

**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**

**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> 2013-12-19
<b>Client Reference No. - N° de référence du client</b> EN578-060502	<b>Amendment No. - N° modif.</b> 005
<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 at - à 02:00 PM on - le 2014-01-10</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<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>		

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**THIS AMENDMENT #005 IS RAISED TO AMEND THE RFSA AND ANSWER QUESTIONS**

**AMENDMENT**

3. On page 1 of 2 (cover page) of the Request for Supply Arrangement,

**Delete:**

Solicitation Closes-at 02:00 PM on 2014-01-03

**Replace with the following:**

Solicitation Closes-at 02:00 PM on 2014-01-10

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

**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. On-Going Opportunity for Qualification

**Replace with the following:**

**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. On-Going Opportunity for Qualification

The Federal Contractors Program for Employment Equity Certification and Former Public Servant is revised and incorporated in this solicitation amendment as follows:

Note to Bidders: For all Existing Suppliers that are responding to this bid solicitation using the Grandfathering Certification, the certification covers the current information pertaining to Federal Contractors Program for Employment Equity (FCPEE) and Former Public Servant (FPS) certification provided to PWGSC as remaining unchanged. For a listing of current THS Suppliers that are subject to the FPS certification can be viewed as follows:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/fournisseurs-suppliers/pcafsat-cfpsths-eng.html>

For any existing suppliers, in the event that their respective FPS status has changed, the supplier must submit its certification to PWGSC using the current certification as provided herein.

For all new suppliers, where the FCPEE/FPS applies, must also submit the certification as provided herein.

## 5. On page 7, **PART 2 - SUPPLIER INSTRUCTIONS**

### Insert the following:

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

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 supplier, 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

## 6. On page 20, **PART 5 - CERTIFICATIONS**

### Delete:

Suppliers must provide the required certifications and related documentation 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, to provide the related documentation 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.tpsgcpwgsc.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.

## **Replace with the following:**

### **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 supplier 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 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**

- 1.1.1** 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/11>). The related documentation therein required will assist Canada in confirming that the certifications are true.

Solicitation No. - N° de l'invitation

EN578-060502/H

Amd. No. - N° de la modif.

005

Buyer ID - Id de l'acheteur

004zn

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

EN578-060502

File No. - N° du dossier

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Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

7. On page 20, **PART 5 - CERTIFICATIONS**

**Delete:**

**2.1 Federal Contractors Program - Certification**

**Note to Bidders:**

**Refer to PART 2 - SUPPLIER INSTRUCTIONS, 4. Federal Contractors Program for Employment Equity - Notification**

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

Solicitation No. - N° de l'invitation

EN578-060502/H

Amd. No. - N° de la modif.

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Buyer ID - Id de l'acheteur

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## QUESTIONS AND ANSWERS

### Question 015

I have a question regarding the RFSA for Temporary Help Services - EN578-060502/H.

The response provided in Answer 4, part b in Amendment No 3 indicates that provision of soft copies of the bid documents is optional. I can find no reference to that fact in Amendment No. 2 that contains the instructions to bidders. Will you be issuing an amendment indicating that soft copies are optional?

### Answer 015

An amendment to PART 3 - SUPPLIER PREPARATION INSTRUCTIONS of the solicitation is not required. Bidders are to review the solicitation and submit their arrangement in accordance with the terms of the published solicitation. The wording/data of the hard copy will have priority over the wording/data of the soft copy.

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