



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
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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
Informatics Professional Services - EL
Division/Services professionnels en informatique -
division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet Professional Services	
Solicitation No. - N° de l'invitation EN414-133505/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 20133505	Date 2013-11-26
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-627-26549	
File No. - N° de dossier 627el.EN414-133505	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-12	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Aubin, Marc A.	Buyer Id - Id de l'acheteur 627el
Telephone No. - N° de téléphone (819) 956-1436 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

The solicitation amendment 004 is raised to (1) make modifications to the RFP and (2) answer questions from the industry, all as follows:

QUESTIONS AND ANSWERS

Question #14

Re: Number of Contracts

Section 1.2.b states that there will be “up to three contracts in each of the four workstreams.” While this makes sense for Workstream 1 with a forecast of up to 24 resources per year, it is unusual to see up to three contracts for a requirement with a forecast of only one or two resources. Does PWGSC really intend to award three contracts for Workstream 2 (for two resources), Workstream 3 (one resource only) and Workstream 4 (one resource only)?

Answer: Canada has reviewed the request and has decided to modify article 1.2 (b) as follows:

Delete article 1.2 (b) only; and
Replace with the following:

- (b) It is intended to result in the award of up to three contracts for workstream 1 and one contract for workstream 2, 3 and 4. Each Contract will purchase work from only one stream and will be for one year plus two one-year irrevocable options, allowing Canada to extend the term of the contract.

Question #15

Re: Corporate Criteria M1 – All Workstreams

The requirement calls for the Bidder to “have been awarded at least three Informatics Professional Services* contracts. Each of these contracts must have a minimum contract value of \$500,000.00 and have been awarded within the past seven years prior to the solicitation closing date”.

- (i) **Given the scope of the requirements as stated, shouldn't at least one of the contracts be for GCDOCS?**
- (ii) **Given the size of the contract, shouldn't at least half of the \$1.5 revenues needed to qualify be for IM/RM/KM/GCDOCS services?**
- (iii) **Why is M1 restricted to the last seven years when M2 is for the last five years? Shouldn't they both be for five years so the required revenues are current and M1 aligns with M2?**

These changes would ensure that the Bidder has the required depth and (recent) experience as it relates to the specific scope of the work (i.e. IM/RM/RK, GCDOCS).

Answer: Canada has considered the above requests, however in order to foster competition Canada has decided not to make any changes.

Question #16

M1 – Corporate Criteria M1 – All Workstreams

Can you use the same (reference) contracts for each Workstream?

Answer: Yes.

Question #17

M2 – 36-Month Period

M2 states that the Bidder demonstrate experience (billable days) “over a total period of 36-month within the past five years prior to the solicitation closing date”. Does this mean that a contract with a duration of less than 36 months would not qualify? Must the bidder show billings that occurred in more than each of 36 months to qualify? Please clarify what is required.

Answer: The Bidder must have demonstrated contract experience in supplying all of the resource categories, for the required Minimum Billable Days per category. The services provided must have been provided under a maximum of five contracts. It is not necessary for each contract to demonstrate all categories of personnel. The experience must occur within the past five years prior to the solicitation’s closing date. The number of Billable Days demonstrated must be proven over no greater than 36 months, but such 36 months need not be consecutive. The experience may occur at any time during the five-year period, so long as the total number of Billable Days when added together meets the Minimum Billable Days requirement.

Question #18

Appendix 2 – Resources

In each of the Workstreams, why is there no mandatory criterion that relates to the resources yet there are specific roles described in the SOW? Shouldn’t the Bidder be required to demonstrate that it has access to appropriately skilled resources for the Workstream it is bidding? Otherwise there is no validation of the quality or caliber of resources that a Bidder might provide.

Answer: As per the RFP, Canada has decided to evaluate the resources after contract award as per article 7.2 and Annex D. Canada has considered the request, however no changes will be made.

Question #19

RE: Security Requirements Check List

In Amendment 2 Answer 4, relative to the Protected B assets, the current contractors are not required to use their own equipment/work off-site. In Amendment 2 Answer 5, it was indicated that the Protected B information would remain with the PWGSC. Should the security requirements not be linked to the specific work of the TA and as such there be two SRLCs: one for on-site work using PWGSC's systems (with 11a and 11d as "no") and; one for off-site work using the contractor's systems (with 11a and 11d as "yes")? As such we respectfully request that the security requirement in Part 7 Section 7.5.a be revised to remove "with approved Document Safeguarding at the level of Protected B" and that the SRCL be revised to reflect this – namely sections 11a and 11d.

Answer: Canada has reviewed the request and has decided to modify article 7.5 and Annex "C", all as follows:

Delete article 7.5 in its entirety; and
Replace with the following:

7.5 Security Requirement

- (a) The Contractor/Offeror must, at all times during the performance of the Contract/SO/SA, hold a valid Designated Organization Screening (DOS), issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
- (c) The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
- (e) The Contractor /Offeror must comply with the provisions of the:
 - (i) Security Requirements Check List EN578-055605, described in Annex "C";
 - (ii) Industrial Security Manual (Latest Edition)

And

Delete Annex "C" in its entirety; and
Replace with Annex "C" (SRCL) attached to solicitation amendment 004.

Question #20

Re: Protected B Requirements and Contract Award

Please confirm that a Bidder does not have to have Document Safeguarding at the level of Protected B to submit a proposal for consideration and that a Bidder who is otherwise qualified can apply to be sponsored for Document Safeguarding at the level of Protected B through this contract. Further, to whom does this application need to be made and by when (i.e. before the close of the RFP)?

Answer: See modifications made under question #19.

Question #21

Re: Extension

Please consider extending the RFP due date by two weeks in order to allow us to compile all the required proof (invoices, contacts, billing summaries, SOW cross-referencing) and to obtain client approval for the reference packages.

Answer: Please refer to the extension done in solicitation amendment 003.

Question #22

RE: Number of Resumes required in the Response

Please confirm, (or clarify if this statement is incorrect), that the number of resumes required in a Bidder's Response to each workstream is consistent with the approximate number of resources required per year in the table in Annex B – Statement of Work at the bottom of page 3?

Answer: Bidders are to refer to article 4.2 (d).

Question #23

RE: M2, (all Workstreams), “The Bidder must demonstrate that, for each category, at least 25% of the tasks have been completed, as detailed in section 6.1 and 6.2 of Annex B (SOW). Please confirm that to meet M2 Bidders need only to demonstrate a match to 25% of the tasks between the description of the services provided under the referenced projects and the tasks listed in the appropriate subsection, (6.1 through 6.6), of Annex B section 6.0?”

Answer: Canada will not provide a confirmation to a hypothetical set of facts. All bid evaluation will occur after bid closing. Please rephrase your question indicating what portion of the mandatory is unclear.

Question #24

RE: Closing Date and Time

Would it be possible to extend the closing date by an amount that would not negatively impact existing department plans? The breadth and depth of information required to submit a qualified response to this solicitation is quite large and therefore requires significant effort.

Answer: Please refer to the extension done in solicitation amendment 003.

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED



Contract Number / Numéro du contrat EN578-055605
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		Acquisitions
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Standing Offer for the provision of Task Based Informatics Professional Services to the Government of Canada		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat EN578-055605
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat EN578-055605
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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EN678-050905
Security Classification / Classification de sécurité UNCLASSIFIED

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Chamberlain, Tamara		Title - Titre AirSupply Team Leader	
Telephone No. - N° de téléphone 819-883-1442	Facsimile No. - N° de télécopieur 819-968-2690	E-mail address - Adresse courriel tamara.chamberlain@pwgsc.gc.ca	Date 2006/06/12
Signature <i>Tamara Chamberlain</i>			
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) Gauthier, Simone		Title - Titre Security Official	
Telephone No. - N° de téléphone 819-834-0313	Facsimile No. - N° de télécopieur - 819-956-4315	E-mail address - Adresse courriel simone.gauthier@pwgsc.gc.ca	Date 12/6/2006
Signature <i>Simone Gauthier</i>			
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Signature			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres imprimées) JACQUES SAMAR		Title - Titre CONTRACT SECURITY OFFICER	
Signature <i>Jacques Samar</i>			
Telephone No. - N° de téléphone 613-948-1732	Facsimile No. - N° de télécopieur 613-948-1762	E-mail address - Adresse courriel JACQUES.SAMAR@PWGSC.GC.CA	Date 16-06-06

PWGSC.GC.CA