

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**Revision to a Request for a Standing Offer
Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Environmental Services	
Solicitation No. - N° de l'invitation EQ447-141528/A	Date 2014-06-03
Client Reference No. - N° de référence du client EQ447-141528	Amendment No. - N° modif. 008
File No. - N° de dossier TOR-3-36210 (304)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$TOR-304-6588	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2014-04-24	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-10	
Address Enquiries to: - Adresser toutes questions à: Shaw, Marian	Buyer Id - Id de l'acheteur tor304
Telephone No. - N° de téléphone (905) 615-2065 ()	FAX No. - N° de FAX (905) 615-2060
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
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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008

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See attached document

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ANNEX "D" - FORMS

Form 1B (Rev. 1) - TEAM APPROACH AND MANAGEMENT OF SERVICES

Name of Firm:

PROVIDE (***On one sheet of paper, single-sided 8.5"x11"***):

- the roles and responsibilities of each team member;
- the firm's capability of providing required services. If sub-contractors are used, a description of the management plan to address roles and responsibilities and quality, schedule, and budget control;
- the assignment of the resources and availability of back-up personnel;

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Amendment No. 008 is being issued to make the following revisions to the RFISO and provide answers to bidders' questions received to date.

At Part 1, Section 2. Summary, Page 4

Delete the following paragraph:

"The Statement of Work for each of the Streams is contained in Annex "A", attached hereto. Offerors may submit an Offer for any or all Streams, however a separate AND complete offer is required for each Stream. Offers for parts of Streams are not acceptable. However, it is possible for Offerors to Joint Venture. The same subcontractor may be included in more than one Offer. If a subcontractor is proposed as one of the team members, both personnel and company security clearances must be met. An organization can receive more than one Standing Offer, but not for the same Stream."

Replace with:

"The Statement of Work for each of the Streams is contained in Annex "A", attached hereto. Offerors may submit an Offer for any or all Streams, however a separate AND complete offer is required for each Stream. Offers for parts of Streams are not acceptable. However, it is possible for Offerors to Joint Venture. The same joint venture may be included in more than one Offer. If a joint venture is proposed, both personnel and company security clearances must be met. An organization can receive more than one Standing Offer, but not for the same Stream."

At ANNEX 'D' – FORMS

Delete: Three (3) copies are required for each stream for which you are submitting a bid.

Replace with: Four (4) copies are required for each stream for which you are submitting a bid.

At Form 1B

Delete: Form 1B in its entirety.

Replace with: Form 1B (Rev. 1) attached.

QUESTIONS AND ANSWERS

- Q1. Please confirm that as per RFP page 8 of 56 Section 1.1.2 - 3 b) that copies of educational degrees, diplomas and certifications are required.
- A1. Degrees, diplomas or certificates must be specified on forms 3(A), 3(B) and 4. Copies are not required. Copies must be made available upon request.
- Q2. Please confirm that that as per RFP page 8 of 56 Section 1.1.2 3 c) copies of accreditation certificates are required.
- A2. Accreditations must be specified on forms 3(A), 3(B) and 4. Copies are not required. Copies must be made available upon request.

- Q3. Annex "D" Forms - Basic Information states that three (3) copies are required for each stream we are bidding on. We are also requested to submit four (4) hard copies (per stream) of the Technical Offer. We were including the Basic Information Form within our Technical Offer. Should we provide three (3) Basic Form documents per hardcopy thus submitting 12 copies per stream? Please clarify how we should include this form.
- A3. Four (4) hard copies including Annex "D" Forms is required for each stream. Please see revision to Annex "D" Forms detailed above.
- Q4. Are only the individuals listed in the Corporate Capability Table eligible to work on projects or can others work on specific projects with approval?
- A4. It is expected that the personnel listed in the Corporate Capability Table will be working on projects, but depending on the needs of the project, other individuals can work on projects provided they meet the security requirements of the Standing offer and are approved by the PWGSC Project Manager at the time of the call-up.
- Q5. Annex G Evaluation Criteria - Form 4 - Under "Relevant Projects", there are 3 points provided to "Other level of jurisdiction in Ontario/private sector experience). Will private sector experience receive full marks regardless of province?
- A5. Points will be awarded based on other level of jurisdiction experience in Ontario or private sector experience in Ontario.
- Q6. Security Clearance - Part 6.1.1b of RSO states that individuals requiring access to classified or protection information, assets or sensitive work sites (2) must meet Part 7A security requirements. I have the following two questions
- a) We have a number of individuals that we would like to include in Form 3A who have applied for security clearance, but we do not know when it will be granted. From experience, it can take weeks to months depending on the individual. In other words, timing for receipt of security clearance is outside the Offeror's control. It is also possible that security clearance for some individuals may not be granted at the time of SO award. If an individual listed in Form 3A has not received security clearance (but has applied for it) at the time of SO award, what affect will this have on the Offerors SO eligibility and evaluation scoring? Alternatively, can RSO security clearance requirements be modified so that requirements are to be met at Project Call-up instead of SO award?
- c) Part 6.1.1c states that the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. From our experience, many projects do not require individuals to have access to this information. Therefore, can an Offeror identify a subset of individuals listed on Form 3A who will have access to sensitive information. If yes, will this approach reduce the evaluation score, or is it mandatory that all individuals listed in Form 3A have security clearance.
- A6. a) See Amendment 002, Amendment 003, A7, Amendment 004, A3, and A4. Firms cannot be awarded the SO until all staff which have been submitted have the required clearance. It will have no effect on evaluation scoring. The security provisions in the RFSO will not be modified. Firms cannot substitute personnel after the fact, as the Firm's corporate capability is assessed based on the staff submitted.
- c) It is mandatory that all individuals on forms 3A and 4 have reliability clearance at the time of SO award. No subsets.

- Q7. Completion of Forms - Please confirm that when completing forms, the preambles and information at the top of the Form, as well as text instructions in the tables do not need to be provided in our submission. For example, for Form 4, do we need to include all the text before the table referring to Stream 1 to 6 categories?.
- A7. Preambles and instructional text do not need to be included.
- Q8. Annex G Evaluation Criteria - No points appear to be assigned to Form 3B. Please indicate how Form 3B is to be evaluated, and what points will be assigned based on this form.
- A8. There are no points for Form 3B as it serves as a supporting document to the information provided in Form 3A. Form 3B will be used to evaluate and award points to Form 3A.
- Q9. Form 3A - Can individuals be listed in the same specialization under two different categories? (For example, listed as a "Scientist/Engineer" under Intermediate Professional and "Scientist/Analyst/Engineer" under Junior Professional?)
- A9. Yes. Refer to Amendment 003, A5.
- Q10. Form 3B - Accreditation - Will listing the year of accreditation suffice, or do you need the exact calendar date (day/month/year). If the exact date is not provided, will full points for accreditation be provided?.
- A10. Listing the year of accreditation will suffice. Please see RFSO, Part 4, 1.1.2 3.(c).
- Q11. Form 1B - instructions say to provide information on the roles and responsibilities of "Key Personnel"; however, the Annex G RISO Evaluation Criteria requires description of the roles and responsibilities for "each Team Member". Wording of Form 4 implies that Key Personnel are only the 4 Senior individuals that undergo detailed Form 4 evaluation. Please clarify whether Form 1B requires the description of the roles and responsibilities of the 4 "Key Personnel" or all individuals listed in Form 3A.
- A11. Delete "the roles and responsibilities of key personnel" and replace it with "the roles and responsibilities of each team member." Please see Form 1B (Rev. 1) attached.
- Q12. Can PWGSC please provide us with an indication of the expected proportion of work per resource specialization? For example, for Stream 2, what is the anticipated proportion of work per resources specialization such as: environmental audits, air emissions, DSS/hazmat, tank systems, wastewater, general waste management?
- A12. Based on the SOW, the Firm will have to devise the level of effort required and anticipate the proportion of work per resource.
- Q13. Can you define Joint Venture as referenced in Part 1. Section 2, page 4 please? Is a Joint Venture Agreement acceptable? Can you provide guidance for completing Annex D Basic Information? Is a separate form required for each company involved in the Joint Venture?
- A13. Please refer to '2006 Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements', Article 17, Joint Venture.

In addition, Bidders will need to identify the type of Joint Venture i.e.: (a) the incorporated joint venture; (b) the partnership venture; (c) the contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

- Q14. It is stated in Part 1. Section 2, page 4 "If a subcontractor is proposed as one of the team members, both personnel and company security clearances must be met". Part 4 Section 1.1 Mandatory Technical Criteria on page 7 it is stated "all individuals must be in-house". Can you define subcontractor as referenced in Part 1. Section 2, page 4 please?
- A14. Subcontractors cannot be proposed as team members in Forms 3 and 4. The staff proposed in Forms 3 and 4 must be security cleared before award.
See Amendment 004, A3 and A4 (security). See Amendment 003, A2. b) (use of sub-contractors).
- Please see revision to RFSO, Part 1, Section 2, page 4 as detailed above.
- Q15. Re Form 4, Annex D:
"Experience - 5 Relevant Projects" - Could you please clarify what information is to be provided for "Involvement" and how does "Involvement" differ from "Responsibilities"? Is "Involvement" the company's involvement, or the key person's involvement?
- A15. Involvement is the key person's involvement in the project being described. Involvement refers to the higher level description of how the key person was a part of the project whereas the responsibilities should provide greater detail regarding actual tasks for which the key person was responsible.
- Q16. What does PWGSC envision for the role of the Senior Contact. Is it a technical project role or primarily for Client Relationship purposes.
- A16. The Senior Contact is primarily for Client Relationship purposes and is defined clearly in the Form 3 as "Senior Contact representing the Firm (for the stream).
- Q17. Can we modify the width/size/shape of columns of the forms (1A, 1B, 1C, 2) so that the space available for our answers is maximized?
- A17. Yes. See Amendment 006, A12.
- Q18. Addenda 5 , Annex G, provided the RISO Evaluation Criteria for Stream 3, for which we draw your attention to the scoring outlined in Section 2. "Past Relevant Experience of the Firm". As the scoring criteria are additive, the scoring criteria indicates that a full score can only be attained under the "**Relevant Projects**" for **PWGSC projects, projects with stakeholder involvement** (federal and provincial agencies, public and First Nations), **and projects with multi-jurisdictional aspects**. Under "**Location of Experience**" in the RISO Evaluation Criteria, a full score is attained based on **projects in Ontario and in rural, northern, and urban areas** as well. Under "**Provision of Service**" additional criteria are provided related to Federal and Ontario projects as well as value and timing of project. The detail of scoring suggests that a full score can only be attained if **all 10 projects are located in Ontario and with PWGSC**. Can clarification be given to how non PWGSC projects based in Ontario will be evaluated versus PWGSC projects located in a province other than Ontario?
- A18. In the Relevant projects section points will be awarded for projects that are "*Typical PWGSC/ federal type projects*" and therefore do not necessarily have to be PWGSC projects in order to be awarded points. This is a separate scoring section than Location of Experience where points will be awarded both for projects taking place in Ontario as well as for projects in rural, northern, and urban areas.
- Q19. Is it a requirement to provide copies of degrees and proof of accreditation for the project team?

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A19. See A1, A2 and A10.

Q20. On Form 3B and Form 4, under Education, there is an indication that “dates attended” should be specified for post-secondary institutions. Is it acceptable to indicate only the year of graduation (e.g., 1995) rather than the range of dates of attendance at the institution (e.g., 1991 – 1995)?

A20. A range of dates of attendance at the institution is requested in order to ensure experience does not coincide with time at school.

All other terms and conditions remain unchanged.