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K1A 0S5

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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

THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THIS REQUIREMENT

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Procurement Strategies Division / Division des
stratégies d'acquisition

11 Laurier St. / 11, rue Laurier

Place du Portage, 11C1

Phase III, Tower C

Gatineau

Quebec

K1A 0S5

Title - Sujet TEMPORARY HELP SERVICES	
Solicitation No. - N° de l'invitation E60ZN-110002/A	Date 2012-04-04
Client Reference No. - N° de référence du client E60ZN-110002	Amendment No. - N° modif. 002
File No. - N° de dossier 002zn.E60ZN-110002	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZN-002-24060	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2012-03-26	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-08	
Address Enquiries to: - Adresser toutes questions à: Riley, Stephanie	Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (819) 956-1678 ()	FAX No. - N° de FAX (819) 997-2229
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AS SHOWN IN THE RESULTING CALL-UPS	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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		

THIS AMENDMENT #002 IS RAISED TO AMEND THE RFSO AND TO ANSWER QUESTIONS.

AMENDMENTS

On page 20 of the RFSO,

Delete: Appendix A to Attachment 1 to Part 4 in its entirety.

Replace with the following:

**Appendix A to Attachment 1 to Part 4
Certification for Offerors Qualified under the Standing Offer Issued
under RFSO no. EN578-060502/C**

The offeror certifies that, in respect of each of the following mandatory requirement(s) (check all that apply and fill in the applicable classifications and/or sub-streams):

M2A

Stream 1

_____ for all classifications in Stream 1 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

_____ for the following classification(s) in Stream 1 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

_____, _____

Stream 2

_____ for all classifications in Stream 2 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

_____ for the following classification(s) in Stream 2 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

_____, _____

Stream 3

_____ for all classifications in Stream 3 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

_____ for the following classification(s) in Stream 3 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

_____, _____

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Buyer ID - Id de l'acheteur

002zn

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M2B

_____ for all classifications in Stream 4 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

_____ for the following classification(s) in Stream 4 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

_____, _____

M2C

_____ for the following sub-stream(s) in Stream 5 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

- ___ sub-stream 5a
- ___ sub-stream 5b
- ___ sub-stream 5c
- ___ sub-stream 5d
- ___ sub-stream 5e
- ___ sub-stream 5f
- ___ sub-stream 5g

- (i) It meets the mandatory requirements as of the closing date;
- (ii) There exists information on file with the Standing Offer Authority demonstrating that the offeror has met the mandatory in the past in response to RFSO no. EN578-060502/C for these services;
- (iii) All such file information remains true, accurate and unchanged, and may be used for the purposes of this solicitation; and
- (iv) Since the date the mandatory was first met (as evidenced by the date of issuance of a standing offer for the services), the offeror has continuously met all the qualification requirements related to the standing offer necessary to remain an offeror of the services in good standing, and its Standing Offer has not been set-aside cancelled, suspended, withdrawn or subject to any other form of discontinuance or abeyance.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

QUESTIONS AND ANSWERS

QUESTION 1

Our firm is interested in applying for the Temporary Help Services RFSO under Stream 5, posted on Merx on March 27, 2012 and we have a few questions regarding the bid document:

- a. Page 18 of the document states that each resource must have worked a minimum of 37.5 hours between May 20, 2005 and the solicitation closing date inclusively rendering services for which the offeror received payment. Does this mean that any resources that we name must have been an employee at our firm from May 20, 2005? If so, this appears to contradict the classification description of auditor listed on page 125, where junior, intermediate, and senior auditors are required to have 5 years of experience or less.
- b. Under the classification descriptions listed on page 125 of the bid document, where the number of years of required experience is listed, is it required that this experience must have been obtained at the offeror, or can it have been obtained at a different company/firm?
- c. What is the definition of "Offeror", which is referenced throughout the bid document?

ANSWER 1

- a. No, any resource named doesn't have to be an employee with the Offeror from May 20, 2005. But in order for the named resource to be compliant, the resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date inclusively rendering services for which the Offeror received payment. Services of the 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream must have been billed to a minimum of 3 different clients located in the National Capital Area.
- b. No, the experience doesn't have to be obtained at the Offeror. The experience can be obtained from a different company/firm.
- c. As per PART 2 - OFFEROR INSTRUCTIONS, Page 7 of the RFSO

"1. Standard Instructions, Clauses and Conditions

The 2006 (2011-05-16) Standard Instructions - Request for Standing Offer - Goods or Services-Competitive Requirements, are incorporated by reference into and form part of the RFSO.

As per 2006 (2011-05-16), Article 4 Definition of Offeror: "Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to provide goods, services or both under a call-up resulting from a standing offer. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors.

QUESTION 2

On page 18 under MC2/Experience of the Offeror you state the following:

“Experience of the Offeror The offeror may provide up to a maximum of 40 temporary help resource names and may provide up to a maximum of 4 temporary help resource names in each sub-stream. The offeror must provide a minimum of 20 different temporary help resource names and a minimum of 2 different temporary help resource names in the sub-stream that are compliant. The offeror may repeat any of the 20 compliant temporary help resource names in any of the sub-streams to demonstrate the 2 temporary help resource names in each sub-stream.

In order for a resource to be compliant: Each resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date inclusively rendering services for which the offeror received payment. Services of the above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream must have been billed to a minimum of 3 different clients located in the National Capital Area. The above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream can be the same names as provided for M2A or M2B or both criteria”

- a. If we understand correctly, for the SO response, we require a minimum of 20 resources with a minimum of 2 in each substream. A COMPLIANT SUBSTREAM IS ONE IN WHICH WE PROVIDE A RESOURCE WHICH MEETS THE REQUIREMENTS OUTLINED FOR EACH ROLE (as outlined in the bid documents under Annex A). Could you please clarify?
- b. Could PWGSC please provide a sample outline using generic names to outline specifically what they are looking for in the Technical Response Template for the SO in order to satisfy M2C?

ANSWER 2

- a. In order to qualify for a sub-stream in Stream 5, as per Attachment 1 to Part 4 - Mandatory Evaluation Criteria, Page 18 of the RFSO: “M2C: The offeror must provide a minimum of 20 different temporary help resource names and a minimum of 2 different temporary help resource names in the sub-stream that are compliant.

In order for a resource to be compliant:

- Each resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date inclusively rendering services for which the offeror received payment.
- Services of the above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream must have been billed to a minimum of 3 different clients located in the National Capital Area.
- The above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream can be the same names as provided for M2A or M2B or both criteria. ”

As per Attachment 1 to Part 4 - Mandatory Evaluation Criteria, Page 14 of the RFSO:

“4. For M2A, M2B and M2C, the following information must, as a minimum, be provided for each of the temporary help resources named:

- 1) THS Classification as defined in Annex "A" - "Requirement" that closely match the duties the resource provided;
- 2) Name of the Joint Venture member that supplied the resource if it is applicable;
- 3) Start and End Dates of the temporary help placement; and
- 4) Client Contact”

- b.** No we cannot provide such a sample. But below is an example of how an offeror could submit names for mandatory criteria M2C:

An offeror could provide 20 different names for Stream 5 which included the following 6 names:

- Jane Smith
- John Doe
- Fred Grey
- Joe Red
- Sarah Blue
- Jim Jacks

The offeror could provide the names of Jane Smith and John Doe to qualify for sub-stream 5a;
The offeror could provide the names of Fred Grey and Joe Red to qualify for sub-stream 5b;
The offeror could provide the names of Sarah Blue and Jim Jacks to qualify for sub-stream 5c.

QUESTION 3

- a.** We would like to ask you if you can send a "check list" of what exactly you are expecting from companies that have submitted a past bid and were successful. If such companies do not want to change anything in their past bid, what exactly do you require from them?
- b.** We are aware from the February meeting that each company that won the THS SO/SA in May 2009 has to submit pricing for the first week after the award of the contracts. Is that it?

ANSWER 3

- a.** Offerors that have a Standing Offer issued under RFSO no. EN578-060502/C are not required to submit temporary help resource names for those classifications they were previously technically responsive for. However, if these Offerors want to be considered for the same classifications, streams and/or sub-streams for solicitation no. E60ZN-110002/A, they must still submit an offer for this solicitation, which includes the following:
- Refer to PART 3 - OFFEROR PREPARATION INSTRUCTIONS in its entirety, Page 10 of the RFSO;
 - Refer to PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION its entirety, Page 13 of the RFSO;
 - Refer to Attachment 1 to Part 4 - Mandatory Evaluation Criteria in its entirety, Page 14 of the RFSO;
 - Refer to Appendix A to Attachment 1 to Part 4- Certification for Offerors Qualified under the Standing Offer issued under RFSO no. EN578-060502/C in its entirety, Page 20 of the RFSO;
 - Refer to PART 5 - CERTIFICATIONS in its entirety, Page 22 of the RFSO; and
 - Refer to PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS in its entirety, Page 27 of the RFSO.
- b.** No, that is not only it. Offerors that have a Standing Offer issued under RFSO no. EN578-060502/C must still submit an offer for this solicitation. Please see details in ANSWER 3a. Under the solicitation for RFSO no. E60ZN-110002/A, offerors must submit their financial offer when they input their first weekly price revision into the THS Online System once the Standing Offers (SO's) are issued. Offerors must submit into the THS Online System, new firm hourly rates for the classification of personnel and level of expertise for which they were technically compliant in. Offerors submission of new firm hourly rates must be completed by 5 business days after being notified in writing by PWGSC to do so.

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QUESTION 4

We are already qualified under the Standing Offer THS No.: EN578-060502/C. We do not apply to other categories or other sub-categories. We only want to change our rates.

- a. So should we reapply in full or we can simply complete Part Annex "B" - Basis of Payment?
- b. What must we do to stay qualified on the new Standing Offer?

ANSWER 4

- a. You don't need to complete Annex "B"-Basis for Payment.
- b. Please refer to ANSWER 3a.

QUESTION 5

Can you please provide me with the following information: In the newly posted THS RFSO where are the instructions for companies that are already prequalified in all of the categories?

ANSWER 5

Please refer to ANSWER 3a.

QUESTION 6

In regards to RFSO and having lost classifications due to pricing, how can we get these categories back (Note that we qualified for these classifications in the RFSA)?

ANSWER 6

You didn't lose these classifications. You were technically compliant, but not financially compliant. Please refer to ANSWER 3a above as to what to submit for this solicitation.