

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
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> 2014-10-31
<b>Client Reference No. - N° de référence du client</b> EW479-142553		<b>Amendment No. - N° modif.</b> 004
<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 at - à 02:00 PM on - le 2016-11-10</b>		<b>Time Zone Fuseau horaire</b> 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>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <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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This solicitation amendment 004 is being issued to:

1. Make changes to **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.**

At **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION;**

DELETE:

In its entirety.

INSERT:

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

#### **A. FOR EXISTING STANDING OFFER HOLDERS:**

1. Existing Standing Offer Holders offering services for additional geographical Areas

If an Existing Standing Offer Holder wishes to submit for another geographical Area not previously issued to them, a brand new offer must be submitted. Refer to section B - All Other Offerors, below.

#### **B. ALL OTHER OFFERORS:**

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.) in 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

1.2 Financial Evaluation

**A. FOR EXISTING STANDING OFFER HOLDERS:**

1. Existing Standing Offer Holders offering services for additional geographical Areas

If an Existing Standing Offer Holder wishes to submit for another geographical Area not previously issued to them, a brand new offer must be submitted. Refer to section B - All Other Offerors, below.

### 1.2.1 Mandatory Financial Criteria

#### B ALL OTHER OFFERORS:

1. Offerors must submit a separate financial offer for each geographical Area for which they are offering services.
2. Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment" and with the spreadsheet available at : <http://ont-sat-ths.tpsgc-pwgsc.gc.ca/docs/index-eng.cfm> for each of their offered Areas. The format of these spreadsheets is not to be altered.

The prices must be an all inclusive firm hourly rate in Canadian funds including salary, overhead, profit, benefits, annual leave, sick leave, etc, for the provision of a temporary help unilingual English speaking resource. Only one firm hourly rate is to be provided per classification, per category. (Note: the Offeror should complete the "Offeror Information" section).

3. Firm hourly rates below the minimum wage for the respective Province/Territory will be automatically removed and will not be evaluated.
4. All compliant offers will proceed to the financial evaluation stage.

#### Step 1: Initial Screening of Rates

Limit "A" = average less 20%

Limit "B" = average plus 20%

Rates which fall under limit "A" will be accepted and standing offers will be issued. Rates which are over limit "B" will be rejected. The rates which are in between these two limits will be used in the calculation of Step 2.

#### Step 2: Final Screening of Rates

A new average will be calculated using the rates remaining from the initial screening (rates that have not been initially accepted or rejected in step 1). The remaining rates falling on or below the new average plus 5% of the average rate will be issued Standing Offers.

Rates which exceed the step 2 average rate plus 5% will be rejected and excluded from further consideration in the electronic catalogue presentation for that period.

## 2. Basis of Selection

### 2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offers will be recommended for issuance of a standing offer.