

Ministry of the Solicitor General

Ministère du Solliciteur général

**Office of the Chief Coroner
Ontario Forensic Pathology Service**

**Bureau du coroner en chef
Service de médecine légale de l'Ontario**



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OCC LOG# C20-144

September 16, 2020

MEMORANDUM TO: All Licensed Funeral Establishments and
Transfer Service Operators

FROM: Dirk Huyer, MD
Chief Coroner for Ontario

RE: Posting of Body Transportation Draft RFR

In keeping with our intention to comply with the Government of Ontario's Procurement Directive with regard to body transportation services, I am writing to advise you that a DRAFT Request for Responses ("DRAFT RFR") concerning the provision of body transportation services performed on behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC/OFPS) is now available on Ontario Tenders Portal (OTP) eTendering System.

The DRAFT RFR is the first step in a two-part process intended to seek your input, as the OCC/OFPS plans to conduct a process to create a roster of licensed Funeral Establishments and Transfer Service Operators to provide Body Transportation Services throughout the Province of Ontario ("roster"). The DRAFT RFR also provides advanced notice to licensed Funeral Establishments and Transfer Service Operators of the following:

1. The process that will be required to become a Service Provider on the roster; and
2. The expectations of Service Providers on the roster, including but not limited to standard terms and conditions in the Agreement, insurance, licensing and security clearance requirements.

The OTP system is located at the following link:

<https://ontariotenders.app.jaggaer.com/esop/nac-host/public/web/login.html>

You may locate the Body Transportation DRAFT RFR as follows:

Project Title: **Draft RFR Body Transportation**

Project Code: **tender_13599**

Category 85 (Healthcare Services)

Subcategory 85171500 (Funeral and Associated Services)

The document will be available for just over four weeks, **closing at 4:00 p.m. EST (Toronto Time) on October 16, 2020**. We are seeking your input to the areas outlined within the DRAFT RFR within this timeframe.

We are also providing two resource documents on the OTP system for your reference. These documents will assist you as you register as a supplier, navigate the system, locate the document and submit your comment(s).

The Ministry will host an information session at **10:00 a.m. on September 24, 2020**. **It is strongly recommended that you attend this information session**, as it will focus on registering for and navigating the OTP system, a description of the DRAFT RFR package, how to submit questions throughout the process and the process for responding to the DRAFT RFR.

To register for this information session, please contact:

Kurt White, Procurement Advisor

Email: Kurt.White@Ontario.ca

Fill in "Body Transportation Services DRAFT RFR Information Session" in the subject line of the email.

Deadline for information session registration: September 21, 2020

Details of how to log onto the information session will be provided once registration is confirmed.

Specific questions about the Body Transportation Services (i.e. the deliverables) requested within the RFR will not be answered during this information session. Comments and questions about the deliverables should be included in your response to the DRAFT RFR for Ministry consideration.

If you are unclear about any of the Body Transportation Services we have requested, or the RFR process, you may submit questions through the DRAFT RFR process before the final submission date. Details of how to submit these questions through the OTP system is

outlined in Part 1 of Attachment #1 of the DRAFT RFR and will also be discussed during the information session. **Questions will be accepted until 4:00 p.m. on October 1, 2020.**

I want to reiterate that this is a DRAFT RFR. This means:

- We are only requesting feedback to the four areas outlined in Part 1, section 3 of Attachment #1 of the DRAFT RFR. Your feedback must be submitted through the OTP system in section 1.6 DRAFT RFR Feedback.
- You must also fill in sections 1.5.3 through to and including 1.5.6, as well as 1.5.34 through to and including 1.5.37 of the Form of Offer on the OTP system. These sections contain basic Respondent details (name, contact information, signing authority, etc.) and submission of Response.
- At this time, you are not required to complete any of the other sections, complete attachments or submit your license, insurance, etc.

The feedback you provide will be helpful in finalizing the RFR that will then be used for Service Providers to apply to be on the roster.

You will note from the DRAFT RFR that once the entire process is complete and we have an approved roster of Service Providers, regional dispatch practices will be discontinued and dispatching of body removal, province-wide, will be assumed by the OCC/OFPS Provincial Dispatch Unit. This is to ensure a fair and equitable distribution of work. The local police service or coroner will no longer be calling their local Service Provider when transportation is required for a post mortem examination. More information about this pending new business practice is available in the DRAFT RFR package; however, dispatching of the service remains status-quo at this time until notified otherwise.

Thank you for the important service you provide in support of Ontario's Death Investigation System and thank you in advance for taking the time to review the DRAFT RFR and for any applicable feedback offered. Should you have any questions or concerns, please follow the process indicated within the DRAFT RFR to submit questions.

We look forward to your attendance at the information session on September 24th.

Sincerely,

original signed by

Dirk Huyer, MD
Chief Coroner for Ontario

Attachments:

Jaggaer – Supplier Registration Reference Guide Final
Responding to a Tender Guide 2019