

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier Street / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

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
Procurement Strategies Division / Division des stratégies d'acquisition
11 Laurier St. / 11, rue Laurier
Place du Portage, 11C1
Phase III, Tower C
Gatineau
Quebec
K1A 0S5

Title - Sujet Temporary Help Services	
Solicitation No. - N° de l'invitation E60ZN-110002/F	Date 2014-12-02
Client Reference No. - N° de référence du client E60ZN-110002	Amendment No. - N° modif. 004
File No. - N° de dossier 002zn.E60ZN-110002	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZN-002-26793	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2014-01-13	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-02	
Address Enquiries to: - Adresser toutes questions à: Riley, Stephanie	Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (819) 956-1678 ()	FAX No. - N° de FAX (819) 997-2229
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AS SHOWN IN THE RESULTING CALL-UPS	
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		

THIS AMENDMENT #004 IS RAISED TO AMEND THE RFSO AND ANSWER QUESTIONS

AMENDMENT

1. On page 1 of 2 (cover page) of the Request for Standing Offer,

Delete:

Solicitation Closes-at 02:00 PM EST on 2014-12-31

Replace with the following:

Solicitation Closes-at 02:00 PM EST on 2015-04-02

2. On page 8

Delete:

5.2 RFSO Schedule of Cycles for Qualification

Quarterly Evaluation Periods

Fiscal Quarter	Closing Date	Time of Closing:	Evaluation Period:
Q1	June 30	02:00 PM Eastern Daylight Time (EDT)	July 1 to September 30
Q2	September 30	02:00 PM Eastern Daylight Time (EDT)	October 1 to December 31
Q3	December 31	02:00 PM Eastern Standard Time (EST)	January 1 to March 31
Q4	March 31	02:00 PM Eastern Daylight Time (EDT)	April 1 to June 30

Replace with the following:

5.2 RFSO Schedule of Cycles for Qualification

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Q2	September 30	02:00 PM Eastern Daylight Time (EDT)	October 1 to December 31
Q3	January 5	02:00 PM Eastern Standard Time (EST)	January 6 to March 31
Q4	March 31	02:00 PM Eastern Daylight Time (EDT)	April 1 to June 30

3. On page 28

Delete:

8. Price Revision (PR)

Once a week (the exact day to be determined), the Qualified Offerors will have the opportunity to input two (2) weekly price revision (PR) rates, one unilingual and one bilingual rate directly into the THS On-line System. This will become that given week's Offeror's firm hourly rate, for the given classification and level of expertise. The PR will also be used to establish the ranking of Qualified Offerors, from lowest to highest firm hourly rate, for each classification. Canada reserves the right to change the frequency of the PR. The PR, which is also indicated on the Identified User search result sheet, is valid for up to 10 working days from the date that the search sheet is printed.

Canada reserves the right to request price support from any Offeror and at any time during the Period of the Standing Offer.

Some examples of situations where Canada could request price support:

- Offerors posting unusually low rates;
- Pricing structures not based on incremental; that is, a junior level classification being priced at a higher rate than a senior classification;
- Significant discrepancies in rates from one week to the other.

Should the Offeror be unable to support its rate(s), Canada reserves its right to suspend or set-aside the Standing Offer with the Offeror, or take any other action it deems necessary.

Insert:

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- Significant discrepancies in rates from one week to the other.

Should the Offeror be unable to support its rate(s), Canada reserves its right to suspend or set-aside the Standing Offer with the Offeror, or take any other action it deems necessary.

Administrative Remark

Qualified Offerors will be granted access to the THS Online System by the Standing Offer Authority to input weekly price revision rates. Offerors are solely responsible for inputting the rates into the THS Online System. Reasonable efforts are made to provide Qualified Offerors with full access to the web-based THS Online System from Monday through Sunday to input their weekly price revision in accordance with the provisions set out in the Standing Offer. Due to technical or other errors, omissions or failures, the system may from time to time be unavailable or taken offline for system maintenance without further notice. Offerors are encouraged to input their weekly price revision during normal government operations Monday through Friday, and no later than Friday at 2PM EST or EDT excluding Statutory Holidays in the province of Quebec, in order to seek technical support should it be required. In the event the Offeror fails to input weekly price revisions for the week, the rates from the preceding week will be carried forward. Offeror(s) unable to honor the rates for the week, may in writing request the Standing Offer Authority to set-aside the Standing Offer until the next opportunity to input a weekly price revision into the THS Online System.

4. On page 29

8.1 Option to Extend the Request For Availability (RFA) Search Results Validity Period

Delete:

- (2) In the event the top ranked Offeror does not provide to the Identified User a written concurrence with the request for extension to the search results validity period identified in paragraph (1), then the Identified User must complete the call-up within the original 10 working days of the search results validity period in accordance with the article entitled "Price Revision", and must not bypass the top ranked Offeror to proceed with other evaluated Offerors in accordance with the terms of this document. If the Identified User is unable to complete the call-up award within the original search results validity period see paragraph (6).
- (3) The Identified User must also provide written notice within the original 10 working days of the search results validity period to all invited Offerors on the subject RFA, of the results of the evaluation and inform all invited Offerors that the Identified User has exercised this option with concurrence from the top ranked Offeror.

Replace with the following:

- (2) In the event the top ranked **compliant** Offeror does not provide to the Identified User a written concurrence with the request for extension to the search results validity period identified in paragraph (1), then the Identified User must complete the call-up within the original 10 working days of the search results validity period in accordance with the article entitled "Price Revision", and must not bypass the top ranked **compliant** Offeror to proceed with other evaluated Offerors in accordance with the terms of this document. If the Identified User is unable to complete the call-up award within the original search results validity period see paragraph (6).
- (3) The Identified User must also provide written notice within the original 10 working days of the search results validity period to all invited Offerors on the subject RFA, of the results of the evaluation and inform all invited Offerors that the Identified User has exercised this option with concurrence from the top ranked **compliant** Offeror.

5. On page 30

Delete:

For illustration purposes the following example is included as information for both the Offeror and Identified Users pertaining to the time requirements of articles 8.0 and 8.1.		
Date	THS RFA Process	Search Result Validity Expiry Date
Monday, February 4, 2013	THS Search results initiated	February 15, 2013
Monday, February 4, 2013	RFA issued	February 15, 2013
Wednesday, February 6, 2013	RFA closed	February 15, 2013
Thursday, February 7, 2013	Identified User required additional RFA process time and has identified the compliant top-ranked Offeror	February 15, 2013
Friday, February 8, 2013	Identified User is seeking to extend validity period for a period up to the maximum 45 calendar days and issues notice to top ranked Offeror	
Tuesday, February 12, 2013	Top ranked Offeror provides written concurrence to extend to the Identified User specified in the RFA	A issued call-up must take place no later than March 21, 2013
Thursday, February 14, 2013	Identified User informs in writing to all RFA invited Offerors of the evaluation results and the extension period	
NOTE: In the event that the Identifier User does not complete the above on or before February 15, 2013, the RFA process is cancelled and no call-up award can take place.		
Saturday, February 16, 2013 or later	Identified User informs in writing to all RFA invited Offerors of the evaluation results and the extension period	Failure to provide notification within the search validity period, renders this RFA process cancelled.
Thursday, March 21, 2013	Call-up must be issued no later than this date.	Failure to issue a call-up by this date; the RFA process is cancelled.

Replace with the following:

For illustration purposes the following example is included as information for both the Offeror and Identified Users pertaining to the time requirements of articles 8.0 and 8.1.		
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QUESTIONS AND ANSWERS

QUESTION 007:

We are an IT company who are currently a qualified supplier under in TBIPS and ProServices. We are looking to add ourselves to THS as well. However, before we apply, there are a number of questions.

- a) How do we gain access to the Temporary Help Services Supplier Module Login?
- b) Do we sign up under a SA, SO or both?
- c) Is there any way to use the categories from TBIPs or ProServices for THS?
- d) To qualify for the next refresh, we would have to submit the forms by Dec. 31, 2014?
- e) Let's say for example, we are only offering to provide Stream 1 - Office Support (Clerk accounting) do we need to provide 20 different temporary help resource names that are compliant with that category?

ANSWER 007:

- a) Access to the Temporary Help Services (THS) in the National Capital Region (NCR), Online System is granted once the Standing Offers (SO's) have been issued to pre-qualified Offerors meeting all the mandatory criteria of the RFSO.
- b) Bidders have the opportunity to submit a bid at any time during the perpetual refresh solicitation period for the Request for Standing Offer (RFSO), Request for Supply Arrangement (RFSA) or both to qualify to provide the services described. Bidders responding to both RFSO and RFSA may include the same information as stated in Attachment 1 to Part 4, Mandatory Evaluation Criteria, item 2.
- c) No. Categories from TBIPS and ProServices cannot be used for THS in the NCR. Each are different method of supply from THS. Bidders may submit an offer separately, following the instructions provided in each respective solicitation.
- d) The perpetual refresh RFSO solicitation receives and evaluates bid submissions in quarterly cycles over a calendar year period. In accordance with the quarterly evaluation schedule stated in PART 2, Article 5 of the RFSO On-going Opportunity for Qualification. As part of this amendment, the next quarter (Q3) closing date for bidders to submit offers has been extended from December 31, 2014 to January 5, 2015.
- (e) As stated in Attachment 1 to Part 4, For M2A, **Experience of the Offeror**
 [“The offeror may provide up to a maximum of 40 temporary help resource names but must provide a minimum of 20 different temporary help resource names that are compliant.”]

Offerors must provide a minimum of 20 different temporary help resource names that are compliant per Stream.

QUESTION 008:

Regarding the subject RFSA, Part 5 speaks of a mandatory 20 resources. Does this mean that the supplier must be able to demonstrate that they had previously provided at least 20 resources to no less than 3 clients within Stream 5, for example?

In other words, if a new supplier would like to qualify on this RFSO, they must have provided resources to previous clients as stated above. Correct?

Solicitation No. - N° de l'invitation

E60ZN-110002/F

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

E60ZN-110002

Amd. No. - N° de la modif.

004

File No. - N° du dossier

002znE60ZN-110002

Buyer ID - Id de l'acheteur

002zn

CCC No./N° CCC - FMS No/ N° VME

ANSWER 008:

Do you mean in the RFSO, PART 4, Attachment 1 to Part 4, Mandatory Evaluation Criteria? For all streams M2A, M2B, M2C (Stream 1, 2,3,4,5) states:

“The offeror may provide up to a maximum of 40 temporary help resource names but must provide a minimum of 20 different temporary help resource names that are compliant.”

Services of the above 20 compliant temporary help resource names must have been billed to a minimum of 3 different clients located in the National Capital Area. The 3 different clients applies to each stream.

QUESTION 009:

Our firm is a new prequalified offeror having received a Standing Offer for THS. In Part A, Price Revision what days can we input our rates?

ANSWER 009:

Canada is providing clarification to all existing and new offerors for the input of hourly rates under the Standing Offer, Part A, Article 8. Price Revision, as an administrative amendment below.

Qualified Offerors will be granted access to the THS Online System by the Standing Offer Authority to input weekly price revision rates. Offerors are solely responsible for inputting the rates into the THS Online System. Reasonable efforts are made to provide Qualified Offerors with full access to the web-based THS Online System from Monday through Sunday to input their weekly price revision in accordance with the provisions set out in the Standing Offer. Due to technical or other errors, omissions or failures, the system may from time to time be unavailable or taken offline for system maintenance without further notice. Offerors are encouraged to input their weekly price revision during normal government operations Monday through Friday, and no later than Friday at 2PM EST or EDT excluding Statutory Holidays in the province of Quebec, in order to seek technical support should it be required. In the event the Offeror fails to input weekly price revisions for the week, the rates from the preceding week will be carried forward. Offeror(s) unable to honor the rates for the week, may in writing request the Standing Offer Authority to set-aside the Standing Offer until the next opportunity to input a weekly price revision into the THS Online System.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.