



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

THIS DOCUMENT CONTAIN A SECURITY
REQUIREMENT

CE DOCUMENT CONTIENT UNE EXIGENCE
EN MATIÈRE DE SÉCURITÉ

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

Issuing Office - Bureau de distribution
Business Management and Consulting Services Division
/ Division des services de gestion des affaires et de
consultation
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet Lease Brokerage Services	
Solicitation No. - N° de l'invitation EP157-140570/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 20140570	Date 2014-01-29
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-419-26691	
File No. - N° de dossier 419zg.EP157-140570	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-04	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Lam, Daphne	Buyer Id - Id de l'acheteur 419zg
Telephone No. - N° de téléphone (819) 956-1074 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein Voir aux présentes	

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

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EP157-140570/A

Amd. No. - N° de la modif.

004

Buyer ID - Id de l'acheteur

419zg

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

20140570

File No. - N° du dossier

419zgEP157-140570

CCC No./N° CCC - FMS No/ N° VME

Please see attached Solicitation Amendment 004.

Solicitation No. - N° de l'invitation EP157-140570/A	Amd. No. - N° de la modif. 004	Buyer ID - Id de l'acheteur 419ZG
Client Ref. No. - N° de réf. du client EP157-140570	File No. - N° du dossier 419ZG. EP157-140570	CCC No. /N° CCC - FMS No./N° VME

This Solicitation Amendment 004 is raised to answer Bidder's questions and modify the RFP.

Questions and Answers 1 to 26 are posted in the Solicitation Amendment 001, 002, and 003.

Question and Answer

Question 27:

As there is no guarantee from PWGSC as to the amount of the contract, other than the minimum guarantee which is significantly less than the \$1,000,000.00 stipulated as the entry level that would require an employer to sign the **Agreement to Implement Employment Equity**, would execution of the **Agreement to Implement Employment Equity** still be a condition precedent to the contract award? The agreement stipulates it only applies for contracts of \$1,000,000 or over.

Answer 27:

Yes. The estimated contract cost may exceed \$1M.

The RFP is hereby amended as follows:

Attachment 1 of Part 4 – Evaluation Procedures

DELETE RT1, Table 1 of RT1, Table 3 of RT2.2, RT3, and RT6 in its entirety

REPLACE with the following:

RT1	<p>Proposed Transaction Management Team</p> <p>The Bidder should describe the depth of the project team and back-up capacities proposed to deliver all elements of the resulting Contract including all its Annexes and explain how it will be effective. The Bidder should describe its approach to include at minimum the following;</p> <ul style="list-style-type: none"> - identify the various positions proposed for its team; - provide a description of the functions of each position; - identify head office functional support. <p>This will be rated to the extent that the proposed project team composition demonstrates an effective and efficient approach to delivering the required services.</p>
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Table 1 RT1

The Bidder should describe the depth of the project team and back-up capacities proposed to deliver all elements of the resulting Contract including all its Annexes and explain how it will be effective.	
This will be rated to the extent that the proposed project team composition demonstrates an effective and efficient approach to delivering the required services.	
Score	Description
0%	Unsatisfactory response. Information does not support team approach.
10%	Unsatisfactory response. Rated criterion is minimally addressed; roles and responsibilities are not defined.

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30%	Unsatisfactory response. Rated criterion is moderately addressed. Identifies team with roles and responsibilities but no mention of back-up plan or workload increase issue.
50%	Criterion barely addressed. Certain elements of the aforementioned criterion although addressed lack detail. The Bidder does not provide all services in the make-up of the team.
70%	Satisfactory response. The Bidder provides a good understanding in addressing how their team approach will meet PWGSC's objectives. Resource issues are identified and back-up capacity is adequate.
80%	Rated criterion is well addressed. The Bidder provides a good understanding of a team approach along with detail for resource back-up and capacity issues. Roles and responsibilities are identified and rationale has merit.
90%	Rated criterion is very well addressed. The Bidder provides a very good rationale and persuasive detail of the team's multi-disciplinary approach and back-up plan will meet PWGSC's objectives. They provide a good rationale for meeting increased workloads and their response is considered to have a good level of merit.
100%	Superior response. Requirement is exceeded. The Bidder provides an excellent rationale, identifying in detail the depth of the team, their roles and responsibilities along with their back-up plan. Increased workload and capacity issues are addressed and supported. The response provides persuasive detail for each of the elements of the criterion and is considered to have outstanding merit.

Table 3 RT2.2

Outlining and indicating how the Bidder will address and manage critical issues, including potential conflicts of interest, Market Impacts, and Political pressures.	
Score	
0%	Unsatisfactory response, information not provided, and no critical issues provided.
10%	Unsatisfactory response, rated criterion is minimally addressed. Limited understanding of the issues. The Bidder identifies only mentions the terms of risks and conflict of interest.
30%	Unsatisfactory response, rated criterion is moderately addressed. The Bidder's limited identification of potential conflict of interest and proposed solution is weak. No mention of Market impact or floor dimensions.
50%	Certain elements of the rated criterion lack detail and barely address the issues and principles. The Bidder does not indicate how they will consider those issues in conducting the leasing services.
70%	Satisfactory response. The Bidder provides a good understanding in addressing the main issues of risk, conflict of interest, Market Impact and larger floor plates. Based on this understanding, the Bidder indicates how they will consider those issues in conducting the leasing services.
80%	Rated criterion is well addressed. The Bidder provides a good understanding by addressing the issues or challenges identified and provide details in depth to substantiate their understanding of the issues. Based on this understanding, the Bidder describes how they will develop in concert with issues their strategies for leasing services.
90%	Rated criterion is very well addressed. The Bidder provides a very good understanding by addressing the issues or challenges identified; they provide details in depth to substantiate their understanding of the issues/challenges. Based on this understanding, the Bidder

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	outlines how they will incorporate into their strategies for lease services.
100%	Superior response. Requirement is exceeded. The Bidder provides an excellent understanding and addresses all of the issues while providing in depth detail substantiating their understanding of the issues while highlighting how they will incorporate it h their activities. Based on this understanding, the Bidder provides in detail how they will implement these strategies for lease services. The proposed solutions are both sound and viable.

RT3	Project Team Experience in Office Real Estate Transactions
	<p>The Bidder should demonstrate the Transaction Management Team's experience by providing an example of an office space lease transaction where the project team approach was utilized within the last two (2) years (prior to bid closing) in Canada. The cited lease transaction must involve at least 5,000 m² of office space or a net transaction value of at least five million dollars (\$5,000,000.00) with at least two members of the proposed project team having participated. The example must meet the stated requirement in order to be evaluated.</p> <p>The Bidder should provide the following information on the cited lease project:</p> <ul style="list-style-type: none">• Dates involved (year and month);• Client name and contact information (name, telephone/or fax number/or e-mail address);• Property or building name and details (location, type of use for office space, private or government owner);• Lease term;• Transaction value; and• Role of individuals and the type of services provided (agent for landlord, agent for tenant or dual agency). <p>The following information will be rated:</p> <ol style="list-style-type: none">1) Description of the lease project and its relevance to the Statement of Work.2) Provision of a full complement of leasing services including, but not limited to, analysis, market research, options and lease acquisitions proposals, and description of each member's roll and responsibility in successfully completing the lease transaction.

RT6	Tenant Representation
	<p>The Bidder should demonstrate the project team's experience by providing one example where the project team or firm have, within the last two (2) years, conducted a transaction as a Tenant Representative in Canada. The cited lease project should involve at least 5,000m² of office space with a net transaction value of at least five million dollars (\$5,000,000.00) and at least 500m² of retail space with a net transaction value of five hundred thousand dollars (\$500,000.00).</p>

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED