

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet OACIR SERVICES D'AIDE TEMPORAIRE		
Solicitation No. - N° de l'invitation E6MON-110002/A		Date 2012-08-23
Client Reference No. - N° de référence du client E6MON-110002		Amendment No. - N° modif. 006
File No. - N° de dossier MTB-1-34268 (675)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$MTB-675-12043		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2012-05-22
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-30		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Address Enquiries to: - Adresser toutes questions à: Noël, Damien		Buyer Id - Id de l'acheteur mtb675
Telephone No. - N° de téléphone (514) 496-3636 ()	FAX No. - N° de FAX (514) 496-3822	
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		

The purposes of this amendment are

- A) Answer a question asked before the Offeror's conference**
- B) Present a synthesis of the elements discussed during the conference**
- C) Present the general questions asked during the conference, and the answers**
- D) Present questions asked since the Offeror's conference and the answers**
- E) Present an example of the periodic usage report that the offerors will have to fill. The table of content will be adjusted**
- F) A third version of the Annex B - Basis of payment is now available. The only change is that it now includes a separate sample spreadsheet present contact in formations.**

A. Answer a question asked before the Offeror's conference

See below, under B.

B) Present a synthesis of the elements discussed during the conference

Offeror's conference

Friday June 15 2012, 1:30PM to 2:20PM

In case of discrepancy between the words pronounced during the conference and the written document, the written version prevails. Questions are welcome.

The question sequence will be the same no matter when the question was actually asked. The answer to the question 1 was therefore answered in a previous amendment.

Offeror's conference plan.

Introduction :

Presence's sheet signature. Introduction of PWGSC's members. The meeting duration will be 75 minutes.

The conference will be bilingual. The topic is the document posted on MERX

E6MON-110002/A, which will be the procurement tool for temporary help services beginning in Fall 2012.

A written document will regroup the questions asked during the conference. The written answers will prevail.

Conference objectives :

1. Answer questions already asked that were not answered on MERX;
2. Write down any question related to the current procurement process;
3. Overview of the invitation.

1. Questions already asked

On June 15 2012, one question had been asked (in French) without the answer being provided on MERX.

QUESTION 22 :

If we do not have a physical address in the cities requiring the services, must we still present rates?

ANSWER 22 :

The Annex H - Evaluation grid do not indicate that a physical office must be located in the city where the service is requested.

In Annex A, point 4, the supplier's offices are mentioned.

This section is to be modified as indicated :

DELETE

" 4.1 Place of business and office staff

For the full duration of the THS standing offer, the offeror must:

- provide, occupy and keep a fully operational business office in the geographical area in which the service is being provided; "

INSERT

" 4.1 Place of business and office staff

For the full duration of the THS standing offer, the offeror must:

- provide, occupy and keep a fully operational business office in the region in which the service is being provided; "

The Quebec region is defined in the solicitation document. The region includes the eight geographical areas indicated in Annex-A, point 3.3.

In part 1, point 2 it is indicated :

" Offerors may propose services in one or more geographic areas to fulfill part or all of the defined need. "

All the questions asked had been answered at this time in the conference.

2. Take note of all the questions related to the current procurement process.

3. Overview of the invitation

The table of content is followed.

More attention was directed to the following elements:

- Mandate. More details are indicated especially in Annex A and in the services categories definitions;
- Security requirements. Interested offerors are invited to request the needed document.
- Offeror instructions. The offers will need to comply with Annex H among other elements, and include the needed certifications. Offers must be properly addressed, time is of the essence.
- Questions received, and the answering process. Each question must be answered on MERX. Should it not be the case, you are invited to contact the Standing Offer Authority by e-mail.

C) Present the general questions asked during the conference, and the answers

All the questions raised during the conference were asked in French.

QUESTION 23:

For how long is a security clearance valid? How long does it take to have a security clearance renewed or awarded?

ANSWER 23:

Before each call-up, the client will ensure the validity of the security clearance of the proposed individual. The Offeror hence should make the same verification on his side, to make sure his files are up to date. The delay to emit or renew a security clearance varies according to the complexity of each file.

The answer provided during the conference was wider than the question asked.

When a company completes the process to obtain a security clearance, the Industrial Security Sector requires the identification of a point of contact. While the final choice of that point of contact remains with the company, and while that choice is by no means the Standing Offer Authority's responsibility, the Authority invites an interested company to think about the following : choose a trusted person, who will be staff of the company for a medium to long period of time; choose a person who will be able to maintain a contact with the Industrial Security Sector.

The contact information will receive general information about contract security with the Federal Government. Generally, a basic security clearance is valid for 10 years.

QUESTION 24:

A department will take an agency's employee with a security clearance from another company. Do we have to make the transfer to our company?

ANSWER 24:

An answer will be provided on a case-by-case basis.

QUESTION 25:

Some departments do not ask for a security clearance in the call-up. Should we remind them?

ANSWER 25:

It is impossible to express a general statement regarding security requirements for all clients and all mandates or call-ups. To the best of the current knowledge, a security clearance is mandatory for any individual working within the Federal Government's premises.

The supplier's obligation is to answer to a request made by a given client, at a given moment.

QUESTION 26:

The costs do not need to be provided in the offer? Not 5 days after?

ANSWER 26:

The completed Annex B must be provided with the offer.

QUESTION 27:

Will we have the opportunity to re-qualify or offer new rates in 6 months?

ANSWER 27:

In one year, qualified offerors will have the opportunity to present new rates, and non-qualified companies may have the opportunity to qualify themselves for that option-year.

QUESTION 28:

Will it only be the rates? Will the latecomers have the opportunity to qualify then?

ANSWER 28:

It will be possible to qualify or offer new rates, given the situation. Since it is an option year, it is possible that the option will not be exercised should PWGSC wish to modify its procurement method for this type of service. Given the efforts needed to put the current tool in place, a modification is unlikely - while not impossible.

QUESTION 29:

Will all the rates be accepted?

ANSWER 29:

The evaluation process is detailed in Part 4.

Once the technical evaluation completed, the rates will be compiled, by geographical area and service category.

The call-up process is detailed in Part 7A, section 7.

The client has to evaluate the offers by hourly rate ascending order.

The call-up will be directed to the lowest-rate offeror with a satisfying offer.

As indicated in the call-up procedure, the same requirement could be sent to five offerors at the same time (following the lowest-rate order).

QUESTION 30:

Will the various departments have the list of the ten first qualified companies?

ANSWER 30:

No. The clients will have at their disposal a list with all the rates of all the qualified offerors, for all the geographic areas and categories of services.

QUESTION 31:

The total is for 6 million dollars. Is there a way to know how much is spent in each region?

ANSWER 31:

The estimated total indicated is not contractual, and is just an estimate. It is not possible to precisely indicate the usage within regions and for the various clients. It is possible to make an access to information request to each department. The previous usage is not a guarantee of future usage.

QUESTION 32:

Usually, you request the signature. Is that intended?

ANSWER 32:

Detailed instructions are presented in the original document. Signature on the first page is still required, see for example Standard Instructions 2006 (2012-07-11).

QUESTION 33:

For the security clearance, are you asking for a company's security clearance?

ANSWER 33:

We ask for a proof. We must contact the Industrial Security Sector before emitting any Standing Offer.

QUESTION 34:

Do you require each individual to have a security clearance, or is it only the company's?

ANSWER 34:

It is the Client's responsibility to indicate the security requirement for each requirement. However each individual working in a client's premises will, unless exception, hold a security clearance. In some cases, the client may for a specific requirement ask for a higher level security clearance, for one or many individuals.

QUESTION 35:

An informal question was asked. One wanted to know the possible usage of the projected resulting standing offer as a procurement method for project management.

ANSWER 35:

The projected resulting standing offer's purpose is to allow clients to have access to temporary help services. It is not possible to infer each client's usage of the tool, but the project management services would be used on a temporary basis. Should the requirement be for a project manager for a precise project, for a long period of time and from the beginning to the end, the client would then most probably consider a specific procurement tool (for example a request for proposal).

D) Present questions asked since the Offeror's conference and the answers**QUESTION 36 (F):**

In Annex H, Evaluation Grid, page 2 of 2, point 1.2 it is written: "The offeror must have provided services in the temporary help field for at least three years, within the past five years". Can we submit an offer that would be analysed even if we did not provide temporary help services for at least three years within the past five years?

ANSWER 36:

Everybody is free to submit the document they choose. The offers not complying with the requirement will be rejected.

QUESTION 37 (F):

How do you determine that a company is ranked first in a selection ?

ANSWER 37:

The call-up procedure is indicated in Annex E.

QUESTION 38:

In the current submission, the companies will be given mandates from when until when ?

ANSWER 38:

The current standing offer is valid until September 30 2012. All the call-ups signed while the Standing Offer is valid must usually be fulfilled.

As for the document available on MERX, the Term of the Standing Offer is indicated in Part 7A, section 4.

QUESTION 39 (F):

Will all the compliant companies be eligible ?

ANSWER 39:

In Part 4, 2.1, it is written : "To be declared responsive, an offer must comply with all the requirements of the Request for Standing Offers (RFSO); and meet all mandatory technical evaluation criteria. All responsive offers will be considered for the emission of a Standing Offer."

QUESTION 40 (F):

We did receive Amendment 004. It is still impossible to fill the document electronically. Should I understand we must complete that document manually?

ANSWER 40:

Yes.

QUESTION 41 (F):

Should we only wish to make prices modifications for the standing offer closing August 23, can I just send you the financial offer in a paper and electronic version or should we re-submit the technical offer and the certifications ?

ANSWER 41:

The closing date for this Request For a Standing Offer has been changed since this question was received. Each procurement process is unique. Should a company wish to be awarded a Standing Offer in the current process, that company must submit an offer compliant to the request posted on MERX. Including the technical information and the certifications.

QUESTION 42 (F):

In the Security Requirement Check List (SRCL), under 3 a) Subcontract number, should we write: :E6MON-110002/A or MTB-1-34268 (675) or PW-\$MTB-675-12043?

ANSWER 42:

None of those choices. SRCL is completed by Canada.

QUESTION 43 (F):

I'm currently filling LAB1168 Form (Certificate of Commitment to Implement Employment Equity)

We have some difficulty to identify our NAICS.

The categories listed under 5613 Employment Services are fuzzy.

For example, under 56131, it is indicated that: The individuals placed are not employees of the placement agencies.

But those employees, if placed on a temporary basis, are indeed paid by the agency.

Which category should we then choose? Or maybe I misinterpret the sentence?

ANSWER 43:

Statistics Canada is the expert of the North American Industry Classification (NAICS) definitions and they can be reached here:

<http://www.statcan.gc.ca/reference/refcentre-centreref/index-eng.htm>

The LAB1168 form is a responsibility of Human Resources and Skills Development Canada, they can be reached here:

http://www.hrsdc.gc.ca/eng/labour/contact_us/contact_us.shtml

and here:

http://www.hrsdc.gc.ca/cgi-bin/rhdcc-hrsdc/contact/labour_contact_us.asp?section=empl_equity

An interpretation tool is available here :

<http://www.hrsdc.gc.ca/eng/labour/ipg/equity.shtml>

and here:

<http://www.hrsdc.gc.ca/eng/labour/ipg/077.shtml>

While PWGSC is by no means the expert on these matters, the last link seems particularly useful.

QUESTION 44 (F):

Could you please confirm that the request rates include taxes please ?

ANSWER 44:

It is the opposite. Section II of Part 3 reads: "The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable". The financial offer does not include taxes.

QUESTION 45 (F):

"(...) when should I provide the requested rates, first, and secondly must we comply to all the formalities since we are a long-time provider."

ANSWER 45:

The rates must be received before the solicitation closing indicated on page 1 of this document. About the point 2, the answer is yes. The current requirement is unique and different than the previous ones, all interested companies must transmit a complying offer.

QUESTION 46 (E):

"Part 5 - Certifications, section 1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

Question 1:

As is a subsidiary of ... a U.S. company, all persons on our Board of Directors are U.S. citizens, in this case do we still need to name them and have them complete the form referenced?

Question 2:

If the answer to question 1 is Yes, and we decide to not complete this section, will we be considered non-compliant and our response not be considered?"

ANSWER 46:

All suppliers and bidders are to be treated the same. Foreign-based suppliers will be verified against relevant acts and convictions just like Canadian-based suppliers. A foreign firm with a non-Canadian director convicted under Canadian jurisdiction of a specified offence or a Canadian director from a foreign firm found guilty or condemned in Canada would not be eligible to bid.

Should the certifications required at bid closing time be missing from an offer, the offer will be declared non-responsive.

QUESTION 47 (F):

I was wondering if there was an expiry date for the Certificate of Commitment to Implement Employment Equity.

ANSWER 47:

Contact information about this program is indicated above.

QUESTION 48 (F):

I did not quite understand where to find the Canadian Content certification and who is to provide it.

ANSWER 48:

The Offeror is to provide this certification. The information is available among other places in amendment 004. Amendment 004 reads as follows:

"The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual."

QUESTION 49 (F):

The security certification for a company is the same thing as the Treaty on Security?

ANSWER 49:

Information related to the security requirement can be found in Parts 4 and 6a of the original solicitation. Information about the consent to a criminal record verification can be found in amendment 004.

QUESTION 50 (F):

Part D of the Form Consent to a criminal record verification is to be left blank and inserted in the tender?

ANSWER 50:

Title of Part D reads: "ADMINISTRATIVE INFORMATION - Internal Government Use Only"

E) Present an example of the periodic usage report that the offerors will have to fill. The table of content will be adjusted

Table of content has been updated in amendment 004

To simplify, the example of the report will be identified as

Annex J - Report example
(see attached document)

In Part 7A :

DELETE**"3.2 Standing Offers Reporting Periodic Usage Reports - Standing Offer**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

Electronic reports must be completed and forwarded to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period. An electronic version of the form in Excel is available from the Standing Offer Authority. The Offeror must provide these data in accordance with the reporting requirements detailed herein. An example is provided in Annex E."

INSERT**"3.2 Standing Offers Reporting Periodic Usage Reports - Standing Offer**

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Solicitation No. - N° de l'invitation

E6MON-110002/A

Amd. No. - N° de la modif.

006

Buyer ID - Id de l'acheteur

mtb675

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

E6MON-110002

File No. - N° du dossier

MTB-1-34268

CCC No./N° CCC - FMS No/ N° VME

F) A third version of the Annex B - Basis of payment is now available.

This document is available upon request to the Standing Offer Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

