

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Revision to a Request for a Standing Offer
Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Temporary Help Services		
Solicitation No. - N° de l'invitation EW479-120783/A		Date 2013-04-03
Client Reference No. - N° de référence du client EW479-120783		Amendment No. - N° modif. 004
File No. - N° de dossier EDM-2-35020 (002)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-002-9393		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2012-04-27
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-18		Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Address Enquiries to: - Adresser toutes questions à: Scott, Jasmine		Buyer Id - Id de l'acheteur edm002
Telephone No. - N° de téléphone (780) 497-3578 ()	FAX No. - N° de FAX (780) 497-3510	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does change the security requirements of the Offer. Cette révision change les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

EW479-120783/A

Amd. No. - N° de la modif.

004

Buyer ID - Id de l'acheteur

edm002

Client Ref. No. - N° de réf. du client

EW479-120783

File No. - N° du dossier

EDM-2-35020

CCC No./N° CCC - FMS No/ N° VME

OPTION YEAR - 3rd Closing - 2:00 p.m. (MST Edmonton) **Friday, May 17, 2013**

OPTION YEAR - 4th Closing - 2:00 p.m. (MST Edmonton) Monday, Nov 18, 2013

REVISION TO REQUEST FOR STANDING OFFER FOR TEMPORARY HELP SERVICES

This Revision 004 is raised to update the Standard Instructions, the Certifications and the General Conditions.

1) AT PART 2 - OFFEROR INSTRUCTIONS, section 1. Standard Instructions, Clauses and Conditions

DELETE: 2006 (2012-07-11) Standard Instructions- Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

INSERT: 2006 (2013-03-21) Standard Instructions- Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2) At PART 5 - CERTIFICATIONS:

DELETE: 1A. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer, in its entirety.

INSERT:

1A. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

3) At PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES,

Section A. STANDING OFFER, article 3.1 General Conditions:

DELETE: 2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services

INSERT: 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services

At subsection 11. Priority of Documents:

DELETE: sections c) and d) entirely.

INSERT: c) the general conditions 2005 (2012-11-19), Standing Offers - Goods and Services;
d) the general conditions 2010B (2013-03-21) Professional Services (Medium Complexity)

Section B. RESULTING CONTRACT CLAUSES, article 2. Standard Clauses and Conditions,

At subsection 2.1 General Conditions

DELETE: 2010B (2012-07-16) General Conditions - Professional Services (Medium Complexity)

INSERT: 2010B (2013-03-21) General Conditions - Professional Services (Medium Complexity)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Temporary Help Services in Alberta, Northwest Territories and Nunavut

THIS PROCUREMENT INCLUDES A PORTION SET ASIDE FOR ABORIGINAL BUSINESS UNDER THE FEDERAL GOVERNMENT SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

***New Offerors are advised that the Standard Instructions and General Conditions in the Request for Standing Offer (RFSO) document have changed to incorporate new Code of Conduct provisions. The new Code of Conduct provisions are included in section 01 of the 2006 Standard Instructions, section 11 of the 2005 General Conditions and section 31 of the 2010B General Conditions. New Offerors must comply with the revised Standard Instructions and General Conditions stated in the RFSO. ***

New Aboriginal and non-aboriginal offers will be accepted every six (6) months

OPTION YEAR - 3rd Closing - 2:00 p.m. (MST Edmonton) **Friday, May 17, 2013**

OPTION YEAR - 4th Closing - 2:00 p.m. (MST Edmonton) Monday, Nov 18, 2013

To provide Temporary Help Services to federal government departments and agencies in one or more of the listed geographic AREAS* (excluding the National Capital Area) on an as and when requested basis for call-ups generated from Regional Master Standing Offers (RMSOs) from 1 June 2012 (or award whichever is later) to the 31 May 2013 with an offer to extend for an additional one year period from 1 June 2013 to 31 May 2014.

Offers are accessible by users through an electronic catalogue, refreshed every six (6) months, to enable new suppliers to become Standing Offer Holders and existing Standing Offer Holders to adjust their rates or contacts or qualify for Areas for which they did not initially qualify.

Regional Master Standing Offers will be available for use by clients to meet their Temporary Help Services requirements.

Temporary Help Services may be required from Standing Offer Holders who, as course of business, provide the services of many employees (perhaps simultaneously) to others on a temporary basis when the incumbent is absent for a period of time; during a temporary workload increase, or a position is in process of being staffed. The Standing Offer Holder will be responsible to prescreen, pre-train and pay benefits for their Temporary Help employees.

The Temporary Help Services available through this Standing Offer include services commonly available in each category:

Administrative Support,
Professional and Administrative,
Technical and Operational,
Telecommunications and Engineering

Services which are further broken down into classifications as evidenced by referring to the spreadsheets and classification descriptions viewable at <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/docs/>.

There is a security requirement associated with this requirement. For additional information, consult Part 4, Evaluation Procedures, Part 6 - Security and Insurance Requirements and Part 7A - Standing Offer. Offerors should consult the Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

For those offerors who have usernames and passwords to update their rates and contacts at <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/>, the system will be shut down from midnight before the tender closing to the last day in order to update changes. If Current Offerors have not updated the system prior to it being shut down, a spreadsheet may be submitted to jasmine.scott@pwgsc-tpsgc.gc.ca, as long as it is received before solicitation closing above.

Offerors may provide feedback on their implemented environmental programs at any time to ont.ths-sat@pwgsc-tpsgc.gc.ca.

During the period of the Standing Offer, there may be changes which will be communicated as a Solicitation Amendment; as an e-mail to listed Offerors' contacts; and/or as a posting on the site: <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/sat-ths/>.

An e-mail award will be sent to confirm adoption of the terms.

NEW OFFERORS who haven't yet been qualified and who wish to provide Temporary Help Services in any of the identified AREAS* are to submit a completed technical proposal as indicated in the bid document up to the closing date.

*The offers are to be submitted relative to any of the following urban AREAS:

AB Edmonton
NU Nunavut
NT Yellowknife

For each AREA* quoted, only one offer per legal entity will be accepted and offers from separate divisions of the same firm will not be accepted. In addition to other mandatory criteria identified in the solicitation, the Offeror must:

- a. Occupy a fully-operational permanent commercial office open during normal business hours (7-1/2 hours per day) with a minimum staff of two (2) full time employees dedicated to the supply of Temporary Help Services for the AREA* and respond to client calls within four (4) hours.
- b. Have been in business for at least one (1) year and at least three (3) months' experience in the provision of Temporary Help Services in the quoted AREA*, for all quoted classifications.
- c. Initially submit their completed Pricing/Basis of Payment in the form identified, for each quoted AREA*. (the pricing/basis of payment Excel spreadsheets are downloadable from <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/docs/>) and completed certifications contained within the solicitation. ONLY Pricing files may be e-mailed to the Standing Offer Authority. A fax or e-mail confirmation will be sent to acknowledge receipt of rates received electronically.
- d. Provide three (3) positive letters of reference from major clients of your temporary help services in the AREA*.
- e. Provide details of your testing and quality control processes.

The methodology is summarized below.

1. New Temporary Help Offerors submitting proposals meeting the mandatory criteria will be included in the financial evaluation every six (6) months
2. Successful Offerors are given User Names and Passwords to access the internet site

<http://ont-sat-ths.tpsgc-pwgsc.gc.ca/sat-ths/> to change their company information or propose new rates for possible adoption into the following six month catalogue. They also have the ability to view their competitors' rates and the Client Catalogue procedures.

3. Rates posted on the site and new offeror spreadsheets are uploaded, according to the schedule identified in Annex "F" of the RFSO, evaluated to eliminate high rates (as detailed in the solicitation document) and the information populates the revised six month catalogue.

4. Federal Government Clients (without internet access) are able to view the catalogue on the Federal Government Intranet at <http://clientsontario.pwgsc.gc.ca/sat-ths/>

5. Clients have the ability to send e-mail orders directly to the Offerors.

Feedback and Questions are welcomed and should be sent by e-mail to Jasmine Scott at the following e-mail address: jasmine.scott@pwgsc-tpsgc.gc.ca.

NOTE: If interested, other Request for Standing Offers for additional areas are addressed with:

Solicitation No. 66XSB-111000/A for
BC Vancouver, Fraser Valley
BC Vancouver Island
BC Northern British Columbia
YT Yukon

Solicitation No. EW478-120771/A for:
AB Calgary
AB Drumheller
AB Lethbridge
AB Medicine Hat
AB Red Deer/Bowden/Lacombe

Solicitation No. EV394-120786/A for:
SK Prince Albert
SK Regina
SK Saskatoon

Solicitation No. ET959-120660/B for
MB Winnipeg/Stony Mountain/Selkirk
MB Brandon/ Shilo

Solicitation No. E6TOR-11RM01/A for
ON Barrie/ Borden/ Collingwood/ Owen Sound/ Parry Sound
ON Brockville/ Prescott
ON Burlington/ Hamilton/ Milton/ Jerseyville/ Dundas/ Stoney Creek/ Grimsby/ Chatham/ Windsor
ON Cornwall
ON Guelph/ Kitchener
ON Kingston
ON London
ON Niagara Falls/ St.Catharines/ Welland
ON North Bay/ Sudbury
ON Pembroke
ON Peterborough
ON Sarnia
ON Sault Ste. Marie
ON Thunder Bay

ON Timmins
ON Toronto
ON Trenton/ Belleville

Solicitation No. EA372-110002/A for:
NL Newfoundland and Labrador
NS Halifax Truro Kentville Bridgewater Yarmouth Amherst & Cape Breton

Solicitation No. E6095-120002/A for:
NB New Brunswick
PE Prince Edward Island

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