

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 Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Solicitation remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'invitation
demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Professional Services Online & Temporary Help
Services Division/Division des services professionnels
en ligne et d'aide temporaire
11 Laurier St./11, rue Laurier
10C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

Title - Sujet ProServices/ProServices	
Solicitation No. - N° de l'invitation E60ZT-120001/E	Date 2014-12-02
Client Reference No. - N° de référence du client E60ZT-120001	Amendment No. - N° modif. 009
File No. - N° de dossier 009zt.E60ZT-120001	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZT-009-27511	
Date of Original Request for Supply Arrangement 2014-03-31 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-11	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Hickey, Natasha	Buyer Id - Id de l'acheteur 009zt
Telephone No. - N° de téléphone (819) 956-6896 ()	FAX No. - N° de FAX (819) 956-9235
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <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		

Solicitation No. - N° de l'invitation

E60ZT-120001/E

Amd. No. - N° de la modif.

009

Buyer ID - Id de l'acheteur

009zt

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

E60ZT-120001

File No. - N° du dossier

009ztE60ZT-120001

CCC No./N° CCC - FMS No/ N° VME

See attached document.

Amendment 009

Reason for Amendment:

1. To respond to questions asked by bidders.

Questions and Answers:

Q100. Our firm was recently awarded a ProService supply arrangement however, some of the categories we applied for were denied due to our client not responding in a timely manner. Our firm would like to re-submit a bid for the categories we were not awarded. Can you please confirm whether or not we have to re-submit all the documents we already provided in our original bid (i.e. all bidders statement, certification) or, if there is a shorter process when submitting a bid for the second time?

A100. Please refer to "For Bidders who are "Existing Suppliers"" under Part 3 – Bid Preparation Instructions of the current ProServices quarterly refresh request for supply arrangement (RFSA) on the Buy and Sell Tenders website.

Q101. I am filling out the ProServices online form and I have a question about mandatory criterion M.1 (Minimum Years in Business). I used to be co-owner of a business and I contracted with the federal government for more than 10 years, from 2002 to 2013. I retired from business a year ago, and some departments and agencies would like to invite me to bid on some projects. However, I obtained my PBN on October 20, 2014.

Question 1: Could you please tell me how I should record my response to criterion M.1 in the ProServices system, bearing in mind my situation?

Question 2: Also, can I give projects and departments, involved in projects that I completed when I was still a co-owner of a business, as references?

A101. **Answer 1:** As stated in the Request for Supply Arrangement, M.1 Minimum Years in Business, "The Bidder must have carried on business as the same Legal entity for a minimum of one year as of the end date of the refresh bid solicitation period". Newly established companies who do not meet this mandatory criteria will be deemed non-compliant. As you have only established your company in October 2014, the minimum years in business mandatory criteria would only be met as of October 2015.

Answer 2: Only "contracts" issued to the legal entity that you are submitting your bid under, can be used as reference substantiation when applying to the ProServices Request for Supply Arrangement (RFSA), as we are pre-qualifying the legal entity that submitted the bid (not determining if the individual has the experience). If your prior "contracts" were entered into with you as a co-owner of a legal entity that you retired from, then these references cannot be used to substantiate categories under your 'new' legal entity. These previous resulting contracts were issued to a legal entity associated with your

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former legal entity and is not the legal entity under which you are submitting your current ProServices bid under.
The projects that you use to substantiate your categories under the ProServices RFSA must have been entered into by the same legal entity submitting the ProServices bid.

Q102. I've submitted the hard copy of documents for this quarter and on-line copy is ready for submission. Is this OK to use the same project for multiple category within the stream?

A102. Yes. Please refer to Question 93 in Amendment 008.

Q103. I am in the process of applying to be considered under ProServices. I have completed the on-line application process but have a question regarding the hard copy submission of certificate C. Is there a specific form for Code of Conduct that is to be filled out and forwarded? If so, I have not been able to locate it yet. I am aware that I must provide proof that my company has been in existence for a minimum one year, the legal name of owner and forward Attachment B.

A103. Please refer to question 42 in Amendment 002 and questions 59 and 76 in Amendment 004.

Please also note that to be considered responsive and compliant, a bid must meet each and every mandatory requirement of this refresh bid solicitation and all mandatory requirements detailed in Attachment A, Supply Arrangement Technical Evaluation.

Q104. *Our business qualified under the following RFSA:*

- **E60ZN-13TSSB**
- **E60ZN-13TSPS**
- **EN578-055605**

Could you tell us whether we need to provide documents under RFSA E60ZT-120001/E?

A104. Yes. The Task Based Informatics Professional Services (TBIPS), the Task and Solutions Professional Services (TSPS) (task based only) and ProServices each have separate mandatory criteria and require separate bids to be submitted and evaluated if the bidder is interested in trying to become a pre-qualified supplier. The above solicitations are separate Requests for Supply Arrangements (RFSA) for suppliers to submit bids for the various ongoing opportunities to qualify (also known as quarterly refreshes) for each method of supply.

Please also refer to "For Bidders who are "Existing Suppliers"" under Part 3 – Bid Preparation Instructions of the current ProServices quarterly refresh request for supply arrangement (RFSA) on the Buy and Sell Tenders website.

Please also refer to questions 6 and 23 (i) in Amendment 001.

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Q105. References substantiation and subcontracting

My company had a subcontract with XYZ company to perform work on a service contract that XYZ company had with a department. It was my company that did all the work for the department. I communicated with and delivered documents and services directly to the department. My company received payments from XYZ company, which was paid by the department. Obviously, XYZ company made a profit out of the transaction. In References Substantiation (M.3), may I indicate the department and my client contact there? XYZ company has a conflict of interest (real or perceived) in validating the project as a reference. Indeed, if my company prequalifies for the ProServices SA, I will become a potential competitor of XYZ company.

A105. Yes, a bidder can provide the name of the client at the Government Department as reference for M.3 Reference Substantiation. It is however recommended that the bidder provide the name of a reference at company XYZ as they were the prime contractor in the above example.

Please also refer to question 9 in Amendment 001.

Q106. (i) There are a number of forms to be completed but it appear they cannot be populated directly on Adobe Acrobat - is that correct? It seems they have to be printed and filled out manually by hand. This seems rather antiquated. Can you confirm please. Or is done through the CPSS eportal?

(i) Is the bid validity only for 220 days from approval? I would have hoped that once we are pre-qualified as a supplier that this would be able to be refreshed without having to go through a bid process again. Can you confirm the status please?

A106. (i) The information required to be completed cannot be populated directly on Adobe Acrobat. The forms need to be printed and filled out manually as some information requires a signature. Please refer to the modified Submission Grid in Amendment 001, item 2. Modify Submission Grid under Part 3 – Bid Preparation Instructions for a list of items that must be input into the Data Collection Component (DCC) and items that should submitted in print. It is the responsibility of each bidder to read all documents related to this refresh bid solicitation and to ensure that all mandatory requirements are met.

(ii) The bid validity period is how long PWGSC has to evaluate the bids and is for 220 days from the closing date of the refresh bid solicitation. Please refer to item 2. Bid Validity Period under Part 2 – Supplier Instructions of the current ProServices quarterly refresh Request for Supply Arrangement (RFSA) on the Buy and Sell Tenders website.

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Once you are pre-qualified the only time you will be required to submit ProServices another bid to maintain your Supply Arrangement (SA) is at the re-competition stage. Please also refer to the information contained within the Re-Competition vs. Refresh link on the Guidance for Suppliers webpage at the following link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/conseils-guidance-eng.html>.

Q107. Although my Corporation is less than one year old, the shareholder - xyz- has extensive experience. Can this qualify my Corporation with respect to the one year in business rule?

A107. No, a corporation that is less than 1 year in business cannot use the experience of its shareholder. As per M.1 Minimum Years in Business under Attachment “A” of the ProServices Request for Supply Arrangement (RFSA):

M.1 Minimum Years in Business:

- (a) The Bidder must have carried on business as the same legal entity for a minimum of one year as of the end date of the refresh bid solicitation period. To demonstrate the requirement, a bidder must provide documented proof of its status (such as a certificate of incorporation, business registration or tax returns) confirming the number of years it has been in business.
- (b) If the Bidder is a joint venture, one member of the joint venture must meet the one-year in business requirement. The joint venture must demonstrate this by the same method as (a) above.

In addition, please note that the ProServices Request for Supply Arrangement (RFSA) allows for suppliers (i.e. a legal entity with a Procurement Business Number (PBN)) to submit a bid in response to the solicitation. The ProServices RFSA does not allow for individuals to submit bids.