

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**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 2013-03-01
Client Reference No. - N° de référence du client EN578-060502	Amendment No. - N° modif. 001
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 Standard Time EST	
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 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

EN578-060502/F

Amd. No. - N° de la modif.

001

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 001 IS RAISED TO AMEND THE RFSA AND ANSWER QUESTIONS

AMENDMENT

1. At page 305:

DELETE:

Annex "G" - THS Quarterly Usage Report Template in its entirety.

REPLACE BY:

Annex "G" - THS Quarterly Usage Report Template AMD001 Feb 28 - see attachment

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

QUESTIONS AND ANSWERS

QUESTION 001

Can you please confirm that our bid submitted January 16, 2013 will not be evaluated and an entire new submission must be created in order to get on the newly issued RFSA?

I see the closing for this is 2013-04-16 however at page 8 it shows the closing date as June 28 with evaluation period from June 29 to September 30; can you please clarify? i.e. will a response submitted April 16 not be evaluated until June 29 at the earliest?

ANSWER 001

Bidders who have submitted an arrangement in response to the THS perpetual refresh solicitation RFSA EN578-060502/E Q2 qualification cycle between September 29, 2012 and January 16, 2013, will have their arrangement evaluated in the evaluation period between January 17, 2013 and March 29, 2013 and evaluation results will be communicated to bidders by March 29, 2013 in order that the bidder may know whether they must prepare the bid submission as an existing bidder or as a new bidder as specified in Part 3, on page 9, under Article 1.2 Submission Grid of the RFSA.

Bidders that are deemed compliant as a result of the Q2 evaluation under perpetual refresh solicitation EN578-060502/E will be considered an existing THS holder. In order to be grandfathered under the new THS RFSA (no. EN578-060502/F), all bidders are required to review the entire bid solicitation and as specified in PART 3, on page 9 under Article 1.2 Submission Grid these suppliers are required to submit Annex "H" and the front page of the RFSA subject to accepting the terms and conditions of solicitation no. EN578-060502/F. Bidders are to submit two (2) hard copies.

Bidders that are deemed non-compliant as a result of the Q2 evaluation under perpetual refresh solicitation no. EN578-060502/E will be considered new THS offerors for RFSA no. EN578-060502/F. These suppliers are invited to submit their bids to qualify to offer services under the THS solicitation RFSA EN578-060502/F. All bidders are required to review the entire bid solicitation and as specified in Part 3, on page 9, under Article 1.2 Submission Grid will be required to submit all requirements as a NEW Bidder.

QUESTION 002

You will note that our submission is earlier than July 9, 2012, and as a result and in accordance with your e-mail dated February 19, 2013 our firm would be exempt. Please confirm this to be the case.

ANSWER 002

Existing THS holders who have a supply arrangement issued under solicitation EN578-060502/F which had an effective start date of July 9, 2012 are not exempt from the new integrity measures. They must review the new solicitations and comply with the new code of conduct provisions by completing and submitting the required documents and certifications as per instructions contained in Annex H (Part 1 and Part 2) in order to remain a pre-qualified THS provider. The supply arrangements issued as of July 9, 2012 will be set aside once the current solicitation process is completed.

QUESTION 003

We have a question concerning Solicitation Number EN578-060502/F.

We have submitted a proposal to PWGSC on May 15, 2012 for the provision of Temporary Help Services (Solicitation # E60ZN-110002/A). We would like to confirm if EN578-060502/F is different from E60ZN-110002/A and what we are required to do to continue being a supplier for Temporary Help

Services (THS) to PWGSC.

ANSWER 003

The Request for Supply Arrangement (RFSA) EN578-060502/F) is the THS open solicitation that is currently on MERX. THS RFSO E60ZN-110002/C is also posted on MERX. Both solicitations have a closing bid submission date of April 16, 2013.

E60ZN-110002/A closed on May 15, 2012 and is no longer active, there is no action that can be taken by any supplier or bidders against this document. All awards issued as a result of E60ZN-110002/A with an effective date of July 9, 2012 will be set aside once the current solicitation process is finalized. All bidders must now comply with the current RFSA EN578-060502/F. Bidders must read the entire solicitation and must comply and satisfy all bid submission requirements specified in the solicitation.

QUESTION 004

We have a question concerning solicitation number EN578-060502/F.
Our company is a current THS supply arrangement holder having met all previous requirements.

Would you please, confirm that, for those who already have a supply arrangement, it is sufficient to sign and date the cover page of the supply arrangement and complete Annex H? We do not have to print and sign Part 5, Certifications?

Please confirm if we can simply email or fax these documents to you in order to remain qualified and continue to do business with the government of Canada?

ANSWER 004

All existing THS suppliers interested in retaining their current Supply Arrangement and being grandfathered for RFSA solicitation no. EN578-060502/F must read the solicitations in its entirety, complete and comply with the bid submission requirements specified in Part 3, on page 9, in article 1.2 Submission Grid, as an Existing Bidder, as noted in Column C and Column D. As provided in Part 2 of Annex H bidders are required to provide the Code of Conduct Certification and related documentation with their arrangement or promptly thereafter, as per Part 5 Certifications of this solicitation, Article 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement, 1.1 Code of Conduct and Certifications - Related documentation.

1.2 Submission Grid

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		
M1 <u>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
M2A, M2B, M2C <u>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> .	Annex H - Existing THS Supply Arrangement Holders Certification	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> .
M3 <u>Testing</u>	Testing narrative is required as per M3 for Stream 1 classifications suppliers wish to qualify for.	Annex H - Existing THS Supply Arrangement Holders Certification	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

These bidders must submit their arrangement in accordance with the instructions provided in PART 2 - SUPPLIER INSTRUCTIONS, Article 2, as set out in each solicitation, which states:

"2. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on Page 1 of the Request for Supply Arrangement.

Due to the nature of the Request for Supply Arrangements, transmission of Arrangements by facsimile or by electronic mail to PWGSC will not be accepted."

QUESTION 005

Our firm received the SA on 2012-08-01, and addressed the new integrity rules at that time. Please confirm if we need to do this again.

ANSWER 005

Yes, you must still submit a bid in response to RFSA EN578-060502/F in order to be grandfathered. Canada has clarified its response to this requirement in Answers 002, 003 and 004 published herein.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Annex “G” -- THS Quarterly Usage Report Template

General Instructions of Quarterly Usage Report

Introduction

The Government of Canada (GC) requires that Suppliers provide Usage Reports to the Supply Arrangement (SA) and Standing Offer (SO) Authority on a quarterly basis.

Response Due Date

Completion of the report is **MANDATORY** and you are required to return it by the due date indicated below.

Quarter	Period to be Covered	Due on or before
1st	April 1 to June 30	July 15
2nd	July 1 to September 30	October 15
3rd	October 1 to December 31	January 15
4th	January 1 to March 31	April 15

Please ensure that you enable the macros in order to use the complete functionality of this report template.

Information to be Reported

For each Standing Offer or Supply Arrangement or both that the Supplier has been issued, the Supplier must report:

- a) All call-ups issued during the period in question;
- b) All contracts issued during the period in question;
- c) All amendments to call-ups issued during the period regardless of when the original call-up was issued;
- d) All amendments to contracts issued during the period regardless of when the original contract was issued.

Completing the report

- a) Suppliers must complete all applicable portions of the report.
- b) This report has 4 sections identified by the labels of each worksheet on this file. The fields that allow editing are painted in white. Use your mouse to move between required fields. Some fields have pull down lists - you must use only the options presented on the lists provided.
- c) Please do not substitute brochures, catalogues or annual reports in lieu of answers to our questions.
- d) For a specific Standing Offer or Supply Arrangement, if the Supplier is not awarded any call-ups or contracts during the period in question, the Supplier must still complete the Report form provided. In the Utilization Report template, in column E of the sheets titled "SO-Information Sheet" and "SA-Information Sheet", the Supplier must select "None" from the drop down list.

Currency

All monetary values must be stated in Canadian dollars (CDN) and must include all applicable taxes.

Changing the Format

Suppliers must not modify the format of this report. Should you have any suggestions about the format, please forward them by e-mail to:

Learning Services: ServicesApprentissageOCAMA-LearningServicesSOSA@tpsgc-pwgsc.gc.ca
 Temporary Help Services: Rapportsdutilisation.UtilizationReports@tpsgc-pwgsc.gc.ca
 Professional Audit Support Services Supply Arrangement (PASS-SA): SPVSAAutorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca

Returning the Completed Report

Please e-mail the completed report to:

Learning Services: ServicesApprentissageOCAMA-LearningServicesSOSA@tpsgc-pwgsc.gc.ca
 Temporary Help Services: Rapportsdutilisation.UtilizationReports@tpsgc-pwgsc.gc.ca
 Professional Audit Support Services Supply Arrangement (PASS-SA): SPVSAAutorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca

Confidentiality

GC will keep your response confidential.

Questions

Should you need further clarification, please forward your questions by e-mail to the following address (do not forget to include your name and phone number):

Learning Services: ServicesApprentissageOCAMA-LearningServicesSOSA@tpsgc-pwgsc.gc.ca
 Temporary Help Services: Rapportsdutilisation.UtilizationReports@tpsgc-pwgsc.gc.ca
 Professional Audit Support Services Supply Arrangement (PASS-SA): SPVSAAutorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca

Instructions on Completing the Report Form

1) Completion of Organization Profile Sheet

- a) Suppliers must, for each Standing Offer or Supply Arrangement or both issued to them, select their legal name from the drop down list. The template will automatically populate each Standing Offer number or Supply Arrangement number or both that the Supplier has.

- b) Suppliers must provide contact information for the Supplier's primary representative and alternate (if applicable) who was responsible for completing the utilization report template.

2) Completion of SO-Information and SA-Information Sheets

Column C - "Standing Offer Number / Supply Arrangement Number"

Supplier must select the appropriate Standing Offer or Supply Arrangement number from the drop down list. System will allow copying and pasting into another cell in this column a Standing Offer or Supply Arrangement number that already exists in the list.

Column D - "Method of Supply"

Supplier can only select from the drop down list. System will allow copying and pasting into another cell in this column a Method of Supply that already exists in the list.

Column E - "New Activity"

If a call-up, amendment to a call-up, contract, or contract amendment has been issued against each specific Standing Offer or Supply Arrangement during the period, the Supplier must choose "Yes" from the drop down list.

If a call-up, amendment to a call-up, contract, or contract amendment has not been issued against a specific Standing Offer or Supply Arrangement during the period, the Supplier must choose "None" from the drop down list and then click on the following cell of the same row. The template will automatically populate the remaining cells in the row.

Column F - "Call-up or Amendment" / "Contract or Amendment"

Supplier must select from the drop down list. System will allow copying and pasting into another cell in this column the reference to "Call-up", "Contract" or "Amendment".

General Instructions of Quarterly Usage Report

Column G – “Call-up N^o” / Contract N^o”

Call-ups or Contracts - Supplier must enter the complete call-up or contract number.
Amendment to a Call-up or Contract - Supplier must enter the complete call-up or contract number that has been amended.
System will allow copying the complete call-up or contract number and pasting into another cell in this column.

Column H – “Amendment N^o”

Supplier must enter the number of the amendment (i.e. “1”, “2”, “3”, etc.).

Column I – “Call-up/Amendment Issuance Date” / “Contract/Amendment Issuance Date”

Date the call-up, contract, amendment to call-up, or amendment to contract was issued must be entered in the form of MM/DD/YYYY.

Column J - “Call-up/Amendment Start Date / “Contract/Amendment Start Date”

Date the work covered under the call-up or contract is scheduled to start. For amendments to a call-up or contract, the date is the revised starting date for the work. All dates must be entered in the form of MM/DD/YYYY.

Column K - “Call-up/Amendment End Date / “Contract/Amendment End Date”

Date the work covered under the call-up or contract is scheduled to end. For amendments to a call-up or contract, the date is the revised end date for the work. All dates must be entered in the form of MM/DD/YYYY.

Column L – “Client Department”

Supplier must select the appropriate Department/Agency name from the drop down list. System will allow copying the Client Department name and pasting into another cell in this column.

Column M – “Contact Name”

Supplier must indicate the full name of the contact from the Client Department. System will allow copying the contact name and pasting into another cell in this column.

Column N – “Telephone Number”

Supplier must indicate the full telephone number, including area code, of the contact from the Client Department. System will allow copying the telephone number and pasting into another cell in this column. Telephone numbers must be entered in the form of 5551234567. Entries such as 555-123-4567 will not be accepted.

Column O – “Classification or Consultant Category”

Supplier must select the appropriate Classification or Consultant Category from the drop down list. If the Supplier selects “Multiple Classifications/Categories” from the drop down list, the Supplier must, in the “Comments” column (column R), provide a list of the Classifications/Categories. System will allow copying the Classification/Category and pasting into another cell in this column.

Column P – “Delivery Location”

Supplier must select from the drop down list the appropriate region or Metropolitan Area where the work is being performed. System will allow copying the delivery location and pasting into another cell in this column.

Column Q – “Total Call-up or Amendment Value” / “Total Contract or Amendment Value”

If reporting the value of an amendment to a call-up or contract, Suppliers are to report only the total value of the amendment not the revised call-up or contract value. All values are to be reported in Canadian dollars.

Column R – “Comments”

Suppliers who have selected “Multiple Categories” in column M, for a call-up or contract, must list each of the Consultant Categories in this column. Suppliers may also add additional text in this column as required.

Organization Profile

(1) Please select your legal name from the drop-down list in the spaces below. If your organization has more than one Standing Offer and/or Supply Arrangement, please indicate all of them.

First SO		First SA	
Legal name:		Legal name:	
SO Number:		SA Number:	

Second SO		Second SA	
Legal name:		Legal name:	
SO Number:		SA Number:	

Third SO		Third SA	
Legal name:		Legal name:	
SO Number:		SA Number:	

Fourth SO		Fourth SA	
Legal name:		Legal name:	
SO Number:		SA Number:	

Fifth SO		Fifth SA	
Legal name:		Legal name:	
SO Number:		SA Number:	

(2) Complete the details of the person who is the primary contact regarding this report:

Contact name:	
Title:	
Email:	
Phone No.:	

(3) If applicable, provide details for the alternate contact regarding this report:

Contact name:	
Title:	
Email:	
Phone No.:	



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Reporting Period		Q4-Jan-March 12/13		Total Utilization Value for the Period:		\$0.00		
Standing Offer Number	Method of Supply	New Activity	Call-up or Amendment	Call-up No	Amendment No	Call-up/Amendment Issuance Date (MM/DD/YYYY)	Call-up/Amendment Start Date (MM/DD/YYYY)	Call-up/Amendment End Date (MM/DD/YYYY)
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	Client Department	Contact Name	Telephone Number (Format: 6138889999)	Classification or Consultant Category	Delivery Location	Total Call-up/Amendment Value	Comments
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Reporting Period				Q4-Jan-March 12/13		Total Utilization Value for the Period:		\$0.00	
	Supply Arrangement Number	Method of Supply	New Activity	Contract or Amendment	Contract No	Amendment No	Contract/Amendment Issuance Date (MM/DD/YYYY)	Contract/Amendment Start Date (MM/DD/YYYY)	Contract/Amendment End Date (MM/DD/YYYY)
	1								
	2								
	3								
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	Client Department	Contact Name	Telephone Number (Format:613889999)	Classification or Consultant Category	Delivery Location	Total Contract/Amendment Value	Comments
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