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**Bid Receiving - PWGSC / Réception des soumissions -
TPSGC**

11 Laurier Street / 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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

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 EN578-060502/F	Date 2013-03-27
Client Reference No. - N° de référence du client EN578-060502	Amendment No. - N° modif. 002
File No. - N° de dossier 004zn.EN578-060502	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZN-004-25455	
Date of Original Request for Supply Arrangement 2013-02-18 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-16	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Mao, Lan	Buyer Id - Id de l'acheteur 004zn
Telephone No. - N° de téléphone (819) 956-8465 ()	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 ON EACH CONTRACT	
Security - Sécurité 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

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		

Solicitation No. - N° de l'invitation

EN578-060502/F

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

004zn

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

EN578-060502

File No. - N° du dossier

004znEN578-060502

CCC No./N° CCC - FMS No/ N° VME

AMENDMENT 002 IS RAISED TO AMEND THE RFSA AND ANSWER QUESTIONS

AMENDMENT

On page 1 (cover page) of the Request for Supply Arrangement.

Delete:

Solicitation Closes - at 02:00 PM on 2013-04-16, Eastern Standard Time (EST)

Replace with the following:

Solicitation Closes - at 02:00 PM on 2013-04-16, Eastern Daylight Time (EDT)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

QUESTIONS AND ANSWERS

QUESTION 006

We are in receipt of the above listed RFSA and, as a Supplier who presently has a Supply Arrangement in place, have a question.

On Pages 9 and 10 of the RFSA, 1.2 Submission Grid, there is a listing as to what we are required to submit as a THS Holder NOT changing the technical offer already on file. From this listing it appears that for the Technical Offer, we only need to supply the signed front page of the solicitation and a completed and duly signed Annex X.

However, on Page 15 of the RFSA, Attachment 1 to Part 4, Mandatory Evaluation Criteria, we are asked to complete Attachment 1 to Part 3 - RFSA Technical Response Template.

As an existing THS Holder NOT changing the technical offer already in place, are we also to include the completed Attachment 1 to Part 3 - RFSA Technical Response Template and, if yes, what parts do we complete? As an example, do we complete the Table of Content section, the Cover Page information, and the Supplier Profile, but leave sections 1.5 (a) through 1.5 (e) blank, as you already have this information on file?

ANSWER 006

Existing THS holders who have a supply arrangement issued under solicitation EN578-060502/D and/or EN578-060502/E and are not changing their existing technical offer or adding additional classifications are not required to complete the RFSA Technical Response Template.

Existing THS Holders who wish to add additional classifications or modify their existing technical arrangement must read the entire solicitation and comply with all the bid submission requirements specified in the solicitation including Part 3, article 1.2 Submission Grid Column D.

Responses from Canada on this same topic can be referenced in RFSA Amendment 001, Questions and Answers 003 and 004

QUESTION 007

In reference to the new reporting template posted on MERX as Annex "G" of the new THS solicitations EN578-060502/F.

There is an implication that the template is in electronic format but I didn't see anywhere on MERX where they can be downloaded, unless the template will be sent to us prior to the reporting due date.

ANSWER 007

The posted electronic version of the reporting template currently referenced in the bid solicitation package that was accessible on Merx.com is to provide bidders with a reference copy of the template that resulting SA holders, if awarded an SA, will need to be completed on a quarterly basis. The template will be either emailed or made available on an external website for direct download by suppliers. Instructions will be provided to those suppliers as part of the Quarterly Reporting Notification process. At this time no action is required by bidders to complete this form as part of the bid submission requirements due on or before the solicitation closing date of April 16, 2013 at 2PM EDT.

QUESTION 008

Our firm had been planning to submit a proposal in response to the RFSA for Temporary Help Services that was dated 31-07-12 and that closes 01-08-13. Most recently, a new RFSA has been issued for Temporary Help Services and it closes on 16-04-13.

Can you explain to me how the RFSA issued in 2012 differs from the one issued in 2013?

ANSWER 008

The current THS solicitation RFSA EN578-060502/F posted on Merx is issued to incorporate the latest revisions to the Code of Conduct introduced by PWGSC in November 2012. Interested bidders can obtain information on the integrity measures introduced by PWGSC, by accessing: <https://buyandsell.gc.ca/public-works-and-government-services-canada-revises-integrity-measures>.

The RFSA EN578-060502/F solicitation replaces the previous solicitations RFSA no.EN578-060502/D, no longer active and the permanent perpetual posting RFSA solicitation no. EN578-060502/E, which closed on January 16, 2013.

Responses from Canada on this same topic can be referenced in RFSA Amendment 001, Question and Answer 003

QUESTION 009

Please refer to Amendment 1, Part 2 - Supplier Instructions, 5.4 Certification Component where it states: "The RFSA On-going Opportunity for Qualification will require both new and Existing Suppliers to submit new certifications". Please also refer to Part 3 - Supplier Preparation Instructions, 1.2 Submission Grid, Column C where it states that Part 5 Certifications are to be completed in Annex H for existing THS Holders.

In addition, Part 1 of Annex H - Existing THS Supply Arrangement Holders Certification (pg. 56), lists Part 5 Certifications - Article 2. Additional Certifications Precedent to Issuance of a Standing Offer as being a 'Grandfather Certification for existing THS Supply Arrangement Holders'. Please confirm that as an existing THS Supply Arrangement Holder, submitting Annex H is all that is required to 'Grandfather in' Article 2 of Part 5.

ANSWER 009

For existing THS SA holders, Annex H is not that is all required. All existing THS suppliers interested in retaining their current supply arrangement and being grandfathered for RFSA solicitation no. EN578-060502/F must complete and comply with the bid submission requirements specified in Part 3, article 1.2 Submission Grid, as an Existing Bidder either not changing or adding classifications to their existing technical offer, as noted in Column C and Column D and the front page of the RFSA. Additionally, as per Part 2 of Annex H bidders are required to provide the Code of Conduct Certification and related documentation with their offer or promptly thereafter, as per Part 5 Certifications of the solicitation, Article 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement, 1.1 Code of Conduct and Certifications - Related documentation.

Responses from Canada on this same topic can be referenced in RFSA Amendment 001, Questions and Answers 002 and 004.

QUESTION 010

According to the SA RFP, all documents to be submitted are outlined in the Submission Grid as well as the email sent on Tuesday, Feb 19, 2013- Annex H, first page of RFP and new Certifications.

'Qualification for Streams/Classifications (Streams 1, 2, 3, 4)' - Page 16 of the SA-one could interpret that you must provide more category information.

- a. Are existing suppliers required to submit additional category substantiation for a Refresh proposal when no changes to the current standings are needed? If we request to be Grandfathered, can we assume we will retain all categories we are currently listed for? The paragraph is somewhat confusing.
- b. Since Annex H is considered a certification, is it to be included with the Certifications or with the Technical portion of the proposal.
- c. Will the CPSS Data capture module of PWGSC be used to populate Corporate company Information for the THS SA?

ANSWER 010

- a. No, existing THS SA holders who are not changing their technical offer on file with PWGSC are not required to submit the RFSA Technical Response Template and resource names for classifications they currently have. In this case, following article 1.2, Submission Grid, which has been included herein, Canada has highlighted the applicable column that would be applicable to these types of suppliers.

Submission Grid

The purpose of the following grid is to assist suppliers with their bid preparation and bid submission. As the status and circumstances of each bidder is unique, it is the responsibility of each bidder to read all documents related to this solicitation, and to ensure that all mandatory criteria, Certifications, and elements required for bid validity are met in their bid submission

Column A	Column B	Column C	Column D
	<u>New THS Supplier</u> (Bidder is not a current THS Holder)	<u>Existing THS Holder NOT changing the technical arrangement already on file from the previous THS Solicitations (EN578-060502/D and/or EN578-060502/E)</u>	<u>Existing THS Holder applying for additional classifications or streams/sub-streams, or is otherwise modifying their technical arrangement already on file from the previous THS Solicitations (EN578-060502/D and/ or EN578-060502/E)</u>
Signed Front Page of the Solicitation	Applicable to ALL As per SACC 2008 (2012-11-19) Standard Instructions - Request for Supply Arrangements - Goods or Services, Article 05 (2012-03-02) Submission of Arrangements		
Mandatory Evaluation Criteria	What's required and where to complete		
<u>M1 Minimum years in business</u>	Complete Section 1.1 Corporate information of the Supplier Profile tab in the <u>RFSA Technical Response Template</u> Annex H - Existing THS Supply Arrangement Holders Certification Annex H - Existing THS Supply Arrangement Holders Certification		
<u>M2A, M2B, M2C Experience of the Supplier</u>	Provide temporary help resource names for those classifications suppliers wish to qualify for in the <u>RFSA Technical Response Template</u> .	<u>Annex H - Existing THS Supply Arrangement Holders Certification</u>	Annex H - Existing THS Supply Arrangement Holders Certification AND Provide temporary help resource names for those classifications suppliers wish to add in the <u>RFSA Technical Response Template</u> .
<u>M3 Testing</u>	Testing narrative is required as per M3 for Stream 1 classifications suppliers wish to qualify for.	<u>Annex H - Existing THS Supply Arrangement Holders Certification</u>	For suppliers that are qualified for classifications in Stream 1 under (EN578-060502/D and/or EN578-060502/E) , Annex H - Existing THS Supply Arrangement Holders Certification is required. For suppliers that are not qualified in Stream 1 under (EN578-060502/D and/or EN578-060502/E)

			and wish to add Stream 1 classifications, testing narrative is required as per M3 for Stream 1 classifications suppliers wish to add.
Certifications	What's required and where to complete		
Part 5 Certifications	Complete and submit certifications as required in Part 5-CERTIFICATIONS. Annex H - Existing THS Supply Arrangement Holders Certification Annex H - Existing THS Supply Arrangement Holders Certification		
Insurance Requirement	What's required and where to complete		
	Complete and submit insurance requirements as per PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, Article 4. Insurance Requirements Annex H - Existing THS Supply Arrangement Holders Certification Annex H - Existing THS Supply Arrangement Holders Certification		

b. Existing THS holders who wish to be grandfathered must under solicitation RFSA no. EN578-060502/F must complete and submit the required documentation as specified in Part 3, article 1.2 Submission Grid and Part 5 Certifications of the solicitation, Article 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement, 1.1 Code of Conduct and Certifications - Related documentation.

c. The CPSS Data Capture module is not used for THS at the moment. The Corporate Company Information will be extracted from the Suppliers profiles as an existing supplier seeking "grandfathering" provisions and/or via a new bid submission for new suppliers.

Responses from Canada on this same topic can be referenced in questions and answers 006 and 009 provided herein.

Responses from Canada on this same topic can be referenced in RFSA Amendment 001, Questions and Answers 002 and 004.

QUESTION 011

- a. I am currently in a joint Venture THS. Am I permitted to qualify in my company name, in addition, for this THS?
- b. Can the references/resources provided by the company be used for both bids?

ANSWER 011

a. Yes. Bidders can submit a maximum of two arrangements. Please refer to Article 4. Multiple Arrangements in Part 3-Suppliers Preparation Instructions where it states that a legal entity can only submit (i) one arrangement from the legal entity alone, or (ii) one arrangement from the legal entity and one arrangement from the legal entity in a joint venture with a legal entity that complies with the Aboriginal Business Certification in Part 5 - Certifications. Each arrangement must be a physically separate document.

The company seeking to qualify separately from an existing joint venture in THS, must read the entire solicitation and comply with all the bid submission requirements as a NEW SUPPLIER as specified in the solicitation including Part 3, article 1.2 Submission Grid Column B.

b. The bidder must demonstrate that the services of the temporary help resource names must have must have worked a minimum of 37.5 hours inclusively rendering services for which the supplier received payment between the dates shown in the mandatory criterion in Part 4, Attachment 1 to Part 4. As per Attachment 1 to Part 4 - Mandatory Evaluation Criteria of the RFSA:

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

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

QUESTION 012

Given that the TBIPS SA refresh submission deadline has been extended to April 3, 2013 (less than 2 weeks before the THS SA submission deadlines of April 16, 2013) and compounded by GC fiscal year end delivery pressures for the vendor community, would PWGSC consider granting a 10 day extension to the THS SA refresh submission deadline?

ANSWER 012

PWGSC posted the RFSA no. EN578-060502/F solicitation for 58 calendar days versus the standard open tendering process of 40 calendar days to allow sufficient time for bidders to obtain the solicitation, to prepare and submit a response. The solicitation closing date is April 16, 2013 at 2 pm.

QUESTION 013

Following is a question regarding the RFSA EN578-060502/F.

On page 15, Attachment 1 to Part 4, Mandatory Evaluation Criteria, item 2 indicates that "if the Supplier submits an offer in response to Request for Standing Offer No. E60ZN-110002/C, the Supplier may include the same information in its arrangement by incorporating this information by reference".

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Buyer ID - Id de l'acheteur

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Please confirm that if a supplier has an existing SA for EN578-060502 and will be submitting Annex H Grandfather Certification, the supplier can reference responses from the original submission for RFSA EN578-060502/F in the offeror's submission for RFSO E60ZN-110002/C?

ANSWER 013

Bidders must submit all the required bid submission documents stated in each solicitations, including Annex H in response to each RFSO E60ZN-110002/C and RFSA EN578-060502/F solicitations respectively in order to be grandfathered.

Canada has clarified its response to this requirement in RFSA Amendment 001, Question and Answer 004