

**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 a Standing Offer**  
**Révision à une demande d'offre à commandes**  
National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

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**  
Services Procurement-Instruments Management  
Division/Approvisionnement de services-Gestion des instruments  
11 Laurier St. / 11, rue Laurier  
11C1, Place du Portage III  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> Renewal of existing NMSO	
<b>Solicitation No. - N° de l'invitation</b> E60ZQ-140001/A	<b>Date</b> 2014-11-19
<b>Client Reference No. - N° de référence du client</b> E60ZQ-140001	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> 003zq.E60ZQ-140001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZQ-003-28097	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2014-11-03	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-11-24</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dugas, Andre	<b>Buyer Id - Id de l'acheteur</b> 003zq
<b>Telephone No. - N° de téléphone</b> (819) 956-1379 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<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 change the security requirements of the Offer. Cette révision change 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>		

The following modification is to answer the following questions:

Q1 Do we need to supply a USB key for the technical offer, one USB key for the financial offer and one USB key for the certifications? Which makes a total of 3 USB or a single USB key containing all the information is sufficient?

A1 A USB key is required for each document.

Q2 At page 12, Part 4 – Evaluation Procedures

State that the evaluation team will determine if the offer contains a **valid** Canadian Content certification. The PWGSC Web site offers an "archived" version that cannot be printed correctly then sign and attach to the offer. It is clear that the service we offer is Canadian because my company and all my clients are Canadian, but I would like to comply with the request of a **valid** certificate. Where could we find the signing form to that effect?

A2 At page 17 of 46, section 2.1 Canadian Content Certification, only put an X in between the brackets if the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

Q3 Part 6 – Security Requirement

After you have sponsored an Offeror for a Designated Organization Screening (DOS), who should I contact to find out the status of my industrial safety application?

A3 You can contact the Call center of Industrial Security Program at 1866368-4646 or by email at Ssi-iss@tpsgc-pwgsc.gc.ca and an agent will transfer you to the one in charge of your file.

Q4 According to part 3, Offer Preparation Instructions, are we obligated to provide 150 report copies of ergonomic assessments we have completed? Or only to provide a log of 150 ergonomic assessments completed? As stated, "The Technical Offer must include the necessary documentation to support compliance to the Technical Criteria" ... Could you explain where is the documentation needed?

A4 Part 3 only state "The Technical Offer must include the necessary documentation to support compliance to the Technical Criteria detailed in Attachment 1 to Part 4".

At page 13 of 46, (Mandatory Technical Criterion) MT2 reads:

The Offeror must demonstrate that they have provide a minimum of 150 office ergonomic assessments to outside clients within the last 3 years prior to bid closing.

To answer the technical requirements the log form are located in the attachments file in the Tender notice of BuyandSell.

Q5 On the tender summary page E60ZQ-140001/A, what do they mean by: «If 3+ bids offer Canadian goods/services other bids will not be considered »?

A5 Refer to page 11 of 46, section 1c evaluation procedures;

The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the

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E60ZQ-140001/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

003zq

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

E60ZQ-140001

File No. - N° du dossier

003zqE60ZQ-140001

CCC No./N° CCC - FMS No/ N° VME

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certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

Q6 How much time would it take to get some news regarding the sponsorship document for my security clearance?

A6 Refer to A3 above.

Q7 Could you tell me where I could find the list you mention in the tender on page 18? The link you provided indicates that all names have been removed from the list. I do not think our organization is on the list but I cannot confirm it at 100% because I cannot access the list.

A7 If nothing appears on the list, it means that your business is not there.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

## Renewal of existing NMSO

### Office Ergonomic Assessment Services

E60ZQ-140001/A  
Linda Harrison  
Telephone No. 819-956-1074  
E-mail: linda.harrison@tpsgc-pwgsc.gc.ca

To provide federal government departments, agencies and Crown corporations across Canada with office ergonomic assessment services on an "if and when requested" basis. Federal government departments, agencies and Crown corporations must comply with the requirements and obligations of the Canada Labour Code (CLC), Part II and applicable legislations, policies, directives, guidelines, statutes and regulations, etc., as required

The Request for Standing Offer (RFSO) is intended to result in the issuance of National Master Standing Offer(s) (NMSO). Public Works and Government Services Canada (PWGSC) contracting officers and Identified Users are both authorized to make call-ups.

Health and Social Services GSIN is excluded from NAFTA, CCFTA, Canada-Columbia FTA and Canada-Peru FTA; not covered under AIT; and is not listed under WTO-AGP. This procurement is conditionally limited to Canadian services.

The CLCAs are not applicable to this procurement, as Work will not be delivered to, nor conducted within CLCAs.

Offers will be assessed against mandatory technical criteria and as per the financial evaluation.

The period for making call-ups against the SO is from date of issuance to March 31, 2018. No limit will be set on the number of SO to be issued per region/sub-region.

### YEARLY REFRESH PERIODS:

Period:	Start / Closing Date	Award Date
1 Y1 (2016)	January 1 to February 28	April 1
2 Y2 (2017)	January 1 to February 28	April 1

Yearly refreshes are for: "new offeror who did not submit a proposal at the initial RFSO, offeror who wish to re-submit Assessment prices or follow-up rates and offeror who wish to re-submit a proposal to provide services into additional Regions / Metropolitan Areas".

### Security Requirement

Before issuance of a SO, the following conditions must be met:

- (a) The Offeror must, at all times during the performance of the Contract, hold a valid Designated **Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), PWGSC.
- (b) The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Offerors that currently do not meet the organization security screening requirements are requested to initiate the security clearance process immediately by requesting sponsorship from the SO Authority by e-mail.