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Bid Receiving - Réception des soumissions:

Correctional Service Canada (CSC) – Service  
correctionnel Canada  
Ontario Region  
Contracting & Materiel Services  
443 Union Street  
Kingston, Ontario  
K7L 2R8

Attention :  
Geoff Hinch  
Regional Procurement & Contracting Officer

**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)  
443 Union Street  
PO Box 1174  
Kingston, Ontario  
K7L 2R

<b>Title — Sujet:</b> <b>Urinalysis Sample Collection Services (Male Offenders)</b> <b>Three Separate Contracts</b>	
<b>Solicitation No. — No. de l'invitation</b> <b>21470-14-19-1962460 (A)Guelph</b> <b>21470-14-19-1962469 (B)London</b> <b>21470-14-19-1993907 (C)Barrie Area</b>	
<b>Solicitation Amendment No. — No. de modification de l'invitation</b> 21470-14-19-1962460-1	<b>Date:</b> <b>01-April-2014</b>
<b>GETS Reference No. — No. de Référence de SEAG</b>	
<b>Solicitation Closes — L'invitation prend fin</b> <b>at /à : 14 :00 hrs EST</b> <b>on / le : 20-May -2014</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine: ___      Destination: ___      Other-Autre: ___	
<b>Address Enquiries to — Soumettre toutes questions à:</b>  <b>Geoff Hinch , Regional Procurement &amp; Contracting Officer</b> Correctional Service Canada, Ontario Region P.O. Box 1174, 443 Union Street, Kingston ON K7L 2R8 <b>Email: <a href="mailto:hinchga2@csc-scc.gc.ca">hinchga2@csc-scc.gc.ca</a></b>	
<b>Telephone No. – No de téléphone:</b> 613-530-3167	<b>Fax No. – No de télécopieur:</b> 613-536-4571
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> Guelph Area (contract A)includes Bruce, Grey, Dufferin, Wellington and previous Waterloo county now Regional Municipality of Waterloo.  London Area (contract B)includes Elgin, Middlesex, Lambton,Perth and Huron.  Barrie Area(Contract C)includes Muskoka, Parry Sound, Gravenhurst, Bracebridge and Huntsville.	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	



## Solicitation Amendment 001 is issued to

1. Extend the closing date of the Solicitation;
2. Respond to questions 1 through 15 received during the solicitation period; and/or,

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### 1. The Solicitation Closing date identified on page one (1) of the RFP has been extended:

Delete: **Solicitation Closing** date, 14:00 EST 06-May-2014 and

Insert: The following, new **Solicitation Closing** date, 14:00 EST 20-May-2014

### 2. Questions and Answers 1 through 15:

*Question 1:* Are bidders required to bid on all three geographic areas, or can bidders bid only on one or two areas? Is it correct that CSC is awarding a separate contracts for each of the three geographical areas, however Bidders can submit one RFP for all three geographical areas (except for separate pricing for each geographical area)?

*Answer 1:* There will be three separate contracts---London and Guelph will be administered through the London Office for financial and technical support but there are two separate offices and each office covers a different geographical location—London covers Middlesex, Lambton, Essex, Huron and Perth counties, while Guelph covers Grey, Bruce, Wellington and Dufferin counties and the Regional Municipality of Waterloo (previously Waterloo county).

*Question 2:* Can CSC provide information on the approximate volumes of collections that CSC anticipates annually, in each of the three Areas?

*Answer 2:* Barrie Area has approx 300 collections per year required annually. London and Guelph has approximately 25 to 30 collections per month or between 300 and 360 per year.

*Question 3:* Can CSC provide a breakdown of the percentage of collections that are in major centres, and those that are in outlying communities? (This information would assist in determining communities where collectors will most often be needed)

*Answer 3:* Barrie is 50/50 Urban vs. Rural. London has approximately 12% to 15% outside the city of London and Guelph has 30% outside of Kitchener/Waterloo.

*Question 4:* Can CSC provide information on the locations of the parole offices, CBRFs, reporting centre or police stations where the collections will be conducted?

*Answer 4:* A. Barrie Parole Office is located at 42 Owen Street, room 302 Barrie, Ontario. Windermere Gardens is located at 55 Peel Street in Barrie, Ontario.

B. London Office is at 199 Dundas Street, London Ontario  
CRF's are at 266 Egerton Street and 108 King Edward Avenue.

C. Guelph office is at 255 Woodlawn Road West-not used for collections as majority of offenders are in tri-city (Kitchener/Waterloo/Cambridge). CRF is at 60 Westwood Guelph and 657 King Street East Kitchener.



*Question 5:* How often are collections required in private residences?

*Answer 5:* Between 45-50% for all collections at private residences.

*Question 6:* Can you verify that scheduling of the collections with offenders is done by CSC offices/personnel, who then notify contractor of date, time, location, number of collections? We wish to verify that the contractor is not responsible for scheduling collections with offenders.

*Answer 6:* CSC sets a date for urinalysis in consultation with the urinalysis contractor. Both London and Guelph collectors are provided with information packages including the number of tests in a given period (usually 90 days) the average would be 3 tests in 90 day period. Occasionally collector will be called to complete a "reasonable grounds" test based on information from offender or community contact which requires testing within 24 hours.

*Question 7:* Can CSC advise what organization(s) currently provides these services?

*Answer 7:* Collectors were established from tenders done in 2008.

*Question 8:* If there is a group of collections at a centre, can CSC estimate approximately how many hours these group bookings would be? As per page 23 of RFP, CSC expects that contractors will conduct at least two collections per hour? Does this include paperwork, shipping, etc? Can CSC clarify that the group collections rate is to be charged whenever there are two or more collections on one date and time?

*Answer 8:* Barrie does 3 hours in the evening London and Guelph can be up to 3-4 hours, 2 tests per hour is the minimum standard and would include paperwork-shipping can be done in bulk and would be needed to be done once for a possible 6 collections in a 3 hour period. Note that 2 tests/hour is the minimum.

*Question 9:* There are pricing charts on pages 16, 23 and page 25. The three pricing charts are slightly different. Can CSC clarify which pricing table Bidders should use? Can we assume that Bidders should complete the Annex B Proposed Basis of Payment on page 25 and not the other pricing charts?

*Answer 9:* London and Guelph contracts have different rates, based on the response to the two tenders (one is \$20 per test/\$10 per no show and the other is \$25 per test). Bidders need to complete at the rate they hope to get which may be higher or lower than the current co

*Question 10:* On page 23, #17, the RFP asks respondents to bid on fees and travel, but on page 24, #24 the RFP states that travel is paid at Treasury Board rates. Can CSC confirm that Bidders do not need to quote travel time and km rates?

*Answer 10:* CSC does not pay for travel time but for kilometric rate.

*Question 11:* When collectors are required to travel some distance for collections, does CSC pay collectors' travel time as well as reimbursing for kms travelled?

*Answer 11:* Collectors are only reimbursed for kms travel....not time. Hourly rate only applies to collections.

*Question 12:* The Proposed Basis of Payment chart on pages 25 and 26 asks Bidders to bid on No Shows and Court Costs per hour. However; on page 26 1.1. 3 and 1.1.4, it states that contractors will be paid \$10 for no shows and \$25.00 per hour for court time. Can CSC clarify if Bidders are not to complete the No Show and Court sections of pricing, or should we assume the reimbursement is \$10 and \$25?

*Answer 12:* Current contracts show \$10.00 per no show and ranges from \$20 to \$25 per hour for court cost---bidders can still submit pricing.



*Question 13:* If the collector travels to an arranged collection site and there is a No Show, are contractors reimbursed for collectors' travel time and kms, as well as the \$10 for the no show?

*Answer 13:* No, the collector is only reimbursed for \$10 no show and kms travelled.

*Question 14:* In order to budget costs, can CSC provide information on the length of time required for collectors to complete the CSC Urinalysis Collectors Training Program? What is the format/location of this training- are collectors required to attend in person at a CSC facility for the training, or is it available in on line modules or written course that collectors/contractors can complete at our own locations?

*Answer 14:* Collector(s) will need to attend the Barrie/London or Guelph Parole for the 3 hour training session.

*Question 15:* Page 32 of RFP, Annex D Evaluation Criteria, can CSC clarify that the business references required can be from contractors for whom our company provides specimen collection services (with the details as required in 2.4 a), b) and c)) rather than this level of detail for each individual collector proposed?

*Answer 15:* References can be from contractors for whom the potential contractor has provided collection services before.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.