

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Temporary Help Services	
<b>Solicitation No. - N° de l'invitation</b> EW479-142553/B	<b>Date</b> 2014-09-17
<b>Client Reference No. - N° de référence du client</b> EW479-142553	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> EDM-3-36340 (002)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-002-10177	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2014-05-12	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-11-10</b>	
<b>Time Zone</b> Fuseau horaire Mountain Standard Time MST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Scott, Jasmine	<b>Buyer Id - Id de l'acheteur</b> edm002
<b>Telephone No. - N° de téléphone</b> (780) 497-3578 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> 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**

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

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EW479-142553/B

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

edm002

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

EW479-142553

File No. - N° du dossier

EDM-3-36340

CCC No./N° CCC - FMS No/ N° VME

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REFER TO ATTACHED .PDF DOCUMENT

Solicitation No. - N° de l'invitation  
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EW479-142553

Amd. No. - N° de la modif.  
003  
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EDM-3-36340

Buyer ID - Id de l'acheteur  
edm002  
CCC No./N° CCC - FMS No./N° VME

This solicitation amendment 003 is being issued to:

- A. Make changes to the **TABLE OF CONTENTS**, and
- B. Make changes to **PART 6 – SECURITY AND INSURANCE REQUIREMENTS**, and
- C. Make changes to **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**, and
- D. Make changes to **ANNEX D – INSURANCE REQUIREMENTS**.

- A. Make changes to the **TABLE OF CONTENTS**

Delete;

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

Insert;

### **PART 6 – SECURITY REQUIREMENT**

Delete;

- 2. Insurance Requirements

Delete;

Annex D - Insurance Requirements

Delete;

Annex E - Standing Offer Reporting

Insert;

Annex D - Standing Offer Reporting

## B. Make changes to **PART 6 – SECURITY AND INSURANCE REQUIREMENTS**

Delete;

### **PART 6 – SECURITY AND INSURANCE REQUIREMENTS**

Insert;

### **PART 6 – SECURITY REQUIREMENTS**

Delete;

#### **2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, 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.

## C. Make changes to **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

Delete;

- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_"*).

Insert;

- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_"*).

Delete;

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Insert;

*SACC Manual* clause G1005C (2008-05-12) Insurance

#### D. Make changes to **ANNEX D – INSURANCE REQUIREMENTS**

Delete;

In its entirety.

Insert;

### **ANNEX "D"**

#### **STANDING OFFER REPORTING**

Reports must be submitted to the Standing Offer Authority at [wst-pa-edm@pwgsc-tpsgc.gc.ca](mailto:wst-pa-edm@pwgsc-tpsgc.gc.ca) on a quarterly basis, no later than 30 calendar days after the reporting period.

1st quarter : 1 April to 30 June  
2nd quarter : 1 July to 30 September  
3rd quarter : 1 October to 31 December  
4th quarter : 1 January to 31 March

The reports must include following information:

Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)

Temporary Help Services in Edmonton, AB, Yellowknife, NT and Nunavut

**Firm Period Closing** - Solicitation Closes at 0:2:00 PM (MST) on 2014-11-10

**Optional Period Closings :**

- Solicitation Closes at 0:2:00 PM (MDT) on 2015-05-08
- Solicitation Closes at 0:2:00 PM (MST) on 2015-11-09
- Solicitation Closes at 0:2:00 PM (MDT) on 2016-05-10
- Solicitation Closes at 0:2:00 PM (MST) on 2016-11-10

THIS PROCUREMENT INCLUDES A PORTION SET ASIDE FOR ABORIGINAL BUSINESS UNDER THE FEDERAL GOVERNMENT SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

New Aboriginal and non-aboriginal offers will be accepted every six (6) months

This requirement is for the provision of temporary help services to federal government departments and agencies for one or more of the geographical Areas listed in Annex "A", on an as and when requested basis.

There are 3 geographical Areas within this solicitation:

AB Edmonton  
NT Yellowknife  
Nunavut

Offerors are to provide separate offers for each of the geographical Areas where they wish to provide services.

There are 4 temporary help services categories:

Administrative Support,  
Professional and Administrative,  
Technical and Operational,  
Telecommunications and Engineering Services.

These categories are further broken down into classifications viewable at:  
<http://ont-sat-ths.tpsgc-pwgsc.gc.ca/procedures/services-eng.cfm>

Temporary help services may be required from Standing Offer Holders who provide the services of employees to others on a temporary basis when the incumbent employee is absent for a period of time; during a temporary workload increase, or when a position is in the process of being staffed.

Offers will be accessible to Identified Users through an electronic catalogue.

This electronic catalogue will be refreshed semi-annually (every 6 months) to enable new offerors the ongoing opportunity to qualify for a Standing Offer, and to enable existing Standing Offer Holders to revise their rates or contacts, or qualify for additional Areas. An updated Notice of Proposed Procurement (NPP) and a Request for Standing Offer (RFSO) will be posted on the Buy and Sell website 5 days after the close of each solicitation.

The period for making call-ups against the Standing Offer is from December 1, 2014 to May 31, 2015, with the right to request 2 additional one year periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security Requirement and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, offerors should refer to the Canadian Industrial

Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

The requirement is limited to Canadian goods and/or services.

This procurement is subject to the Tlicho Land Claims Agreement for the deliveries to Yellowknife and to the Nunavut Land Claims Agreement for the deliveries to Nunavut.

This procurement includes a Voluntary Set-Aside for Aboriginal Business. Separate and complete offers must be provided per geographical Area for which offerors are wishing to provide services.

In addition, only one offer per geographical Area, per Offeror will be accepted and evaluated. If more than one offer is received per geographical Area, Canada will choose which offer to evaluate.

1. Offeror's commercial office for each geographical Area:

- (i) Offerors must demonstrate that they provide services from a fully-operational, permanent, commercial office for each geographical Area for which they are submitting an offer.
- (ii) Offerors must demonstrate that they operate their commercial office during normal business hours (a minimum of 7.5 hours per day, any time from 7:30 a.m. to 5:30 p.m.) for each geographical Area for which they are submitting an offer.

2. Commercial office staff:

- (i) Offerors are to demonstrate that they maintain a minimum staff of two (2) full-time employees in their commercial office for each geographical Area for which they are submitting an offer.

3. Offeror standard response times:

Offerors must demonstrate how they will meet the following:

- (i) Reply to an Identified User's queries within forty-eight (48) hours.
- (i) Dispatch an appropriate resource to the identified client site within 48 hours 80% of the time.

4. Offeror's Corporate experience related to classifications offered:

- (i) Offerors must demonstrate that they have been in business for at least one (1) year; and
- (ii) Must demonstrate that they have previously provided one or more of the offered classifications for a minimum of three (3) months.

5. Offeror process for testing candidates:

The Offeror must describe the tools, procedures and instruments in place to test for the various skills and aptitudes for the types of classifications offered, for example:

- (i) What hard and soft skill tests are administered by the Offeror;

6. Offeror's Quality Control Process:

Offerors must describe their firm's current internal quality control process to evaluate overall service of the firm/company; and the performance of the temporary help employees.

THIS PROCESS MUST INCLUDE:

- (i) assessment of temporary help employee during assignment; and
- (ii) assessment of temporary help employee and your company, after assignment

[jasmine.scott@pwgsc-tpsgc.gc.ca](mailto:jasmine.scott@pwgsc-tpsgc.gc.ca)