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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

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

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Quebec

K1A 0S5

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| Title - Sujet PROSERVICES | |
| Solicitation No. - N° de l'invitation E60ZT-120001/D | Date 2013-06-07 |
| Client Reference No. - N° de référence du client E60ZT-120001 | Amendment No. - N° modif. 005 |
| 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 2013-07-15 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| 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 5

Reason for Amendment:

1. To extend the closing date of the Bid Solicitation to July 15, 2013, 2:00 pm. And to revise the Request for Supply Arrangement
2. To revise in the French solicitation, Attachment B, Technical Evaluation, M.3
3. To respond to additional questions
 - Solicitation Questions: Q102 to Q153
 - DCC Questions : Q154 to Q162
 - Bidder's Conferences Questions: Q163 to Q175
 - Buy and Sell Questions: Q176 to Q183

1. Extend the Bid Solicitation closing date:

The closing date is extended to 15 July 2013 to provide additional time to respond to Suppliers' concerns raised at the May 30th Bidders' Conferences. We are revising the Request for Supply Arrangement - under Part 3 Arrangement Preparation Instructions, under Section 1: Technical Arrangements, in end of paragraph "For existing TSPS and TSBIPS Suppliers (i.e. grandfathering), insert after the last sentence the following changes:

- A. A proposal submitted for the recent Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under "Grandfathered", <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for "grandfathering" will be carried out based on the ongoing review of information in CPSS.
- B. A "Grandfathered" Bidder for ProServices, is a Bidder who has completed the "Grandfather" certification *and* identified the categories to be grandfathered *and* submitted the required documentation to the Bid Receiving Unit by the closing date/time. The categories reflected by a "Grandfathered" Bidder for ProServices are the categories which are contained in the Bidder's response (through the Data Collection Component [DCC]) to TBIPS and/or TSPS. A "Grandfathered" Bidder for ProServices can also identify a new category or new categories; to do so, the "Grandfathered" Bidder must select the necessary certifications in the DCC and provide the category substantiation for each new category. The "Grandfathered" Bidder is not required to re-submit certifications previously provided to the recent TBIPS and/or TSPS re-competition, as this information will be part of the verification of all information (certification and categories) for "grandfathering" carried out for ProServices.

In the Request for Supply Arrangement at Attachment B Revised, insert the following changes under M.3, paragraph 1 after the paragraph that states 'Written reference letter(s) can be used to complete the, and before last sentence:

- C. In addition to completing the required information in the DCC under Category Substantiation, a reference letter can be submitted, and indicated in the Cross Reference Field that it is being submitted by hard copy. Suppliers still need to complete the "Category References" section. It is noted this alters the instructions under Categories Summaries, item 1. Canada reserves the right to use this letter of reference in lieu of conducting an email verification provided the letter contains the following minimum information:
 1. Recognized letterhead;

2. date within the last 5 years from the date of closing of this bid solicitation (Request for Supply Arrangement) for ProServices;
3. the name of the project;
4. a reference number for the project;
5. the category (categories) of professional service(s); and
6. confirmation that the services were provided within the past 5 years from the date of the closing of this bid solicitation (Request for Supply Arrangement) for ProServices.

2. **To revise the French solicitation, Attachment B, Technical Evaluation:**

Under M.3, paragraph 4, draft letter for reference substantiation, revise as follows:

Please indicate which option applies for each Category listed below:

Options: Name of category(s), project title, contract/call up number and joint venture name:

"Yes" - the Bidder has provided my organization with the service(s) described above within the last five years from ____ date (date of bid solicitation issuance).

"No" - the Bidder has not provided my organization with the service(s) described within the last five years from ____ date (date of bid solicitation issuance).

"U" - I am unwilling or unable to provide any information about the listed services.

NOTE: If you are or have been employed by or acted as a consultant for the Bidder, this option "U" is the most appropriate response.

3. **Additional Solicitation Questions and Answers:**

Q102. In order for projects to qualify as reference projects to substantiate ProServices, the services must have been provided in the five years prior to the date bid closing. If the project began prior to the five years, but ended within the last five years, would that comply?

A102. Yes, it would comply.

Q103. While we realize this question has already been asked, we would like the following clarifications: Based on previous responses it is very unclear about the Joint Ventures that we have currently and new Joint Ventures we would like to have under ProServices. Please advise how this will impact new Joint Ventures if ProServices is going to be used as first tier for TSPS and TBIPS? Should we venture with another organization outside of the JV's we currently have? Will this negate or impact those existing JV's? This seems to be very unclear and we fear that this will limit us in future JV's we are looking to form.

A103. Please see answers 79 and 90 of Amendment 4, a supplier can only submit 2 bids from the same legal entity. The decision to only allow 2 bids from the same legal entity comes from "harmonizing" all methods of supply. It is very easy to qualify.

Q104. General writing services is a service included in PSONline but I don't see it in the streams and categories in CPSS. I have clients who use this supply arrangement for very small, sole-source projects where the client need is simple and my ability to meet it is already very clear. So, what supply arrangement will my clients be expected to use, once PSONline shuts down?

- A104.** As per answer 82, in amendment 4, 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. The description goes on to say that the required services may include, but are not limited to the list, which is attached. 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.
- Q105.** For the hard copy component, do I understand correctly that you do NOT want the Certifications in hard copy with the documents we are being asked to submit as part of Section 1 page 10 of the RFP. Seems odd given the normal PWGSC emphasis on signed documents?
- A105.** New Suppliers for *ProServices* do not need to submit hard copy of the certifications, which are completed in DCC. The only hard copies required are the signed Bidder's Front Page (Att. E), proof of ownership, code of conduct list, and aboriginal certification (if applicable). The other certifications must be all completed in the Data Collection Component.
- Q106.** We have filled out everything online as per the new arrangement and have to submit the covering signature page and the Grandfather certificate(s) in original to the address as noted on the RFP and when we had originally done the submissions for these we had to submit our technical submission in an electronic format (usb) and we are unsure if we will have to submit our signature pages on a usb with the originals now that the documents are done electronically.
- A106.** Only previously pre-qualified TBIPS and/or TSPS suppliers will be grandfathered into *ProServices*. To do this, you must fill out all the information in the DCC and complete the certifications. If you are a new supplier submitting a response to *ProServices*, you must follow all the steps in the Suppliers Easy Steps, at <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/espfccd-sesdcc-eng.html>. As per the solicitation E60ZT-120001/D, page 12, Part 3 - Arrangement Preparation Instructions, Section 1, lists what documents are required to be submitted as hard copy. No usb stick is required for *ProServices*. Your technical response to the proposal for a new supplier must be completed in the Data Collection Component of CPSS Supplier Module, which include streams, categories, project references, certifications.
- Q107.** In *ProServices* documentation lists Stream 10 category 11 as Communications Consultant and in the English documentation provides the appropriate job description on Page 75 of 95. However in the French Documentation, 10.11 is mentioned as a category on page 42 of 49, but not such job description is listed later on in the document. It stops at 10.10, and then moves onto stream 11.
- A107.** This was corrected in this Amendment 4 in the French document.
- Q108.** In the initial RFSA, it seemed clear that a person could provide two different references for each project used to substantiate a category and, that for each reference, you could provide two e-mail addresses. Presumably the encouragement to provide two references was in case one of them was unreachable and the encouragement to provide two e-mail addresses was in case a reference checked one address more frequently than the other. Since the RFSA made clear that the person verifying the information given wasn't going to spend a lot of time chasing down references and wouldn't notify the bidder if references couldn't be contacted fairly quickly, it seemed reasonable to have these two forms of back-up. In A54 and A62 of Amendment 3, however, you seem to say that the second reference is given only by adding a second person's e-mail in the E-mail 2 field, mixing up the second reference and second e-mail ideas. What does one do if one has one reference with two e-mail addresses and a second reference with one (or two) e-mail address(es)?

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- A108.** For a project reference substantiation the bidder must include one email address with an additional (i.e. second) email address as a backup, from the client for whom the bidder did the work. We ask for a second email address for the same client as a backup, in case the first email address provided in the reference substantiation information is not available.
- Q109.** In preparation for bidding on the ProServices RFSA, I initiated a Private Sector Organization Screening Clearance (which I assume is the same as the DOS process. Is that true or do I also have to apply for a DOS screening?).
- a) In the event that my organization screening is not completed by the deadline for the submission of the ProServices bid, will this prevent me from being awarded Supply Arrangements in the categories for which I've applied?
- b) Is this PSOS screening the same as the DOS/FSC screening and do I therefore answer "No" to the DCC question which asks whether I require a Security Sponsorship?
- A109.** A Private Sector Organization Screening is the form used to apply for a DOS. The Supplier must have received its DOS before Supply Arrangement award. However, if it has not been received before you submit your proposal you can still submit your technical proposal. If you have previously requested sponsorship from either TBIPS or TSPS (task), you would check "No" in the Data Collection Component under the Security Sponsorship Certification, as you have already applied for sponsorship. If you have not received your security clearance by the time you submit your solicitation, you would indicate "None" under the Security Certification in the DCC as you have not received your CISD file number.
- Q110.** What does it mean on Attachment E "submit this certification with the hard copy of the bid?"
- A110.** Attachment E, Bidder's Statement, is a certification that must be completed and submitted the hard copy of the bid. Please include your PBN number as well.
- Q111.** We are in the process of populating the fields in the CPSS portal and believe they have all been completed. In this instance, I am assuming we would then submit the information. My question is: in the event of information missing or incomplete, would you provide notice? Secondly, following the submission of the information via the CPSS portal, what are the required documents that need to be forwarded in hard copy? I am clear that a copy of the certificates is required, however, is there more, and if so what? Could you kindly direct me to the right area where notification has been given?
- A111.** No Notice will be provided if a submission is incomplete. The responsibility is that of the Supplier to ensure their submission is complete. Please note, however, that a supplier may submit more than once. When the bids close we will evaluate the last submitted response. We do not verify, nor can we see what information is missing, until a solicitation closes and the evaluation begins..
- To see what is required in hard copy, see Answer A105 above, which lists what documents are required. The required documents are listed in the Solicitation, under Part 3 Arrangement Preparation Instructions, Section 1.
- Q112.** What should I answer in the section on Security? I believe I already have "Reliability", and have asked for sponsorship to upgrade (see below). Should I answer Yes or No to whether I require a Security sponsorship?
- A112.** If you have already applied for a sponsorship upgrade from either TBIPS or TSPS (task), you would respond "No". However under the Security Certification you could indicate your DOS and CISD file number.

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- Q113.** Require more clarification about the five year's experience: a small company may have completed a large project, but more than five year's ago. That experience cannot be used because it was more than five year's ago. Small suppliers can provide an excellent competitive option but would be screened out by this five year's experience. Companies should be allowed to qualify now based on total experience, as opposed to simply experience within the last five years, then they could compete evenly with other suppliers.
Since ProService is intended, in part, to be available to small business, can PWGSC consider removing the five year limit for experience of the company, or explain why five years is the 'correct' limit to apply to experience?
- A113.** The requirement of an organization to demonstrate the delivery of a service within the recent 5 years responds to concerns expressed by our Federal Department Clients, i.e. a search conducted in the Centralized Professional Services System is expected to produce a list of pre-qualified Suppliers who have, within the last 5 years, carried out work under a specific ProServices category. The Request for Proposal (RFP), which the Federal Department Client would then prepare and send to the selected pre-qualified Suppliers from this list, could include a criterion for a stated number of years of experience, which correspond to the work to be carried out that could extend back further than the five years. This gives the client departments the assurance that these pre-qualified suppliers are selling the services within the recent five years.
- Q114.** Please confirm that the only sections of the database that need to be printed and submitted with the hard copy are: Bidder's Statement and Grandfather Certification.
- A114.** You must submit to the PWGSC Bid Receiving Unit, one (1) hard copy of the following documents by the closing date, time, and location indicated on page one of this solicitation.
- 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.
- Q115.** In the TBIPS submission that closed April 2013 we applied for a new Stream and several new categories from existing streams. Will the Grandfathering be based on the new TBIPS issued as a result of the April 2013 submission.
- A115.** As per Section 1. A) above, a proposal submitted for Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under “Grandfathered”, <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for “grandfathering” will be carried out based on the ongoing review of information in CPSS.
- Q116.** I am hoping that you can help me. We are registered with CPSS. I understand that ProServices will be replacing PS Online so I am hoping you can advise if we need to do anything? I would appreciate it if you can please provide assistance with this matter.

- A116.** In order to respond to ProServices, you must go to the Government Electronic Tendering System, buyandsell.gc.ca/tenders, and order solicitation E60ZT-120001/D and all amendments. Once you order this, you need to review it. All the procedures to apply for ProServices are in the solicitation, as well as all the streams and categories are included in Annex A..

You will need to enrol into our Centralized Professional Services System (CPSS) at <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>. If you go to this link, scroll to the bottom where it says Supplier Enrolment - CPSS e-Portal Supplier Module, enter this and enrol your company and information. This is where you enrol into the CPSS Supplier Module, and where you would complete the Data Collection Component for your technical response.

Also on the CPSS main page, there is a block called "Important Notices" at the top of the page. You will see "Supplier Easy Steps - Data Collection Component" <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/espfcdd-sesdccc-eng.html>. This is a guide to help you enter your technical information in the Data Collection Component, which is how you submit a technical response for ProServices..

As well you will still have to submit several pages of hard copy to our Bid Receiving Unit, by the closing date and time on the front page of the solicitation. This is referred to at Part 3 Arrangement Preparation Instructions under section 1, on page 12 of the solicitation. Please read the solicitation in order to follow the procedures.

- Q117.** We have applied for a security clearance. How long should this process take and what can suppliers do to expedite the process?
- A117.** We submit the form to our Industrial Security Section once it is completed with the Supplier. It can take from 2 to 4 months at Security.
- Q118.** Section 3.1.a states 'Before issuance of a supply arrangement...the supplier must hold a valid organization security clearance'. If the security clearance has already been initiated but not completed, can a supplier still submit their bid and just leave all of the Certifications in the DCC Security Module as 'None' and the CISD File Number blank? And then hope the security clearance is completed before the bid evaluations are completed?
- A118.** Yes they can, for further information, please see answer 109 above.
- Q119.** Will we be grandfathered from our TSPS Solutions Based SA? To ensure our company does get status on the ProServices SA, should we not wait to find out if have been successful in TSPS to be grandfathered in, or go ahead and apply as a first time submission to ProServices?
- A119.** TSPS Solutions Based SA suppliers will not be grandfathered into ProServices.
- Q120.** What should I answer in the section on Security? I believe I already have "Reliability", and have asked for sponsorship to upgrade (see below). Should I answer Yes or No to whether I require a Security sponsorship? .
- A120.** You would indicate "No" in the security sponsorship certification within the DCC, if you have already requested the sponsorship through TBIPS or TSPS (Task). You would also indicate what level of security you have now within the Security Certification.

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- Q121.** Are we required to request security sponsorship for our organization for ProServices if you we have already done it in our TBIPS bid? How do we request sponsorship, do we need to email the project authority or is requesting it in the DCC sufficient?
- A121.** No you do not need to request sponsorship if you have already done so. If you have not you can send an email to RCNSpenligne.NCRPSOnline@tpsgc-pwgsc.gc.ca to request sponsorship in addition to indicating the request for sponsorship in the Data Collection Component.
- Q122.** We have a FSC Secret facilities clearance. We have moved locations (new suite location, same street address) are we required to request new security clearance?
- A122.** You do not need to request a new security clearance. However, you must advise our Industrial Security Section of your new address, at <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>
- Q123.** What is the difference between the IT and non-IT streams? Are we able to submit the same reference for both, for example, Project Manager in both streams, even if it more related to the IT stream.
- A123.** IT is for Information Technology and Telecommunications, and non-IT is for other Professional Services, which include Human Resources, Business Consulting, Project Management Services, Real Estate Project Management and Technical, Engineering and Maintenance Services. The descriptions are in Annex A for Information Technology (IT) streams 1 to 7, and for non-Information technology streams (non-IT) 8 to 12 inclusive. A project must describe services relative to the category you are submitting. The category would be either for IT or non-IT. You can use the same reference for both, if the project is for both IT and non-IT.
- Q124.** Will there be a webinar on ProServices Bidder's Conference.
- A124.** There will be no webinar. However as per Amendment 4, a link was provided for bidders to show how to use the Data Collection Component of CPSS Supplier Module.
- Q125.** Can we get the documents in French such as RFPs when they come out. If so who do I call to get a French copy of an RFP?
- A125.** All solicitation documents are available in both official languages. At the next stage of RFPs, client departments are obliged to follow the *Official Languages Act* in the National Capital Area.
- Q126.** There is concern that PWGSC will be contacting Bidders' references during the summer months; and that there is a limited number of days for a Bidder's contacts to respond; will PWGSC provide the period during which it will be contacting references such that the Bidders can advise their references. It is further requested that PWGSC consider providing the Bidders with the subject title of the email that will be sent to reference contacts so that this information can be provided to the reference contacts such that email filters can be amended.
- A126.** We are responding to supplier concerns because of summer months for reference substantiation. We will email our first reference substantiation emails September 3 for the 1st wave, and they have to respond by September 13th. The second email for the 2nd wave will be sent September 16, with a response requested by September 26th, 2013. A sample of the letter to be used is referenced in Attachment B, Technical Evaluation, under M.3, paragraph 4.

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- Q127.** Can the same project be used to substantiate experience in more than one stream/category if the tasks carried out on the project match more than one category? If so, should the reference(s) expect to receive one e-mail per category or one e-mail that lists all the categories for which that project was submitted?
- A127.** Yes, a bidder can substantiate experience in more than one category by the same reference. The goal is one combined email.
- Q128.** Is there any minimum length of time or dollar value for the reference projects that are submitted?
- A128.** No there is no level of effort and no dollar value required for each project.
- Q129.** Can you provide an approximate timeline for evaluation of the RFSA so that we can advise references on when they should expect to receive e-mails to substantiate experience?
- A129.** The reference verifications will begin September 2013.
- Q130.** If a reference letter is used to substantiate M2, will PWGSC still contact the reference named in the DCC system with the questionnaire as outlined on page 16 of the Revised Attachment B?
- A130.** As per Section 1. C) above, in addition to completing the required information in the DCC under Category Substantiation, a reference letter can be submitted, and indicated in the Cross Reference Field only. It is noted this alters the instructions under Categories Summaries, item 1. Canada reserves the right to use this letter of reference in lieu of conducting an email verification provided the letter contains the following minimum information:
1. recognized letterhead;
 2. date within the last 5 years from the date of closing of this bid solicitation (Request for Supply Arrangement) for ProServices;
 3. the name of the project;
 4. a reference number for the project;
 5. the category (categories) of professional service(s); and
 6. confirmation that the services were provided within the past 5 years from the date of the closing of this bid solicitation (Request for Supply Arrangement) for ProServices.
- Q131.** This question is in regards to Question 4a from amendment 2 that reads "...within the last five years from ___ date (date of bid solicitation **issuance**).” - The answer to this question was “yes”. Could you please confirm that Question 4a should have read “within the last five years from ___ date (date of bid solicitation **submission**).”?
- A131.** Question 4a in Amendment 2 was incorrect and should have read “within the last five years from date of **bid closing**.”
- Q132.** In reference to geographical zoning identification and its impacts (reference amongst others in section 6, point 16): do we need identify our geographical zone at time of applying to qualify or only if/when a contract is issued?

Context: Sole proprietorship, based in NCR, operating with owner and, at times, one other resource. We offer operational services in HR (usually NCR based) but we also offer, as a primary business line, HR training services. Courses can be delivered in the NCR or anywhere else in Canada. Most times the "client" is a Department's HQ hence mostly NCR based. Most often, but not always, the invoicing would then be to an NCR office even when some delivery is regional and travel costs incurred. However there

are cases where a Region would ask us directly/contract for our delivery services in their Region OR where, when organized by HQ, we could be asked to invoice as per each Region's use of our services/travel costs. Courses are usually delivered at client's (government) facility but, at times, are delivered in facilities temporarily rented by client.

A132. Yes, your geographical zone must form part of your electronic bid submission.

- Q133.** a) What are the impacts of each (national versus NCR) identifications?
- b) If we identify NCR does that imply that we cannot serve clients in Regions as per above description of context? Or that we could not charge for travel expenses/time if we did identify NCR but delivered on behalf of an NCR client (HQ) some courses in their Regions? The description of National states "no preference" which does not answer our questions as we can't deduce exactly what that implies in our case.
- c) Does it matter if the invoiced client (in cases where there is regional training hence expenses) is based in the NCR versus based in the Region(s) itself?
- d) If we register as "National" are we covered on costs but less likely to "emerge" whenever someone is looking for specifically an NCR service?
- e) Are there other impacts that flow from identifying either National or NCR, based on our above context, of which we should be aware prior to posing the choice of identification?
- f) I am unable to make a selection in Local Offices section of Regional Information. Why is that?

- A133.** a) The National Zone is defined as clients not needing suppliers on site; the NCR is the location for the services.
- b) Yes if you identify only NCR it means that you will not appear on search results for any other region/metropolitan areas.
- c) No this does not matter.
- d) If you register as National, your company will not come up on NCR in a search.
- e) The impacts are as follows:
By selecting the National Zone in the DCC, the Bidder is not automatically selecting all Regions and/or Metropolitan Areas.

By selecting a Region in the DCC, the Bidder is not automatically selecting the Metropolitan areas within that Region. .

By selecting "all Regions and Metropolitan areas" in the DCC, the bidder is selecting all possible regions and metropolitan areas including the National Zone.
- f) Local Offices are applicable to Metropolitan Areas only. If you have nothing to select from the Local Office dropdown menu you will need to click "Add New Local Office. Local Offices that are added will then appear in the dropdown for selection.

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- Q134.** What is the official roll up procedure for CPSA, i.e. will CPSA be sunset with the award of TBIPS or will it wait for TBIPS and ProServices so that requirements over and under the NAFTA threshold are addressed?
- A134.** Once TBIPS is awarded in the Fall 2013, CPSA will be sunset. A proposal submitted for the recent Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under “Grandfathered”, <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for “grandfathering” will be carried out based on the ongoing review of information in CPSS.
- Q135.** The Bidder must submit "proof of one year in business." It is noted that tax returns are an acceptable means of doing so. Should the Bidder submit a copy of the entire return, or would it be acceptable to submit a copy of page 1 of the completed form T2125 (Statement of Business or Professional Activities) for one or more years? (This form indicates the nature of the business activity, e.g., consulting, as well as the income generated through that activity in the previous 12 months.)
- A135.** We require proof of one year in business – as long as your proof demonstrates this, it would be acceptable.
- Q136.** Regarding the "flexible grid": It appears the grid is there simply as a tool for Bidders, to enable them to determine whether to enter junior, intermediate or senior in the appropriate streams/categories of the Services Offering for Supply Arrangement section of the DCC system. Is this correct, or are Bidders expected to complete the grid and include it with their submission?
- A136.** Flexible grids are not required with the Bidder's submission. Flexible grids will be used by client departments at the RFP stage, along with resumes, etc.
- Q137.** Regarding the Code of Conduct: I understand this must be provided in hard copy. Could you confirm that Bidders should use the same wording as that which appears on the "Code of Conduct Certifications" page of the DCC system.
- A137.** The Code of Conduct is a title, and the contents are about ethical conduct. A full description is in the Solicitation, at Part 5, Certifications. The Bidder must select the checkbox within the Code of conduct certification in the DCC, and submit a hard copy with a list as per answer 26 in Amendment 2. There is no form for code of conduct.
- Q138.** Regarding the email that will be sent to references: in the RFSA documents, the wording asks the reference to "substantiate that the Bidder has provided professional services that: (a) closely match the Categories listed in the table below." This is followed by URLs for two websites that offer a description of the Categories. Will the categories of service the reference is being asked to substantiate be included in the email ("in the table below"), or will the reference be required to visit the websites for this information?
- A138.** The draft of the letter is in Amendment 2, under the Attachment B Revised, under M.3, paragraph 4. It will list the category(ies) to be substantiated.
- Q139.** Please confirm that an existing TBIPS or TSPS Supplier that would like to add categories not currently held on TBIPS or TSPS (i.e. the new security stream, or previously not awarded categories) would be considered a new bidder for the Section 1: Technical Arrangement? If this understanding is correct,

please confirm that existing TBIPS or TSPS suppliers would then only have to provide the reference substantiation for the newly sought categories and not the proof of one year in business, code or conduct or aboriginal certificate (if applicable) as these would all be covered under the grandfathering in the CPSS Supplier Module – DCC.

- A139.** As per Section 1 B) above, As per Section 1. B) above, a “Grandfathered” Bidder for ProServices can also identify a new category or new categories; to do so, the “Grandfathered” Bidder must select the necessary certifications in the DCC and provide the category substantiation for each new category. The “Grandfathered” Bidder is not required to re-submit certifications previously provided to the recent TBIPS and/or TSPS re-competition, as this information will be part of the verification of all information (certification and categories) for “grandfathering” carried out for ProService.
- Q140.** Is international experience acceptable?
- A140.** Yes it is.
- Q141.** Are we required to request security sponsorship for our organization for ProServices if we have already done it in our TBIPS bid? How do we request sponsorship, do we need to email the project authority or is requesting it in the DCC sufficient?
- A141.** Not if you have already requested sponsorship from TBIPS or TSPS.
- Q142.** Regarding Attachment E, do we print it off the DCC or use the one from the bid document?
- A142.** You should use Attachment E from the bid solicitation, complete it, include your PBN number and submit it with your hard copy..
- Q143.** I have a question for you relating to the grandfathering of my TBIPS SA/SO. In April I was informed that my TBIPS SA/SO would be valid until the completion of the current TBIPS evaluation and the issuance of the new SAs and SO under the /E solicitation number. After that, my company will be then off the TBIPS until it is qualified for the next refresh. Will we need to go through the entire ProServices response process, or will our current credentials be grandfathered?
- A143.** As per Section 1. A) above, a proposal submitted for Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under “Grandfathered”, <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for “grandfathering” will be carried out based on the ongoing review of information in CPSS.
- Q144.** Despite your responses to Questions 79 and 90 in Amendment 4, it is still not clear to me what some colleagues and I should do in our situation. Three colleagues and I in addition to doing contracts on our own, are associates of a small firm owned by a fifth person. Each of us intends to submit a ProServices bid on our own but we would also like to submit a bid in conjunction with this small firm so that we can take on contracts together, for example contracts that require a larger variety of skills than any one of us possesses. From your responses to Q79 and Q90, it sounds as if each of us associates should submit a bid on our own and a second bid in joint venture with this small firm. The problem is that the small firm, in addition to submitting its own bid, will have submitted four joint venture bids, one with each of the associates. Since each entity is allowed only two bids, I assume this would not be allowed. (Even if the firm didn't submit a bid on its own, it would still have submitted more than the allowed two bids.) How

should we proceed so that the group of us can take on contracts together as well as on our own? One solution would be for the five of us (four associates and the owner of the firm) to form a single joint venture. Is this permitted under ProServices, that is, the formation of a joint venture involving more than two entities? This situation of a small firm owned by one person but having a number of associates is a common situation in the business so I suspect there are others facing this dilemma.

- A144.** Each of you can submit your own bid, then you could partner as 1 joint venture with the 5 of you. You can only submit 2 bids from the same legal entity. An associate can also be viewed as a sub-contractor which enables the small firm to use that experience and be qualified in more categories. The choice of what legal entity to create is the choice of the small firm – to have 1 bid using all the experience of the sub-contractors or with a joint venture as associate members.
- Q145.** Reference in made to your answer A69 regarding the limit of having experience/ projects done within the last five years, Your answer assumes there are enough individuals in the supplier's organization to have a significant range of projects in the last five years. This runs contrary to the actual situation with independent consultants and small consulting businesses, where the limited number of individuals making up the company might not have that same range within the last five years, but would have it if the five year limit was removed. It is easy to imagine a large multi-national company having a large database of projects within the last five years, but very small enterprises would not. The problem that is not being addressed here is that, for independent consultants and very small consulting businesses, the individuals ARE the business, unlike large companies where individuals come and go regularly and the corporation becomes an entity unto itself. Consequently, by trying to distinguish between the company and the individuals in answer A69, the nature of small business consulting firms is overlooked, and favour is given to larger companies to qualify with this five year limit. In my personal case, I have a very small incorporated company, was a project manager of a complex international military development of \$155M; but that experience is made irrelevant by the five year limit on experience, since it was finished more than five years ago, and I am thus potentially locked out of competing to make a living. Small businesses, with their lower overheads, and their high need to ensure client satisfaction on each contract in order to survive, can provide an excellent competitive option, and should not be screened out in this initial stage by an arbitrary five year limit on experience. If allowed in as qualified companies now, based on total experience as opposed to simply experience within the last five years, they can then compete on an even footing with others during the actual RFP stage when client departments call for resources under ProServices, and thus expand the competitive environment to the advantage of government and taxpayer. Since ProService is intended, in part, to be available to small business, can PWGSC consider removing the five year limit for experience of the company, or explain why five years is the 'correct' limit to apply to experience?
- A145.** Based on discussions with our Legal Section, the requirement to demonstrate the delivery of a service within 5 years responds to concerns expressed by Federal Department Clients (FDC), i.e. search conducted in the CPSS is expected to produce a list of pre-qualified suppliers who have, within the last five years, carried out work under a specific ProServices category. The RFP which the FDC would then prepare and send to the selected pre-qualified suppliers from this list, could include a criterion for a stated number of years of experience which corresponds to the work to be carried out that could extend back further than 5 years. This gives the clients the assurance that these pre-qualified suppliers are selling the services within the recent 5 years.
- Q146.** I have used the same contact person to substantiate work in several different categories. Please can you confirm that, as part of your backroom office operations, you will be sending only one request for substantiation to each contact person rather than sending several e-mails to the same person and covering different categories
- A146.** Yes, a bidder can substantiate experience in more than one category by the same reference. The goal is one combined email.

-
- Q147.** Under M.2 (a) - Categories Summary Substantiation, you have asked for one project per category. Do you expect one project for each category? We have done projects which incorporates multiple categories, so in this case should we repeat the same project example against each category or under one project show multiple categories we have worked for?
- A147.** You may submit one project for multiple categories, however each category must have a reference to substantiate the work.
- Q148.** Under M.3 - Reference substantiation, you have asked for 2 email ids. Most of our clients have not given their email id because of privacy issues. so can we leave that column blank in DCC?
- A148.** You must provide for each project reference an email address to substantiate the work. This is how we will substantiate your projects. We also suggest you provide a second email as a backup. As described in the solicitation under M.3, we will be sending letters to the references to substantiate the work.
- Q149.** I have been delisted from a Method of Supply, once re-instated, would the company be "grandfathered" into ProServices?
- A149.** Grandfathering" applies to existing pre-qualified Suppliers. The verification carried out by ProServices for all requests for "grandfathering" involves the ongoing review of information in the Centralized Professional Services System (CPSS) up to two (2) weeks prior to the launch of ProServices into CPSS.
- Q150.** Why can we not submit the newly offered streams and new substantiated categories providing as a reference the PWGSC procurement contact for TBIPS refresh and/or TSPS refresh. The TBIPS and/or TSPS procurement contact will have checked the previously provided reference and would be able to substantiate the reference for the ProService Team? This would lessen the load on our clients and, I expect, ease the burden on all.
- A150.** As per Section 1. A) above, a proposal submitted for Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under "Grandfathered", <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for "grandfathering" will be carried out based on the ongoing review of information in CPSS.
- Q151.** If we elect in this current RFP to grandfather all currently substantiated TBIPS and/or TSPS categories for the Jan 2014 supply arrangement would we then be able to grandfather, in the first ProService refresh, the categories awarded in the current TBIPS and/or TSPS arrangements?
- A151.** See answer 150 above.
- Q152.** If a current supplier being grandfathered is not required to provide projects, what cross reference # is required under "category summaries"? Do we leave it blank?
- A152.** A current pre-qualified TBIPS and/or TSPS supplier would mark "currently substantiated" in the category in the DCC. No cross reference # is required. The cross reference field can be used when substantiating a category through a letter of reference.

Q153. As a current supplier being grandfathered, since we are not required to provide any rates, will we be bound to our rates in TSPS SA for which we are grandfathered?

A153. There are no rates in supply arrangements.

DCC Additional Questions and answers

Q154. I have the following question on DCC. I have submitted the references to substantiate my experience. Under table of contents, there is a tab for Services Offering for Supply Arrangement, it tells me to:

- You must first select the categories you wish to offer (for all component/tiers applied for).

I have selected the categories but I cannot seem to find the area to enter information on the projects I want to submit. Where is the space or location to enter summaries of the project we have worked on?

A154. You need to go into the Category Substantiation page and make a selection against all categories. Those categories where you have selected "Newly Substantiated" from the dropdown menu will display a "Substantiate" link once the category page has been saved. Once the "Substantiated" link is clicked, you can begin to substantiate your projects. Only the project title is required. There is no area to enter summaries of projects, nor is there project summaries required to be submitted in hard copy.

Q155. In the Project Summary Number field under Category Summary for one of the categories in which I am applying, I placed the title of the project I'm using in the field (since this contract was through a head-hunting organization, I don't have a project number) and, after completing the other fields, saved this category. On reviewing the Data Collection Component for the bid, I decided to add to the Project Summary Number field a short description of the project. This of course made the entry longer than the box provided. The field accepted this longer entry, however, simply allowing the line to continue. When I saved the new entry, though, the additional description I had entered did not save. I assume this means that you cannot enter text longer than the box for this field and that a more complete (and informative) description of substantiating projects is not required. Is this true?

A155. This field only allows 250 characters, so additional information will not be captured. We do not require description of projects. The Bidder must input the following information in the CPSS Supplier Module - DCC under Category substantiation:

- Select the streams you wish to offer, complete and save.
- Select the categories under the stream you wish to offer. All categories relevant to that particular stream will be listed in a table.
- On the Category - Substantiation page, you must substantiate your category as follows:
 - ♦ under the heading "Category Summaries", in the field "Project Summary Number", insert the title of the project that closely matches the services outlined for that Category
 - ♦ Under the heading "Category References", the Bidder must complete the fields of "Client (Government Department/Company Name)", "Contact Name", "Position", and "Telephone". Two email addresses from the same Client must be provided, which will be used to conduct reference(s) substantiation in accordance with item 4 below..
 - ♦ Under the field "Contract/Project Reference #", the Bidder must insert the contract/call up number which matches the title of the project which the Bidder has input in the field "Project Summary Number".

Q156. Why are Nunavut, the Northwest Territories and Yukon not included in "Regional Contact Information" section of "Regional Information"?

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- A156.** Nunavut, the Northwest Territories and Yukon are excluded because they are subject to the Comprehensive Land Claims Agreements.
- Q157.** While completing the "Mandatory criteria for ProServices under CPSS DCC we notice there is no place to input pricing for each category we are responding to. Do we need to completely finish the Mandatory Criteria section before the Services Offering for Supply Arrangement" allows us to input pricing or is there another way to include pricing?
- A157.** Under a supply arrangement, no pricing is required.
- Q158.** For the *ProServices* entry in CPSS, I need an explanation for the data anticipated in the CISC number field, (path: Certifications/Security). I can't find anything so designated in my security-related correspondence. I have an FSC. Are they simply looking for that number (format is like this: 1234-00)? Or are they looking for a number contained in some of my correspondence from CIISD, which is formatted like this: SSB-4568-1-(1234-00)?
- A158.** Under CISC file number, you should include the full number i.e. SSB-4568-1-(1234-00). We have to be able to verify your security when you respond to the solicitation.
- Q159.** I have completed the Enrolment for access to the CPSS e-Portal form in mid-April but I still have not received an invitation to apply for ProServices online. I have tried to complete this form again in case it did not go through the first time but it now tells me that the BPN provided already exists in the system. This would mean that my account is active, correct? Why did I not receive an invitation to complete the next step?
- A159.** We do not send out the invitation. You have to go to the Government Electronic Tendering System (GETS) (Buyandsell.gc.ca/tenders) and download solicitation #E60ZT-120001/D and all the amendments. Back in April when you enrolled under CPSS a User ID and password would have been sent to you so that you could login under CPSS. Once logged into CPSS, click on Solicitation Dashboard link in the left hand navigational bar and you can now see ProServices under Open Solicitations in the Solicitation Dashboard.
- Q160.** Under the certifications section, the security module asks "Please indicate the highest security clearance level currently held from the dropdown selections below and click the "save" button." I have been sponsored by PWGSC for a DOS/FSC Security clearance but have not yet received that clearance. What should I enter into the data field given this circumstance? If I enter the response "none" (given that my DOS/FSC is still in progress) will this disqualify my request for supply arrangement?
- A160.** No, this would not disqualify your solicitation. Once you receive your upgrade, you would advise us and it would be reflected in the system. A supplier must have a Designated Organization Screening security clearance at Supply Arrangement award.
- Q161.** Under the certifications section, the Security Sponsorship module asks (Yes or NO) whether I require a security sponsorship. Given that PWGSC has already sponsored me, but my DOS/FSC Security Clearance is in progress, how should I answer that question? That is to say, should I answer NO because PWGSC has already sponsored me (although the clearance remains in progress)? Or should I answer yes, given that my clearance remains progress?
- A161.** See answer 109 above. If you have requested sponsorship already, you would respond "No" in the DCC.
- Q162.** Under the Mandatory Criteria, Stream Information modules, the direction given for the field "project summary number" is as follows: "Under the heading "Category Summaries", in the field "Project Summary Number", insert the title of the project that closely matches the services outlined for that

Category. “ Please can you confirm that, in fact, you require a text description of the project and not a “number” as indicated in the very title of the field.

A162. We require only a title of the project that closely matches the services outlined for that Category, as stated in the Instructions at the top of the page in DCC.

Bidder's Conference Questions and Answers:

Q163 If I own a Supply Arrangement under TBIPS, and I am currently applying for an additional stream under TBIPS, will I have the possibility of being Grandfathered twice? (i.e. one time for my current categories and another time for my upcoming categories).

A163. A proposal submitted for Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under “Grandfathered”, <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for “grandfathering” will be carried out based on the ongoing review of information in CPSS.

Q164. Where do I put my project description?

A164. On the Category Substantiation page, you must substantiate your category as follows:

1. Under the heading "Category Summaries", in the field "Project Summary Number", insert the title of the project that closely matches the services outlined for that Category. The field titled "Cross Reference" is not to be used for this solicitation. There is no field to input project description.

Q165. N/a

Q166. Code of Conduct, the code of conduct talks about harassment etc., please explain it again, maybe you should rename it or explain it. What do we provide here?

A166. The Code of Conduct is a title, and the contents are about ethical conduct. A full description is in the Solicitation, at Part 5, Certifications. The Bidder must check the Code of conduct certification in the DCC. You must submit a list as follows:

- _ 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.

There is no form for code of conduct. Reference answer 138 above as well.

Q167. When submitting a bid, if we have multiple projects with a single client, this client will receive e-mails from you to confirm that we have completed the projects that we are submitting. Should that client expect to receive multiple e-mails from you or one e-mail with all the projects entered into it? Will these emails get trapped in the client's junk mail?

A167. The goal is to send one combined email with several categories. See answer 128 above. As to the emails going to junk mail, we are using what TBIPS has used before and it is a proven way to do business.

Q168. What about proof of contract number, we don't have that?

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- A168.** Under the field "Contract/Project Reference #, the Bidder must insert the contract/call up number which matches the title of the project which the Bidder has input in the field "Project Summary Number". All projects must have some kind of number, contract, call-up, invoice.
- Q169.** TEMS seem to be moving to TSPS but not yet approved - do we wait for refresh or do we add to ProServices and substantiate. You stated that if under TSPS Refresh we requested TEMS and were granted the categories then we have to wait to grandfather under ProServices because the TSPS will not be evaluated on time, and you only grandfather the existing streams and categories, this wait could take up to 6 months! Then you also mentioned that we can as a second option add the streams and categories to ProServices response and substantiate. What if we do not qualify under ProServices and we qualify under TSPS after can we be grandfathered?
- A169.** As per Section 1. A) above, a proposal submitted for Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services – task based only (TSPS) re-competitions [aka refresh], may include additional categories that are not yet in the Centralized Professional Services System (CPSS). Bidders responding to ProServices are to reflect this information in ProServices under "Grandfathered", <Currently Substantiated>. As part of the evaluations for ProServices, verification of all information (certification and categories) for "grandfathering" will be carried out based on the ongoing review of information in CPSS.
- Q170.** In parallel with my proposal for TSPS, containing preferred (ranked) unsubstantiated categories, I submit a proposal to ProServices. The result is that I am successful under TSPS (receiving the unsubstantiated categories), but unsuccessful under ProServices. Are these unsubstantiated categories "grandfathered" into ProServices based on the TSPS results?
- A170.** As per Section 1. B) above, a "Grandfathered" Bidder for ProServices can also identify a new category or new categories; to do so, the "Grandfathered" Bidder must select the necessary certifications in the DCC and provide the category substantiation for each new category. The "Grandfathered" Bidder is not required to re-submit certifications previously provided to the recent TBIPS and/or TSPS re-competition, as this information will be part of the verification of all information (certification and categories) for "grandfathering" carried out for ProService.
- Q171.** We sense that some client departments are currently reluctant to use PSONline, because of reporting, etc.. With the new business rules will clients remain reluctant to use the new ProServices.. How can you mitigate this.
- A171.** Through client feedback, the reluctance to use PSONline was because suppliers were not validated. We will continue to engage clients.
- Q172.** If I have a personal security clearance and I am a sole proprietor can I use that as my security clearance under ProServices.
- A172.** The supplier must have a Designated Organizing Screening security clearance at supply arrangement award. You may request sponsorship from PWGSC, at RCNSpenligne.NCRPSONline@tpgsc-pwgsc.gc.ca
- Q173.** ProServices Refresh period you say will be in April 2014, does that mean the refresh will close in March? Are you posting as soon as ProServices is awarded?
- A173.** Notice of the Refresh will be posted on buyandsell.gc.ca/tenders for February and March 2014, with a closing date of March 31, 2014. Evaluations will be from April 1 – June 30, 2014.


- Q174.** With the harmonization of the different methods of supply, I do not understand why my company cannot obtain unsubstantiated categories under ProServices. Other methods of supply allow for unsubstantiated categories, why not ProServices?
- A174.** The demonstrated experience for ProServices is 1 project per category. It is also for low dollar requirements and clients expect suppliers to have the experience. In summary, ProServices is the entry level procurement vehicle to government opportunities.
- Q175.** If we substantiate a category by sending a letter of reference, and we also enter all the relevant information in the DCC, will you still contact the reference to substantiate the category?
- A175.** In addition to completing the required information in the DCC under Category Substantiation, a reference letter can be submitted, and indicated in the Cross Reference Field only. It is noted this alters the instructions under Categories Summaries, item 1. Canada reserves the right to use this letter of reference in lieu of conducting an email verification provided the letter contains the following minimum information:
1. recognized letterhead;
 2. date within the last 5 years from the date of closing of this bid solicitation (Request for Supply Arrangement) for ProServices;
 3. the name of the project;
 4. a reference number for the project;
 5. the category (categories) of professional service(s); and
 6. confirmation that the services were provided within the past 5 years from the date of the closing of this bid solicitation (Request for Supply Arrangement) for ProServices.

Buyandsell.gc.ca question and answers

- Q176.** If I am working on a requirement and there is an amendment that comes in will I receive that amendment directly
- A176.** The best way to stay on top of the latest information is to return to Buyandsell.gc.ca to check for changes, updates or amendments. Buyandsell.gc.ca/tenders is the official and first site you should rely on to find Government of Canada tenders to ensure you always get the most up-to-date and accurate information about new tender notices or amendments.

Buyandsell.gc.ca's URL web addresses bookmarked, shared, or saved will always point to the latest information. Buyandsell.gc.ca/tenders provides a Web feed to keep you informed about amendments to an opportunity of interest.

The process is simple:

- Search for the opportunity that you want to follow.
- On the page of the tender notice of interest, click on this familiar icon  to create a subscription via a Web feed.
- Copy and paste the URL web address of the Buyandsell.gc.ca-generated web feed into your feed reader of choice.
- Some feed readers can send you updates when new information is available.

- Q177.** If I received that amendment directly will I receive the attachment directly in the e-mail?

A177. No.

Q178. If I do not, will I have to click on the link go to the website log in and then click on solicitation and then click on amendment to download?

A178. If you want to receive an email notification for new amendments, web-based services such as Blogtrottr and Feed2Mail are easy to use feed-to-mail services. They require no registration or cost. Just add your Buyandsell.gc.ca-generated web feed address and your email and these services will update you when new amendments are available. See a list of feed readers providing different services.

You will have to return to Buyandsell.gc.ca to download your amendment, but with no registration and fee required, you can download the amendment in one click.

Q179. Do you have to enrol under Buyandsell.gc.ca?

A179. Any visitor can access Buyandsell.gc.ca/tenders free of charge and without restrictions, giving them an unprecedented window into Government of Canada procurement. Tenders information is available as open data. No user account is required. All suppliers need to do is find their opportunity and download it.

Q180. You said that we can go to Buyandsell.gc.ca and download requirement anonymous is that right?

A180. Access is entirely anonymous.

Q181. Does Buyandsell.gc.ca let you save your searches?

A181. At any point as you refine your search or if you find an opportunity of interest, you can save, bookmark, or share the URL (the Web page address). Revisit your custom bookmark to view the latest tenders in your custom search or to find amendments to the tender you are following. The URL will stay the same when new information is available.

Buyandsell.gc.ca/tenders provides a Web feed to create an unlimited number of opportunity-matching searches aligned to your industry you can save to a feed reader.

Q182. What is the registration page that I see on Buyandsell.gc.ca?

A182. The Supplier Registration Information (SRI) system is a database of registered companies interested in selling to the federal government. By registering in SRI, you make your company's name and supply capabilities widely known to federal departments and agencies, who may use the system to identify sources of supply for the goods and services they buy.

Q183. With anonymous download on Buyandsell.gc.ca/tenders will there not be any list of suppliers who have downloaded the requirement?

A183. Buyandsell.gc.ca is providing a number of alternatives to help you understand your competition or find possible bid partners. Each tender notice on Buyandsell.gc.ca lists the number of page views to provide an indicator of market interest in the opportunity.

All tender notices are now linked to information about contracts awarded by PWGSC since January 2009 (Contract History) and PWGSC-issued active Standing Offers and Supply Arrangements (SOSA) held by pre-qualified suppliers. The new procurement data, searchable on Buyandsell.gc.ca or

Solicitation No. - N° de l'invitation

E60ZT-120001/D

Amd. No. - N° de la modif.

005

Buyer ID - Id de l'acheteur

009zt

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

E60ZT-120001

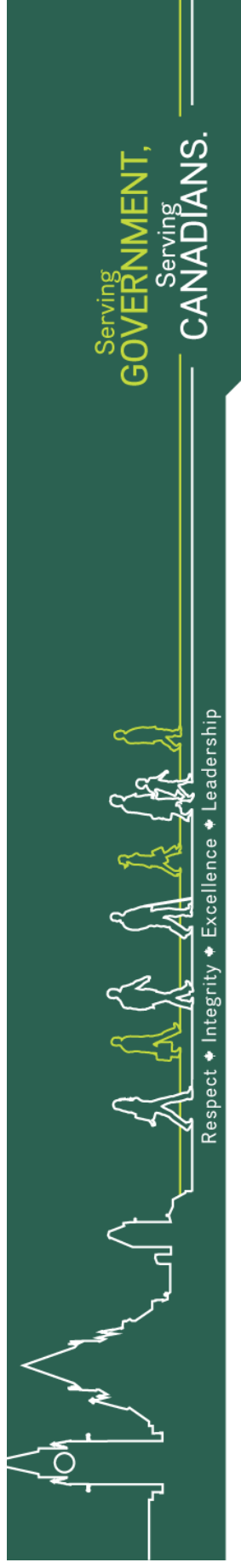
File No. - N° du dossier

009ztE60ZT-120001

CCC No./N° CCC - FMS No/ N° VME

downloadable in open data format, can be used by businesses to discover companies doing business with a specific government department in their industry, or region.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



ProServices – Bidders' Conference

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Services and Technology Acquisition Management Sector (STAMS)

and

Peggy Gilmour

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30 May 2013



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

Professional Services National Procurement Strategy

- ❖ Standardize and simplify the procurement for professional services
- ❖ Make procurement tools easier to use for both Clients and Suppliers
- ❖ Key elements:
 - Single governance on a national scale
 - Common business rules
 - Single web portal (known as the Centralized Professional Services System)
 - Consolidated training for Clients
 - Increased support to Clients through Statements of work and evaluation criteria builders



Common Business Rules

(Supply Arrangement)

| | Up to \$25k | From \$25k to \$78.5k* | From \$78.5k* to \$2M** | Over \$2M** |
|-----------------|--|--|--|----------------------|
| Previous | Various business rules | Competition using different business rules | Competition using different business rules | Contracting by PWGSC |
| New | According to Government Contracts Regulations Departments decide # of bidders and # of days within existing supply arrangements | | Competition Minimum 15 bidders Minimum 15 days | Contracting by PWGSC |
| | Directed contracts according to GCRs | | | |

* NAFTA threshold: currently \$78.5k

** Departmental Authority: As per TB Contracting Policy (usually \$2M)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Overview: *ProServices*

- *ProServices* will replace PSONline in January 2014 for requirements below the NAFTA threshold
- *ProServices* will be a Supply Arrangement to access pre-qualified suppliers
 - Fast
 - Efficient
 - Streamlined
- Business rules based on the Professional Services National Procurement Strategy
 - No ceiling rates
 - Search by suppliers instead of named resources
 - Access through the single ePortal of the Centralized Professional Services System (CPSS)
- 66 existing categories to be replaced by 150 categories of TSPS and TBIPS
- Future plans for *ProServices* will include the categories of all Methods of Supply (excluding Temporary Help Services)



Data Collection Component

WebEx Recordings

- For New Suppliers *or* Existing Suppliers (TBIPS and TSPS) adding new categories
<https://gts-ee.webex.com/gts-ee/lsr.php?AT=pb&SP=EC&rID=18600937&rKey=3a64237839613a5c>
- Grandfathered: For Existing Suppliers (TBIPS and TSPS)
<https://gts-ee.webex.com/gts-ee/lsr.php?AT=pb&SP=EC&rID=18600202&rKey=c9c4c837f40fadd5>



Schedule

June/August 20121st wave of consultations completed

April 2013Feedback (2nd wave of consultations);
Solicitation posted on GETS, closing 21 June 2013

January 2014ProServices launched in CPSS and PSONline sunset



Buyandsell.gc.ca is Open

- On June 3rd, the site becomes the authoritative source for federal government procurement information and solicitations
- Easy and anonymous access
- Searchable, downloadable, easily correlated and redistributable data
- Increased transparency





Benefits for Suppliers

- Simple and powerful search
- No fees and anonymous
- Downloadable data
- Standing Offers/Supply Arrangements
- Contracts history
- Active tenders and tender history

Common Questions

- What is the “Code of conduct”?
- Is there a minimum dollar amount for each project or level of effort required?
- What criteria apply to indicate the relevant level of services offered, i.e. Junior, Intermediate and Senior?
- Does a supplier who offers Senior level services indicate yes for Senior only or yes for each of Junior, Intermediate and Senior to cover the range of potential opportunities?
- Is one reference with a backup email to the same client required for each category?
- When would a letter of reference be provided and how is this entered in the DCC?
- What needs to be submitted in hard copy?
- How do we indicate security in the DCC when sponsorship has been requested?
- Why is there a requirement of recent “5 years” for a project previously provided to a client?
- How are TBIPS and TSPS Suppliers “Grandfathered”?





Questions and Answers

Questions and Answers and this presentation will be included in Amendment #5 to be posted on [Buyandsell/tenders](#) on June 7, 2013.

