

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
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
 Gatineau
 Quebec
 K1A 0S5

Title - Sujet PROSERVICES	
Solicitation No. - N° de l'invitation E60ZT-120001/D	Date 2013-06-26
Client Reference No. - N° de référence du client E60ZT-120001	Amendment No. - N° modif. 007
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	
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 7

Reason for Amendment

1. To correct the French solicitation,
2. To respond to additional questions from suppliers.
 - Solicitation Q220 to Q247
 - DCC Q248 to Q255

1. To Correct the French Solicitation:

Under Part 3, Arrangement Preparation Instructions, correct section 1, which should read

Section I: 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.

2. To respond to additional questions from suppliers:

- Q220 I am incorporated and am president. My wife is listed as vice-president, though she doesn't provide services. However she retired from the public service three years ago. Do I need to identify her as a former public servant under Certifications?
- A220 If she is in receipt of a pension paid under the Public Service Superannuation Act; then yes, you must identify her as a former public servant. Providing this information is a condition precedent to the issuance of a supply arrangement as opposed to a mandatory requirement for evaluation purposes.
- Q221 Would this meet the requirements of the Code of Conduct : On a 8 ½ by 11 sheet of paper:
- Code of Conduct:
Bidder's name (director and treasurer) and Bidder's name (President) are co-owners, at 50%, of Company inc.)
- A221 As per the solicitation, the code of conduct must include the following:
- 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
- Also, please include your Legal Name, Solicitation Number and PBN number.
- Q222 When must I submit by in order to be part of ProServices?

- A222 All responses must be submitted before July 15, 2013 at 2:00pm EDT.
- Q223 As per A136 I understand that the flexible grid only comes into play when a request for services is received. However, I would like clarification on how to document the "Experience" section when the time comes since number of years counts for a lot in the point allocation. You say (p.47) "The month(s) of experience listed for a project whose time frame overlaps that of another referenced project, will only be counted once." Is there a minimum number of months per year expected to be applicable to each category in order to claim that calendar year? For example if I undertook a project of 20 billable days that took place over a three month period in the 2010 fiscal year, do I count 2010 as "one year of experience"?
- A223 The methodology used to count the number of years of experience is at the Client department's discretion. It should be explained in each Request for Proposals.
- Q224 A number of questions have been posted and answered for this current offering, e.g. #7,29, 45, 61, 71. All state that if you are a current supplier within TSPS system that you can grandfather your existing categories into this arrangement. However, no answer directly relates to the previous solicitation no # such as E60ZN-090002 /B or C into the current E60ZT-120001/D I have reviewed all the documents searching for this transfer of information that was illustrated in the recent TSPS renewal through the DCC but am unable to find this connection. Would it be possible to get what is the previous solicitation number that connects to this new number i.e. E60ZT-120001/D?
- A224 ProServices Request for Supply Arrangement (solicitation # E60ZT-120001/D) is a new Method of Supply. It will be used for requirements of professional services valued below the threshold of the North American Free Trade Agreement (NAFTA), currently \$78,500. The categories and streams contained in this supply arrangement are the same as those of TSPS and TBIPS. ProServices will also replace PSONline. There is no previous solicitation number that connects to ProServices.
- Q225 To our astonishment, PWGSC has recently changed the closing date of the ProServices RFSA Solicitation to the 15th of July 2013. This substantial deviation from PWGSC's previously published procurement Schedule for ProServices now places the closing date firmly within the traditional Summer Vacation Period, so creating a great difficulty for small firms or single consultants wishing to bid. As PWGSC must know, many such small firms or single consultants do not have supporting or alternate staff to allow them to continue key bidding activity over the whole of the traditional Summer Vacation Period period.

In this regard, PWGSC could hardly have picked a Bid Closing Date which imposes greater (and unnecessary) difficulty on many small firms or single consultants wishing to bid for ProServices. The newly-specified Bid Closing Date seems particularly unfortunate and inappropriate as is a published intention of PWGSC to allow small firms and single consultants to bid for ProServices Supply Arrangements.

Speaking for my own company, because of this unfortunate choice of new Bid Closing Date by PWGSC, we will now be unable to submit our bid at a time close enough to the Bid Closing Date for us to ensure that we will be able to see all RFSA amendments issued by PWGSC. This comes after all of the work we have put into tracking the progress of the ProServices Procurement and waiting patiently for PWGSC to reveal what the final requirements for ProServices are.

We hereby request that PWGSC alleviate this very substantial problem created by PWGSC, as described above, by amending the Bid Closing Date for the PROSERVICES-Solicitation No. E60ZT-120001/D to some time in late August or early September 2013.

A225 The bid closing date remains July 15, 2013. We intend to post the last Questions and Answers document on July 8, 2013 and close the solicitation on July 15, 2013. At the moment, we do not intend to deviate from this schedule. However, you may submit your bid through DCC anytime, and your hard copy to Bid Receiving Unit anytime before the closing date. We will not be changing the ProServices process.

Q226 We have a number of questions in follow-up to ADM 005 published on June 7:

RE: Extension

- a) Please confirm that bids already submitted do not need to be resubmitted on account of the change in date, as long as everything else would remain the same.
- b) Given the extension, bidders who have completed their bids may have experience already demonstrated that took place between June 21, 2008 and July 15th, 2008 which now falls out of the requirement for projects within the last 5 years prior to bid closing. We recognize that Q&A23 confirmed that this requirement would not change, however, we would ask that PWGSC reconsider on the basis that this is inconsistent with other solicitations, in particular TBIPS and/or TSPS, where the date remained fixed regardless of any extensions.

- A226. a) The bids submitted do not need to be resubmitted on account of the change of date, as long as everything else would remain the same.
- b) ProServices' response will be consistent with TBIPS and is as follows: for the purpose of this bid solicitation the five year period starts on June 22, 2008 and ends on the original closing date of June 21, 2013, whether extended or not. This did not occur with TSPS.

Q227 With regards to the ongoing verification of the information in CPSS for the purposes of grandfathering categories to ProServices, could you please clarify and/or confirm our understanding of the following:

- a) All bidders who participated in the most recent TBIPS/TSPS Task-Based refreshes will have their categories grandfathered (including first time TBIPS/TSPS bidders).
- b) If a bidder provides substantiation for categories under ProServices as "Newly Substantiated", however, they have also qualified (either previously or as part of the new TBIPS or TSPS Task-Based refresh), what will happen if the ProServices reference check fails?
- c) Will they still be granted the category for ProServices based on the ongoing check of the CPSS information which would show that they are already qualified?
- d) Is there any chance of losing their qualified categories for TBIPS or TSPS Task-Based based on a failed reference under ProServices?

- A227 a) Yes, that is correct. You need to go into DCC, check the grandfather certification and enter all the streams and categories you have applied for.
- b) A bidder does not need to provide substantiation for categories that he has qualified under TBIPS and/or TSPS. No reference checks will be completed for projects for pre-qualified suppliers. If the ProServices reference check fails, the bidder will not receive that category.

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- c) If the bidder was successful for that category under TBIPS and/or TSPS task based, then yes, the bidder will be granted the category for ProServices if identified as being a category that falls under the Grandfather certification..
- d) If they are pre-qualified and substantiated under TBIPS and/or TSPS, they will not lose their qualified categories for TBIPS and/or TSPS. There is no need to do reference checks for "currently substantiated". However, the categories are identified as "Newly Substantiated" and if the reference information fails, then the category will not be awarded to the bidder. If you are grandfathering categories, please ensure they are identified as "Currently Substantiated".
- Q228. RE: Q&A 110 142: Attachment E does not request the PBN number and instead requests the Legal Name of Bidder. Nor is it typical to include PBN numbers on such documentation (e.g. TBIPS, TSPS). Please confirm that Attachment E will be accepted if all information requested in the form is included regardless of whether or not the PBN is included on the form.
- A228. Yes, it is acceptable. However, if the PBN is provided, it allows the evaluation to take place quicker.
- Q229. Most correspondence with CISD includes only the organization number (e.g. 1234-00) and we have used this as the security clearance number on solicitations dating back at least 4 years including previous TSPS and TBIPS proposals. Please confirm that the organization number will be accepted for the purposes of ProServices, subject to verification with CISD.
- A229. Yes the organization number will be accepted for ProServices.
- Q230 a) I am trying to select the newly unsubstantiated option from the drop down list and the choice is not there, can you please help out in the resolution of this problem so I can apply for newly unsubstantiated consultant categories for Pro-Services.
- b) As you know, TSPS current SA and SO holders could not use these arrangements for IM/IT although we may have qualified on these arrangements using exclusively IM/IT experience (e.g. as a business analyst or business architect....). I am confused on whether or not I can be grandfathered for the consultant categories listed on my web site and for which my company was found compliant under TSPS SA and SO. I would like to be grandfathered for the IT streams 4 and 5 rather than the non-IT since I qualified on TSPS previously using exclusively my 17 years of IT experience and therefore because these arrangements could not be used for IT, I was not able to win any business out of it. TBIPS being out of reach.
- A233 a) Please see answer 208 in Amendment 6. Bidders cannot offer "newly unsubstantiated" categories under ProServices.
- b) You can only be grandfathered if you are a current pre-qualified supplier under TBIPS and/or TSPS, or have applied to become a pre-qualified supplier under both the recent refreshes of TBIPS and/or TSPS. We cannot comment on your specific situation. We will evaluate the categories in accordance with the evaluation procedures described in the RFSA. If you are pre-qualified in categories in non-IT streams, these categories may be grandfathered to ProServices under non-IT streams. However, you can offer these categories under ProServices with substantiation, i.e. one project per category as new projects.
- Q234 We are in the process of completing our application for Pro Services. In the category "Substantiation", we are completing the sections for Engineer and Professional Engineer. As with all categories, there is a listing in the "Flexible grid" in the attachment below that indicates

number of points for levels of qualifications.

However, as I am filling out the "Substantiation" sections for our candidates in these categories, I cannot see where to show our levels of experience (i.e., Senior Engineer, PhD, Relevant Prof Certifications, Years of experience). At your earliest convenience, please let me know where I would indicate this information.

- A234 We are qualifying suppliers, not resources. Levels of experience is not requested in response to the Request for Supply Arrangements for ProServices. Client departments using ProServices to issue Request for Proposals should use the Flexible grid to evaluate resources.
- Q235 What is the difference between the IT – Stream #9 - Business Analyst and Non IT – Stream #4 - Business Analyst? I know the job descriptions are different, but can we use the same project for both streams? Same with the IT and Non IT HR Consultant, Project Manager, Risk Management Specialist.
- A235 As per answer 123 in Amendment 5, 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.
Projects submitted to substantiate an IT stream must be related to IT. Although they have the same title, IT and non-IT streams are different. Generally, you should not use the same projects to substantiate an IT stream and a non-IT stream.
- Q236 I submitted as indicated below but I did not see anything in the system/solicitation about financial information i.e. rates or proof of experience/expertise. Can you advise/remind me how this information is supposed to be submitted.
- A236 Rates and experience of resources are not requested in response to the Request for Supply Arrangements for ProServices. The rates and proof of education/experience will be required when responding to a Request for Proposal issued by a Client department using ProServices.
- Q237 Amendment 5, 1.A. and A149 – The revision in Amendment #5 appears to indicate that any category a Bidder has added (i.e. "Newly Substantiated") in their recently submitted TBIPS/TSPS (task based) refresh(es) can be reflected in the DCC as "Currently Substantiated" even though the evaluations of these refreshes are not yet complete. Further, A149 states that "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"; it is assumed the "launch of ProServices into CPSS" is January 6, 2014, thus the ongoing review will occur until December 23, 2013. As such could you please confirm that the following scenario is correct based on this understanding of the revision and A149?

If, during the recent TSPS (task based) refresh, a Bidder had provided substantiation for the newly added categories of Facilitator Consultant and Communications Consultant, for their ProServices submission that Bidder would select "Currently Substantiated" in the DCC. Assuming the evaluation of the TSPS (task based) refresh is completed at least 2 weeks prior to the launch of ProServices in CPSS, and the Bidder was successful in adding the noted categories, these

new categories would be grandfathered into their ProServices SA along with the other existing categories held by that Bidder.

A237 Yes, this is correct.

Q238 I just had a few questions about the substantiation for the different streams.

- a) If we are currently not a supplier under TSPS or TBIPS, but were on the list for PSONline, would that mean that our company is currently substantiated or would we be newly substantiated?
- b) If we do need to provide information for substantiation, where do I fill in the information?
- c) When substantiating the category, is that per stream? Or, per sub-category for each stream?

A238 a) Refer to amendment number 4, A75, "Newly Substantiated".
 b) Refer to amendment number 5, A154
 c) Refer to amendment number 4 A86 b. You need to provide substantiation information for each category you wish to provide services for. Multiple categories fall under each Stream

Q239 We are vehicle fleet consultants and can complete any type of consulting project related to vehicles or the automotive industry. We were signed up on PS Online and I have a few questions regarding the ProServices solicitation:

- a) How do we know if we are required to be sponsored for a certain security clearance? We currently have a DOS Reliability status and none of the other types of clearances.
- b) Where do we find the "Bidder's Statement" from Attachment E? It is mentioned under the "Certifications" section under "Bidder's Statement".
 This section also mentions that we need to submit a signed copy of this attachment with the hard copy of the solicitation. However, there is no mention nor any instruction for a hard copy submission of the solicitation. Is there in fact a hard copy to submit? If not, to whom do we send the signed "Bidder's Statement"?
- c) What does "substantiated" mean in terms of the categories? Are existing suppliers those that were on PS Online? How do we know if our services have been substantiated in the past?
- d) For the streams section, are current suppliers those that were on PS Online? If not, what is a current supplier?
- e) How do we prove the number of months in service? We do not see a location where documentation can be uploaded or mailed.
- f) In the regional contact information section, do we only select "National Zone/Canada Wide" if we are willing to do projects anywhere in Canada, not just on a national scale?
- g) What is the CSID file number in Certification-Security?

A239 a) Bidders with a DOS Reliability status meet the security requirements of the RFSA. They do not need to request a security sponsorship.
 b) The Bidder's Statement can be found at page 42 of the RFSA (also attached). The address for submitting hard copies is indicated on page 1 of the RFSA as well as a full description of what is required to be submitted in hard copy in Part 3 Arrangement Preparation Instructions 1.1 Arrangement Preparation Instructions on page 10 of the Request for Supply Arrangement, and where it is to be submitted.
 c) Substantiated means projects that are currently substantiated (were verified previously and a supplier was awarded an arrangement or standing offer with the substantiated

categories) under Task Based Informatics Professional Services (TBIPS) and/or Task and Solutions Professional Services (TSPS).

- d) A current supplier refers to suppliers pre-qualified under TSPS or TBIPS. These suppliers may offer categories that are "currently substantiated" under TSPS or TBIPS. This does not apply to PSONline suppliers, PSONline are not current suppliers.
- e) Proof of one year in business can be verified by tax returns, certification of ownership, or business registration..
- f) See answer 212 in Amendment 6. You would need to select all regional information to provide services anywhere in Canada. Please go to the CPSS home page, and you will see Definitions of the National Zone, Regions and Metropolitan Areas at the following link:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzmra-eng.html>
- g) The CISC file number is the organization number assigned to a supplier by CISC.

Q240 Please confirm that PWGSC will incorporate SACC Clause N0000C into the General Conditions.

A240 Supplemental general conditions, specifically Clause N0000C, are not incorporated into ProServices due to the low dollar threshold of ProServices' requirements and the resulting contract clauses are common to all categories within ProServices.

Q241 My company just recently found out about the ProServices SA and we are struggling to catch up. Having reviewed the questions and answers I did not come across this question. I apologize in advance if it has already been asked. "We are currently a CPSSA SAH and recently applied (April 2013) to become a TBIPS SAH. Given that we have yet to hear if we have been awarded a TBIPS SA, is our company considered to be pre-qualified for the purposes of the ProServices SA? In other words, do we need to re-submit all of the TBIPS information (new bidder) or are we considered to be pre-qualified?"

A241 Please see Answer 237 above. This would be the same answer for your company.

Q242 We are trying to sort out how to transition to the new platforms for procurement and managing projects in the interim. Are we right in understanding that no new TSPS decisions about being added to the list will be made before next January? I assume that we then need to use PS Online until then? We have been asked by a potential client about a TSPS listing and want to provide accurate information about how to include us in the bidding process

A242 As explained in Amendment 5, under Section 1, paragraph 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. PSONline is still available until ProServices is in effect (January 2014).

Q243 I tried to order the most recent amendment for ProServices (Doc 5) and have run into a couple of major problems. I cannot order this recent document, like I have ordered all of the rest of the related documents, without now buying a full subscription to Merx. I can't really believe that, in the middle of this process to replace your system, I have to now buy amendment releases. Please tell me that this is a mistake and allow me to order this amendment as I have ordered all previous documents.

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- A243 As we advised in amendments 2 and 4 of ProServices, on June 1 all government tenders would be posted on GETS. The link is as follows:
<https://buyandsell.gc.ca/procurement-data/tenders>.
 If you go into the Active icon, you can then search for ProServices or solicitation E60ZT-120001/D. You will find all documents, including the solicitation and all amendments, which you can download. There is no cost to this service.
- Q244 Due to many other commitments in June, I completed my submission and delivered the hard copy to PWGSC on May 31. I now notice (in the preview of the DOC 5 that I could read online) that you have changed the closing date AND that you have changed the process to include a letter of reference in lieu of your planned email verification. What am I to do now that I have already delivered my submission and you have changed the process in mid-stream?
- A244 We did change the closing date to July 15, 2013. However, we have not changed our process for substantiation, we are still planning on sending emails for project substantiation to the references submitted. We were asked if a letter of reference could be used for substantiation, but it is not a requirement.
- Q245 Upon reviewing the ProServices website portal, the commodities my company had qualified for in PS Online don't appear to have been migrated to ProServices.
 Please confirm whether these services will be migrated to ProServices in the future and when. If these services are not being migrated to ProServices, please provide how, or with what contract vehicle, the Crown will utilize to procure these type of commodities.
- A245 As stated in answer 11, in Amendment 2, ProServices merely reflects TBIPS and TSPS categories. In order to suggest additional categories/streams you would need to get in touch with the Task Based Informatics Professional Services (TBIPS) team, please contact RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca. For full descriptions of each category, please review Annex A, Requirements for Services attached to the solicitation, which show what responsibilities could include but are not limited to. In order to find particular categories for services your company offers, you will need to use the Buy and Sell tender website to search for opportunities.
- Q246 In Amendment 5, p. 2 and in answer to question 134, among others, it appears that firms which submitted proposals for TBIPS and TSPS (task only) for the first time this spring may "grandfather" the categories from those proposals. Could you clarify whether this applies to firms which responded to TBIPS and TSPS for the first time this spring, or does it apply only to those firms who were existing suppliers under these arrangements and responded in order to add categories? We responded in April and May to these refreshes for the first time. and will be using the same project references to substantiate our categories for ProServices. Are we required to enter all of the same information again, since we are not an existing supplier, or may we select "currently substantiated" for these categories? Does the answer apply to a first-time TBIPS/TSPS proposal bidder.
- A246 Yes, the answer applies to a first time bidder for TBIPS and/or TSPS. You would mark "currently substantiated" in the DCC and check the grandfather certification.
- Q247 As a sole proprietor, I will send information from my tax returns as proof of length of time in business. Exactly what, from those tax returns, do you require? For how many years?
- A247 We only require proof that your firm has been in business for one year, so whatever shows the year in business is acceptable.

DCC Question and Answers:

Q248 Annex A states: When a supplier must submit information on the experience of a resource, details must be provided concerning the place, duration (month and year) and means (activities completed and responsibilities) that allowed the resource to meet the qualifications or the required experience.

When and how (in the DCC or elsewhere) must I provide this information?)

A248 We are qualifying suppliers, not resources, in response to the Request for Supply Arrangements for ProServices. Client departments using ProServices to issue Request for Proposals could use these evaluation criteria to evaluate resources at the next stage.

Q249 For the references; do we have to submit a different reference for each category or can we use the same reference (the same client), for multiple categories.)

A249 Both are acceptable.

Q250. Reference Checking Process and Q&A 126. In cases where only one email is entered for a category and no back-up is available, would you consider re-sending the substantiation request a second time to the reference in order for bidders who are unable to provide a second email address to have the same time and opportunity for the reference to be verified as those circumstances where a back-up reference can be provided?

A250 If we receive an undeliverable email, we will not send a second one to that address. If we receive an out of office, we will send a second email to that address (if a 2nd is not provided). If no response is received, we will also send the email again at the 2nd wave.

Q251 As previously noted in several questions, a contract number or otherwise is not available in some circumstances, particularly in the private sector. The stated purpose of requesting a contract number is to assist the reference in identifying the project which is being verified. You have indicated that there must be a number for any project including an invoice number. In many cases there is no contract number, no Purchase Order Number, and if there is an invoice number the client would often not have access to such a number and it would therefore be of no use to help in recalling the project being verified.

Furthermore, TBIPS, TSPS, and ProServices are supposed to be harmonized. As part of the PWGSC's efforts to simplify the procurement process, the solicitations for each should be consistent with each other on as many aspects as reasonable and possible with regards to the information required. Neither TBIPS nor TSPS made the contract number a mandatory requirement [N.B. TBIPS initially required it, but removed the requirement based on industry concerns].

Since bidders are taking on all the risk of whether or not their client will recall the projects, and given that neither TBIPS nor TSPS required contract numbers, we request that bidders retain the option as described in Q&A 3 to provide a project description and date under the contract number field, as well as the option to leave it blank or enter "Not Available" if they so choose.

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- A251. ProServices has no other method to verify project substantiation for each category. The other methods of supply ask for written projects and have much more validation of the supplier. We ask for a number in order to substantiate the project, there should be some kind of number, i.e. project #, contract, invoice, etc.
- Q252 I am currently trying to select ProServices consultant Categories as ' Newly unsubstantiated' but do not see this option as currently available in the drop down list of options....please let me know how I can leverage the benefit of using newly unsubstantiated and a clear way to communicate it to PWGSC on time as part of my company's bid reply
- A252 As per answer 208 in Amendment 6, this option is not available for ProServices. "Currently substantiated" is only available for pre-qualified suppliers under TBIPS and/or TSPS.
- Q253 Filling out the DCC with reference to the Categories and wonder how many project references can you submit for a particular area. For instance I am submitting solely for #10 and # 11 in 8.2 Org Des & Class Cons. I would like to submit several detailing my experience with EX and non-EX. Do I submit one reference save and send the response, and do it over for each reference, or is there a way to add several to one submission.
- A253 The requirement for ProServices is for one project per category to be substantiated with one reference and email address, with a second back-up email. There is no provision for more than one project. However, one project can be used for several categories if it is relevant.
- Q254 I have been grandfathered onto this account and have a question for you. Is it possible to see all the current standing offers or supply arrangements with CBRE? I have a few of the arrangements but I believe I may be missing some.
- There is a current renewal for ProServices – E60ZT-120001 that popped up in the DCC when I was doing the other renewals last month. I can not find out what number this is referring to in our system and hope that I can reverse engineer this way with you. Please advise if you can assist in this matter or direct me to another area that might be able to help.
- A254 We can not provide you with all the current standing offers/supply arrangements with CBRE. For ProServices, please see answer 224 above. There is no previous solicitation number that connects to ProServices.
- Q255 We do web design and development work and offer our services worldwide. Could we select the "Select all Regions and Metropolitan Areas" for the type of service we offer even though we are physically located in Ottawa?
- A255 See answer 239 (f) above for a description of regions.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Solicitation No. - N° de l'invitation

E60ZT-120001/D

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

E60ZT-120001

Amd. No. - N° de la modif.

007

File No. - N° du dossier

009ztE60ZT-120001

Buyer ID - Id de l'acheteur

009zt

CCC No./N° CCC - FMS No/ N° VME

Attachment E - revised

Bidder - Front Page

Bidders Statement (All bidders)

ALL bidders must sign and submit the following "Bidder's Statement" with the hard copy of their bid to the Bid Receiving Unit by the date and, time of the date of bid submission:

We certify that all statements made with regard to these requirements are accurate and factual, and we are aware that the Department of Public Works and Government Services Canada reserves the right to verify any information provided in this regard. Untrue statements may result in the Offeror's proposal being declared non-compliant in its entirety, current TBIPS SO/SA Holders becoming ineligible to receive further solicitations, and any other action which Canada may consider appropriate.

SIGNATURE: _____ DATE: _____

Print Name: _____

Legal Name of Bidder : _____

(ALL BIDDERS: Print, sign, and submit this certification with the hard copy of your bid)

PBN Number: _____