

**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 Supply  
 Arrangement - Révision à une demande  
 pour un arrangement en matière  
 d'approvisionnement**

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation 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

<b>Title - Sujet</b> Corporate Policy Research Services	
<b>Solicitation No. - N° de l'invitation</b> 4W002-091000/E	<b>Date</b> 2013-02-21
<b>Client Reference No. - N° de référence du client</b> 4W002-9-1000	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> EDM-8-25337 (002)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-002-9723	
<b>Date of Original Request for Supply Arrangement</b> 2013-02-06 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Scott, Jasmine	<b>Buyer Id - Id de l'acheteur</b> edm002
<b>Telephone No. - N° de téléphone</b> (780) 497-3578 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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**Title: Corporate Policy Research Services**

This amendment #001 is raised to modify solicitation 4W002-091000/E as follows:

On page 2 of 32, Table of Contents, Part 5 - Certifications,

**DELETE:** 1. Certifications Precedent to Issuance of a Supply Arrangement

**INSERT:**

1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement
2. Additional Certifications Precedent to Issuance of a Supply Arrangement

On page 9 of 32, Part 5 - Certifications,

**DELETE:** In it's entirety

**INSERT:**

**PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications and related documentation to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

**1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement**

**1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting an arrangement, the Supplier certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an arrangement, the Supplier certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Supplier, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any arrangement in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Supplier and any of the Supplier's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Supply Arrangement and any resulting contracts arising from the SA.

Suppliers who are incorporated, including those submitting arrangements as a joint venture, must provide with their arrangement or promptly thereafter a complete list of names of all individuals who are currently directors of the Supplier. Suppliers submitting arrangements as sole proprietorship, including those submitting arrangements as a joint venture, must provide the name of the owner with their arrangement or promptly thereafter. Suppliers submitting arrangements as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of arrangements is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to comply will render the arrangement non-responsive.

Providing the required names is a mandatory requirement for issuance of a Supply Arrangement and any resulting contract. Canada may, at any time, request that a Supplier provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the arrangement being declared non-responsive.

## **2. Additional Certifications Precedent to Issuance of a Supply Arrangement**

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

### **2.1 Federal Contractors Program for Employment Equity - Certification**

#### **Federal Contractors Program for Employment Equity - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or, if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

- 
- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## 2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, suppliers must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

## Former Public Servant in Receipt of a Pension

Is the Supplier a FPS in receipt of a pension as defined above?

YES ( ) NO ( )

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

## Work Force Reduction Program

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

## Certification

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

## 2.3 Status and Availability of Resources

2.3.1 SACC Manual clause S3005T (2008-12-12) Status and Availability of Resources.

## 2.4 Education and Experience

2.4.1 SACC Manual clause S1010T (2008-12-12) Education and Experience

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On page 14 of 32, 9. Certifications, 9.1 Compliance,

**DELETE:** In its entirety

**INSERT:**

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

If your proposal has already been submitted, you may wish to revise it. Revisions to your proposal must be submitted in a sealed envelope with the contents clearly identified on the outside of the envelope. Any revisions to your proposal must be received by the Bid Receiving Section on or before the date and time indicated on page 1. Any revisions to your proposal received after the closing date and time will be considered late and will be returned unopened.

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.

1. TITLE: Corporate Policy Research Services Supply Arrangement, Western Canada

2. REQUIREMENT:

The Request for Supply Arrangement (RFSA) covers requirements for Western Economic Diversification Canada involving Corporate Policy and Research Services in accordance with the Statement of Work. These services will take place in areas of: Manitoba, Saskatchewan, Alberta and British Columbia on an "as and when requested" basis by authorized Western Economic Diversification clients. These services will not take place in land claims areas. Professional resources are required on an as-and-when-required basis to provide the necessary technical expertise in support of WD's research, policy and program development, advocacy and advisory functions. The support could be directed toward existing core policy and program areas (innovation, entrepreneurship, and building sustainable communities) or could be directed toward the examination of potential new areas of policy and program development. The required expertise is divided into four categories as follows: 1) Research; 2) Analysis and Advice; 3) Policy and Program Options; and 4) Dissemination and Distribution, as outlined in the Statement of Work and in accordance with the terms and conditions contained in the Request for Supply Arrangement.

3. MANDATORY REQUIREMENTS:

The supplier must meet the following mandatory criteria at Solicitation Closing:

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration.

1. The Firm must have experience related to economic diversification and/or development issues in western Canada, relating to economic issues/priorities in western Canada as demonstrated by providing a:
  - a) a listing of works (eg. projects and/or reports); and
  - b) a minimum of one (1) copy of work (e.g. projects or reports)completed in the previous (4) years.
2. Must meet the Minimum Mandatory Qualifications and Experience for the Resource Categories as per Annex "A", Part 2, Section B. A minimum of one (1) person per category must be presented. There is no maximum to the number of resources a bidder may present.
3. Compliance with the terms and conditions contained in this document.
4. Provision of pricing as requested.

4. PERIOD OF SUPPLY ARRANGEMENT:

It is anticipated that any Supply Arrangement will be in effect from May 1, 2013 to April 30, 2014.

This PWGSC office provides procurement services to the public in English.

Jasmine Scott  
Supply Specialist  
780-497-3578