

# **Tender Specification**

## **Birmingham 2022 Commonwealth Games**

### **Sample Transportation**

**June 2022**

## About UK Anti-Doping

---

UKAD is the National Anti-Doping Organisation (NADO) in the UK dedicated to protecting clean sport. UKAD is responsible for ensuring sport bodies in the UK are compliant with the World Anti-Doping Code through the implementation and management of the UK's National Anti-Doping Policy.

UKAD's functions include an education and information programme, athlete testing across more than 40 Olympic, Paralympic, Commonwealth and professional sports, intelligence management and exclusive results management authority for the determination of Anti-Doping Rule Violations (ADRVs).

UKAD is a Non-Departmental Public Body which is accountable to Parliament through the Department for Digital, Culture, Media, and Sport (DCMS). UKAD's head office is located at SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF.

For more information on what we do, please go [here](#).

## Request

---

UKAD has been appointed as the Anti-Doping contractor for the Birmingham 2022 Commonwealth Games (the Games). As the appointed contractor, UKAD is responsible for the management of the doping control process during the Games including the collection, transportation, and analysis of samples, as required by the Commonwealth Games Federation (CGF). In carrying out the sample collection process, UKAD must comply with the Chain of Custody requirements set out in the WADA International Standard for Testing and Investigations (ISTI). According to the ISTI, samples must be transported in a manner which both protects their integrity and security and minimises the potential for sample degradation (e.g., through time delays and temperature variations). UKAD is therefore seeking to appoint a suitably qualified courier to provide the secure transportation of samples from Birmingham (One Brindley Place, Birmingham, B1 2JB) to the WADA Accredited Laboratory in London – Kings College London, Drug Control Centre (King's College London Waterloo Campus, Franklin-Wilkins Building, 150 Stamford St, London SE1 9NH).

Such transportation will be required no less than daily for the period from 22 July – 10 August 2022 (please note the 10 August is subject to change).

The successful bidder shall be instructed on a strictly confidential basis and shall not, without express written consent from UKAD, promote or market the existence or details of the provision of its services.

## Scope of the Transportation Service

---

The successful tenderer will be required to provide the following services in accordance with the ISTI and the agreed Anti-Doping Standard for the Games:

- Transport all urine samples (approximately 1000) during the period of the Games.
  - Each typical set of urine samples contains two bottles with each containing 30–100mL of urine each (see example picture and dimensions in Appendix B). With multiple sets of samples being transported per shipment we require the supplier to be able to transport accordingly such a volume of biohazardous samples per shipment.
- Transport all blood samples (approximately 130) during the period of the Games (details of the number of blood samples to be transported each day will be confirmed in advance).
  - Each typical set of blood samples contains two bottles with each containing approximately 5ml of blood in a vacutainer (see example in Appendix C). With multiple sets of samples being transported per shipment we require the supplier to be able to transport accordingly such a volume of biohazardous samples per shipment.
- Provide one daily shipment of urine and blood from the Doping Control Command Centre (DCCC) at One Brindley Place, Birmingham, B1 2JB and transport and deliver to the Drug Control Centre, King's College London, The Franklin-Wilkins Building, 150 Stamford Street, London, SE1 9NH between 22 July – 10 August 2022 inclusive (this includes weekends). Please note - it is possible that additional ad-hoc collections may be required, in this instance advance notice of requirements will be provided.
- Collect the shipments from the DCCC between the hours of 12:00am – 02:00am. This time will vary daily and could fall outside of this window. The collection time will not be confirmed until shortly before it is required, therefore, flexibility of service will be essential.
- Deliver the shipments to Kings College, London, between the hours of 07:00am - 09:00am the same day e.g., a shipment collected from the DCCC on Monday at 01:00am must be delivered to Kings College London by no later than 09:00am on that Monday.
- Shipments could range from 50-100 samples per day.
- Transport urine samples in the transport bag and store in a cool environment. Warm conditions must be avoided. Note - UKAD shall provide packing and packaging materials and instructions for the proper transport of urine samples.
- Transport blood samples to the Laboratory in a refrigerated state. No sample should be allowed to freeze and should be kept at a temperature of approximately 4 degrees. In any event temperature must be maintained throughout transport at between 2 – 12 degrees Celsius. Samples should remain in an upright position during transportation. Responses must include detail on the provision of a cold box to transport and store the blood samples to ensure that they are stored and

transported within the required temperature range. Where such a device includes the ability to track temperature of the shipment (for blood samples), details should be included.

- Provision of a detailed live tracking system where each consignment is scanned and logged at every stage of its journey and can be accessed and monitored by UKAD when required. If possible, as much detail should be provided e.g., photos, via the tracking system, but as a minimum details of date and time for each stage of its journey should be logged. It is preferred if the tracking system could generate notifications for completion of delivery
- Provision of a monitoring system to track and monitor delayed/lost samples. It is preferred if the system could generate automated notifications to UKAD about potential delayed/lost samples if it does not meet the required delivery window
- Adhere to UKAD's Chain of Custody process and completes UKAD documentation (currently this requires the drivers name and signature at the time of collection or drop-off)
- Have a clear process for failed deliveries e.g., lab not open to receive samples, where reattempts for delivery can be easily rescheduled
- With UKAD, provide adequate training for drivers on how to complete the Chain of Custody documentation.
- Provide the DCCC with a waybill number for each shipment.
- Provide a designated point of contact for the duration of the Games for change and issue resolution purposes.
- Undertake one 'dummy run' before Friday 22 July 2022 as part of UKAD's sample transportation planning i.e., from the DCCC at One Brindley Place, Birmingham, B1 2JB and transport and to the Drug Control Centre, King's College London, The Franklin-Wilkins Building, 150 Stamford Street, London, SE1 9NH for arrival between 07:00am – 09:00am. This will be at the cost of the supplier and not UKAD.

UKAD estimate that for the provision of the services the value of the tender for urine and blood shipments is £10,000 (net. VAT). The tenderer should be aware of these costs when making their submissions.

All submissions should provide associated costs based on the above commitments identified. However, a daily/shipment rate should also be provided in the event that additional services are required.

### **Content of Tender**

---

Respondents should address the following areas, and provide specific examples wherever possible:

### **Technical Competency**

- Evidence of competency to undertake the sample transportation services in a public sector grant making body. This should relate to both the experience of the firm overall and key individual members of the team.
- Specialist skills and relevant level security cleared personnel if required.

### **Approach to Quality and Service Provision**

- Brief description of your overall approach to the sample transportation services.
- A full description of the Chain of Custody procedures and how it can be accessed if required.
- Procedures for maintaining confidentiality and security of UKAD and the Commonwealth Games Federation data to which you may have access while carrying out the service.
- Your firm's standard terms and conditions of service which, considering the niche services required may be subject to necessary amendment.
- Your firm's Anti-Bribery, Information Security and Equality & Diversity policies.
- Evidence of compliance with the Modern Slavery Act 2015.
- Evidence of compliance with the Immigration, Asylum and Nationality Act 2006 – and proof that all Personnel have the right to work in the UK.
- The completion of the attached UKAD Supplier due diligence checklist.

### **Economics**

- A comprehensive budget for the period of the Games, showing the service activities proposed, with charge-out rates and budgeted hours, including any value-added considerations.
- Preference will be given to tenders which show ingenuity in conducting the work.

### **Supplier Evaluation**

---

Respondents will be evaluated based on the following criteria:

- Overall cost of service provisions.
- Ability to provide a daily shipment of urine and blood samples to the lab within the required timeframe and standards set out above (including ISTI requirements)
- Proven evidence of services with other customers.
- Demonstration of flexibility around daily shipments and potential additional collections.
- Experience of service delivery at other major events.

#### Quality assurance reviews of the work

---

- The successful bidder shall ensure that all work conforms to relevant legislation.

## **Appendix A – ISTI Requirement for the Transportation and Storage of Samples and Documentation**

---

### **International Standards for Testing and Investigations (ISTI) - Transportation and Storage of Samples**

In accordance with article 9 of the ISTI, UKAD is required:

- To ensure that Samples and related documentation arrive at the Laboratory that will be conducting the analysis in proper condition to do the necessary analysis; and

Transport starts when the Samples leave the Doping Control Station and ends with the confirmed receipt of the Samples at their intended destinations.

- UKAD shall authorise a transport system that ensures Samples are transported in a manner that protects their integrity, identity, and security.
- Samples shall always be transported to the Laboratory that will be analysing the Samples using UKAD's authorised transport method, as soon as possible after the completion of the Sample Collection Session. Samples shall be transported in a manner which minimizes the potential for Sample degradation due to factors such as time delays and extreme temperature variations.
- If the Samples with accompanying documentation are not received at their respective intended destinations, or if a Sample's integrity or identity may have been compromised during transport, UKAD shall check the Chain of Custody, and shall consider whether the Samples should be voided.

Further information on the ISTI can be found [here](#).

### **WADA Sample Collection Guidelines**

In addition to the ISTI, WADA also issue guidelines to Anti-Doping Organisations which stipulate the following:

- Samples must always be transported to the Laboratory that will be analysing the samples using UKAD's authorised transport method, as soon as possible after the completion of the sample collection session. If for any logistical reasons the immediate transportation of urine sample is not possible, such transportation should occur no later than seven days from the date of collection.
- Urine samples can be stored at room temperature or in a cool environment to avoid warm conditions. However, if the samples are not to be provided to the courier the same day as collected and transported to the Laboratory without delay, it is recommended to liaise with the Laboratory and to consider refrigerating or freezing the samples during storage to minimise sample degradation due to factors like time delays and hot temperature conditions.

- Samples must be transported in a manner which minimises the potential for sample degradation due to factors such as time delays and high temperatures
- Blood samples must be stored in a cooled state immediately after collection, preferably in a refrigerator or cool box. The temperature must be monitored with a temperature data logger.

Further details on the Sample Collection Guidelines can be found [here](#).

### **Appendix B – Berlinger A&B urine bottles**

---



Dimensions of Cardboard box - 149 x 140 x 58 mm / Bottle capacity – 100ml

Further details found [here](#).



## Appendix C – Berlinger A&B blood bottles

---



Dimension of the bottle (L X W X H) – 40 x 40 x 115 mm

Further details found [here](#).