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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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet RFSO Advertising Set-Aside	
Solicitation No. - N° de l'invitation EP361-130030/A	Date 2013-05-15
Client Reference No. - N° de référence du client EP361-13-0030	Amendment No. - N° modif. 002
File No. - N° de dossier cz002.EP361-130030	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CZ-002-62651	
Date of Original Request for Standing Offer 2013-04-29	
Date de la demande de l'offre à commandes originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-06	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Ivany, Chris	Buyer Id - Id de l'acheteur cz002
Telephone No. - N° de téléphone (613) 993-0048 ()	FAX No. - N° de FAX (613) 949-1281
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité 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

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		

This revision is raised to advise all Offerors of the questions and answers pertaining to the Request for Standing Offers.

Question 1:

On page 8 of 49 of the RFSO, Part 3, item 1: The RFSO identifies that the Offeror should indicate whether it is able to accept payment via Government of Canada Acquisition Cards. Is this information to be included as part of the Financial Offer?

Response 1:

Yes

Question 2:

On page 11 of 49 of the RFSO, part 5, item 1.1.1: The RFSO notes that Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer. Could you please clarify what is required for Offerors that are unincorporated joint ventures?

Response 2:

For this certification requirement, unincorporated joint ventures, provide all the details of the Joint Venture, including the lead agency etc. Additional information required will be specifically requested after the bid closing date.

Question 3:

On page 41 of 49 of the RSFO, Annex C, item C2.1 Requirement 2: we understand it is a mandatory requirement to provide the percentage of business volume in a variety of media types for the past three years. However, it is not clear what threshold needs to be demonstrated in each of these areas in order to meet the mandatory requirement. Is the requirement simply the provision of the information, or is there a minimum percentage required in each area?

Response 3:

This criteria is not a mandatory criteria, it is a point-rated criteria. There are no thresholds. Offerors should provide the % of gross billings per media type.

Question 4:

On pages 43 and 44 of 49 of the RSFO, Annex C, Key personnel Requirement 1: This requirement requires that we have between 1 and 3 proposed individuals who will be assigned to work on G of C campaigns in three categories of service (Account management, media strategy and direction, and creative direction). However, in Annex A: Statement of Work, item 4 on pages 28 through 34, there are a number of subcategories within account management, media strategy and direction and creative direction. Can you please clarify the following with respect to this:

- a. Do the mandatory and rated criteria relate to only resources for account management, media strategy and direction and creative direction, or will our ability to demonstrate personnel with skills in all the areas identified in the Statement of Work be required in the proposal?
- b. If we are required to demonstrate our ability in ALL the areas identified in the statement of work, does it then follow that we can identify up to three personnel resources for EACH of the numerous categories and subcategories identified in the statement of work? (ie, if only account management, media strategy and creative direction are assessed, we could propose up to 9 qualified resources; if

all of the categories listed in Annex A: Statement of work are assessed, would we be able to propose up to 48 qualified resources (3 x 16 categories))

Response 4:

- a. Offerors are required to propose personnel with the required skills for the three Key Categories only. In accordance with CERTIFICATIONS 2.6 Capability of Resources, Offerors must certify that they have in-house resources capable of meeting the roles and responsibilities of the categories of services listed in the clause.
- b. Not required. See answer to part a).

Question 5:

On page 45 of 49 of the RSFO, Annex C, item C2.3: Can you please advise if items 2.3.1 and 2.3.2 are mandatory or rated?

Response 5:

Items 2.3.1 and 2.3.2 are point-rated criteria.

Question 6:

On page 45 of 49 of the RSFO, Annex C, item C2.4: Can you please advise if this item is mandatory or rated?

Response 6:

Item C2.4 is a point-rated criteria.

Question 7:

On page 47 of 49 of the RSFO, Annex C, financial evaluation examples: The examples show charts that do not have specific personnel resources identified. Annex B, on page 37 of 49 shows a chart that has a field for the name of the resource(s), which is populated with to be identified in each call up. Can you please clarify:

- a. Is the name of the resource required in the chart?
- b. Should this cell of the chart be filled in with as identified in each call up and an blended or average hourly rate identified for an/all who are called up under the RFSO?

Response 7:

- a. No. Names of resources are not required.
- b. No. Offers are required to provide an hourly rate for each period requested for the applicable category of service.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR STANDING OFFERS REMAIN UNCHANGED

If your proposal has already been submitted it can be modified by sending an amendment identified with file no. EP361-130030/A to the attention of the Bid Receiving Unit, Public Works and Government Services Canada, Place du Portage, Phase III, Main Lobby, Core A1, 11 Laurier St., Gatineau, Quebec, K1A 1C9.