

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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

Temporary help services in Ontario Region (excluding the NCA) for period from 1 June 2012 (or award whichever is later) to 31 May 2013 with an offer to extend for an additional one (1) year to 31 May 2014.

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Temporary Help in Ontario Region		
Solicitation No. - N° de l'invitation E6TOR-11RM01/A		Date 2012-11-15
Client Reference No. - N° de référence du client E6TOR-11RM01		Amendment No. - N° modif. 002
File No. - N° de dossier TOR-0-32502 (302)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-011-5908		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2012-04-27
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-19		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Berends, Robert		Buyer Id - Id de l'acheteur tor011
Telephone No. - N° de téléphone (905) 615-2465 ()	FAX No. - N° de FAX (905) 615-2060	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Federal Government Departments and Agencies in Ontario Region (excluding the National Capital Area)		
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		

Temporary Help Regional Master Standing Offers in Ontario (excluding the National Capital Area)
in British Columbia and Yukon Territories
in Alberta, Saskatchewan, Manitoba, Northwest Territories and Nunavut
in Newfoundland and Labrador; Halifax
in New Brunswick and Prince Edward Island

1. REMINDER OF SITE OUTAGE

This revision is to remind **Current Offerors that the temp help system will be down from 12:00 a.m. Atlantic Standard Time to 30 November 2012 to upload changes.** You are not obliged to change any information but whatever contacts /addresses / rate information placed at <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/fournisseurs-supplier/entrer-login-eng.cfm> by 18 November 2012 will be incorporated into the new catalogue for 1 December 2012 to 16 May 2013.

Similarly each Refresh will require the shutdown of the website identified above from 1200 a.m. Atlantic on day of closing to the end of the month in order to upload changes.

NEW OFFERORS FOR ALL AREAS must submit by one of the following BID CLOSINGS to the respective offices by

YEAR 1	YEAR 1	EXTENSION YEAR 2	EXTENSION YEAR 2
1st Closing	2nd Closing	3rd Closing	4th Closing
For period from	For period from	For period from	For period from
<u>1 June 2012 to expiry</u>	<u>1 Dec 2012 to expiry</u>	<u>1 June 2013 to expiry</u>	<u>1 Dec 2013 to expiry</u>
2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.
Local	Local	Local	Local
Friday, May 18, 2012	Monday, Nov. 19, 2012	Friday, May 17, 2013	Monday, Nov. 18, 2013

To reiterate Annex "A" , **7. Offeror Obligations:**

7.2 Update/Super User to update outdated information: The Offeror assumes responsibility for input of data to the site. Offerors issued Standing Offers are provided with usernames and passwords for each Area₁ for which they have qualified. These usernames and passwords are to access the internet catalogue at <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/sat-ths/>

Changes to an Offeror's data can only be made by the Offeror's designated "Update/Super User" (see above) on the site. If no modification is made by the Offeror, the current listed rates will be evaluated against the new or altered rates of competing Offerors to form the new catalogue. The rates offered by the Offeror are the rates populating the catalogue and the call-ups. The e-mail addresses listed by the Offeror are the addresses that are sent *.pdf orders generated by the system. The Offeror must identify their own bill rates and contacts to whom orders are to be E-mailed.

2. CHANGE OF PERSONNEL:

Under Temporary Help Standing Offer Administrative Authorities.

DELETE:	INSERT:
PWGSC WESTERN REGION Saskatoon Acquisitions #910, 410 - 22nd Street East, Saskatoon, SK S7K 5T6 Contact: Wayne Mack 306-975-4004 wayne.mack@pwgsc-tpsgc.gc.ca	PWGSC WESTERN REGION Calgary Acquisitions 1650, 635 - 8th Avenue, SW Calgary AB T2P 3M3 Contact: Margaret Twomey 403-292-4450

	Margaret.twomey@pwgsc-tpsgc.gc.ca
PWGSC WESTERN REGION Winnipeg Acquisitions Ste. 100- 167 Lombard Ave.P.O. Box 1408 Winnipeg, MB R3C 2Z1 Contact: Jordanna Hamp 204-983-4460 jordanna.hamp@pwgsc-tpsgc.gc.ca	PWGSC WESTERN REGION Winnipeg Acquisitions Ste. 100- 167 Lombard Ave.P.O. Box 1408 Winnipeg, MB R3C 2Z1 Contact: Monique Beaudette 204-983-6676 Monique.beaudette@pwgsc-tpsgc.gc.ca
PWGSC ONTARIO REGION Mississauga Acquisitions 33 City Centre Dr., #480C, Mississauga, ON L5B 2N5 Contact: Janet Tsuji 905-615-2078 ont.ths-sat@pwgsc-tpsgc.gc.ca	PWGSC ONTARIO REGION Mississauga Acquisitions 33 City Centre Dr., #480C, Mississauga, ON L5B 2N5 Contact: Robert Berends 905-615-2465 ont.ths-sat@pwgsc-tpsgc.gc.ca

For all questions concerning the temporary help site

<http://ont-sat-ths.tpsgc-pwgsc.gc.ca/fournisseurs-supplier/entrer-login-eng.cfm>

DELETE: Janet Tsuji 905-615-2078 and fax 905-615-2060

INSERT: Ketty Amador 905-615-2033 and fax 905-615-2023

3. CHANGE OF STANDARD INSTRUCTIONS AND GENERAL CONDITIONS:

There is a new Certification Precedent to Issuance of a Standing Offer that requires the submission of your list of Directors and may include Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay.

On July 11, 2012, the Minister of Public Works and Government Services Canada (PWGSC) announced additional measures, effective immediately, to strengthen the integrity of the procurement process at PWGSC. See the news release at news.gc.ca entitled *Harper Government Takes Action to Crack Down on Corruption*. Moving forward, the strengthening accountability in procurement measures will apply to all PWGSC solicitations and contracts.

Please be advised that since the new measures came in effect, PWGSC is proceeding with additional verifications regarding the integrity of its suppliers.

As the integrity of the procurement process is in the best interests of all, the buyer as well as all of the sellers, we are counting on your collaboration. By taking these steps, you will also be contributing to the transparency and accountability of procurements made on behalf of all Canadian citizens.

If you refuse, please return to the attention of the Standing Offer Authority, a written confirmation of such refusal to comply with the new integrity measures and include the reason for the refusal.

If you agree, please return to the attention of the Standing Offer Authority, a complete list of directors before the due date and time as stipulated by the Standing Offer Authority in order not to delay the issuance of Standing Offers.

DELETE: 2006 (2012-03-02) Standard Instructions- Request for Standing Offers - Goods or Services - Competitive Requirements

INSERT: 2006 (2012-07-11) Standard Instructions- Request for Standing Offers - Goods or Services - Competitive Requirements

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

At PART 5 - CERTIFICATIONS:

INSERT:

1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

- 1.1** Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

DELETE: 2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services

INSERT: 2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

DELETE: 2010B (2012-03-02) General Conditions - Professional Services (Medium Complexity)

INSERT: 2010B (2012-07-16) General Conditions - Professional Services (Medium Complexity)

Canada may verify the information provided, including the information relating to the following acts or convictions, through independent research, use of any government resources or by contacting third parties:

1) neither the offeror nor any of the offeror's parent companies, subsidiaries or affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer or Call-ups if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

2) except for those offences where a criminal pardon or a record suspension has been obtained, capacities restored by the Governor in Council, or leniency granted, neither the offeror nor any of the offeror's parent companies, subsidiaries or affiliates has ever been convicted of an offence under any of the following provisions:

- a. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act, or
- b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty), section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or
- c. paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or
- d. section 239 (False or deceptive statements) of the Income Tax Act, or
- e. section 327 (False or deceptive statements) of the Excise Tax Act, or
- f. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or
- g. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

4. SUMMARIZING THE EVALUATION:

The Standing Offer Authority will be noting:

Company Legal Name (if Operating Name, add in brackets if you wish to appear in initial screens)	
Procurement Business Number (PBN) -does it match with listed address? - to be added after upload	
Area - using the correct spreadsheet	
Any bilingual Counsellors with "(B)"- to be added in Notes field	Bilingual/Bilingue; Anglophone; Francophone
Security - (DOS/VOD is Reliability; FSC/ASI is Secret) -or Standing Offer Authority will initiate	DOS/VOD; or FSC/ASI

Overtime Multiplier <1.5?	
Accepts Visa or MC? - to be added in Notes field	Visa and/or et/ou MC or blank
Standing Offer Serial No. - to be added after upload	
VIEW (1) - Username (8 alphanumeric lowercase characters) & Password (12 lowercase alphanumeric characters)	
UPDATE (2)- Username (8 alphanumeric lowercase characters) & Password (12 lowercase alphanumeric characters)	

To be considered responsive, Offerors must:

	<ul style="list-style-type: none"> -Identify Area¹ being quoted. Submit for each Area¹ -Is the Solicitation # correct? -Is the Closing date correct? -Was the correct Spreadsheet included? -Are the Client References IN THE AREA being quoted? -Was the Solicitation sent to the right PWGSC office? 	
	General	Action Required or Identify how your company meets this
1	Standard Instructions 2006, Article 05.1 says" Canada requires that each offer, at closing...or upon request ..., be signed by the Offeror or..authorized representative".	Sign front page & submit by solicitation closing
	Part 4 - Evaluation procedures and Basis of Selection	
4.1.1.1	Mandatory Technical Criteria	
A.	Existing Holders - Grandfathering Certification - Existing Holders have already been adopted	Sign front page & submit by solicitation closing- Existing Holders have already been adopted.
	-Feedback on Environmental (not for evaluation)	Can submit to Standing Offer Authority at any time.
B.	New Offerors	
i)	Offeror accessibility to candidates in the geographic Area¹ <ul style="list-style-type: none"> -a fully operational, permanent, commercial office -list office address on right location of Excel spreadsheet -one organization & location per Area¹ (no affiliates) 	Provide by solicitation closing
ii)	Offeror availability: <ul style="list-style-type: none"> -office listed above open during normal business hours 	Provide by solicitation closing
iii)	Offeror availability of staff: <ul style="list-style-type: none"> -min 2 full-time staff devoted to temp help for the Area¹ 	Provide by solicitation closing

	-listed contact names (if bilingual, followed by "(B)"/phone numbers/e-mail addresses on spreadsheet	
iv)	Offeror standard response times: -reply (or acknowledge) within 4 hours -dispatch individual within 48 hours 80% of time or identify date within 24 hours	Provide by solicitation closing
v)	Offeror Corporate experience on quoted classifications: - statement demonstrating in business for at least 1 year - have provided 1 or more of the offered classifications in the Area ¹ for at least 3 months prior to submission of Offer - identify month/year that Offeror started providing temporary services in the Area ¹	Provide by solicitation closing
vi)	Offeror corporate contact with whom to escalate problems: - provide a list of key contacts	Provide by solicitation closing
vii)	Offeror legal capacity and information for the purposes of obtaining or confirming security clearance -full legal company name on spreadsheet & operating name (if different)	Provide by solicitation closing
viii)	Procurement Business Number (PBN) - Number XXXXXXXXXPGXXX to coincide with above address	Ideally provided by solicitation closing but must have before issuance of Standing Offer
ix)	Offeror process for testing candidates - tools/procedures/instruments in place to test skills/aptitudes A) -What hard & soft skills tests? -how are tests administered? B) for Prof/Tech classifications- how are skills assessed/verified? C) Do you routinely assess writing? (spelling, punctuation, grammar) oral? Reading? Arithmetic, coding, checking, filing skills & how? D) If Bilingual being offered, is there a permanent bilingual counsellor listed with (B) on spreadsheet	Provide by solicitation closing

x)	<p>Offeror's Quality Control Process:</p> <p>What quality control process...</p> <p>a) assesses that workers were correctly screened before assignment</p> <p>b) assesses worker performance during assignment</p> <p>c) assesses company and worker services and performance after worker's assignment</p>	Provide by solicitation closing
xi)	<p>Client Satisfaction:</p> <p>-Provide 3 positive reference letters from clients IN THE AREA¹ being quoted</p> <p>If not contained within each letter, identify:</p> <p>a) Contact person's name & phone number</p> <p>b) Period of the contract</p> <p>c) Dollar value of contract</p> <p>d) Type of service (must be for at least one of the classifications being quoted)</p>	Provide by solicitation closing.
xii)	<p>Insurance:</p> <p>-demonstrate insurability as per Part 7, Article 14 of RFSO</p>	Ideally provided by solicitation closing but must have before issuance of Standing Offer
xiii)	<p>Workers Compensation Certification - Letter of Good Standing</p> <p>-provide a certificate or letter from Workers' Compensation Board confirming good standing</p>	Ideally provided by solicitation closing but must have before issuance of Standing Offer.
xiv)	<p>Security Clearance</p> <p>-At least Designated Organization (DOS) security-cleared OR WRITE THE STANDING OFFER AUTHORITY IF YOU NEED THIS AS SOON AS POSSIBLE.</p>	Ideally provided by solicitation closing but must have before issuance of Standing Offer.
5.1	CERTIFICATIONS	I
5.1.1.	Federal Contractors Program for Employment Equity	Ideally provided by solicitation closing but must have before issuance of Standing Offer.
5.1.2.	Former Public Servant Certification	Ideally provided by solicitation closing but must have before issuance of Standing Offer.
5.1.3	Canadian Content Certification	Ideally provided by solicitation closing but must have before issuance of Standing Offer.
5.1.	Voluntary Self-Declaration of Aboriginal Businesses	Ideally provided by solicitation closing

Solicitation No. - N° de l'invitation

E6TOR-11RM01/A

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

E6TOR-11RM01

Amd. No. - N° de la modif.

002

File No. - N° du dossier

TOR-0-32502

Buyer ID - Id de l'acheteur

tor302

CCC No./N° CCC - FMS No/ N° VME

4.	Providing Temporary Help	but must have before issuance of Standing Offer.to qualify as an Aboriginal Business
5.1. 5.	*NEW- Provide List of Directors (per new Standard Instructions and General Conditions)	Ideally provided by solicitation closing but must have before issuance of Standing Offer.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED