Estimated size of container is equivalent to the size of a standard cooler. The technical specifications may change based on the requirement.

Question 6: As an alternative to mobile services, will CSC consider sending offenders to local patient service centres for collection?

Answer 6: At this time our requirement is for Collection Services.



Question 7: Please provide a copy of "Section 66 (1) of the CCRA regulation and CD 566-10.

Answer 7: This information is found on the following link:

<https://buyandsell.gc.ca/cds/public/2020/07/07/171b00676ba169b1345b9b454c9fa75b/566-10-cd-eng.pdf>

Question 8: Please provide a copy of form 1064-01 which is to be presented to the offender prior to each test:

Answer 8: This information is found on the following link:

<https://buyandsell.gc.ca/cds/public/2020/07/07/171b00676ba169b1345b9b454c9fa75b/566-10-cd-eng.pdf>

Question 9: For tandem testing, can the accompaniment be of the opposite gender?

Answer 9: This requirement has been removed from the Statement of Work.

Question 10: Please provide a copy of the National Monitory Centre?

Answer 10: This information is found on the following link:

[Commissioner's directive 568-1: Recording and Reporting of Security Incidents - Canada.ca](https://www.canada.ca/en/commissioner-of-information-access/news/2018/05/commissioner-directive-568-1-recording-reporting-security-incidents.html)

Question 11: Our mobile services typically operate between 0700 and 1600 hours, Monday to Friday. To provide an optimal quote, is CSC willing to accommodate our existing hours of operation?

Answer: 11: No, in accordance with the Statement of Work, normally, collections will occur during regular working hours, Monday to Friday, between 0700 and 1800 hours.

Question 12: What percentage of collections will require an accompaniment?

Answer 12: This requirement has been removed from the Statement of Work.

Question 13: Will a parole officer be present for collection requests at a residence of isolated community location?

Answer: No, they will not.

3. Update Statement of Work

Delete: **Annex A - Statement of Work** in its entirety; and

Insert: The following, new **Annex A – Statement of Work, Rev #1** attached hereto.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ANNEX A – Statement of Work, Rev #01

Consistent with the Mission Statement and Strategic Objectives of the Correctional Service of Canada (CSC), a Urinalysis Collection program is required for the Abbotsford and Maple Ridge areas. The program must be in compliance with the Corrections and Conditional Release Act, Corrections and Conditional Release Regulations, and Guidelines and Policy under the Act.

1. The Department will:

- a) Ensure that the Contractor is provided with all necessary documentation including Regulations, Directives and Guidelines for compliance to be maintained;
- b) Provide procedural instruction in the surveillance, procurement and shipment of samples;
- c) Refer offenders for urinalysis testing;
- d) Establish procedure for shipment of samples to the CSC specified laboratory for testing;
- e) Provide the required paperwork, sample containers, courier bags, courier bills of lading, cooler to store the collections and appropriate security storage container for paperwork/referrals.

2. The Contractor must:

- a) Upon referral, collect urine samples from federally released offenders. These collection may occur in the Parole Office, Community Based Residential Facility (CBRF), the offender's private residence or in an area designated by CSC.
- b) The collector must be of the same gender as the offender providing the sample.
- c) Ensure the integrity of the sample by confirming required security seals are in place on the container, obtain signatures on the container, and prepare the container for shipment to the specified laboratory for testing.
- d) Ship the samples with a bill of lading to the approved laboratory for testing.
- e) Collect samples in compliance with Section 66 (1) of the CCRA regulations and CD 566-10: or updated policy and ensure maintenance of privacy, confidentiality and non-disclosure as to the identity of the donor. The contractor (collector) must purchase its own protective gloves.
- f) Present the offender with form 1064-01 (Community Notification to Provide a Urine Sample) prior to each test, and obtain a signature, complete the Chain of Custody Form and distribute copies of the form as indicated.
- g) Complete the urinalysis log sheets monthly or provide detailed invoice, or both and forward them to the respective office responsible for the supervision of the offender.
- h) In the event of a planned absence of the Contractor, it is the Contractor's responsibility to arrange for a qualified substitute collector.
- i) Immediately notify the CSC supervising parole office in the event of an offender's refusal or inability to provide a sample, and or any suspicious behaviour is noted. If this occurs outside the established working schedule, the contractor must follow National Monitoring Centre protocol will be followed.



- j) Normally, collections will occur during regular working hours, Monday to Friday, between 0700 hours and 1800 hours.
- k) At CSC's request, the contractor must collect samples, from time to time, on weekends and after normal working hours. The contractor just also collect samples on an emergency basis, within a 3 to 4 hour response time.
- l) The contractor must normally provide non-scheduled collection upon 24 hours notice.
- m) The collector must provide 24 hours notice for cancellation of collections to the Area Director or Office Urinalysis Coordinator.