



PURCHASING SECTION
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ADDENDUM No. 2

REQUEST FOR PROPOSALS (RFP) NO.:	1220-030-2014-031
TITLE:	MEDICAL SERVICES – SURREY RCMP CELL BLOCK
ADDENDUM ISSUE DATE:	NOVEMBER 24, 2014
CLOSING DATE AND TIME:	ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”)
	TIME: 3:00 PM LOCAL TIME
	DATE: NOVEMBER 28, 2014

INFORMATION FOR PROPONENTS

This Request For Proposals (RFP) Addendum is issued to provide additional information and clarifications to the RFP for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent not being familiar with this addendum. This Addendum No. 2 contains three (3) pages in total.

1. QUESTIONS & ANSWERS

- Q1. Security – on page 17/56; 9.3 - there is mention of "security background check" for all employees of the contractor. We are assuming this is a police check and different from the Security Clearance requirement listed on pages 14-15/56; 6. – Which can take up to 4 months to secure. Please confirm.
- A1. The RCMP Reliable Security Clearance as specified in Schedule A – Section 6 (page 14) is sufficient.
- Q2. Refer to page 15/56, item 6.5 where it states "...the Contractor is to supply the City with a criminal record search certificate, or a certified true copy thereof...". Would you please confirm that a criminal record search certificate is the same as a Security Background Check and/or Criminal Record Name Check (CRNC)?
- A2. The RCMP Reliable Security Clearance as specified in Schedule A – Section 6 (page 14) is sufficient.
- Q3. Page 11/56 states that the "RCMP had approximately 6000 prisoners brought into the Cell Block. Approximately 12% of the prisoners are transported to a hospital for medical attention."
- a) What is the holding capacity of the Cell Block?
 - b) With reference to the approximately 6000 prisoners brought into the Cell Block, is this approximate number based on annual number? What is the average daily number of new prisoners admitted to the Cell Block
 - c) What is the average length of stay in the Cell Block

- d) Can the RCMP please provide copy of medical related forms that the contractor will be using?
- e) Is the RCMP currently working with any contract physicians? If so, what level of effort are they providing services on a daily or weekly basis?

A3. Answers:

- a) Surrey RCMP has 28 cells. Optimally we have 1 person per cell, but on busy days or nights our prisoner count has reached 40.
- b) Yes, 6000 is annually. Our numbers fluctuate through the day. We may start a day shift with 24 prisoners, some go to court in the morning, others are released when able to care for self, during this time new book ins are occurring, We have an afternoon court pick up and after 4pm the client is usually with us until morning. We make every attempt to have them processed on the current day. Night shift often starts with 4 or 5 prisoners and the numbers may peak at 20 by end of shift.
- c) During week days – prisoners are released or transferred to court within 24 hours, Over the weekend or long weekend the stay can be as long as 5 days (Friday after 4pm to Wednesday between 8am and 4 pm)
- d) We cannot provide copies of medical related forms. The Contractor is requested to provide sample forms or reports that you are currently using and include these forms in your proposal.
- e) The Surrey RCMP does not currently have any contract with medical staff.

Q4. Page 11/56 – there is mention that currently 12% of prisoners are transported to hospital. What is the RCMP's goal with respect to this number?

A4. No targets have been determined at this time.

Q5. Page 11/56, para. 1.4. As it is understood that the services required at the Cell Block are required twenty four (24) hours a day, seven (7) days a week, please confirm whether nurses are to be provided on a 24hr basis or if access to nurses/physicians would be acceptable for overnight emergencies?

A5. Yes nurses are required to be on site 24/7.

Q6. Can the RCMP please provide a floor plan or a description of the space for the clinic? i.e. number of rooms, offices etc.?

A6. Unfortunately a floor plan can not be provided, however adequate space will be provided.

Q7. When would the RCMP expect to have the services from the resulting contract start?

A7. First half of 2015, dependent on security clearances.

Q8. Is there an Occupational First Aid attendant (i.e. a guard with OFA certification) on duty in the Cell Block? This question specifically relates to the filing of WCB specific paper work when providing first aid care to any workers in the Cell Block.

A8. All guards hold a Level 1 First Aid Certificate. WCB forms are completed by the Manager, Diane LABRECQUE

Q9. Is there an expectation that the nursing staff in the jail would provide first aid care to the Jail staff or any RCMP members?

A9. Not at this time.

Q10. The RFP section 5 (d) says the Contractor is to provide ID badges. Mr. Burger said at the meeting that security cards/badges would be provided by Surrey/RCMP and would be required to be returned at the termination of employment.

A10. The Surrey RCMP will provide all staff with a building ID card, building pass (swipe card) to access the Cell Block and upon termination, both are to be returned to Manager Diane LABRECQUE, along with exiting paperwork for the security clearance.

Q11. Are sections 9.3 and 6.1 referring to the same security checks/clearance requirements?

A11. Yes.

Q12. Currently the City of Surrey is requesting respondents to provide the resumes of the on-site team. Through experience we suggest respondents be required to present the proposed program solution to meet the City's needs along with examples of similar programs the respondents have previously implemented along with the resumes of the program team that will lead the implementation. This will provide the city with a better understanding of the overall proposed program solution. An additional advantage for the city to this response model is ensuring the on-site team is selected based on best program fit and quality rather than in a rushed manner that focuses on an RFP submittal deadline. Under this approach, a description of the health services providers' roles, minimum qualifications and pricing will continue to be a part of the response. Please confirm that this suggested response model is acceptable to the COS.

A12. This question will be responded to in sections.

In reference to experience and qualifications – In Schedule C-2 (ii), (iii) and (iv). For clarity, describe the past experience of the Proponent, and the Proponent's key personnel and how long the Proponent and the Proponent's key personnel have been providing services of a similar nature and complexity.

In reference to methodology - In Schedule C-3(i), Proponent should provide a description of the general approach and methodology that the Proponent would take in performing the Services including specifications and requirements. For clarity, the Proponent should provide a detailed description of the services to be provided including the qualities, features or characteristics, provision of facilities or equipment, including any appurtenances required for the program including that needed for transitional adjustments. The detailed description should include a discussion of the step-by-step, full implementation of the Proposal, including phasing and design aspects (if any) and the role that staff and subcontractors or joint ventures partners (specify names), if any, will play. Where possible, Proponents should articulate the tasks involved and their frequency. Include support documents, side letters or other memoranda, as to training to be provided, services to be performed by each staff member, prices and options committed to remain in force over the fixed periods of time. The supplier is responsible for integration with the City's existing systems, processes and equipment. The Preferred Proponent is responsible for a comprehensive solution and shall pay any additional costs needed to achieve the performance requirements stipulated. For greater certainty, the City will not pay any additional costs above those costs listed in the Proponent's proposal.

Q13 Who pays for the cost of security clearance.

A12. Surrey RCMP will pay for the security clearance, but the Proponent is responsible for compensating staff for the time required to attend for security clearance/interview and preparing necessary documentation.

END OF ADDENDUM

All Addenda will become part of the RFP Documents.
