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**Bid Receiving - PWGSC / Réception des soumissions -
TPSGC**

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for Supply

**Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

There is a security requirement associated with the requirement of the Supply Arrangement.

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Special Projects/Projets Spéciaux

11 Laurier St./11, rue Laurier

Place du Portage/, Phase III

Floor 10C1/Étage 10C1

Gatineau

Québec

K1A 0S5

Title - Sujet Executive Search	
Solicitation No. - N° de l'invitation E60ZL-110001/A	Date 2012-03-23
Client Reference No. - N° de référence du client E60ZL-110001	Amendment No. - N° modif. 001
File No. - N° de dossier 110zl.E60ZL-110001	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZL-110-23922	
Date of Original Request for Supply Arrangement 2012-03-13 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-05	Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Hickey, John	Buyer Id - Id de l'acheteur 110zl
Telephone No. - N° de téléphone (819) 956-5135 ()	FAX No. - N° de FAX (819) 956-9235
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: As per call-up	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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		

Question 1:

We are pleased to respond to the RFSA but respectfully request an extension to the submission deadline.

The short response timeline presents a significant challenge for us in our development of a thorough proposal that addresses the requirements.

Answer 1:

Due to the need to respond to received questions the closing date has been extended to April 5, 2012 at 2:00 pm.

Question 2:

General Information; Summary (Part 1, Section 2): It is our understanding that the purpose of this Request for Supply Arrangement is to potentially designate our company as a qualified supplier to conduct executive searches for "Identified Users" in order to fill Governor in Council positions.

Answer 2:

Yes, this Request for Supply Arrangement is to qualify potential suppliers to conduct executive searches on behalf of "Identified Users", in order to fill Governor in Council positions.

Question 3:

If we already do business with companies/entities listed as an Identified User (including for GiC positions), do we need to be qualified under this RFSA in order to continue doing business with them?

Answer 3:

Yes.

Question 4:

If we already have contracts in place with any Identified Users and those contracts conflict with the provisions of the Statement of Work or any resulting contract under this RFSA, which agreement will govern our services in the future?

Answer 4:

For contracts that are currently in place the terms and conditions of those contracts will apply. For any resulting contract under this RFSA, the terms and conditions under this RFSA will apply.

Question 5:

Supplier Instructions (Part 2, Section 1): The first paragraph references the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. Are the terms of these clauses and conditions negotiable or amendable (for example may we revise SACC manual Clause S1010T to reflect a statement that we can certify as true)?

Answer 5:

As per the RFSA in PART 2 -SUPPLIER INSTRUCTIONS:

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

Question 6:

Supplier Instructions (Part 2, Section 1): The second paragraph states that Suppliers who submit an arrangement agree to accept the clauses and conditions of the Supply Arrangement and resulting contracts (e.g. 2T-HIGH1 Template, General Conditions). Because the circumstances of every search assignment differ on a case by case basis, will the business terms of any resulting contracts be negotiable and amendable before an executive search agreement is finalized?

Answer 6:

See answer 5 above.

Question 7:

Enquiries-Request for Supply Arrangements (Part 2, Section 3): Given the upcoming deadline of submission for this RFSA and the extensive review needed in order to determine our ability to comply with these terms, are we able to request an extension for submitting additional enquiries in the event we have additional questions or need clarifications of a response?

Answer 7:

See answer 1 above.

Question 8:

Security Requirement (Part 4, Section 3 and Part 6, Section 2): Part 4 states that the Supplier must hold a valid organization security clearance as indicated in Part 6A (Designated Organization Screening). Because certain assignments may require different levels of security access, are we required to obtain this based on the terms of a specific future engagement with an Identified User, or do we need to obtain DOS before the submission or issuance of this current Supply Arrangement?

Answer 8:

In regards to future Supply Arrangements "Identified Users" could require a higher level of security than what is specified in Part 6, article 2 - Security Requirement. As such under PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES, article 2 - Security Requirement, insert the following:

Note:

There is a generic Security Requirements Check List (SRCL) attached to this Supply Arrangement (SA) (see Annex D), which PWGSC anticipates will satisfy most security requirements associated with individual bid solicitations. This generic SRCL may not meet the needs of some "Identified Users" for some requirements, in such cases, the bid solicitation will include a unique SRCL that will apply to the resulting contract.

The decision to upgrade to a security level that could meet all potential security requirements under this RSFA, is left up to the qualified suppliers.

Question 9:

Certifications Precedent to Issuance of a Supply Arrangement (Part 5, Section 1.1.3a): How should we demonstrate to you that we are not subject to the FCP, having a workforce of less than 100 full or part-time permanent employees having worked 12 weeks or more in Canada? Is a signed letter certifying that we fall under this exception enough?

Answer 9:

As per the RFSA in PART 5 - CERTIFICATIONS simply checking the bracket area is sufficient. As per above, a letter certifying a company falls under this exception will also be acceptable.

Question 10:

Former Public Servant Certification (Part 5, Section 1.2): Is this section applicable if we are an incorporated entity where no one individual has a controlling or major interest in the entity?

Answer 10:

If as per PART 5 - CERTIFICATIONS article 1.2 d) if the affected individual does not have a controlling or major interest in the entity, then this section would not apply.

Question 11:

Annex A: Statement of Work: Can we make revisions to the terms of the Statement of Work or reserve the right to negotiate these terms at a later date (i.e. there may be certain terms that we are unable to comply with as written)? If so, do you have a preferred method or format for such changes and comments?

Answer 11:

As per the RFSA in PART 2 -SUPPLIER INSTRUCTIONS:

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

Note: If a supplier has a question/enquiry/or would like clarification on items in the Statement of Work, the time to do so is during the posting period of this RFSA.

Question 12:

Annex B: Non-Disclosure Agreement: Can we make revisions to this Non-Disclosure Agreement now or in the future before it is finalized (we would like to amend for clarification purposes). If so, do you have a preferred method or format for such changes and comments?

Answer 12:

See answer 5 above.

Question 13:

How many firms is PWGSC intending to qualify in this bid solicitation?

Answer 13:

All Suppliers who qualify will be included.

Question 14:

5.2 – 7. On-going Opportunity for Qualification

When will the permanent Notice be posted on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified?

Answer 14:

The permanent Notice will be posted on GETS after the completion of the award process e.g. at this time its expected to be on or before June 1, 2012.

Question 15:

5.2 – 7. On-going Opportunity for Qualification

Solicitation No. - N° de l'invitation

E60ZL-110001/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

110z1

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

E60ZL-110001

File No. - N° du dossier

110z1E60ZL-110001

CCC No./N° CCC - FMS No/ N° VME

Does PWGSC plan to put a limit on the number of additional firms that it would qualify beyond those who will be successful in this bid solicitation?

Answer 15:

All responsive arrangements will be recommended for issuance of a Supply Arrangement.

Question 16:

5.2 – 7. On-going Opportunity for Qualification

What and where is the Government Electronic Tendering Service (GETS), and how is it different from MERX?

Answer 16:

The Government Electronic Tendering Service (GETS) is MERX.

All other terms and conditions remain the same.