

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
Quebec
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
Professional Services Online & Temporary Help
Services Division/Division des services professionnels
en ligne et d'aide temporaire
11 Laurier St./11, rue Laurier
10C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

Title - Sujet ProServices/ProServices	
Solicitation No. - N° de l'invitation E60ZT-120001/E	Date 2014-05-02
Client Reference No. - N° de référence du client E60ZT-120001	Amendment No. - N° modif. 001
File No. - N° de dossier 009zt.E60ZT-120001	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZT-009-27511	
Date of Original Request for Supply Arrangement	2014-03-31
Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-11	
Address Enquiries to: - Adresser toutes questions à: Hickey, Natasha	Buyer Id - Id de l'acheteur 009zt
Telephone No. - N° de téléphone (819) 956-6896 ()	FAX No. - N° de FAX (819) 956-9235
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité 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

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		

Solicitation No. - N° de l'invitation

E60ZT-120001/E

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

E60ZT-120001

Amd. No. - N° de la modif.

001

File No. - N° du dossier

009ztE60ZT-120001

Buyer ID - Id de l'acheteur

009zt

CCC No./N° CCC - FMS No/ N° VME

See attached document.

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Reasons for Amendment:

1. Modify Attachment "A" ProServices Supply Arrangement Technical Evaluation
2. Modify Submission Grid under Part 3 – Bid Preparation Instructions
3. To respond to questions asked by bidders

1. *Modify Attachment "A" ProServices Supply Arrangement Technical Evaluation*

Below M.3 References Substantiation

Delete:

Note: bullets 'a' through 'e' will refer to the first reference that PWGSC will contact. Should no response be received, the second email address (bullet f) will be contacted. The second email address can be from a completely separate client or an alternate email address for the first reference.

Insert:

Note: bullets 'a' through 'e' will refer to the first reference that PWGSC will contact. Should no response be received, the second email address (bullet f) will be contacted. The second email address can be from an alternate email address for the first reference (e.g. a work email address versus a personal email address) or an email address of a completely separate individual representing the same project.

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2. **Modify Submission Grid under Part 3 – Bid Preparation Instructions**

The Bid Submission Grid under Part 3 – Bid Preparation Instructions has been modified to include column heading for ease of reference.

Delete:

	New ProServices Bidders		Existing ProServices Suppliers		
	Bidder has not submitted a refresh bid submission for TBIPS and/or TSPS (task based only).	Bidder has also submitted a refresh bid submission for TBIPS and/or TSPS (task based only) and is relying on the outcome of their evaluations done by TBIPS and/or TSPS (task based only) (i.e. does not provide category)	Bidder is NOT changing the technical offer nor requesting any additional categories.	Bidder is not a TBIPS and/or TSPS (task based only) supplier but is applying for additional categories.	Bidder is an existing TBIPS and/or TSPS (task based only) supplier and wants to add additional categories deemed compliant by TBIPS and/or TSPS (task based only) to their ProServices submission.
Section 1 - Technical Bid					
Company Information	DCC	DCC	N/A	DCC	DCC
Regional Information	DCC	DCC	N/A	DCC (if applicable)	DCC (if applicable)
Mandatory M1 (Months in Business)	DCC & PRINT	DCC & Grandfather Certification	N/A	DCC & Grandfather Certification	DCC & Grandfather Certification
Identification of Streams and Categories	DCC	DCC	N/A	DCC	DCC
Mandatory M2 (Category Summary Substantiation)	DCC	Grandfather Certification	N/A	DCC	Grandfather Certification
Mandatory M3 (References Substantiation)	DCC	Grandfather Certification	N/A	DCC	Grandfather Certification
Section 2 - Services Offering for Supply Arrangement					
Services Offering for Supply Arrangement (levels for categories)	DCC	DCC	N/A	DCC	DCC
Section 3 - Certifications					
Security	DCC	DCC	N/A	DCC	DCC
Federal Contractors Program for Employment Equity	DCC	DCC	N/A	DCC	DCC
Former Public Servant	DCC	DCC	N/A	DCC	DCC
Aboriginal Supplier	DCC & PRINT (if applicable)	DCC & Grandfather Certification (if applicable)	N/A	DCC & Grandfather Certification (if applicable)	DCC & Grandfather Certification (if applicable)
Grandfather Certification	N/A	DCC & PRINT	N/A	DCC & PRINT	DCC & PRINT
Work Force Reduction Program	DCC	DCC	N/A	DCC	DCC
Code of Conduct	DCC & PRINT	DCC & Grandfather Certification	N/A	DCC	DCC
Security Sponsorship	DCC (if applicable)	DCC (if applicable)	N/A	DCC (if applicable)	DCC (if applicable)
Bidder's Statement (all bidders)	DCC & PRINT	DCC & PRINT	N/A	DCC & PRINT	DCC & PRINT

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Insert:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	New ProServices Bidders			Existing ProServices Suppliers	
	Bidder has not submitted a refresh bid submission for TBIPS and/or TSPS (task based only).	Bidder has also submitted a refresh bid submission for TBIPS and/or TSPS (task based only) and is relying on the outcome of their evaluations done by TBIPS and/or TSPS (task based only) (i.e. does not provide category substantiation).	Bidder is NOT changing the technical offer nor requesting any additional categories.	Bidder is not a TBIPS and/or TSPS (task based only) supplier but IS applying for additional categories.	Bidder is an existing TBIPS and/or TSPS (task based only) supplier and wants to add additional categories deemed compliant by TBIPS and/or TSPS (task based only) to their ProServices submission.
Section 1 - Technical Bid					
Company Information	DCC	DCC	N/A	DCC	DCC
Regional Information	DCC	DCC	N/A	DCC (if applicable)	DCC (if applicable)
Mandatory M1 (Months in Business)	DCC & PRINT	DCC & Grandfather Certification	N/A	DCC & Grandfather Certification	DCC & Grandfather Certification
Identification of Streams and Categories	DCC	DCC	N/A	DCC	DCC
Mandatory M2 (Category Summary Substantiation)	DCC	Grandfather Certification	N/A	DCC	Grandfather Certification
Mandatory M3 (References Substantiation)	DCC	Grandfather Certification	N/A	DCC	Grandfather Certification
Section 2 - Services Offering for Supply Arrangement					
Services Offering for Supply Arrangement (levels for categories)	DCC	DCC	N/A	DCC	DCC
Section 3 - Certifications					
Security	DCC	DCC	N/A	DCC	DCC
Federal Contractors Program for Employment Equity	DCC	DCC	N/A	DCC	DCC
Former Public Servant	DCC	DCC	N/A	DCC	DCC
Aboriginal Supplier	DCC & PRINT (if applicable)	DCC & Grandfather Certification (if applicable)	N/A	DCC & Grandfather Certification (if applicable)	DCC & Grandfather Certification (if applicable)
Grandfather Certification	N/A	DCC & PRINT	N/A	DCC & PRINT	DCC & PRINT
Work Force Reduction Program	DCC	DCC	N/A	DCC	DCC
Code of Conduct	DCC & PRINT	DCC & Grandfather Certification	N/A	DCC	DCC
Security Sponsorship	DCC (if applicable)	DCC (if applicable)	N/A	DCC (if applicable)	DCC (if applicable)
Bidder's Statement (all bidders)	DCC & PRINT	DCC & PRINT	N/A	DCC & PRINT	DCC & PRINT

3. Questions and Answers

Solicitation questions:

Q1. I have just received my ProServices SA, and I require no change to the offer. Do I need to submit a proposal for the current refresh?

A1. No. Suppliers that do not wish to add any categories, levels of expertise, regions or metropolitan areas, to their current ProServices Supply Arrangement (SA) are not required to re-submit/re-qualify. Please refer to column 4 of the Submission Grid under Part 3 – Bid Preparation Instructions of the ProServices solicitation.

Q2. We are preparing to submit a new bid. Is it possible to access our previous submission?

A2. Yes. A supplier can access and view the information in their previous submission by logging into the Supplier Module of the Centralized Professional Services System (CPSS) ePortal, selecting the “Solicitation Dashboard” from the left hand navigational menu,

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and clicking on the [E60ZT-120001/D](#) hyperlink for the previous ProServices solicitation listed under the "Awarded Solicitation" heading.

Q3. We just submitted to qualify for a new stream in the TBIPS Quarterly Qualification ending 31 March.

- (i) Do we also have to submit the same new stream to qualify for ProServices?**
- (ii) OR will our existing ProServices contract be amended to reflect the new stream?**

A3.

- (i) Yes. Bidders are reminded to indicate within their ProServices submission the categories which were requested with their TBIPS and/or TSPS (task based only) quarterly refresh bid submission which closed March 31, 2014. All other mandatory requirements specific to the ProServices refresh bid solicitation must be met (including agreeing to the Grandfather certification).
- (ii) No, your existing ProServices Supply Arrangement will not automatically be amended to reflect the new streams and categories that you submitted for in the TBIPS quarterly refresh that closed on March 31, 2014. You must agree to the Grandfather certification and identify the categories within your ProServices response in the Data Collection Component. ProServices will Grandfather compliant TBIPS and/or TSPS (task based only) categories in the ProServices method of supply for that supplier which resulted from the quarterly refresh bid submission. Please refer to column 6 of the Submission Grid under Part 3 – Bid Preparation Instruction of the current ProServices solicitation.

Q4. If my company is successful in this ProServices refresh bid submission which closes June 30th, will my company be automatically included under TBIPS and/or TSPS?

A4. No. ProServices, TBIPS and TSPS (task based only) continue to be separate methods of supply. The Streams and Categories for ProServices are the same streams and categories of TBIPS and TSPS (task based only), however, the ProServices mandatory criteria is less strict (easier to meet) than the mandatory criteria of the bigger methods of supply (i.e. TBIPS and TSPS (task based only)). Small and medium enterprises are encouraged to submit a proposal to the ProServices ongoing opportunity to qualify so that they can gain the experience needed to possibly qualify in the future with TBIPS and/or TSPS (task).

Q5. We offer IT Services. Can we provide a submission to the refresh bid solicitation?

A5. Yes. ProServices contains both IT Streams/categories as well as Non-IT Streams/categories. Information on the ProServices Streams/categories can be found at

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the following link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html>

Q6. Are the ProServices RFPs listed on Buy and Sell, April 1, 2014, under TBIPS and TSPS are the same or are there some differences?

A6. Requests for Proposals (RFPs): Under the ProServices method of supply RFPs are not posted by federal department clients on the Buy and Sell Tenders website as they are below the North American Free Trade Agreement (NAFTA) threshold and the trade agreement does not require posting of requirements below this threshold.

Request for Supply Arrangements (RFSAs): All three methods of supply (Task Based Informatics Professional Services (TBIPS), Task and Solutions Professional Services (TSPS) and ProServices) have posted their RFSAs on the Buy and Sell Tenders site on April 1, 2014. These are separate RFSAs for suppliers to submit bids for the various ongoing opportunities to qualify (also known as quarterly refreshes) for each method of supply. TBIPS, TSPS and ProServices each have separate mandatory criteria and require separate bids to be submitted and evaluated if the bidder is interested in trying to become a pre-qualified supplier.

Q7. Attachment "A" M.2 Identification of categories: will the Crown accept project references if the project(s) were completed for a private company client and skill match the identified skills required for a specific stream and category?

A7. Yes, references can be from the private sector.

Q8. Attachment "A" under M.3 Reference Substantiation – under "Category References" ; under "Client" (Government Department/Company Name), please confirm that "Company name" refers to the Private sector and the crown will accept private sector experience as well as Government's?

A8. Yes, references can be from the private sector as well as from all levels of government.

Q9. Will crown accept reference if the "Bidder" was a sub-contractor to another qualified supplier(s)?

Yes, providing the "Bidder" was a supplier (i.e.: a Legal entity with a Procurement Business Number (PBN)) at the time they were sub-contracted to another pre-qualified supplier (also known as a prime or main supplier).

If the bidder was a "Consultant" at the time they were sub-contracted to another pre-qualified supplier, and is now applying to ProServices as a "Supplier", the experience accumulated under that sub-contract cannot be used.

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Q10. Will potential suppliers who submit bids have to wait until the end of June to be notified if their bid was successful?

A10. The current ongoing opportunity to qualify will close on June 30th, 2014. Evaluations will start on July 2nd, 2014 and can take up to three months to complete. All suppliers that submitted bids to this ongoing opportunity to qualify (quarterly refresh) will be notified of the results after the completion of all of the evaluations.

Q11. In reviewing the requirements, there are detailed instructions for new and current TBIPS/TSPS suppliers. What is required in the case of a supplier who responded to the recently closed (March 31, 2014) refresh and the results of the submission are pending.

(i) Are there provisions to "grandfather" the categories or

(ii) will it be necessary to re-enter all the category information into CPSS?

A11.

(i) Yes, suppliers must indicate within their ProServices submission the categories which were requested in their TBIPS and/or TSPS (task based only) quarterly refresh bid submission which closed March 31, 2014. All other mandatory requirements specific to the ProServices refresh bid solicitation must be met (including agreeing to the Grandfather certification).

(ii) Yes, it is necessary for suppliers to indicate within the ProServices submission the categories which were requested in the TBIPS and/or TSPS (task based only) quarterly refresh bid submissions. If deemed compliant under the most recent TBIPS and/or TSPS (task based only) refresh bid submission, ProServices will grandfather these categories in the ProServices method of supply for that supplier if all other mandatory requirements specific to the ProServices bid solicitation are met (including agreeing to the Grandfather certification).

Please refer to "For Bidders who are "Existing Suppliers"" under Part 3 – Bid Preparation Instructions of the current ProServices quarterly refresh request for supply arrangement (RFSA) on the Buy and Sell Tenders website.

Q12. Regarding the Category Summary in the Data Collection Component, we would like to provide more than one summary to substantiate a category. Is it possible to provide more than one summary per category in the DCC?

A12. No. Only one summary per category is permitted. However, under the field "Category References" there is a field for a second email address called "E-Mail 2" which suppliers

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can insert an alternate email address for the first reference (e.g. a work email address versus a personal email address) or an email address of a completely separate individual representing the same project.

Q13. We have been pre-qualified for the Streams and Categories that we applied for, however; we have not been awarded a “Supply Arrangement” because our company has not yet received its security clearance. As requested, we did submit for an extension of our bid validity to August 31, 2015, while we await our security clearance. Since we have not yet been awarded a Supply Arrangement, am I correct that we are not able to submit a bid in response to the ongoing opportunity Reference Number: PW-\$\$ZT-009-27511, until we receive our security clearance?

A13. Suppliers that submitted a bid in response to the previous ProServices solicitation E60ZT-120001/D and are pending security clearance are recommended NOT to submit a second ProServices bid in response to E60ZT-120001/D – period : 1 – E60ZT-120001/E as the supplier continues to have their security pending. The supplier is urged to continue to follow up with the Canadian Industrial Security Directorate (CISD) by email at ssi-iss@tpsgc-pwgsc.gc.ca, or by calling 1-866-368-4646. Once the required security clearance is confirmed by CISD, the supplier will be in a position to provide a bid in response to the ongoing opportunity to qualify for ProServices, should they want to.

Q14. What information must an existing ProServices supplier provide, in print and within the DCC if they are not making any changes to their original proposal?

A14. None. Existing ProServices suppliers that do not wish to add any additional categories, levels of expertise, regions or metropolitan areas, do not need to submit for this quarterly refresh. Please refer to the Submission Grid under Part 3 – Bid Preparation Instructions for further information. It is only at the Annual Re-Competition (anticipated for 15 May through 15 July 2015) that all existing ProServices suppliers will be required to submit a bid.

Q15. In the recent TBIPS refresh, PWGSC granted “a one time opportunity for EN578-055605/D suppliers who were deemed non-responsive in the last Refresh (EN578-055605/E) to carry forward their technical qualifications from EN578-055605/D to EN578-055605/F.” Given that suppliers can grandfather their TBIPS qualifications into their ProServices offer, will PWGSC make the same offer in ProServices and allow suppliers to carry forward their technical qualifications from TBIPS Solicitation No. EN578-055605/D to the current ProServices refresh?

A15. Yes. Please refer to PART 1 – General Information, Section 3. Refresh Bid Solicitation, item V. TBIPS and/or TSPS (task based only) Suppliers deemed non-responsive under the recent TBIPS and TSPS re-competition.

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Q16. I need to send to the Gatineau address attachments B and C. Do I have to fill out information electronically?

A16. Yes. Suppliers submitting a response to this ProServices quarterly refresh must submit electronically through the CPSS Supplier Module – Data Collection Component (DCC). Please refer to Part 3 – Bid Preparation Instructions of the ProServices Request for Supply Arrangement (RFSA) for further details.

Q17. After careful review of the RFSA documentation it is the Bidder's interpretation that existing TBIPS and/or TSPS (task based) Supply Arrangement holders who qualified for all streams/categories which they bid for during the 2013 re-competition (TBIPS Solicitation No: EN578-055605/E; TSPS Solicitation No: E60ZN-13TSPS/B) are eligible to qualify for the current ProServices RFSA using the Grandfather Certification. Please confirm that our interpretation is correct.

A17. Yes. Suppliers in this instance are identified under column 6 of the ProServices Submission Grid found under Part 3 – Bid Preparation Instructions of the current quarterly request for supply arrangement (RFSA). The RFSA document can be found on the Buy and Sell tenders site at: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZT-009-27511>.

Note: All other mandatory requirements specific to the ProServices refresh bid submission must be met (including agreeing to the Grandfather Certification). If deemed compliant under TBIPS and/or TSPS (task based only), ProServices will grandfather these categories in the ProServices method of supply for that supplier.

Q18. When I log into the CPSS dashboard I see a mixed bag of requirements that are either open, anticipated, closed, or awarded. I'm finding it very confusing since our company has submitted and been awarded recently on ProServices (Feb 2014), and was recently awarded a refresh on the TSPS SO and Task Based SA. When I see these procurements open again for refresh, having only been recently awarded and re-awarded them, does our company need to re-submit?

A18. If your company was awarded a Supply Arrangement in February 2014 and your company wishes to add additional categories, you can do so through this quarterly refresh. Otherwise, your company does not need to submit a bid for this refresh. It is only at the Annual Re-Competition (anticipated for 15 May through 15 July 2015) that all existing ProServices suppliers will be required to submit a bid.

Please also refer to question 14.

Q19. With respect to Paragraph 3. Submission Grid, can you identify what must be submitted through the DCC and in print for an existing Proservices supplier that is also a TBIPS supplier

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and that is only going for the two new categories under stream 5, project Management Services?

A19. If a supplier submitted for the two new categories under the recent TBIPS quarterly refresh that closed on March 31, 2014 and is also submitting for these two new categories under this ProServices quarterly refresh, please refer to column 6 of the Submission Grid under Part 3 – Bid Preparation Instructions of the ProServices solicitation.

If a supplier did not submit for the two new categories under the recent TBIPS quarterly refresh that closed on March 31, 2014 and is now submitting for these two new categories under this ProServices quarterly refresh, please refer to column 5 of the Submission Grid under Part 3 – Bid Preparation Instructions of the ProServices solicitation.

Q20. How a supplier becomes pre-qualified if it is a start-up consultancy that does not have prior contracts with the Federal Government?

A20. Suppliers can use references from sources outside of the federal government to substantiate the categories they wish to bid on for ProServices. All other mandatory requirements specific to the ProServices refresh bid submission must also be met.

Q21. How old can the projects or references be?

A21. For each category for which an arrangement is offered, a Bidder must provide information on 1 project that closely matches the services outlined for that category. The project must have been previously provided to a Client within the last five years immediately prior to the period end date of the refresh bid solicitation.

Q22. Since there is no place to describe the projects and you are not asked to submit a resume, how do the clients know what you have done?

A22. The Bidder must submit the category reference substantiation details for the category being requested within the CPSS Supplier Module - Data Collection Component (DCC). For the evaluation of each Category, an e-mail will be sent to the reference indicated for each category in the bid. The response received from a reference will be used to determine the compliancy of each category. This Request for Supply Arrangement (RFSa) does not require the submission of individual resources or resumes. As part of a Request for Proposal (RFP) prepared/issued by Federal Department users of the Centralized Professional Services System (CPSS) ePortal, information on personnel may be required.

Q23. I am a new supplier who has submitted a proposal under the TBIPS refresh solicitation that closed March 21, 2014.

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- (i) **Do I now need to submit another proposal under ProServices for the same categories OR**
- (ii) **will I automatically begin to offer those categories under ProServices without submitting anything?**
- (iii) **If I do have to submit a proposal for ProServices, can I simply be covered under grandfathering or**
- (iv) **do I have to re-substantiate the same categories for ProServices that I have already requested under TBIPS?**

A23.

- (i) Yes. If you wish to also offer the same categories under the ProServices method of supply, then a separate bid must be submitted for ProServices.
- (ii) No. Suppliers will not be automatically begin to offer those categories under ProServices without submitting a bid for ProServices.
- (iii) ProServices will grandfathered all TBIPS compliant categories providing all other mandatory requirements specific to the ProServices refresh bid submission is met (including agreeing to the Grandfather Certification).
- (iv) If you do not wish to solely rely on the results of the TBIPS evaluations, then you can provide reference substantiation for each category offered and references will be verified.

Q24. For the original bid for ProServices our company was found non-compliant because of a communication breakdown between PWGSC and the bidders referee. In order to build in a level of assurance that this does not happen during the Refresh, would PWGSC consider cc'ing the bidder when the confirmation emails are sent to the referee?

A24. Unfortunately Public Works and Government Services Canada (PWGSC) will not consider cc'ing the bidder when the reference verification emails are sent to the references. PWGSC cannot involve bidders in any part of the evaluation process. This preserves the integrity of the evaluation process and ensures fairness to all bidders.

Q25. I am currently holding a SA under TBIPS for the Project Management Stream. I want to grandfather those streams in my ProServices submission.

- (i) **How do I do that and**
- (ii) **does that prevent me from requesting categories under Stream 10 (the other Project Management Stream under ProServices)?**

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A25.

- (i) For instructions on how to grandfather in the ProServices bid please refer to "For Bidders who are "Existing Suppliers"" under Part 3 – Bid Preparation Instructions of the current quarterly refresh request for supply arrangement (RFSAs) on the Buy and Sell Tenders website.
- (ii) No, it does not prevent a supplier from requesting other categories under other streams and providing substantiation.

Q26. Our organization meets the criteria listed in PART 1, Section 3., item v. "TBIPS and/or TSPS (task based only) Suppliers deemed non-responsive under the recent TBIPS and/or TSPS re-competition" and we intend on using the Grandfather Certification to grandfather our compliant TBIPS categories from the first quarterly refresh (closed March 31, 2014). We have updated the DCC with the relevant "Stream Information" (under "Mandatory Criteria" in the Table of Contents). Please confirm that the "Number of Months in Business" (also under "Mandatory Criteria") will be satisfied by the Grandfather Certification.

A26. Yes, the "Number of Months in Business" will be satisfied by agreeing to the Grandfather certification for suppliers that are grandfathering from TBIPS and/or TSPS (Task based only) for their ProServices submission.

Q27. Why are two e-mail addresses required for the same client reference?

A27. The second email address will be contacted should no response be received from the first email address. The second email address can be from an alternate email address for the first reference (e.g. a work email address versus a personal email address) or an email address of a completely separate individual representing the same project.

Q28. Where does a consultant provide/insert information concerning a second reference?

A28. Suppliers can input a second email address under the heading "Category References" on the "Category – Substantiation" page under the "E-mail 2" field.

Q29. (i) How does a prospective supplier know that his/her CPSS Registration is complete and ready for evaluation by officials at CPSS?

(ii) Will the prospective supplier be notified before the June evaluation date if his/her Registration is not complete?

A29.

- (i) A potential supplier must enroll in the Centralized Professional Services System (CPSS) ePortal and identify a Main Supplier Contact (MSC). The MSC will receive credentials that enable the MSC to access the Supplier Module. Enrolment is conducted on-line and can be initiated by a supplier at any time, with a typical response time of minutes to receive credentials, where all the necessary information is received by Canada.

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Instructions for enrolment in the CPSS Supplier Module are available at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/iffpe-seeps-eng.html>

- (ii) Once enrolled in CPSS, a potential supplier must provide a bid to the ProServices ongoing opportunity to qualify in order to be considered for evaluation. Suppliers interested in submitting a response to this ongoing opportunity to qualify are to download the documentation in order to obtain the necessary instructions from the following link: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZT-009-27511>.

- Q30. (i) What are the documents below the heading “Related Tender Notices” on the ProServices solicitation page on the Buy and Sell Tenders website?**
- (ii) Do I need to download these documents below the “Related Tender Notices” heading in order to bid on this quarterly refresh?**

A30.

- (i) The documents listed below the “Related Tender Notices” are the documents from the previous ProServices solicitations.
- (ii) No.

- Q31. I have been awarded a SA under TBIPS with included categories that I have ‘substantiated’ through references and other categories that I got as ‘unsubstantiated’ as per their solicitation document. I have not submitted an RFSA for ProServices yet but I understand that those awarded categories can be grandfathered into ProServices if I submit a bid for ProServices. I would like to know if the ‘unsubstantiated’ categories awarded to me under TBIPS will be considered as possible grandfathered categories under ProServices.**

A31. Yes. Any unsubstantiated categories awarded to your company under TBIPS will be considered as possible grandfathered categories under ProServices providing all other mandatory requirements specific to the ProServices refresh bid solicitation must be met (including agreeing to the Grandfather certification).

Please refer to column 6 of the Submission Grid under Part 3 – Bid Preparation Instructions of the ProServices solicitation.

- Q32. (i) I am applying for two new categories under TBIPS which I have provided references for but I am unsure at this point if I will be awarded them. I am also preparing to submit a bid under ProServices for the same two categories. I understand that the ProServices Grandfathered Certification will allow ProServices to grandfather those categories should they be awarded under TBIPS, correct?**

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- (ii) However, in the event that TBIPS renders these two categories non-compliant – am I also able to provide reference substantiation under those two categories in the ProServices bid?**
- (iii) If yes, would ProServices wait for the results of the TBIPS evaluations before sending out any reference email verifications for ProServices?**

A32.

- (i) Yes, providing all other mandatory requirements specific to the ProServices refresh bid solicitation are met (including agreeing to the Grandfather certification).
- (ii) Yes.
- (iii) ProServices originally intended to wait for the results of the TBIPS and/or TSPS evaluations to be completed before proceeding to send out the reference verification emails. However it is more efficient for each method of supply to send out their reference verification emails individually as all methods of supply have the same evaluation schedule. Should a category be deemed non-compliant as a result of the reference verification email, and the supplier has also indicated the grandfather certification, a verification of the final evaluation results will be done against TBIPS and/or TSPS. Should the category be deemed compliant under TBIPS and/or TSPS, ProServices will also deem the same category as compliant.