

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 a Standing Offer

Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre 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

Title - Sujet Temporary Help Services	
Solicitation No. - N° de l'invitation E60ZN-110002/E	Date 2013-12-19
Client Reference No. - N° de référence du client E60ZN-110002	Amendment No. - N° modif. 005
File No. - N° de dossier 002zn.E60ZN-110002	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZN-002-26501	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2013-10-24	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-10	
Address Enquiries to: - Adresser toutes questions à: Riley, Stephanie	Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (819) 956-1678 ()	FAX No. - N° de FAX (819) 997-2229
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AS SHOWN IN THE RESULTING CALL-UPS	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

3. On page 1 of 2 (cover page) of the Request for Standing Offer,

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

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

Note to Bidders: For all Existing Offerors 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 Offerors that are subject to the FPS certification can be viewed as follows:

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

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

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

4. On page 21, **PART 5 - CERTIFICATIONS**

Delete:

PART 5 - CERTIFICATIONS

Delete in its entirety

Replace with the following:

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/15>). The related documentation therein required will assist Canada in confirming that the certifications are true.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2.2 Former Public Servant Certification

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award.

If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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, in the context of the fee abatement formula, 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 Superannuation 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 Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES () NO ()

If so, the Offeror 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 applicable taxes.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

2.3 Canadian Content Certification

SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition

This procurement is limited to Canadian services.

The Offeror certifies that:

- () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

2.4 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.

2. The Offeror:

- (i) certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
- (ii) agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
- (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Offeror must check the applicable box below:

- (i) () The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- (ii) () The Offeror is either a joint venture consisting of two or more Aboriginal Businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

- (i) () The Aboriginal business has fewer than six full-time employees.

OR

- (ii) () The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

- "1. I am _____ (insert "an owner" **and/or** "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in **Annex 9.4** of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business" .
- 2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date"

2.5 Testing

The Offeror certifies that:

- () the testing the Offeror provides to their THS resources for classifications in Stream 1 complies with the four types of examinations described in Annex "E" - Basic Standards for Testing

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the Office Support Classifications (Stream 1) and the Offeror also provide language testing (oral, written communication and comprehension).

() Not applicable for classifications the Offeror is bidding on.

5. On page 34, **B) Directed Method (for Streams 1 & 2 Only) for requirements \$25,000 and below**

Delete:

For requirements under Streams 1 & 2 valued at \$25,000 and below, the identified user can either use "Right of First Refusal" methodology or they can direct call-ups using the percentile methodology.

Replace with the following:

For requirements under Streams 1 & 2 valued at \$25,000 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included) and below, the identified user can either use "Right of First Refusal" methodology or they can direct call-ups using the percentile methodology.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

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QUESTIONS AND ANSWERS

Question 016

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

Section - 8.1 (Page 32) - Option to Extend the Request for Availability (RFA) Search Results Validity Period states, "Canada reserves the right to exercise an option to extend the 10 working days search result validity period for the Request for availability (RFA) for a period of up to 45 calendar days from the date that the search results were printed....".

Please confirm that if an option to extend the RFA validity period is exercised for a given category it does not lock that rate in the system for 45 days. Offerors are still able to make changes during the weekly price revision for that same category.

Answer 016

Under the Standing Offer, when the option to extend the 10 working days search result validity period is exercised by Canada, Offerors may continue to input weekly price revision (PR) rates into the THS On-line System for any personnel classification and level of expertise they are compliant in.

Refer to RFSO Amendment 004, Answer 015.

Question 017

I have a question regarding the RFSO for Temporary Help Services - E60ZN-110002/E.

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 017

An amendment to PART 3 - OFFER PREPARATION INSTRUCTIONS of the solicitation is not required. Bidders are to review the solicitation and submit their offer 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.