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Gatineau

Quebec

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 with this document

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/D	Date 2013-05-23
Client Reference No. - N° de référence du client E60ZT-120001	Amendment No. - N° modif. 004
File No. - N° de dossier 009zt.E60ZT-120001	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZT-009-25977	
Date of Original Request for Supply Arrangement 2013-04-18 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-21	
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
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does change the security requirements of the solicitation. Cette révision change 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		

Amendment 4

Reason for Amendment

1. To reiterate the Important Notice about MERX
2. Bidder's conference Reminder.
3. Link to Webinar for Data Collection Component for ProServices
4. To add in the French RFSA at Annex A, under Stream, category 10.11 Communications Consultant Description
5. To respond to additional questions from suppliers:
 - Solicitation: Questions 67 to 90
 - DCC: Questions 91 to 101

1. Important Notice

IMPORTANT NOTICE TO SUPPLIERS

Government of Canada is moving its Government Electronic Tendering Service from MERX to Buyandsell.gc.ca/tenders on June 1, 2013

Starting June 1, 2013, federal government tenders (tender notices and bid solicitation documents) will be published and available free of charge on a Government of Canada Web site on Buyandsell.gc.ca/tenders.

The Government Electronic Tendering Service on Buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

Get more details in the Frequently Asked Questions section of Buyandsell.gc.ca/tenders. After June 1, 2013, all tenders and related documents and amendments will be on **Buyandsell.gc.ca/tenders**.

On June 1, 2013, suppliers must go to Buyandsell.gc.ca/tenders to check for amendments to any tender opportunities that they have been following on MERX prior to June 1.

Bookmark Buyandsell.gc.ca/tenders now to be ready for June 1!

2. Bidder's Conference Reminder

A Bidder's conference will be on May 30, 2013, at 9:00 am OR 11:00 am in English, and 1:30 pm in French. The session will be approximately one hour in duration. It will be held at Place du portage, Phase 4, Outououais Room.

An overview of what ProServices is will be reviewed during the conference and questions will be answered. Webex demos on the use of the CPSS Supplier Module - Data Collection Component will be available at that time, but will not form part of the conference.

Bidders are requested to communicate with the Supply Arrangement (SA) Authority in writing at **RCNSpenligne.NCRPSOnline@tpsgc-pwgsc.gc.ca** before the conference to confirm attendance, for

one of the 3 scheduled times. Bidders should provide, in writing, to the SA Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

3. Link to WebEx for Data Collection Component – Supplier Easy Steps

Here are the links for suppliers to see how to complete the Data Collection Component of the CPSS Supplier Module, Data Collection Component: Click the link below or copy and paste in your browser to play:

- a) Supplier Easy Steps - for Data Collection Component for new suppliers and existing TBIPS and TSPS Suppliers wishing to offer new streams and categories:

<https://gts-ee.webex.com/gts-ee/lsr.php?AT=pb&SP=EC&rID=18600937&rKey=3a64237839613a5c>

- b) Supplier Easy Steps - for DCC for Grandfathering for existing TBIPS and TSPS Suppliers.

<https://gts-ee.webex.com/gts-ee/lsr.php?AT=pb&SP=EC&rID=18600202&rKey=c9c4c837f40fadd5>

4. Added in French RFSA, category 10.11 Communications Consultant description.

5. Additional Solicitation Questions and Answers

- Q67.** RE: Q&A 16 - Could you please indicate what information is to be provided in the DCC if a bidder has already been sponsored for security clearance, but has not yet received their clearance? There seems to be no place to enter "in progress" or "already sponsored" under either the "Security" page or the "Security Sponsorship" page. I have requested sponsorship as part of responding to another RFP, do I need to reapply with ProServices
- A67.** If a Supplier has requested sponsorship, he would reply "No" providing the request for sponsorship has been done through TBIPS, TSPS or ProServices.
- Q68.** RE: Q&A 34 - Given the rationale provided in Q34, is it acceptable to enter "Not Available" for Contract Number when no such number exists?
- A68.** If possible, we would still suggest a number that can be referred to in the reference verification email being sent for substantiation for a project.
- Q69.** Does not the restriction of experience to the last five years discriminate on the basis of age? Does the duty to accommodate on the basis of age not apply? Useful experience that would help the client in meeting their objectives should be valid whenever it is obtained. We request that the 5 years be changed to 15 years. Why are relevant projects limited to the last five years? This penalizes consultants who may have a wealth of experience but 6 or more years in the past.

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- A69.** The requirement of demonstrated experience is limited to the bidder (organization) with the objective of assuring our Clients that the pre-qualified Suppliers in ProServices (once included in the Centralized Professional Services System ePortal) are in the market of selling/delivering these services. The experience requirement for an individual proposed for a category is not limited to five years and can extend over the individual's career.
- Q70.** There was a question that suppliers can only use the last 5 year's worth of projects and that it discriminated against the older worker. I don't necessarily agree with that statement, however, it certainly discriminates against any company that has not had consistent, full-time, contracts in the last 5 years. Given that 5 years appears to be wholly arbitrary and does not serve any purpose of which I can conceive, would you please confirm that there is no such limit.
- A70.** Please see answer 69 above.
- Q71.** Please explain and clarify how the new *ProServices* solicitation would be used by buyers using the CPSS System vs TSPS and TSSB Standing Offers/Supply Arrangements.
- A71.** *ProServices* will be used for SA requirements below the NAFTA threshold (currently \$78,500). Clients will use TSPS and TSSB for larger requirements.
- Q72.** In amendment number 2, posted on May 1, I am concerned about the response to Q18 regarding reference checks. My concern is that a supplier could be deemed non-responsive for reasons entirely beyond his control. Consider the following scenarios:
- both of my reference's e-mail addresses have changed without my knowledge;
 - both of my references fail (through negligence, absent-mindedness, or some other reason) to respond to your reference check.
- In these cases I am deemed non-responsive even though I have done everything I could to respond to the solicitation. Surely you do not want this to happen. In order to be fair to suppliers, shouldn't you have a policy that suppliers will be informed if their references are non-responsive and given a time-limited opportunity to correct the situation? If you don't do this you may end up leaving a lot of good suppliers off the Standing Offer list.
- A72.** The responsibility remains the suppliers to provide current reference information (emails) for their submitted category.
- Q73.** This question is in reference to the ProServices solicitation number: E60ZT-120001/D. Is it the intention of PWGSC to continue to offer, in future *ProServices* refreshes, the option of grandfathering current pre-qualified TBIPS suppliers? Given that we are waiting for a response to our recent TBIPS application, we are considering deferring until a future ProServices refresh so that we may use the grandfathering option. This grandfathering option greatly simplifies the *ProServices* application process.
- A73.** Yes, the *ProServices* refreshes will include additional grandfathering of TBIPS and/or TSPS suppliers. You will still need to complete the grandfathering certification in the refresh and identify the streams and categories you have substantiated in TBIPS and/or TSPS.

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- Q74.** Are we correct to assume that we do not have to provide comprehensive project summaries under the above-stated Supply Arrangement as with the RFSA/SO or Solutions-Based SA? We would like to confirm our understanding that substantiation only requires an on-line submission through CPSS, and not a hard copy of the project descriptions. Furthermore, beside the 5-year limit on project dates and relevance to each stream/category, are there any other criteria that are required? For example, 20 days of effort, \$20,000 minimum value, etc.
- A74.** As per Answer 46 in Amendment 3, as existing TBIPS and/or TSPS suppliers you may grandfather the streams and categories you currently have as substantiated and unsubstantiated by identifying both substantiated and unsubstantiated categories that have been awarded by TBIPS and/or TSPS as currently substantiated in the ProServices solicitation. No further substantiation is required. However if you are offering new streams and categories, you must identify these new streams as "Newly Offered" and the new categories as "Newly Substantiated" and enter all the substantiation information for each new category (i.e./ the Reference information) through the CPSS Supplier Module, Data Collection Component. No hard copy of the projects is required. Other than the 5 year limit for projects and 1 project for each category, there is no level of effort nor dollar value required for the projects. We are not grandfathering Solutions Based pre-qualified Suppliers.
- Q75.** We are currently PSONline suppliers and are unclear as to filling out the DCC. In terms of Streams and Categories offered, can we answer "currently offered" or substantiated.
- A75.** Current PSONline suppliers can not be grandfathered into ProServices. To respond to ProServices, you must enrol in CPSS Supplier Module, and enter your information in the Data Collection Component. Under the Streams you wish to offer for you would select "Newly Offered" and then under Categories you would select "Newly Substantiated" and provide the substantiation information (i.e. reference information).
- Q76.** Would it not be possible to hold the bidder's conference before the TSPS closing date so that we can see the DCC demo, as TPS also requires inputting into that system.
- A76.** The Bidder's conference is for *ProServices*. An overview of what ProServices is will be reviewed during the conference and questions will be answered. Webex demos on the use of the CPSS Supplier Module - Data Collection Component will be available at that time, but will not form part of the conference.
- Q77.** After completing the online questionnaire for ProServices is there a further requirement to complete a proposal in hard copy and send it in as well? If so is a complete proposal required or only the certification docs?
- A77.** To respond to the *ProServices* solicitation, a supplier must order from www.merx.com solicitation number E60ZT-12000/D. Full instructions are within this solicitation. In Part 3, Arrangement Preparation Instructions, paragraph 1.1 Section 1 states what is required to be submitted by hard copy to Bid Receiving Unit. Section II states that a supplier must submit the online response template ~~is to be submitted~~ electronically through the CPSS Supplier Module, Data Collection Component (DCC).

Further down the page are the instructions on how to complete the DCC. The Certifications must be submitted as well.
- Q78.** Regarding substantiation, is there a minimum dollar amount for the project references required for substantiation?

- A78.** For ProServices, there is no dollar value or level of effort for the projects being offered, only reference information is required to substantiate the categories being requested.
- Q79.** Would you consider an incorporated company as a single entity when it operates through the use of Associates, not employees? In the past, with supply arrangements, PWGSC has insisted such an arrangement be considered as a "Joint Venture" with all the difficulties this causes for each Associate. ProServices is designed for small business yet the smaller companies, if incorporated, are not recognized. In our last supply arrangement, PWGSC insisted we be treated as a joint venture and each of the Associates had to have a facility clearance that took/takes months to do.
- A79.** A company has employees, not associates. Therefore this would be a joint venture.
- Q80.** On Page 14, 3. (a) quote "the Supplier must hold a valid organization security clearance as indicated in Part 6A Supply Arrangement" and page 23 notes the requirement for a Designated Organization Screening at the minimum. For Pro Services, would PWGSC remove the requirement for these clearances for small business and simply substitute an absolute prohibition on taking any classified information from a client's offices.
- Rationale Currently, many RFPs are inconsistent where it states that a facility clearance is required by a contractor (often Secret) and the next paragraph of the RFP says the contractor is forbidden to remove classified documents from the premises of the client department. In which case, why does the contractor need a facility clearance at all when protected documents are not going to be removed?
- As regards a Secret facility clearance, the requirements for this are so onerous on people that have home offices that they find it is impossible to get or, alternatively, it could cost some \$10,000 in major (and ugly) house changes that are not acceptable to the rest of the family. As soon as this (Secret) shows as a requirement, most small business stops reading because they cannot bid.
- By taking an organization security clearance requirement out of the ProServices RFP you save some 200 or more small businesses from having to go to all the time and trouble of obtaining this clearance, and CISD is saved enormous time and effort going to small business where it is often a home office.
- A80.** As part of the Professional Services National Procurement Strategy all methods of supply being harmonized require as a minimum a Designated Organization Screening. PWGSC will not remove the requirement for a valid Designated Organization Screening, which is the minimum security level required.
- Q81.** The business I represent is a sole-proprietorship; however, I have a number of associate consultants who have signed MOUs with me and whom I include on my roster of available human capital. Can I use/include the experience and education of these associate consultants when scoring as junior, intermediate or senior levels under the streams and categories for which my business would like to offer services? Can we select more than one category knowing there are numerous individuals some of whom meet different levels of experience, credentials, and education? In other words, is it possible to check off multiple levels of available experience for each category, e.g. junior and senior?
- A81.** The *ProServices* solicitation is to qualify firms, and no resumes are required for consultants. The grids that are used to demonstrate experience and education of your associate consultants are used typically during the RFP stage by client departments.
- Q82.** I don't understand what is going on with the conversion from PS Online to ProServices regarding my status. I am a writer/editor so I think I am classified under the Communications Strategy category, which was posted on MERX. I understand that categories haven't been finalized for Communications

service providers. So do I need to pre-qualify? I already have a PBN and have been registered with PS Online. Please let me know what I am supposed to do. I want to be listed as a supplier on Professional Services Online.

- A82.** *ProServices* is a new method of supply, based on categories from TBIPS and TSPS. As a PSOnline supplier you will not be grandfathered. To respond to *ProServices*, you need to order the solicitation from MERX (www.merx.com), number E60ZT-120001/D, and follow the instructions in the solicitation. Under Stream 10, Project Management Services, there is a technical writer at 10.10, and a Communications Consultant at 10.11. These categories come from TSPS. A full description of what these categories are comprised of is found in Annex A, Requirements for Services attached to the Request for Supply Arrangement solicitation. If these categories do not meet your requirements, you need to talk to the TSPS team at: SPTS.TSPS@tpsgc-pwgsc.gc.ca. *ProServices* does not create categories.
- Q83.** I am in the processing of responding to the *ProServices* Solicitation. Is TBIPS being replaced by *ProServices* or are they two separate tools and do I have to qualify for both.
- A83.** *ProServices* will be for requirements below the NAFTA threshold (currently \$78,500K) and is not replacing TBIPS, however, all the streams and categories within *ProServices* come directly from TBIPS and TSPS methods of supply. TBIPS is still a valid method of supply for larger requirements. If you are already a pre-qualified supplier under TBIPS you may be grandfathered into *ProServices*. However, if you are not a pre-qualified TBIPS supplier, and wish to respond to *ProServices*, you must complete the technical component on the DCC, and submit your hard copy response, for *ProServices*.
- Q84.** I made my submission for *ProServices* including the hard copy documents required. Then I realized, I omitted the Code of Conduct form which I cannot seem to find to download or print. Can you help me out on this.
- A84.** There is no form for Code of Conduct. Please review Part 5 Certifications, under paragraph 5 for additional information on the Code of Conduct (Code of Conduct and Certifications clause of section 01 of the Standard Instructions 2008 (2012-11-19)). Also, as per Part 3 Arrangement Preparation Instructions, the bidder must provide for code of conduct
- if incorporated, a complete list of names of all individuals who are currently directors of the Supplier;
 - if a sole proprietorship, the name of the owner.
- You will need to submit this with the hard copy of your bid to Bid Receiving Unit, as indicated on page 1 of the Solicitation, by the time and date of bid closing, The Code of Conduct is also a Certification in the Data Collection Component which must be completed.
- Q85.** What exactly is a code of conduct? Are we required to write an official one?
- A85.** See answer 84 above which references Code of Conduct and provides further information.
- Q86.** I have enrolled with CPSS, completed most of the Data Collection Component and downloaded the Solicitation documents from MERX. I have a few questions requiring your guidance:
- a) I have been a leadership coach for over 10 years. I know this is likely included in the Leadership Development Consultant Category but I did not see the specifics for executive coaching (skills in PSOnline). It is not as clear for *ProServices*. Am I missing a link?

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- b) My specific offer is for executive coaching (individual and teams). For PSONline I had to give a few examples of my work (one pagers or so). Where do I provide this for ProServices? I had hundreds of executive coaching projects over the past 10 years yet you seem to be asking for only one project for the category and for one reference. Do I need to demonstrate that I have significant experience in my work in my proposal or will this be required of me when potential client ask for my services? At the consultation meeting I recall that Suppliers had to demonstrate they had projects above a certain \$ value over the past 5 years. If so, how and where do I demonstrate this in the documentation?
- c) I have a 'Secret' Security level valid until June 2015 for myself but nothing for my Company. I will need to be sponsored and I understand PWGSC can assist us in this regard. Can you confirm that this is the case? If so, what do I need to do?
- d) How do I complete the Data Collection Component regarding Security?
- e) Do I need to provide a copy of my educational and professional diplomas and certificates?
- f) In the Supplier Easy Steps there is a bullet for 'Financial Rates for Standing Offer'. Is this to be filled in now or later when my offer is preapproved?
- g) I did not see any reference to Financial Certification and Insurance Requirement in the Solicitation. Is it because these items are not part of this Solicitation (mandatory criteria)
- A86.** a) There are new streams and categories for *ProServices*, which are migrated from Task and Solutions Professional Services (TSPS) (non-it) and Task Based Informatics Professional Services (TBIPS) (IT) standing offers and supply arrangements. Therefore the current categories on PSONline will no longer be available for suppliers once it is sunset. The list of streams and categories are provided in Annex A of the solicitation. Under Stream 9, 9.3 Business Consulting, coaching is referenced and goes on to state that the required services may include, but are not limited to the following mentioned points. *ProServices* does not create categories and descriptions, this comes from the main method of supply, i.e. the TSPS group. If you wish to question them on enhancing the descriptions of the categories or to add additional categories, you must contact them at: spts.tsps@tpsgc-pwgsc.gc.ca to discuss this.
- b) As per Attachment B, Technical Evaluation, M.2 states that for each Category an arrangement is offered, a Bidder must provide contact information to substantiate on one project per category that closely matches the services outlined for that Category as described in Annex A. The project must have been previously provided to a Client within the last five years immediately prior to the date of closing of this bid solicitation. There are no minimum number of Categories required per stream. This information is to be provided in the CPSS Supplier Module - Data Collection Component (DCC). There is no dollar value nor level of effort required for the projects.
- c) As per the solicitation the supplier must have as a minimum a Designated Organization Screening for the firm. Suppliers may request sponsorship by sending an email to: RCNSpenligne.NCRPSONline@tpsgc-pwgsc.gc.ca, requesting sponsorship.
- d) To complete the DCC for security, if you have already requested sponsorship, you would respond No, but if not you would respond Yes and complete the sections. There is also a Security Certification which needs to be completed in the DCC.

- e) We are qualifying suppliers, not resources, so no resumes, diplomas, certificates are required at this stage. That will be required at the RFP stage by client departments.
- f) ProServices is a Supply Arrangement and no rates are required.
- g) These are not required for ProServices supply arrangement responses.

Q87. What are reference letters - please clarify what these are?

A88. Written reference letter(s) can be used to complete the project information in the Data Collection Component. You must input the requirement information in DCC. The letter information must include the category, a title, contract/project reference #, and an email address to substantiate the letter. This letter must be provided with the paper copy of the bid submitted to Bid Receiving Unit (BRU) at bid closing date and time.

Q88. What is the date when Departments will be able to use ProServices.

A88. As stated in Answer 47, of Amendment 3, *ProServices* will not be available to be used until January 6, 2014.

Q89. Requesting further clarification for your response to Q&A #36 please. "A36 stated that. only currently pre-qualified suppliers under TBIPS and/or TSPS will be grandfathered into ProServices. You would have 2 options for additional streams/categories. First option would be to submit under ProServices as newly offered, or second option would be to wait for the next refresh for grandfathering for your additional streams/categories under TBIPS and/or TSPS."

However, it did not address "we are qualified under TSPS Solutions Based SA under the Business Consulting/Change Management stream and Project Management Services stream. With this in mind does this mean that we are pre-qualified for all categories under the Non-IT Streams 9 and 10 for ProServices?" Would you please confirm, specifically, that as an existing TSPS Solutions provider that we are grandfathered under ALL categories under the streams for which we are currently a qualified SA holder?

A89. A pre-qualified supplier under TBIPS and/or TSPS (task only) is grandfathered from before both recompetitions, and can verify all Currently Substantiated and Currently Unsubstantiated categories from their previous TBIPS and/or TSPS SOs and SAs. No grandfathering of the TSPS Solutions suppliers will occur. Cyber Protection is not currently being grandfathered to ProServices. Any categories not Currently Substantiated or Currently Unsubstantiated would fall under the option in paragraph 1 of your question above.

Q90. I will be responding to the ProServices Supply Arrangement RFP as a sole proprietor but also intend to be part of the bid of a small consulting firm with which I'm associated. According to the ProServices solicitation document (Solicitation #E60ZT-120001/D), a person can submit a bid alone and can submit a second bid as a joint venture with another person or firm. This is a somewhat different situation, though, in that a number of us who have been associated with this small consulting firm want to go in with the firm on the bid as associates. Does the firm, in submitting it's bid, have to provide information on us as associates? More specifically, does it have to provide our names and contact information and does it also have to use examples of projects we've done in qualifying for various streams and categories? If no information is required on associates, how will the government know that we associates have the qualifications for a particular category in which we might end up working?

A90. See answer to 79. As mentioned, a supplier can submit only 2 bids from the same legal entity. We are qualifying suppliers, not resources, and as such the supplier has to become qualified in the proposed streams and categories he is applying for by submitting one project for each category, with reference

substantiation. As well each of the 2 bids must have a Designated Organization Screening for their company. The supplier is ultimately responsible for the arrangement. It would be at the RFP stage, that resources' names, resumes, degrees, certifications, would be provided.

DCC questions and answers:

Q91. I have entered all of the required information into CPSS and set the status of each section to "Completed". I have not clicked the "Submit Response" button yet because I have seen references to Attachment E, which I apparently must print, sign and submit to the Bid Receiving Unit in order for my ProServices bid to be accepted. The original bid PDF document that I originally received and the two subsequent amendments do not include an "Attachment E". I have looked at the response home page and other pages for a link to download Attachment E, but I cannot see such a link.

I am wondering whether a link to Attachment E will appear on the website when I click the "Submit Response" button. I also do not know where to send the printed, signed documents as I do not have an address for the Bid Receiving Unit. Perhaps this information is included in Attachment E? Clarification of this matter will be greatly appreciated. Can I submit by fax? What does it mean at the bottom of Attachment E submit this certification with hard copy of your bid?

A91. Attachment E is at page 44 of 92 in the original Request for Supply Arrangement solicitation E60ZT-120001/D that was posted on Merx.

Also the address to submit your documents to Bid Receiving Unit is on page 1, upper left, of the above referenced Request for Supply Arrangement solicitation document and is as follows:

PWGSC, Bid Receiving Unit,
11 Laurier St,
Place du Portage Phase III, Core 0A1,
Gatineau, Quebec K1A 0S5

Transmission of arrangements by facsimile will not be accepted.

As stated in Part 3 Arrangement Preparation Instructions, under Section 1, there are several documents to be submitted in hard copy to Bid Receiving Unit:

- the Bidder signed front page (Attachment E)
- proof of one year in business from date of bid closing, i.e. certificate of ownership or business registration or tax returns
- code of conduct:
 - if incorporated, a complete list of names of all individuals who are currently directors of the Supplier;
 - if a sole proprietorship, the name of the owner, and
- aboriginal certifications, if applicable.

Q92. Can you please advise where I can find the link to complete our info in the CPSS?
- Once enrolled, suppliers can complete their information in the CPSS Supplier Module Data Collection Component.

A92. The following is the link to CPSS:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>

Once a supplier has enrolled, please go to Supplier Easy Steps - For Data Collection Component under Important Notices for easy instructions:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/espfccd-sesdcc-eng.html>

- Q93.** I've tentatively filled in the substantiation sections for the streams that we'd like to offer our services under. However, I was unable to find the link or boxes where we should provide the second reference's contact information/details. How do you provide/input a second reference for substantiation of streams selected in the DCC? Do you simply add the information of the second reference in the available boxes in sequence using a semicolon?
- A93.** The only information required for the second reference is Email 2 on the substantiation page of the DCC. The second reference is actually a back up reference used for the same client.
- Q94.** Reference M.1 Supplier information: What does page reference # refer to? What is required here?
- A95.** Page reference # refers to the actual number of the page in your hard copy submission.
- Q96.** Reference M2: I am applying for two categories in stream 10 (technical writer and communications consultant). For substantiation, I understand from the webinar that the same project can be listed for each of the two categories. In my case, one project could serve for both categories, but is it preferable to have two different references – in my case, one for a government agency project and one for a non-government institution?
- A96.** One project may be used for two categories, and one reference must be provided for each category. It can be the same reference or a different one, as long as they can substantiate the project for the categories.
- Q97.** Reference M3. regarding references substantiation: Is it correct that two references are needed for each category, and for each of these references, two email addresses are needed? Is it correct that a written letter of reference from each of the references (two for each category) must be attached to the bid?
- A97.** One reference is needed for each category. A second email address (indicated in the DCC by the field titled: Email 2) can be provided to act as a backup to the initial reference. If you have a written reference letter, you can submit it with your hard copy, however, the information must be input in the Data Collection Component as well.
- Q98.** a) Can you confirm that my DCC online information is complete, or do I need to do anything else. In particular, if I have to add something to Services Offering for Supply Arrangement I will need help please.
- b) Also the amounts of my 1997 cashout and rate applicable seems to be hidden when I doublecheck the WFA certification. I filled it in twice. I entered information in all the fields within the Workforce Reduction Program certification and clicked 'Save'. Why do the 'Amount of lump sum payment' and 'Rate of pay on which the lump sum payment is based' fields appear blank when I return to that page? Has the information in those two fields been saved?
- A98.** a) We can not confirm that your online information is complete. If you wish to add something and have DCC questions please send an email to the CPSS inbox at:

SSPC.CPSS@tpsgc-pwgsc.gc.ca. Once you submit your completed response a "Submission Receipt" Page will be displayed for your records, and an e-mail confirming receipt of your submission will also be sent to you. Please note that only the Main Contact can submit a bid.

- b) The information input by the bidders in those two data fields is being captured and saved to the database, however it is not being redisplayed on the screen when it is reloaded
- Q99.** Do I have to send in Attachment E to the BRU by mail and only indicate in a cover letter that I am a PS Online grandfathered supplier who has completed the DCC information in CPSS as directed?
- A99.** A PSOnline supplier can not be grandfathered into ProServices. You must download the solicitation from MERX at www.merx.com, #E60ZT-120001/D, read through the documentation, enrol in the CPSS Supplier Module, and input your technical requirements and certifications into the Data Collection Component. As per page 12 of the Solicitation, under Part 3 Arrangement Preparation Instructions, there is a list under Section 1 of what is required to be submitted by hard copy to Bid Receiving Unit.
- Q100.** Any other information you believe I have missed and you need in either electronic or hard copy?
- A100.** Please review the solicitation and go through the Data Collection Component to ensure you have entered all information in DCC. As well as per A99 above, it advises you what is required to be submitted by hard copy.
- Q101.** Project summary descriptions - are these needed?
- A101.** Project summary descriptions are not needed for the ProServices solicitation. In the Data Collection Component, Category Substantiation, under "Categories Summaries", in the field "Project Summary Number" insert the title of the project that closely matches the services outlined for that category.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.