

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Regional Manager/Real Property  
Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario

**Revision to a Request for a Standing Offer**  
**Révision à une demande d'offre à commandes**  
Departmental Individual Standing Offer (DISO)  
Offre à commandes individuelle du département(OCID)

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**  
Regional Manager/Real Property  
Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario

<b>Title - Sujet</b> Electrical Engineering Services	
<b>Solicitation No. - N° de l'invitation</b> EQ754-130771/A	<b>Date</b> 2012-09-19
<b>Client Reference No. - N° de référence du client</b> 20130771	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> PWL-2-35046 (029)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWL-029-1728	
<b>Date of Original Request for Standing Offer</b> <b>Date de la demande de l'offre à commandes originale</b> 2012-08-17	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-10-02</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fok, Bo See	<b>Buyer Id - Id de l'acheteur</b> pwl029
<b>Telephone No. - N° de téléphone</b> (416) 590-8254 ( )	<b>FAX No. - N° de FAX</b> (416) 512-5652
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Ontario Region	
<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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## **Amendment No. 002**

This amendment is being issued to i) advise Proponents of new measures to the verification process for compliance with the Code of Conduct and Certifications and ii) provide responses to requests for clarification.

### **1. Code of Conduct - New Measures**

The process has been changed so that Proponents will only be requested to provide the form, Consent to a Criminal Record Verification (PWGSC-TPSGC 229), if requested by the Contracting Authority. Proponents are still required to submit a complete list of names of individuals who are currently directors of the Proponent's firm with their proposal at solicitation closing or promptly thereafter. If such a list has not been received by the time the evaluation of proposals is completed, the Contracting Authority will inform the Proponent of a time frame within which to provide the information.

Proponents are hereby instructed to incorporate revisions to the following RFSO sections:

Supplementary Instructions to Proponents (SI) 1; General Instructions to Proponents (GI) - Code of Conduct and Certifications - Proposal; Terms and Conditions, General Conditions (GC) 27; Submission Requirements and Evaluation (SRE) 3.1.3 and 6; and Appendix A, Annex AA - Code of Conduct Certification.

### **Revisions to the RFSO**

#### **i) S1 1 Code of Conduct and Certifications - Proposal**

Proponents are hereby instructed to:

Delete: In it's entirety.

Insert: Refer to section entitled Code of Conduct and Certifications - Proposal under the General Instructions to proponents.

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

#### **ii) General Instruction to Proponents (GI), Code of Conduct and Certifications - Proposal, articles 4. & 5.**

Proponents are hereby instructed to:

Delete: In it's entirety.

Insert: 4. Proponents should provide, with their proposal or promptly thereafter, a complete list of names of all individuals who are currently directors of the Proponent. If such a list has not been received by the time the evaluation of proposals is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the proposal non-responsive. Proponents must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that a Proponent 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 named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the proposal being declared non-responsive.

5. The Proponent must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Proponent 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 Offer and any call-ups made against the Standing Offer.

### iii) **GC 27 Code of Conduct and Certifications - Standing Offer and Contract, article 4.**

Proponents are hereby instructed to:

Delete: In it's entirety.

Insert: 4. During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Consultant must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Consultant whenever there is a change. As well, whenever requested by Canada, the Consultant must provide the corresponding Consent Forms.

### iv) **SRE 3.1.3 Code of Conduct and Certifications - Proposal**

Proponents are hereby instructed to:

Delete: In it's entirety.

Insert: Proponents should provide, with their proposal or promptly thereafter, a complete list of names of all individuals who are currently directors of the Proponent. If such a list has not been received by the time the evaluation of proposals is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to

provide such a list within the required time frame will render the proposal non-responsive. Proponents must always submit the list of directors before issuance of a standing offer.

#### v) **SRE 6 Submissions Requirements - Checklist**

Proponents are hereby instructed to:

Delete:  Code of Conduct and Certifications/Proposal - list of directors and consent form for each individual named in the list

Insert:  Code of Conduct and Certifications/Proposal - list of directors

#### vi) **Appendix A, Annex AA - Code of Conduct Certifications**

Proponents are hereby instructed to:

Delete: In it's entirety.

Insert: **Appendix A, Annex AA - Code of Conduct and Certifications**  
(attached to this amendment).

## **2. Requests for Clarification**

**Q1:** The Code of Conduct requires submission of signed Consent Forms from all directors of the Proponent

Please confirm that these are members of the Board of Directors for a corporation or Partners of a Partnership

**A1:** The following lists a complete list of names of the following entities, according to the ownership nature of the Bidder:

- a. for a Corporation - each current member of the Bidder's Board of Directors;
- b. for a Partnership, General Partnership or Limited Partnership - the names of all current partners;
- c. for a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;
- d. for a Joint Venture - the names of all current members of the Joint venture;
- e. for an individual - the full name of the person

Please note that Proponents will be required to only submit a list of names of all individuals who are currently directors of the Proponent. Consent forms are to be submitted only upon request by the Contracting Authority.

The process has been changed so that Proponents will only be requested to provide the form, Consent to a Criminal Record Verification, if they are requested by the Contracting Authority to

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perform a more thorough verification. Proponents are still required to submit a complete list of names of individuals who are currently the directors, partners etc. of the Proponent with their bid at bid closing or promptly thereafter. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Proponent of a time frame within which to provide the information.

Please refer to Code of Conduct - New Measure above.

**Q2:** Ours is a large Partnership with more than 60 Partners located in multiple locations across the world. Obtaining signed consent forms in the given time period will be near impossible. Is it possible to limit this to only the Partners responsible for the Assignment or the Partners located in the proposing office or only those located in Ontario.

**A2:** For Partnerships, the Proponents must send the names of all current partners (refer to A1).

**Q3:** Will PWGSC be establishing a Database similar to that established for Security Clearances so that these forms do not have to be collected for every Request for Standing Offer or Proposal in the future?

**A3:** The complete verification process needs to be followed for each requirement and all suppliers with Boards of Directors must provide a list of directors each time.

**Q4:** Do original signed forms need to be submitted with each future proposal?

**A4:** Refer to A1 and A3. Original forms must be submitted with each proposal.

**Q5:** This process appears to penalize a large Partnership to the benefit of a Corporation with a limited Board of Directors or a small partnership.

**A5:** Refer to A1.

**Q6:** PWGSC asks for each Director of the company to complete and sign a consent form. We have directors throughout North America, making this gathering of signatures very difficult. Would PWGSC accept one signature from our Executive Vice-President of Canada? Alternatively, can we submit photocopies from signatures gathered for an earlier proposal, that was submitted to PWGSC within the last month

**A6:** Refer to A1 and A2.

**Q7:** Could the page limit be increased to 60 pages in order to accommodate the requirements in SRE 3.2.3 (5 projects), SRE 3.2.4 (12 pages max.), and SRE 2.3.5 (12 pages max.)?

**A7:** The limit of 35 pages is reasonable based on our past experience.

**Q8:** Could you confirm that identifying an Architect Firm as a Key Sub-Consultant/Specialist is not classified as a joint venture.

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**A8:** Identification of an Architectural firm is not considered as a Joint Venture (refer to Appendix C Team Identification). However, if the proponent wishes to submit a proposal as a Joint Venture, this can be indicated in the proposal.

**Q9:** With reference to Section SRE 3 Submission Requirements and Evaluation, item 3.1.3 – Code of Conduct and Certifications – (RFP page 67 of 99); since our firm is a multi-disciplinary firm, and we have multiple directors representing multiple disciplines, please confirm/clarify if it's acceptable if the Proponent submits only a list of Electrical Engineering specific Service Directors (versus all Directors of all different disciplines within our firm)?

**A9:** Refer to A1 and A2.

**Q10:** With reference to Section SRE 3 Submission Requirements and Evaluation, item 3.1.4 – Consultant Team Identification (RFP page 67 of 99); our firm is a multi-disciplinary firm including Architectural, Structural and Mechanical Engineering services. May we retain our in-house disciplines as subconsultants for this particular Standing Offer?

**A10:** Consultant Team may be made up of in-house resources, sub-consultants, a joint venture or any combination of the aforementioned.

**Q11:** The Consent to a Criminal Record Verification Form located after Appendix F states that the form must be signed by each individual who is currently on the Board of Directors of the Bidder/Offerer/Supplier.

SI 1, page 3 of the RFSO states The Consent to a Criminal Record Verification Form must be signed by each individual who are currently directors of the Proponent.

Our firm has Directors, Partners, and a Board of Directors. Not all Directors are Partners and not all Partners are members of the Board. Could you clarify as to who you would prefer to sign the Consent Form?

**A11:** Refer to A1.

All other terms and conditions remain the same.

**APPENDIX A**

**ANNEX AA**

**CODE OF CONDUCT AND CERTIFICATIONS**

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