

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
Cabot Place, Phase II  
Box 4600  
St. John's, NL  
A1C 5T2  
Bid Fax: (709) 772-4603

**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**

PWGSC / TPGSC - Nfld. Region  
Cabot Place, Phase II, 6th Floor  
Box 4600  
St. John's, NL  
A1C 5T2

<b>Title - Sujet</b> RMSO- Temp Help Services	
<b>Solicitation No. - N° de l'invitation</b> EA372-110002/A	<b>Date</b> 2012-11-07
<b>Client Reference No. - N° de référence du client</b> EA372-110002	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> XAQ-1-34019 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$XAQ-031-5582	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2012-05-01	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-11-18</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baird, Janice	<b>Buyer Id - Id de l'acheteur</b> xaq031
<b>Telephone No. - N° de téléphone</b> (709) 772-2999 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<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 Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**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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003

File No. - N° du dossier

XAQ-1-34019

Buyer ID - Id de l'acheteur

xaq031

CCC No./N° CCC - FMS No/ N° VME

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REFRESH: YEAR 1 - 2nd Closing -2:00 p.m. Local Monday, Nov. 19, 2012

OPTION YEAR - 3rd Closing - 2:00 p.m. Local Friday, May 17, 2013

REFRESH: OPTION YEAR - 4th Closing - 2:00 p.m. Local Monday, Nov 18, 2013

## REVISION TO REQUEST FOR STANDING OFFER FOR TEMPORARY HELP SERVICES

This Revision is being raised to identify change of personnel; new Standard Instructions and General Conditions; for Existing Holders of Standing Offers, to remind of site shutdown; their obligations under their Standing Offer; and to advise of forthcoming e-mail communication.

### NEW OFFERORS FOR ALL AREAS MUST SUBMIT THEIR OFFERS FOR THE RESPECTIVE OFFICE BY THE DATE STATED IN THE ANNEX "F" (Revised)

#### 1. At PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, A. Standing Offer, 5. Authorities, 5.1 Standing Offer Authorities:

For all questions concerning the temporary help site\_

<http://ont-sat-ths.tpsgc-pwgsc.gc.ca/fournisseurs-supplier/entrer-login-eng.cfm>

**DELETE:** Janet Tsuji 905-615-2078 and fax 905-615-2060

**INSERT:** Ketty Amador 905-615-2033 and fax 905-615-2023

#### 2. Changes to Standard Instructions and General Conditions

**At PART 1 - GENERAL INFORMATION, 1.2. Summary,**

**INSERT :**

(v) Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

#### **AT PART 2 - OFFEROR INSTRUCTIONS 1. Standard Instructions, Clauses and Conditions**

**DELETE:** 2006 (2012-03-02) Standard Instructions- Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

**INSERT:** 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.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror 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/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

#### **At PART 5 - CERTIFICATIONS:**

##### **INSERT:**

#### **1A. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer**

**1.1** Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror 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/formulaire-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

#### **At PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, A. STANDING OFFER, 3.1 General Conditions; 11. Priority of Documents; and B. RESULTING CONTRACT CLAUSES, 2. Standard Clauses and Conditions, 2.1 General Conditions**

**DELETE:** 2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services

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

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

**DELETE:** 2010B (2012-03-02) General Conditions - Professional Services (Medium Complexity)

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

The text under Subsection 4 of Section 31 - Code of Conduct and Certifications - Contract of 2010B referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

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xaq031

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**FOR EXISTING HOLDERS OF STANDING OFFERS:**

**3. REMINDER OF SITE SHUTDOWN:**

Current Offerors with usernames and passwords may refresh their rates and contacts on the site: <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/> up to the midnight before the tender closing stated above. The site will be re-established for the commencement of the new period.

If Current Offerors have not updated the system prior to it being shut down, a spreadsheet may be submitted to the Standing Offer Authority listed, as long as it is received before solicitation closing.

**4. Please review Annex A , 7. Offeror Obligations:**

**5. Please be advised that an e-mail will be sent out to you shortly to explain how this new Code of Conduct Certification will be incorporated into your existing Standing Offers.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**