

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 2014-06-02
Client Reference No. - N° de référence du client E60ZT-120001	Amendment No. - N° modif. 003
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	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

009zt

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

E60ZT-120001

File No. - N° du dossier

009ztE60ZT-120001

CCC No./N° CCC - FMS No/ N° VME

See attached document.

Amendment 003

Amendment 003

Reason for Amendment:

1. Modify Attachment “A” ProServices Supply Arrangement Technical Evaluation.
2. Modify the “Category Summaries” section on the “Category – Substantiation” page within the Data Collection Component (DCC).
3. To respond to questions asked by bidders.

1. *Modify Attachment “A” ProServices Supply Arrangement Technical Evaluation.*

Below M.3 References Substantiation

Delete:

- Under the heading “Category Summaries”, in the field “Project Summary Number”, insert the title of the project that closely matches the services outlined for that Category.

Below M.3 References Substantiation

Delete:

- Under the field “Contract/Project Reference #, the Bidder must insert the contract/call up number which matches the title of the project which the Bidder has input in the field “Project Summary Number”.

Insert:

- Under the field "Contract/Project Reference #, the Bidder must insert the title of the project along with the contract/call up number which matches the title of the project.

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2. *Modify the “Category Summaries” section on the “Category – Substantiation” page within the Data Collection Component (DCC).*


The “Category – Substantiation” page within the Data Collection Component (DCC) has been modified electronically, and the “Category Summaries” section of the online response template (as per the below screenshot) has been removed.

Data previously collected under the “Project Summary Number” field will now be collected in the “Contract/Project Reference #” field located within the Category References section.

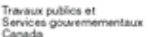
For bidders that have already input data into the “Project Summary Number” field, their previously input data will be carried over to the “Contract/Project Reference #” field at the bottom of the “Category References” section on that page.

Amendment 003


Figure 1. Previous view prior to May 28, 2014




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Category - Substantiation

E60ZT-120001/D - period : 1 - E60ZT-120001/E

 Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

1.1 Application/Software Architect

Please complete the fields below to substantiate this category:

Category Summaries

All Bidders are reminded to read the RFSA document that pertains to this online response template.

On the Category Substantiation page, you must substantiate your category as follows:

1. In the field "Project Summary Number", insert the title of the project that closely matches the services outlined for that Category. The field titled "Cross Reference" is not to be used for this solicitation.
2. Under the heading "Category References", the Bidder must complete the fields of "Client (Government Department/Company Name)", "Contact Name", "Position", and "Telephone". Two email addresses from the same Client must be provided, which will be used to conduct reference(s) substantiation.
3. Under the field "Contract/Project Reference #", the Bidder must insert the contract/call up number which matches the title of the project which the Bidder has input in the field "Project Summary Number".

Current # of Project Summaries Saved for this Stream: 0

Select new or existing summary::

Project Summary Number:

Cross Reference:

Category References

M.3 References Substantiation

All Bidders are reminded to read the RFSA document that pertains to this online response template.

The Bidder must provide for each being requested, one reference to be substantiated, with a second reference as a backup, for each Category, from a person who has never been employed by or acted as a consultant for the Bidder who can substantiate that the Professional Services were provided as required by this paragraph.

Client (Government Department / Company Name):

Contact Name:

Position:

Telephone:

E-Mail:

E-Mail 2:

Contract/Project Reference #:

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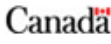
Figure 2. New view since May 28, 2014




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Category - SubstantiationE60ZT-120001/D - period : 1 - E60ZT-120001/E

 Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

1.3 ERP Programmer Analyst

Please complete the fields below to substantiate this category:

Category References

M.2 Identification of Categories / M.3 References Substantiation

All Bidders are reminded to read the RFSA document that pertains to this online response template.

You must substantiate your category as follows:

1. The Bidder must complete the fields of "Client (Government Department/Company Name)", "Contact Name", "Position", "Telephone", "Email", and "Email 2". The second email address (i.e. Email 2) can be from a completely separate client or an alternate email address for the first reference.
2. Under the field "Contract/Project Reference #", the Bidder must insert the title of the project along with the contract/call up number which matches the title of the project.

Client (Government Department / Company Name):

Contact Name:

Position:

Telephone:

E-Mail:

E-Mail 2


Contract/Project Reference #:

Update the reference

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3. Questions and Answers

Solicitation Questions:

Q45. Have a question Regarding Attachment A section M.3 “Reference Substantiation”: in the CPSS Supplier Module, under the heading “select new or existing summary” if I select say “Programmer Analyst”, when I press “update summary” the system takes me back to whatever was there “Create summary” instead of showing the change. Is this right? or Should I show the name of the project I use as reference; like “Web renewal”? Please let me know what needs to be entered.

A45. Please refer to item 2. Modify the “Category Summaries” section on the “Category – Substantiation” page within the Data Collection Component (DCC) above.

Q46. Under the Category Reference section: Under Contract/Reference# - Do I enter the project number I have for the particular project, in case of a Private sector contract this may be different? Or I just show the name of the Project?

A46. Suppliers are to enter the project/contract number as well as the project reference/name, separated by a comma.

Please refer to item 2. Modify the “Category Summaries” section on the “Category – Substantiation” page within the Data Collection Component (DCC) above.

Q47. I am wondering if there is any information on when responses to solicitation [E60ZT-120001/D - period : 1 - E60ZT-120001/E](#) posted on April 1, 2014, will be issued from PWGSC. Thank you.

A47. As per the response to Question 10 in Amendment 001:

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.

Q48. I would appreciate receiving clarification of the statement re the Employment of Former Public Servants in receipt of a pension.
I understand that “Contracts awarded directly to Former Public Servants in receipt of a pension must bear the closest public scrutiny.” Does this also apply to a Former Public Servant in receipt of a pension who may be employed under a Subcontract with an approved Supplier who may be awarded a Contract to provide services to the Federal Government? If it does apply, (i) who must make this declaration - the sub-contractor or the supplier and (ii) to whom must this declaration be made - Proservices or the client?
It is important for me to know that if my company is approved as an accredited supplier of goods and services under this Proservices Supply Agreement (PSA), could I include a qualified

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Former Public Servant in receipt of a pension as a member of my team when I respond to RFPs from prospective clients?

A48. No, this does not apply to a former public servant, in receipt of a pension, that is employed under a subcontract with a pre-qualified ProServices supplier under ProServices that was awarded a Supply Arrangement (SA) for professional service categories.

Yes, suppliers can include a former public servant, in receipt of a pension, as a member of their team when responding to the Request for Proposal (RFP) from Federal Department clients.

It is only when a contract is awarded directly to a former public servant, in receipt of a pension, (an owner or part owner of the legal entity) that the procedures apply. For the purposes of responding to the ProServices Request for Supply Arrangement, these individuals must complete the "Former Public Servant" certification in the Data Collection Component (DCC).

Q49. We are looking at submitting a TBIPS proposal for June 30th. In our ProServices proposal, also being submitted for June 30th, would be required to submit as an entirely new bidder and provide references for each category, or, would we be able to rely on our TBIPS submission as per Column 3 of the Bid Submission grid as included in AMD 001?

A49. Yes, you would be considered a bidder under column 3 of the modified Submission Grid in Amendment 001, Item 2. "Modify Submission Grid under Part 3 – Bid Preparation Instructions."

If you do not wish to solely rely on the results of the TBIPS evaluations, then you can provide reference substantiation through the online response template for each category offered and references will be verified by PWGSC as part of the evaluation process.

Q50. Are there sub-categories within Stream 8 (work description writing, staffing, classification etc.) to indicate the type of service that a HR consultant provides to clients?

A50. No, there are no sub-categories within Stream 8 or any other ProServices Stream. For a complete list of Streams and Categories and the description of the categories, please refer to the following link on the ProServices website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html>.

Q51. If my company registration is approved by CPSS and is assigned a SA Account Number how do I learn about HR Consulting opportunities in order to respond to RFPs issued by prospective clients?

A51. A company's enrolment into the Centralized Professional Services System (CPSS) e-Portal does not result in the company being approved and assigned a ProServices Supply Arrangement (SA). A company must submit a bid/response through the Data Collection Component (DCC) to a ProServices open solicitation, go through the evaluation process

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(once the solicitation is closed), meet all of the mandatory criteria of the ProServices solicitation, and be considered compliant in order to be issued a ProServices SA.

Once a supplier is awarded a ProServices SA, the supplier begins to appear on search results within the Centralized Professional Services System (CPSS) ePortal Client Module in accordance with the categories they were pre-qualified against. If a supplier is selected by a federal department user, they are then sent a Request for Proposal (RFP) by means of an email.

Q52. It is my understanding that there are two parts to my response, a portion that is submitted electronically in the Data Collection Component and a portion that is submitted in print. Are both portions equally important? What if I have forgotten something in my bid, will PWGSC let me know?

A52. Suppliers must submit all of the required data via the Data Collection Component (DCC) and should submit the portions indicated for print by the period end date. Please refer to the modified Submission Grid in Amendment 001, Item 2. Modify Submission Grid under Part 3 – Bid Preparation Instructions.

The ProServices team at PWGSC will not advise suppliers if they have forgotten something in their bid/response as ProServices does not see, or have access to suppliers' bids/responses until the solicitation closes (i.e. June 30, 2014). PWGSC will not seek clarification from a supplier for information that is not input into the Data Collection with respect to M.3 Reference Substantiation.

Q 53. I believe I've thoroughly read over the attachment several times but I remain unclear what it is that I need to put in the mail to register and what I need to do electronically. I do have my 6 categories identified and my security clearance, references, etc so I'm good to go. Do these get mailed as a first time registrant or all get entered electronically? So my only question to you is "what do I put in the mail?"

A53. Please refer to Part 3 – Bid Preparation Instructions, 1. Bid Preparation Instructions of the Request for Supply Arrangement.

Bidder can also refer to the modified Submission Grid in Amendment 001, Item 2. Modify Submission Grid under Part 3 – Bid Preparation Instructions. Items identified as "Print" indicates that a Bidder must print and sign the required information and should submit this information to the PWGSC Bid Receiving Unit, 11 Laurier Street, Place du Portage, Phase III, Level 0A1, Gatineau, Quebec, K1A 0S5 by the period end date and time of this refresh bid solicitation.

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Q54. Almost finished my application.

- (i) As a new bidder I need to mail it in correct?
- (ii) Do I also need to update my dashboard/portal or do I wait until I'm accepted?

A54.

- (i) Please refer to question 53 above.
- (ii) No. A supplier's solicitation Dashboard is automatically updated when a supplier makes changes, updates and submits their bid/response in the Data Collection Component (see below screenshot for the fields that are automatically updated).

Suppliers are not "accepted" into ProServices once they have submitted a bid/response. As per Part 4 – Evaluation Procedures and Basis of Selection within the ProServices Request for Supply Arrangement (RFS):

To be considered responsive and compliant, a bid must meet each and every mandatory requirement of this refresh bid solicitation and all mandatory requirements detailed in Attachment A, Supply Arrangement Technical Evaluation.

Solicitation Dashboard

Open Solicitations

The table below lists the solicitations that are open for suppliers to respond to. To begin a response, click on the applicable link below the Solicitation Number. If no link appears, you must first enrol as a supplier to the CPSS e-Portal.

Solicitation Number	Method of Supply	Type	Closing Date	Proposal Status	Last Updated	Last Updated By	Date Submitted
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The following fields are automatically updated as the supplier makes changes, updates and submits their bid/response in the Data Collection Component (DCC).

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Q55. Under newly substantiated, it states that “Under the field "Contract/Project Reference #, the Bidder must insert the contract/call up number which matches the title of the project which the Bidder has input in the field "Project Summary Number". I read this to mean that I have to give examples of projects I worked on since I established my own company, and that any major projects I worked on during my tenure in Government are not applicable to this submission. I have read the RFSA and still arrive at the same conclusion.

(i) Can you confirm please?

(ii) If that is the case, then does that mean that newly established companies that have not yet had any consulting work, are barred from this process?

A55.

(i) Please refer to modification 2 of this amendment. The information that was being collected in the Project Summary Number field was to be a Project Title only, and not a project description or examples.

The experience that a supplier can use to substantiate a category is the experience that they have accumulated as a supplier (i.e. a Legal entity with a Procurement Business Number (PBN)). A supplier who was previously an employee of the Government of Canada cannot use the experience gained through their employment (tenure) as references substantiation.

(ii) As per M.1 Minimum Years in Business under Attachment “A” of the ProServices Request for Supply Arrangement (RFSA), a bidder must have carried on business as the same legal entity for a minimum of one year as of the end date of the refresh bid solicitation period. Newly established companies who do meet this mandatory criteria will be deemed non-compliant.

Q56. i) Can projects done by our employees while they were working for their previous employers be used to substantiate categories?

ii) Can projects done by our sub-contractors on our behalf be used to substantiate categories?

A56.

(i) No. A supplier cannot use the projects that their employee worked on or completed while under employment with another supplier or a former employer. The projects must be projects worked on or completed by the supplier that is submitted a bid/response to ProServices.

(ii) Yes.