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11 Laurier Street / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1

Gatineau

Québec

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**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Procurement Strategies Division / Division des  
stratégies d'acquisition

11 Laurier St. / 11, rue Laurier

Place du Portage, 11C1

Phase III, Tower C

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> Temporary Help Services	
<b>Solicitation No. - N° de l'invitation</b> EN578-060502/H	<b>Date</b> 2013-11-15
<b>Client Reference No. - N° de référence du client</b> EN578-060502	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> 004zn.EN578-060502	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZN-004-26502	
<b>Date of Original Request for Supply Arrangement</b> 2013-10-24 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-01-03</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Riley, Stephanie	<b>Buyer Id - Id de l'acheteur</b> 004zn
<b>Telephone No. - N° de téléphone</b> (819) 956-1678 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2229
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AS SHOWN ON EACH CONTRACT	
<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>		

Solicitation No. - N° de l'invitation

EN578-060502/H

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

EN578-060502

Amd. No. - N° de la modif.

003

File No. - N° du dossier

004znEN578-060502

Buyer ID - Id de l'acheteur

004zn

CCC No./N° CCC - FMS No/ N° VME

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**THIS AMENDMENT 003 IS RAISED TO AMEND THE RFSA AND ANSWER QUESTIONS**

**AMENDMENT**

1. On page 2 (TABLE OF CONTENTS) of the Request for Supply Arrangement.

**Delete:**

**PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

1. Arrangement Preparation Instructions
2. Technical Response Template
3. Payment by Credit Card
4. Multiple Arrangements

Attachment 1 to Part 3 - RFSA Technical Response Template

**Replace with the following:**

**PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

1. Arrangement Preparation Instructions
2. Technical Response Template
3. Multiple Arrangements

Attachment 1 to Part 3 - RFSA Technical Response Template

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

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## QUESTIONS AND ANSWERS

### Question 001

Where can I get a copy of Annex H to sign and submit?

### Answer 001

The Annex H - Existing THS Supply Arrangement Holders Certification is found on Page 55 in the current RFSA solicitation EN578-060502/H accessible at <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-004-26502>

### Question 002

After downloading the original RFSA and the two (2) amendments, we cannot find the actual RFSA.

### Answer 002

PWGSC encountered technical difficulties in the initial publication of the RFSA solicitation. Bidders may access the complete RFSA solicitation documents and related attachments, published as EN578-060502/H, amendment number 2, directly from PWGSC tenders site at: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-004-26502>

### Question 003

Our firm does not wish to make any changes to our existing SA, can we assume that we only need to submit the cover page of the RFSA and the Annex H to retain our status and be compliant?

### Answer 003

All existing THS SA holders who are not changing their technical arrangement on file with PWGSC and are interested in being grandfathered and retaining their current supply arrangement must review the current solicitation posted on the Government Electronic Tendering System ([www.BuyandSell.gc.ca/tenders](http://www.BuyandSell.gc.ca/tenders)) (GETS) since October 25, 2013, and submit as a minimum a signed certification (Annex H), along with the first page of the Request for Supply Arrangement following the bid submission requirements specified in Part 3, article 1.2 Submission Grid.

### Question 004

- a. PART 3 - Arrangement Preparation Instructions - Section 1.2 Submission Grid - The submission grid shows that existing THS Holder who are not making any changes to their arrangement are to provide a signed RFSA cover page and a completed Annex H. In terms of Section 1.2, Annex H is the "Existing THS Supply Arrangement Holders Certification", it is assumed that a submission of an existing THS Holder that is not changing their arrangement would be considered to be "Section II: Certifications" and would need to be submitted in two hard copies. Please confirm this is correct.
- b. PART 3 - Arrangement Preparation Instructions - Section 1.1 - For "Section I: Technical Arrangement", it states that the soft copies are to be provided on USB. Please confirm that soft copies will also be accepted on CD/DVD?
- c. Is the Crown is requesting two hardcopies and one electronic file on USB?

**Answer 004**

- a. Existing THS SA holders who are not changing their technical arrangement currently on file with PWGSC may provide under separate cover their responses by Section I and Section II, as noted in Part 3-Arrangement Preparation Instructions. Bidders are required to submit two (2) hard copies of the required documentation, soft copies are optional, specified in Part 3, Article 1.2 Submission Grid and follow the Submission of Arrangements instructions in Part 2 - Supplier Instructions, article 2.
- b. Soft copies of the required documentation are optional, therefore, CD/DVD are not accepted at this time.
- c. See above answer (a).

**Question 005**

Is January 3, 2014 the due date for all responses?

**Answer 005**

Yes. The Temporary Help Services Request for Supply Arrangement (RFSA) no. EN578-060502/H solicitation is currently posted on GETS (BuyandSell/Tenders) has a closing date of 02:00 PM on 2014-01-03, Eastern Standard Time (EST)

**Question 006**

Considering that we are only submitting the RFSA cover page and Annex "H", does PWGSC require all of these copies in both hard & soft copies?

For the technical, do we submit the signed RFSA cover page as the Technical submission, and then submit Annex "H" as the Certification submission?

**Answer 006**

Canada has provided a response similar to this question, see Question and Answer 004.

**Question 007**

- a. Please clarify if EN578-060502/H will be replacing EN578-060502/G and is EN578-060502/H no longer valid?
- b. Can I still submit under EN578-060502/G which had a closing date of December 31, 2014 for quarter Q3?

**Answer 007**

- a. The current RFSA EN578-060502/H solicitation replaces the previous solicitations RFSA no. EN578-060502/G which is no longer active. New bidders and existing suppliers are invited to submit their bids to qualify to offer and/or retain services under the THS solicitation RFSA EN578-060502/H. PWGSC has issued a communiqué to all existing THS Suppliers issued on October 25, 2013 regarding this matter. All bidders are required to review the entire bid solicitation in its entirety subject to the revised terms and conditions and must comply with the bid submission requirements.
- b. No, to clarify, RFSA EN578-060502/G did not have a closing date of December 31, 2014. The RFSA EN578-060502/G solicitation was a perpetual permanent posting comprised of quarterly qualification cycles with Q1 closed on June 28, 2013 and Q2 closed on October 24, 2013.

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EN578-060502/H

Amd. No. - N° de la modif.

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Buyer ID - Id de l'acheteur

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004znEN578-060502

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EN578-060502/G is no longer active, there is no action that can be taken by any Supplier or bidders against this document which is no longer accessible to industry.

### **Question 008**

With regards to PART 3, article 3. Multiple Arrangements

Can 2 or more non aboriginal companies submit a response as a joint venture if they are unable to submit a bid on their own?

### **Answer 008**

In accordance with Part 3, article 3, as specified on page 11:

A supplier can submit one arrangement as a legal entity alone and/or one as a legal entity in a joint venture (JV) that is aboriginal as per the Aboriginal Business Certification. Each arrangement must be a physically separate document. Each arrangement must be complete and will be evaluated independently without regard to other arrangements submitted.

### **Question 009**

In the October 25, 2013 communiqué to all existing THS holders, what do you mean by "obtain a new Supply Arrangement" in the section "NEXT STEP": "THS Suppliers interested in obtaining a new Supply Arrangement, based on each bidder's current pre-qualifications in THS service streams must review the new solicitation and submit, as a minimum, a signed certification (Annex H), along with the first page of the Request for Supply Arrangement, in accordance with the terms of the new solicitation no later than January 3, 2014."

### **Answer 009**

All supply arrangements issued as a result of solicitation EN578-060502/F or EN578-060502/G will be made inactive once Supply Arrangements issued under the current solicitation THS RFSA EN578-060502/H is finalized:

As such, if you are an existing SA holder and wish to retain this SA you must submit to be grandfathered under the new THS RFSA EN578-060502/H. In doing so, existing Supply Arrangement holders, are required to submit, as a minimum, a signed certification (Annex H), along with the first page of the Request for Supply Arrangement as specified in Part 3, on page 9 under Article 1.2 Submission Grid, accepting the terms and conditions as set out in this solicitation. New supply arrangements incorporating the new provisions in the EN578-060502/H solicitation will be issued to those compliant suppliers once the solicitation process is completed.

### **Question 010**

After downloading the "rfsa.zip" files, we note that the English folder is empty and the French folder contains the English "Technical Response Template" and the "French Technical Response Template".

### **Answer 010**

PWGSC encountered technical difficulties in the initial publication of the RFSA solicitation. Suppliers may access the complete RFSA documents including the RFSA file attachments in english and french content, directly from PWGSC tenders site at:

<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-004-26502>

**Question 011**

- a. Can you tell me when we can expect to hear the outcome of our request for THS SA submission under EN578-060502/G on September 27th, 2013 to meet the permanent refresh Q2 period which closed on October 24, 2013?
- b. Will our company need to resubmit under this new RFSA solicitation EN578-060502/H?

**Answer 011**

- a. Bidders who have submitted an arrangement in response to the THS perpetual refresh solicitation RFSA EN578-060502/G Q2 qualification cycle between June 29, 2013 and October 24, 2013 will have their arrangement evaluated in the evaluation period between October 25, 2013 and January 3, 2014 and evaluation results will be communicated to bidders no later than December 13, 2013, in order that the bidder may know whether they must prepare the bid submission as an existing bidder or as a new bidder as specified in Part 3, on page 9, Article 1.2 Submission Grid of the RFSA..
- b. Bidders that are deemed compliant as a result of the Q2 evaluation under perpetual refresh solicitation EN578-060502/G will be considered an existing THS holder. In order to be grandfathered under the new THS RFSA (no. EN578-060502/H), all bidders are required to review the entire bid solicitation and as specified in Part 3, on page 9, under Article 1.2 Submission Grid, these offerors are required to submit Annex "H" and the front page of the RFSA subject to accepting the terms and conditions of solicitation no. EN578-060502/H.

Bidders that are deemed non-compliant as a result of the Q2 evaluation under perpetual refresh Solicitation EN578-060502/G will be considered new THS Holder for RFSA no. EN578-060502/H. These suppliers are invited to submit their bids to qualify to offer services under the THS solicitation RFSA EN578-060502/H. All bidders are required to review the entire bid solicitation and as specified in Part 3, on page 9 under Article 1.2 Submission Grid, will be required to submit all requirements as a NEW Bidder.

**Question 012**

I have a question concerning the THS Refresh currently on line on Buyandsell.gc.ca website. We re-qualified for THS in April 2013 under Solicitation #EN578-060502/F. I would like to confirm that no action is required from us unless we wish to qualify for new streams. Can you please confirm this?

**Answer 012**

All existing THS suppliers interested in retaining their current Supply Arrangement and being grandfathered for RFSA solicitation no. EN578-060502/H must complete and comply with the bid submission requirements specified in Part 3, article 1.2 Submission Grid, as an Existing THS Holder either not changing or adding classifications to their existing technical arrangement, as noted in Column C and Column D.

Responses from Canada on this same topic can be referenced in Questions and Answers 003 and 009.

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