

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC  
1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

**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**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> AMA investigation environnemental	
<b>Solicitation No. - N° de l'invitation</b> EE517-121480/B	<b>Date</b> 2013-07-22
<b>Client Reference No. - N° de référence du client</b> EE517-12-1480	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> QCL-1-34930 (008)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-008-15173	
<b>Date of Original Request for Supply Arrangement</b> 2013-01-24 <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 2014-01-23</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Boudrias, Marie-Michèle	<b>Buyer Id - Id de l'acheteur</b> qcl008
<b>Telephone No. - N° de téléphone</b> (418) 649-2806 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<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 not change the security requirements of the solicitation. Cette révision ne change pas 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>		

---

**The request for supply arrangement is amended as follows:**

**1. The bid receiving address is:**

1550, D'Estimauville avenue  
Quebec city, Quebec  
G1J 0C7

N.B. The address on the first page of amendment 004 is correct.

**2. The table of contents is amended as follows:**

**Delete:**

**PART 2 - SUPPLIER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Enquiries - Request for Supply Arrangements
4. Applicable Laws
5. Cycles for Qualification
6. RFSA Evaluation Schedule

**Insert:**

**PART 2 - SUPPLIER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Former Public Servant - Notification
4. Federal Contractors Program for Employment Equity - Notification
5. Enquiries - Request for Supply Arrangements
6. Applicable Laws
7. Cycles for Qualification
8. RFSA Evaluation Schedule

**3. Section 1. Standard Instructions, Clauses and conditions of Part 2 - Supplier instructions is amended as follows:**

**Delete:**

The 2008 (12-11-19) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

**Insert:**

The 2008 (2013-06-01) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

#### 4. Insert the following sections in Part 2 - Supplier instructions:

##### 3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

##### 4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Human Resources and Skills Development Canada (HRSDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on HRDCS-Labour's website.

#### 5. The numbering of the following sections of Part 2 - Supplier instructions is amended as follows:

##### Delete:

4. Applicable Laws
5. Cycles for Qualification
6. RFSA Evaluation Schedule

##### Insert:

6. Applicable Laws
7. Cycles for Qualification
8. RFSA Evaluation Schedule

#### 6. Section 1. Arrangement preparation instructions of part 3 - Arrangement preparation instructions is amended as follows:

##### Delete:

Section I: Technical Arrangement (3 hard copies)

##### Insert:

Section I: Technical Arrangement (4 hard copies)

---

**7. Section 1.1.1 of part 4 - Evaluation procedures and basis of selection is amended as follows:****Insert:**

**N.B.:** In this section, the expression "Consultant" refers to Supplier. The definition of Supplier is available at section 4 of 2008 (Standard Instructions - Request for Supply Arrangements - Goods or Services).

**8. Part 5 - Certification is amended as follows:****Delete:****PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

**1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement****1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting an arrangement, the Supplier certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an arrangement, the Supplier certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Supplier, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any arrangement in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Supplier and any of the Supplier's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Supply Arrangement and any resulting contracts arising from the SA.

Suppliers who are incorporated, including those submitting arrangements as a joint venture, must provide with their arrangement or promptly thereafter a complete list of names of all individuals who are currently directors of the Supplier. Suppliers submitting arrangements as sole proprietorship, including those submitting arrangements as a joint

venture, must provide the name of the owner with their arrangement or promptly thereafter. Suppliers submitting arrangements as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of arrangements is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to comply will render the arrangement non-responsive. Providing the required names is a mandatory requirement for issuance of a Supply Arrangement and any resulting contract.

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

## **2. Additional Certifications Precedent to Issuance of a Supply Arrangement**

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

### **2.1 Set-aside for Aboriginal Business**

If an offeror wants his or her bid to be considered as a Set-aside for Aboriginal Business pursuant to the federal government's Procurement Strategy for Aboriginal Business (PSAB), he or she must fill out and sign the document entitled "Owner/Employee Certification - Set-aside for Aboriginal Business" attached as attachment 1 - Aboriginal Business Certification.

### **2.2 Federal Contractors Program - Certification**

#### **Federal Contractors Program - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or, if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint

venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

- (a)  is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b)  is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- (c)  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d)  is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the [FCP](#) is available on the HRSDC Web site.

### 2.3 Former Public Servant

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, suppliers must provide the information required below.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Pension Continuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Supplier a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Supplier must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Suppliers agree that the successful Supplier's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Reduction Program**

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

If so, the Supplier must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **Certification**

Solicitation No. - N° de l'invitation

EE517-121480/B

Amd. No. - N° de la modif.

004

Buyer ID - Id de l'acheteur

qc1008

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

EE517-12-1480

File No. - N° du dossier

QCL-1-34930

CCC No./N° CCC - FMS No/ N° VME

---

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

## 2.4 Status and Availability of Resources

1.4.1 SACC Manual clause S3005T (11/05/16) Status and Availability of Resources.

## 2.5 Education and Experience

1.5.1 SACC Manual clause S1010T (12/12/08) Education and Experience

**Insert:**

### **PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications and documentation to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default, if any certification made by the Supplier is found to be untrue whether during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply with this request will also render the arrangement non-responsive, or will constitute a default under the Contract.

#### **1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement**

##### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an arrangement, the Supplier certifies that the Supplier and its affiliates are in compliance with the Code of Conduct and Certifications - Arrangement in Section 01 of Standard Instructions 2008. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **2. Additional Certifications Precedent to Issuance of a Supply Arrangement**

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

##### **2.1 Set-aside for Aboriginal Business**

If an offeror wants his or her bid to be considered as a Set-aside for Aboriginal Business pursuant to the federal government's Procurement Strategy for Aboriginal Business (PSAB), he or she must fill out and sign the document entitled "Owner/Employee Certification - Set-aside for Aboriginal Business" attached as **attachment 1 - Aboriginal Business Certification**.

---

## **2.2 Status and Availability of Resources**

**2.2.1** *SACC Manual* clause S3005T (2008-12-12) Status and Availability of Resources.

## **2.3 Education and Experience**

**2.3.1** *SACC Manual* clause S1010T (2008-12-12) Education and Experience

### **9. Section 2.1 General Conditions of part 6 - Supply arrangement and resulting contract clauses,**

#### **A. Supply arrangement is amended as follows:**

##### **Delete:**

#### **2.1 General Conditions**

2020 (12/11/19) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **Insert:**

#### **2.1 General Conditions**

2020 (2013-04-25) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### **10. Section 7. Priority of Documents of part 6 - Supply arrangement and resulting contract clauses, A. Supply arrangement is amended as follows:**

##### **Delete:**

b) 2020 (12/11/19) General Conditions - Supply Arrangement - Goods or Services,

##### **Insert:**

b) 2020 (2013-04-25) General Conditions - Supply Arrangement - Goods or Services,

**\*\*\* All the other clauses and conditions remain unchanged \*\*\***