

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC/Réception des soumissions -
TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0A1/Noyau 0A1
Gatineau
Quebec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Professional Services Online & Temporary Help
Services Division/Division des services professionnels
en ligne et d'aide temporaire
11 Laurier St./11, rue Laurier
10C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

Title - Sujet PROSERVICES	
Solicitation No. - N° de l'invitation E60ZT-120001/C	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client E60ZT-120001	Date 2013-03-15
GETS Reference No. - N° de référence de SEAG PW-\$\$ZT-009-25428	
File No. - N° de dossier 009zt.E60ZT-120001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-11	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gilmour, Peggy	Buyer Id - Id de l'acheteur 009zt
Telephone No. - N° de téléphone (819) 956-7642 ()	FAX No. - N° de FAX (819) 956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

AMENDMENT 002

This amendment is raised to answer bidders' questions.

QUESTIONS AND ANSWERS:

- Q1 We are part of a Joint Venture that has a supply arrangement and a Standing Offer. We will be applying to ProServices as separate companies. The ProServices RFSA will be grandfathering SO/SA holders without having to reapply. Will both our companies be separately eligible to do so under the new arrangement?
- A1 The approach of grandfathering covers the entire JV but not individual members thereof. The experience is based on the JV and its collective members; 1 member alone would not possess this..
- Q2 The Alternative Dispute Resolution that has been in the works for a few years seems to have been lost in the shuffle. Will it be absorbed ProServices? There does not seem to be a category in the non-IT stream for "communications" or "writers" (other than technical writing). Will there be such a category in ProServices?
- A2 ProServices will incorporate additional categories of personnel from existing procurement instruments. At this point we cannot say which categories will be integrated into ProServices. Communications category has been added to TSPS and will be incorporated into ProServices.
- Q3 What is the difference between the following categories:
- 5.9 Project Manager (in Stream 5 - (P) Project Management Services); and
 - 10.2 Project Manager (in Stream 10 - Project Management Services)?
- A3 The categories listed under Stream 5 are all related to Information Technologies (IT). The categories listed under Stream 10 not related to Information Technologies (non-IT).
- Q4 What distinguishes the following categories of stream 5..:
- Category 5.2, HR Consultant (Stream 5 (P) - Project Management Services); and
 - Category 5.3, Organizational Development Consultant (Stream 5 (P) - Project Management Services);
- From the following categories of Stream 8:
- Category 8.1, HR Consultant (Stream 8 - Human Resources Services); and
 - Category 8.2, Organizational Design and Classification Consultant (Stream 8 - Human Resources Services)?
- A4 The categories listed under Stream 5 are all related to Information Technologies (IT). The categories listed under Stream 8 are not related to Information Technologies (non-IT). The services listed under each category description are not exhaustive.
- Q5 We are already registered on CPSS for the TBIPS refresh, do we use the same log in and password to log into the module for ProServices?
- A5 Yes, one login and password.
- Q6 My question relates to references substantiation

- A) If on sites/desk audits have been carried out by order of the Public Service Labour Relations Board (PSLRB), for a bargaining agent with the participation of a department, but the work was paid for by the bargaining agent, there would be no government contract number. Can the PSLRB case number under which the desk audit/on site was carried out be used, and can the representative of the bargaining agent be used as the reference? Also classification grievance committees on behalf of the employee paid for by the bargaining agent, there would be no government contract number. Can the department's grievance case number be used instead of a contract number for reference, and, and can the representative of the bargaining agent be used as the reference, or alternatively the grievance committee chair? Also, if one developed a classification standard for a private sector client, there would be no government contract number, Can one cite the project, and use the private sector project authority for reference?
- B) If one was the resource supplied by a prime contractor, current practice is that the consultant serving as a resource may handle all aspects of the project but would not have the government contract number. Will the prime contractor have to provide the consultant used as the resource with the contract number? Can both the consultant used as the resource and the prime contractor (e.g. a temporary help agency) both use the same contract number to substantiate experience?
- A6 A) For references substantiation, we accept both government and non-government contracts. The contract number or project reference number provided by the Bidder can refer to a government contract or a private sector contract. Both are acceptable. The "Category Reference" can be any employee of the client organization that can confirm that the Bidder has provided the services of the Category within the last five years. When applying for a category, the work performed that is submitted as part of the reference substantiation process must closely match the work described in the Category description.
- B) See response A) above. The company is evaluated, not the company's personnel.
- Q7 Will ProServices be open to individual contractors?
- A7 Yes
- Q8 At: page 73, under section 10.7, Procurement Specialist, in the flexible grid, there are 15 pts allocated for relevant professional certification. Why that?
- A8 For this category, with enough experience and education, it is possible to qualify for the Senior level of expertise without any professional certification. This is only at the next stage, not to qualify for the RFSA.
- Q9 We are an existing supplier to the Government of Canada through the TSPS and THS procurement vehicles. In view of the recent rolling out of the National Procurement Strategy and ProServices, please confirm that we do not need to pre-qualify as a supplier and how do we get registered under the new procurement strategy.
- A9 To qualify for ProServices, you will need to enrol in CPSS and bid on the upcoming Request for Supply Arrangement for ProServices. Existing suppliers for TSPS or TBIPS can be "grandfathered" into ProServices. To do this, the pre-qualified supplier must complete and submit the Grandfather Certification in the Data Collection Component of CPSS as part of the bidding

process. Pre-qualified suppliers who are "grandfathered" into ProServices will not need to substantiate the categories for which they are already pre-qualified in TSPS or TBIPS.

- Q10 Will there be any adjustments to stream definitions, inclusions? Would it be possible to either merge 8.2 the Organizational Design and Classification Consultant and 9.4, the Organization Development Consultant or redefine these two categories so that they can identify experience required to do the work clients might be seeking to have done?
- A10 The work descriptions for these categories were created by the Task and Solutions Professional Services (TSPS) team. They can be reached at SPTS.TSPS@tpsgc-pwgsc.gc.ca.
- Q11 You are proposing to include a new category of Facilitator (category 9.16), but PS Online had a straightforward "instructor" category which was narrower in scope, but clear. Is this going to be part of the Facilitator category, or is this just being treated as anyone who provides "training" regardless of within what category that service may appear?
- A11 TSPS has added a new category called "Facilitator Consultant". All categories under TSPS will also be added to ProServices. More information on this category can be obtained in the Request for Information (RFI) for "TSPS 2013 Renewal" E60ZN-13TSPS/A accessible through Merx.
- Q12 I am a writer/editor registered with PS Online, and I'm wondering if a category for writers and editors is included in this Supply Arrangement? Will there be a more specific writing and editing category?
- A12 There is a category called technical writer under Stream 4 (B) - Business Services and under Stream 10 - Project Management Services. At the moment, there is no Communications category in ProServices.
- Q13 I have the following questions and feedback regarding the ProServices RFI/Draft RFSA:
- A) Is the intention still to release the TSPS Task-Based RFSA/RFSA prior to the ProServices RFSA? If not, should bidders who aren't currently on TSPS, but wish to be, still bid on both the ProServices RFSA and TSPS Task-Based RFSA in order to avoid missing any ProServices Opportunities while TSPS is being evaluated?
- B) The CPSS Data Collection Component (DCC) is a critical element to the ProServices Response. As part of the Draft RFSA, is it possible to make the CPSS DCC as it applies to ProServices available for review, or at the very least a map of its structure with screen shots of each page requiring input?
- C) There are a number of new categories, along with a new stream, identified. Will additional information on these categories be available through an amendment as part of the Draft RFSA? Will these categories be defined and available to bid on by the time the RFSA is released? Will all these categories be included on the next refresh of TSPS? Specific to the new category of "Communications Consultant", could you please elaborate on how PWGSC plans to use this category for TSPS/ProServices? Is it available for any communications related requirements or are there situations where PWGSC would force users to solicit through a different communications-related method of supply?
- D) Does the Front Page of the RFSA and its amendments need to be completed, signed, and submitted with a bid?

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- E) On pages 8, 9 and 14 (as part of the Code of Conduct and Certifications), the RFSA asks for a list of directors of the supplier. Is it possible to configure the DCC to allow for the online entry of the names of the directors to further reduce the information needed in the hard copy?
- F) On page 9, for Section I of the RFP, it asks for “one (1) hard copy and 1 electronic copy” of a list of documents. What is meant by electronic copy? Given that the list is primarily a set of signed documents there should be no need for an electronic copy to be submitted on CD/USB/Etc.
- G) For M.3:
1. Will the “Contract/Project Reference #” be mandatory?
 2. M.3 requests two email addresses for the same client. Is this for the same client contact person, or for two different contact persons at the same organization? In both cases, a second email address and/or second contact person, may not be available. What should bidders do when there is no second email address to provide?
 3. Would it be possible to include in the CPSS DCC a “copy” function for entering substantiation reference information that is similar to how the rates or service offerings section in TBIPS solicitation works? Often the same reference will be used in multiple categories, and it can be time consuming to enter this information on each and every page that applies. Alternatively, would it be possible to have a function to upload an excel spreadsheet that populates the substantiation references fields in the DCC?
- H) Regarding the relationship between ProServices, TBIPS, and TSPS – If a firm qualifies for ProServices prior to submitting a bid for TBIPS or TSPS, will they be partially “grandfathered” in terms of the categories for which they’ve already qualified? I understand that additional requirements would need to be met for TBIPS and TSPS, however, given the categories are the same in ProServices, would these be carried over to each of the other relevant methods of supply?
- A13 A) TSPS has released a draft RFI on MERX. Bidders will be able to choose to bid on one or both RFSA's.
- B) Suppliers can already enrol in CPSS. The Data Collection Component of CPSS used to bid on solicitations is straightforward and easy to use. No prior training is required. If Bidders encounter any problem during the solicitation stage, they may contact the CPSS help desk at sspc.cpss@tpsgc-pwgsc.gc.ca
- C) TSPS defines and manages the categories for task and solutions based. professional services. Additional information on the categories can be found here: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/categories-eng.html> ; and here: [Http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html)
- D) Yes, the signature page is also an Annex in the RFSA, i.e. Annex E.
- E) There is no such functionality at this time.
- F) An electronic copy would be a scanned copy of the signed documents.

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- G) 1. Yes, a contract, project or reference number is mandatory. Typically all contractual arrangements include a reference number which provides recording, tracking, etc.
2. Two different contact persons from the same organization are requested. If only one contact can be provided, only one is submitted, though two are recommended and encouraged.
3. The recommendation for a <copy> function will be reserved for possible future consideration. The recommendation for an upload function for auto populating from a spreadsheet is not a function to be considered due to the Data Collection Component replacing fillable templates.
- H) No, a firm will only be "grandfathered" to ProServices if it is a pre-qualified supplier on TBIPS and TSPS. .
- Q14 I cannot attend the Pre-Bidder's conference on March 14. I know that the session will be webcast. Would it be possible provide a link to the webcast that could be accessed after the session takes place?
- A14 Yes, this information will be provided.
- Q15 A) Can you please advise whether you will be sending out a communique shortly, on the requirement for existing qualified TSPS (SO / SA) suppliers to, 'input data' pertaining to the upcoming Pro Services procurement vehicle. What is it that we need to do in terms of data input - instructions please?
- B) After the data input is completed, what is the next step. Do we then wait for the Solicitation for Pro Services to come out some time in April? At that time, do we only submit refreshed per diem rates for all categories?
- A15 A) TSPS has released a draft RFI on MERX. All bidders, including existing TSPS suppliers, must enroll in CPSS. This is the 'data input' that is required. Suppliers will create a profile in CPSS and register a Main Contact and Regional Contact(s), if applicable. At the solicitation stage, the Data Collection Component of CPSS will be used to collect certifications and some parts of the technical bids from bidders.
- B) A profile in CPSS will allow you to view and bid on the upcoming RFSA for ProServices.
- Q16 In reading the Pro Services – Letter of Interest, I note that it indicates that:
- "The Contractor must, at all times during the performance of the Contract/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)."
- I have personal security clearance (Secret) with CISD. As I am the only resource for my company - is this sufficient to satisfy this requirement.
- A16 A Designated Organization Screening (DOS) is required to qualify. A personal security clearance, by itself, is not sufficient. In order to obtain sponsoring for a DOS, please send a formal request at: RCNSpenligne.NCRPSONline@tpsgc-pwgsc.gc.ca

- Q17 I would like clarification on whether it is ONLY the TSPS Supply Arrangement component of TSPS that is going to be amalgamated with the new Pro Services procurement vehicle. I am requesting confirmation on whether the TSPS 'Standing Offer' will remain as a separate procurement vehicle where suppliers are already placed in terms of rankings, with their submitted per diem rates? Again, can you please confirm that the TSPS Standing Offer vehicle will remain in place as is, and is not affected by Pro Services? That it is only the TSPS Supply Arrangement component that is being rolled into Pro Services?
- A17 Both TSPS Supply Arrangement and Standing Offers will remain as separate procurement vehicles. TBIPS is also remaining as a separate procurement vehicle. ProServices is the supply arrangement to be used only for professional services requirements valued under the threshold of the North American Trade Agreement for services (currently \$78,500).
- Q18 What is ProServices? ProServices an additional database to PSONline or will it be replacing it? What will the introduction of this new system mean for suppliers
- A18 ProServices is a new method of supply, with new categories. Once in place, PSONline will be sunset. All current PSONline suppliers will have to submit technical proposals when ProServices. Request for Supply Arrangement is issued in April 2013, and enrol in the Data Collection Component of CPSS
- Q19 Will this new system change the process of suppliers' quarterly reports back to PSONline about the business we may have earned during that period?
- A19 Suppliers will still have to do quarterly reports.
- Q20 Please use this opportunity to clarify the role of PSONline/ProServices vs. Merx. Will everything stay the same in regards to Merx and searching for opportunities and applying to them?
- A20 Opportunities will still be on MERX, however, as in PSONline client departments will do searches based on their requirements and send RFPs to suppliers.
- Q21 In the previous info-session and subsequently distributed Q&A (specifically, section K. question 1), PWGSC has indicated it will grandfather existing TSPS and TBIPS categories to ProServices. Given that the TBIPS refresh is currently active for submission, how will these newly substantiated categories be factored into ProServices? From both a level of effort and client relationship perspective for ALL potential bidders on ProServices and TBIPS, it is inefficient to be required to re-enter and substantiate this information, particularly if the evaluations and validation processes of both TBIPS and ProServices will be conducted in parallel, creating further redundancy in the process and inefficiencies in how PWGSC must allocate resources to conduct the validation process.
- A21 ProServices will not be in place until both TSPS and TBIPS have been completed. Therefore all pre-qualified suppliers can be grandfathered into ProServices, with their substantiated categories. To do this, the pre-qualified supplier must complete and submit the Grandfather Certification in the Data Collection Component of CPSS as part of the bidding process. Pre-qualified suppliers who are "grandfathered" into ProServices will not need to substantiate the categories for which they are already pre-qualified in TSP. or TBIPS
- Q22 We are qualified under the TSPS, and we submitted a request to be included in ProServices. We never did get a definitive statement as to whether we are 'grandfathered' or what additional steps we need to take to be grandfathered in. If possible, could you please have someone

Solicitation No. - N° de l'invitation

E60ZT-120001/C

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

009zt

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

E60ZT-120001

File No. - N° du dossier

009ztE60ZT-120001

CCC No./N° CCC - FMS No/ N° VME

confirm whether we've done everything we have to do to be included in the new ProServices Supply Arrangement? And if not, what else we need to do to be grandfathered in?

A22 While you may be grandfathered from TSPS, you will still have to complete the information in the Data Collection Component of CPSS, and respond to the categories you have substantiated..

Q23 With respect to the RFSA for ProServices:

Following the release of the Task-Based Informatics Professional Services (TBIPS) Request for Proposal EN578-055605/E, we will try to qualify, for the first time, for standing offers and supply arrangements.

After reading Request for Proposal E60ZT-120001/C (ProServices), we are wondering whether it will be necessary to qualify for this as well. We find that the solicitation for TBIPS EN578-055605/E strongly resembles ProServices' E60ZT-120001/C solicitation. This is why we are requesting this minor clarification.

A23 It is necessary to qualify for ProServices to take part in requests for proposals under ProServices. However, if you have already qualified for TBIPS by the bid solicitation closing date for ProServices, it will be possible for you to be grandfathered in for the categories for which you qualify under TBIPS. See A22 above.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.