

## 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

<b>Title - Sujet</b> PROSERVICES		
<b>Solicitation No. - N° de l'invitation</b> E60ZT-120001/D		<b>Date</b> 2013-07-05
<b>Client Reference No. - N° de référence du client</b> E60ZT-120001		<b>Amendment No. - N° modif.</b> 008
<b>File No. - N° de dossier</b> 009zt.E60ZT-120001	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZT-009-25977		
<b>Date of Original Request for Supply Arrangement</b>		2013-04-18
<b>Date de demande pour un arrangement en matière d'app. originale</b>		
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-15</b>		<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gilmour, Peggy		<b>Buyer Id - Id de l'acheteur</b> 009zt
<b>Telephone No. - N° de téléphone</b> (819) 956-7642 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> 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

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

## Amendment 8

### Reason for Amendment

1. To respond to additional questions by bidders
  - Solicitation Q256 to Q267
  - DCC questions : Q268 to Q273
2. Modify Attachment B - Supply Arrangement Technical Evaluation

### Reminder Notice

1. ProServices Bidders are reminded that they can finalize their ProServices bid and submit in DCC before the closing date of the ProServices bid solicitation. In the event that bidders have a requirement to modify their ProServices bids, the DCC will allow them to amend their bids and resubmit. The resubmitted bid in DCC will supersede all other bids submitted, up until the bid closing date and time, as shown on page 1 of this amendment.
2. Bidders are reminded to sign Attachment E which was revised in Amendment 7. If you choose to sign the front page, you must include all information on Attachment E.

### Questions and Answers

Q256 One of the requirements to respond to ProServices is that a company must have a DOS. I, as an owner and only employee, have a Secret personal clearance. Does my company have to have a DOS also at Secret level, or what level would suffice?

A256 A supplier must have has a minimum a Designated Organization Screening (DOS) reliability level. You can submit a request through DCC or send an email to [SSPC.CPSS@tpsgc-pwgsc.gc.ca](mailto:SSPC.CPSS@tpsgc-pwgsc.gc.ca) requesting sponsorship.

Q257 We would like to qualify as a new bidder as part of a joint venture with a US-based partner. Our partner is a large US-based global firm who hold US SECRET clearance. We are a locally based and Canadian owned company also holding Secret clearance. Our NCR based office will be the joint venture's operations facility.

We have reviewed the Common Centralized Professional Services: Security Requirement Checklists (SRCLs) online and would like to confirm that given that there are International Bilateral Industrial Security Instruments in place between Canada and the US that both parties of the proposed joint venture are recognized as hold Secret level security clearances.

Please provide security clearance equivalencies between Canada and the U.S including document handling equivalencies.

A257 It is important to note the message below with regards to existing issues in obtaining US clearances at the CONFIDENTIAL level for US suppliers to Canada.

Please understand that in accordance with Canada's MOU with the United States, our only option to address the safeguarding / treatment of Protected A and Protected B information, as well as

Reliability requirements for Restricted Access - as identified in a Contract Security Requirement Check List (SRCL) is to request the US Authorities to initiate a US CONFIDENTIAL level Facility Security Clearance (FSC) clearance (minimum FSC clearance level provided by the US Authorities).

Given the above, we need Suppliers to fully understand that although the US supplier might be reticent / demonstrate push back / relay uncertainty due to the onerous and financially taxing process, in taking part in the US CONFIDENTIAL Clearance process, SRCL identified requirements would still need to be implemented and abided by the chosen supplier.

Hence, it is very important for the Departmental client and the potential supplier wishing to partake in a Joint Venture, to fully understand the US equivalencies limitations and the requirements imposed on the US supplier. Also, clearing a US company up to CONFIDENTIAL can often take up to 180 days.

When / If US Authorities face a push back from the US Supplier, when looking into providing FSC clearances, they will immediately contact us - at the International Industrial Security Directorate (IISD) for justification of the FSC Clearance initiation request and might immediately cancel the FSC initiation process. In such cases, IISD will turn to the Department Client for an explanation as to why the Canadian supplier having chosen to Joint venture with a chosen US supplier, is looking to partner with a US firm which refuses to participate in the US clearance process. We do not have equivalencies for Canada and the US, other than what is referred to above.

Q258 Once ProServices is in place, will solicitations be by TBIPS or TSPS supply method or only by ProServices? Will TBIPS and TSPS be removed from the Supply Method?

A258 ProServices will only be for requirements below the NAFTA threshold (\$78,500K). The other methods of supply (TBIPS and TSPS) will still be in place for larger requirements, and Standing Offers.

Q259 Same reference name twice: In order of mitigating the risk that the first reference name is in holiday during the first wave substantiation email, would it be acceptable to the crown that the bidder provide the same reference name twice to ensure that a second email would be send to him or her at the second wave substantiation process.

A259 If we receive an undeliverable email, we will not send a second one to that email 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.

Q260 Should the reference name be expecting to received a single email for all the project and category that their name are referred to ? Or would they receive a series of individual email? And if so, would it be segregated by project or category ?

A260 The goal is to send one combined email with several categories. Please see amendment No. 5, question no. 167.

Q261 I am still unclear on a point brought up several times. We have TBIPS and TSPS and I understand we can grandfather those categories. In the recent refresh of TSPS, we added and substantiated Facilitator Consultant and Communications Consultant as well as four categories under Real Property Stream. Now in Proservices, are the facilitator consultant and communications consultant considered "currently substantiated" or "newly substantiated" given that the info was provided with project descriptions in the TSPS? For the Real Property Project

Management Services Stream is it "currently offered" and the categories "currently substantiated" or is it "Newly Offered" and we substantiate the categories in the DCC given that this substantiation material was provided in the TSPS as well?

A261 The following answer was provided in the recent amendment 5, under answer 1A:  
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>. Your new categories submitted under TBIPS/TSPS recompetitions would become "currently substantiated" in ProServices.  
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.

Q262 I am trying to obtain the ProServices RFSA so that I can complete and submit Appendix E. Are you able to send me a direct link to this RFSA or email the RFSA to me?

A262 You would go to Buy and Sell/Tenders to download the RFSA. Here is the link:

<https://buyandsell.gc.ca/procurement-data/tenders>

If you go into the "Active" icon, then do a search in the upper left corner for either ProServices or E60ZT-120001/D, then go into the solicitation. You can find Attachment E in the solicitation.

Q263 Would you be able to tell me if our company can grandfather our categories under TSPS into ProServices?

A263 If you are a pre-qualified supplier under TBIPS and/or TSPS (task based), you can grandfather into ProServices. You must complete your information in the DCC for streams and categories, and check the Grandfather certification, as well as any other information required in the solicitation.

Q264 You have confirmed receipt of my submission to register me to your new ProServices system: Centralized Professional Services System (CPSS). Please let me know if you require any additional information to fulfill the requirements of the system in order to ensure that my services are now available to potential clients.

A264 To become qualified for ProServices, a supplier must enroll in the CPSS. The solicitation is posted on <https://buyandsell.gc.ca/procurement-data/tenders>. Go into the Active icon and search for ProServices or solicitation # E60ZT-120001/D. Download the solicitation and amendments to review. After a supplier has enrolled in CPSS, he must complete their technical portion in the Data Collection Component in CPSS - Supplier Module (certifications, streams, categories, etc) (as per Section II below) . As well a supplier must submit in hard copy to the Bid Receiving Unit at PWGSC, the following documents:

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.

Section II: Online response template submitted electronically through the CPSS Supplier Module - Data Collection Component (DCC), which should include Certifications.

Q265 My partner and I are currently registered with PS Online and plan to submit the required information for the ProServices solicitation. One question: we are not incorporated, but have been operating as a partnership under Canada Revenue Agency regulations since 1998. Thus we are neither an incorporated entity, nor sole proprietors per se. Nowhere in your information is there any mention made of partnerships in terms of how to register. In PS Online one contact name was given on the main page, with the partner listed as a consultant. Is the process similar for ProServices? Do we consider ourselves to be a sole proprietor, with one lead name and one consultant, or do we each need to apply separately as sole proprietors? Clarification would be appreciated on this.

A265 A partnership is one legal entity, therefore in the DCC you would just identify as a partnership, and provide your documentation.

Q266 I have my tax returns in front of me prepared by my bookkeeper. What from this do you need? Is it ok for me to send you copies of statements summaries: T12125? These list all of my business revenues and expenses since 2008.

A266 We only require proof that your firm has been in business for one year, so whatever shows the year in business is acceptable.

Q267 I have a question regarding the existing Learning Services instrument. I thought that this Learning Services instrument would be incorporated into the ProServices instrument since it ends November 2013. I am just wondering if you anticipate the current streams under the Learning Services to be integrated into the above-mentioned instrument on an upcoming refresh?

A267 No timeline has been set to add the Learning Services categories to ProServices. As a reminder, the ProServices Supply Arrangement is for requirements under the NAFTA Threshold (currently \$78,500), which means that if the Learning Services categories are integrated into ProServices, that the Learning Services SOSA would still remain in place. For additional information concerning Learning Services please contact them at [ServicesApprentissageOCAMA-LearningServicesSOSA@tpsgc-pwgsc.gc.ca](mailto:ServicesApprentissageOCAMA-LearningServicesSOSA@tpsgc-pwgsc.gc.ca)

#### DCC questions and answers:

Q268 I'm just beginning to upload the information for our company on CPSS supplier. We have about five associates who are submitting under our company. As I input the information under "Mandatory Criterion", I see it doesn't ask me for the name of the resource, and it only allows me to submit one project for each stream. I assumed I would be submitting information for each resource under their applicable streams, and thus each resource would be substantiated.

A268 We are qualifying suppliers, not resources, at the solicitation stage. Resources information would be provided at the next phase when client depts. send out an RFP. You are required to submit only one project per category for substantiation, as per the DCC, and the info required as follows: 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"

One email address for each Category must be provided, and it is recommended that a second email address from the same client be provided. These email addresses 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".

Q269 From my CPSS account, I am not able to select from the drop down list "Newly unsubstantiated consultant categories" Can you please help in the resolution of this problem? I would like to finish this solicitation at the soonest while being able to add "unsubstantiated categories" as allowed in this RFSA, thanks. (up to 50% of the substantiated categories can be submitted as unsubstantiated). I understand that the previously unsubstantiated consultant categories for existing TSPS holders are now to be entered as currently substantiated (through the grandfathering).

A269 As explained previously, if you are a current pre-qualified TBIPS and/or TSPS supplier, you may go into DCC under ProServices and click the Grandfather Certification. You would also verify the streams and categories you have under either TBIPS and/or TSPS, and put them in as "Substantiated" (even the currently unsubstantiated ones you have in TBIPS and or TSPS). You can not add anywhere in ProServices "unsubstantiated categories". For ProServices categories, in the drop down boxes, you can only be "currently substantiated"(as a TBIPS/TSPS supplier), "newly substantiated" or "not offered".

Q270 I have 2 projects with only one reference name available for each of them. How could I record both projects to substantiate one category in CPSS ?

Presently, I have provided the only one first reference name available to order to support the one category with 1 project ?

I would like to had a second reference name but that is associated to another project where the same category was provided. How could I record this properly in CPSS ?

A270 For ProServices, we require only one project per category to be substantiated,by including all information required in the solicitation under Attachment B, Technical Evaluation, with one reference (email address) for substantiation, with the second reference (email address) being optional, but recommended by PWGSC.

A backup reference is reflected in the DCC by providing only a second e-mail address under the field "Email 2" (from the same client). The only information required for the second reference is Email 2 on the substantiation page of the DCC. The second reference is actually a back up reference used for the same client. The second reference must be for the same project you are substantiating. For further information on substantiation see Answer 268 above.

Q271 The most recent amendment included a revised Bidder's Statement and adding the solicitation number to the code of conduct . Will the original Bidder's Statement and code of conduct be accepted, particularly for proposals which have already been submitted?

R271 yes, the original documents will be accepted.

- Q272 Does a supplier who offers senior level services indicate yes for senior only, or can they say yes for each of junior, intermediate and senior to cover all offered opportunities? And would the same apply for intermediate services, which would also cover the junior level?
- R272 The system automatically defaults to all 3 levels. If you wish to provide services for all 3 levels, you would leave as is. However, when the RFPS are received from client depts. your rates for each level would have to be reflective, i.e. you could not charge a senior rate for a junior level. If you don't wish to provide services for all levels, you would have to go into DCC and remove the levels you don't wish to provide for.
- Q273 Can we use the experience of new associates / sub-contractors (provided the work was done in the last five years) who may not have been associated with our firm when they obtained this experience.
- A273 You can not use this experience unless the experience was obtained working on a project billed to the bidder.

**From Amendment 3 (question missed):**

- Q66. Can a Bidder re-submit his bid more than once through the Data Collection Component ?
- A66. The Data Collection Component allows bidders to re-submit the electronic copy of the bid, replacing the bidder's previous electronic copy of the bid up until the closing date and time of the bid solicitation.

**2. Modify Attachment B - Supply Arrangement Technical Evaluation**

**Under M.3, paragraph 4 (a), replace with the following with the new links provided:**

4. For each Category, substantiating information will be obtained based on an e-mail containing the following information, sent in accordance with the procedures detailed in item 5 below.

"Public Works and Government Services Canada has received a bid from (Insert Bidder's legal name) to provide informatics/non informatics professional services to the federal government. As part of PWGSC's evaluation process, your name and contact information were provided by the Bidder as the project reference that could substantiate that the Bidder has provided professional services that:

- (a) closely match the Categories listed in the table below.

(For a description of the Categories, please see the following links

For IT: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ncev-ncas-eng.html> OR

For non- IT: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/categories-eng.html> OR

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**