

**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 0B2 / Noyau 0B2  
Gatineau  
Québec  
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**  
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

<b>Title - Sujet</b> Method of Supply TSPS	
<b>Solicitation No. - N° de l'invitation</b> E60ZN-15TSSB/A	<b>Date</b> 2015-02-23
<b>Client Reference No. - N° de référence du client</b> E60ZN-15TSSB	<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> 017zn.E60ZN-15TSSB	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZN-017-28439	
<b>Date of Original Request for Supply Arrangement</b> 2015-02-06 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-23</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Paradis, Lise	<b>Buyer Id - Id de l'acheteur</b> 017zn
<b>Telephone No. - N° de téléphone</b> (819) 953-0442 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<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 solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**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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**SEE ATTACHED DOCUMENT**

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**THIS AMENDMENT #003 IS RAISED TO ANSWER QUESTIONS RECEIVED.**

**REASON FOR AMENDMENT:**

Canada is publishing herein responses to enquiries that it received pertaining to this solicitation subject to Period 1 - Initial Question Period as set out in accordance with Article 2.7 - Enquiries - Request for Supply Arrangements. Please note that Canada may respond to questions in a non-sequential order, but all questions submitted during Period 1 will be answered and industry will be notified when Canada is proceeding to Period 2 - Supplementary Question Period.

**Questions and Answers:**

**Question 11:**

We are unable to locate where we need to go on the CPSS website to get into the Data Collection Component in order to input the data. It would be appreciated if we could be provided with specific, step-by-step instructions on how we get to the appropriate section of the website.

**Answer 11:**

A Step by Step guide is available on the CPSS Website at <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/espfccd-sesdccc-eng.html>.

**Question 12:**

The tender document does not specify the minimum and maximum values of contract(s) arising from the Supply Arrangement. Could you give us clarification in this regard?

**Answer 12:**

As indicated in Article 1.2 Summary, sub-article iii. on page 7 of the RFSO/SA (E60ZN-15TSPS/A) and in Article 1.2 Summary, sub-article iii. on page 5 of the RFSA (E60ZN-15TSSB/A), the TSPS Streams are structured according to Tiers as follows:

Tier 1: Requirements up to and including \$2 million (applicable taxes included);  
Tier 2: Requirements greater than \$2 million (applicable taxes included).

As indicated in Article 7.10 Limitation of Call-ups at Part 7A on page 48 of the RFSO/SA (E60ZN-15TSPS/A), the call-up limitation is \$250,000.00.

**Question 13:**

Statements regarding the description of some required services are written with a neutral or generalized language which makes it difficult for the reader to perceive in what context services could be rendered.

**Answer 13:**

TSPS is a mandatory method of supply and Identified Users must consider using the TSPS before initiating a new procurement.

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TSPS provides a framework under which Identified Users can procure non-IT professional services for those Streams listed in TSPS Annex A – Requirements for Services. Using the Solution Based Supply Arrangement (E60ZN-15TSSB/A), Identified Users will define the specific requirements for a solution in their Request for Proposal and Resulting Contract Clauses document. Typical tasks performed by Suppliers when executing their solution under a particular Stream could include, but are not limited to, the tasks identified in Annex A.

**Question 14:**

Could you provide some examples of requirements for each of the streams?

**Answer 14:**

TSPS does not keep records of tender documents issued by Identified Users. Suppliers can search active and/or expired tender opportunities issued under the framework of TSPS on the BuyandSell.gc.ca website using the keyword TSPS.

**Question 15:**

Would it be possible to obtain an editable version (Word format) of the Annex A Project Summary Templates?

**Answer 15:**

Word versions of Attachment B and Attachment C of the RFSO/SA (E60ZN-15TSPS/A) and Attachment B of the RFSA (E60ZN-15TSSB/A) were provided in Amendment 001 to both solicitations and can be found on BuyandSell.gc.ca (PW-\$\$ZN-003-28441 and PW-\$\$ZN-017-28439). The Attachments include the mandatory Project Summary Templates.

**Question 16:**

Could PWGSC provide a few examples (name of project, estimated budget of project, applicable Region(s), etc) of potential RFPs to be published in the next year for prequalified vendors under Stream 4-Real Property Project Management Services?

**Answer 16:**

Please refer to the answer to Question # 14 above.

**Question 17:**

In reference to the Mandatory Technical Criteria under Stream 4, can PWGSC confirm that the "Real Property Project Value" is the total value of a similar contract and that this excludes optional renewal years?

**Answer 17:**

As per Attachment B of the RFSO/SA (E60ZN-15TSPS/A) and Attachment B of the RFSA (E60ZN-15TSSB/A), the "Real Property Project Value" is defined as the actual or anticipated amount to be spent (received) on land and buildings upon the completion of the Real Property Project. The "Real Property Services" of a Real Property Project is defined as a contractual agreement between the Supplier and an Outside Client under which the Supplier has provided Professional Services to the Outside Client and has fulfilled all of the Professional Services requirements with regards to the specific Category in Stream 4 being examined. The "Real Property Services" must have been completed prior to the closing date of the RFSO/SA and the RFSA. The exact time period within which the "Real Property Services" must have been completed is specified in the respective Attachment B of each solicitation.

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**Question 18:**

In reference to the Mandatory Technical Criteria for Stream 4, can a Supplier submit a single document for TIER1 and TIER2 if the contents of the response meet all of the minimum criteria under these Tiers?

**Answer 18:**

Yes. As stated in Article 4.2 Basis of Selection in Part 4 of the RFSO/SA (E60ZN-15TSPS/A) and the RFSA (E60ZN-15TSSB/A), Suppliers who meet the Mandatory Criteria of Tier 2 will be considered to have met the Mandatory Criteria of Tier 1 if they have indicated in the DCC that they wish to provide both Tiers.

**Question 19:**

Are the Project Summary Templates found in Attachment B and Attachment C of the RFSO/SA and the Project Summary Templates found in Attachment B of the RFSA mandatory when submitting project summaries?

**Answer 19:**

Yes, the Supplier must complete and submit the Project Summary Templates found in Attachment B (SA portion) and/or Attachment C (SO portion) of the RFSO/SA (E60ZN-15TSPS/A) and Attachment B of the RFSA (E60ZN-15TSSB/A) when submitting project summaries. Stream 1, 2, 3 and 5 have a different Project Summary Template than Stream 4. Please ensure to use the appropriate template from the correct Attachment for the Stream you are submitting. Failure to submit project summaries using the correct Project Summary Template will result in your bid submission being declared non-responsive.

**Question 20:**

If we are submitting for new regions for the latest TSPS solicitation does our project experience have to be specific to the new region we are submitting for?

**Answer 20:**

If you are simply adding regions to existing categories for which you are currently qualified under a Task SO (E60ZN-13TSSO/xxx/ZN) and/or Task SA (E60ZN-13TSPS/xxx/ZN), you only need to add the new regions in the DCC, add the rate for the new regions in the DCC and submit your Grandfather Certification in the DCC and in print. The Grandfather Certification can be found at Attachment E of the RFSO/SA (E60ZN-15TSPS/A). If you are simply adding regions to existing streams for which you are currently qualified under a Solution SA (E60ZN-13TSSB/xxx/ZN), you only need to add the new regions in the DCC, add the rate for the new regions in the DCC and submit your Grandfather Certification in the DCC and in print. The Grandfather Certification can be found at Attachment C of the RFSA (E60ZN-15TSSB/A).

**Question 21:**

Could you further clarify and provide examples of the difference between potential contracts that would be "solutions based" versus "tasks based"?

**Answer 21:**

Task Based Requirements:

The tasks involved are finite work assignments that require one or more consultants to complete. A task involves a specific start date, a specific end date, and set deliverables. Tasks are usually not large projects, although they may be subsets of a larger project. Tasks may require highly specialized work to be performed requiring a rare or unique skill or knowledge for a short period of time.

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**Solutions Based Requirements:**

Solutions-Based Professional Services comprised of services and, in certain situations, essential goods, whereby a supplier defines and provides a solution to a requirement, manages the overall requirement, phase or project and accepts responsibility for the outcome. The Solutions-Based Method of Supply does not contain a Standing Offer; it is only a Supply Arrangement.

**Question 22:**

Could you please clarify the difference between a Supply Arrangement and a Standing Offer?

**Answer 22:**

A supply arrangement is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. Like standing offers, it is not a contract and neither party is legally bound as a result of signing a supply arrangement alone.

Supply arrangements include a set of predetermined conditions that will apply to bid solicitations and resulting contracts. They allow client departments to solicit bids from a pool of pre-qualified suppliers for specific requirements. This differs from standing offers that only allow client departments to accept a portion of a requirement already defined and priced. The TSPS Supply Arrangements do not include prices which allow client departments to negotiate the price based on the specific requirement. For more information on Supply Arrangements, please visit the PWGSC Website at <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/the-procurement-process/supply-arrangements>

The standing offer is a convenient method of supply that saves time and money. A standing offer is not a contract. A standing offer is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. It is not a contract until the government issues a "call-up" against the standing offer. The government is under no actual obligation to purchase until that time

When a call-up is made, it constitutes an unconditional acceptance by Canada of the supplier's offer for the provision, to the extent specified, of the goods and/or services described in the standing offer. Canada's liability is limited to the actual value of the call-ups made by the identified user(s) within the period the standing offer is valid. For more information on Standing Offers, please visit the PWGSC Website at <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/the-procurement-process/standing-offers>

**Question 23:**

On page 13 of E60ZN-15TSPS/A RFSO/SA, there is this clause.

**“2.6 Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) – Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on ESDC-Labour's website.”

We have been told in a letter dated August 9, 2013 from Human Resources and Skills Development Canada – Labour Program that: “The Federal Contractors Program (FCP) was redesigned as part of Budget 2012 and the Government's commitment to reduce regulatory red tape burden for smaller employers. The redesigned program applies to contractors who receive

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an initial goods and services contract, a standing offer, or a supply arrangement valued at \$1million or more (including applicable taxes), an increase from the previous threshold of \$200,000." We were also told that because their records indicate that our company was not awarded a contract of \$1million or more, as a result, the FCP no longer applies to our organization and our Certificate of Commitment has been canceled.

Given this information, what is PWGSC's position how we need to respond to this clause, and on this clause in general and its application to companies who never received in the past a contract of \$1million or more and saw their status cancelled? Are we correct to assume we only need to apply in the event our company desire to bid for \$1M SA/SO, and are successful?

**Answer 23:**

As indicated in Article 2.6 Federal Contractors Program for Employment Equity – Notification on page 13 of the RFSO/SA (E60ZN-15TSPS/A), this clause is applicable to the Supply Arrangement (SA) only. In the event that the SA would lead to a contract subject to the Federal Contractor's Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. The requirements of the FCP apply to any contract issued under the framework of TSPS and the appropriate clauses will be included in the Request for Proposal and Resulting Contract Clauses documents issued by the Identified User at the time of solicitation.

The maximum call-up limitation under the Standing Offer (SO) is \$250,000 (applicable taxes included) as specified under Article 7.10 Limitation of Call-ups at Part 7A on page 48 of the RFSO/SA (E60ZN-15TSPS/A). Due to the call-up limitation, the FCP does not apply to call-ups issued under the SO.

For the RFSO (E60ZN-15TSSB/A), Article 2.6 Federal Contractors Program for Employment Equity – Notification on page 12 also applies to any contract issued under the framework of TSPS and the appropriate clauses will be included in the Request for Proposal and Resulting Contract Clauses documents issued by the Identified User at the time of solicitation.

For the purposes of entry into the DCC, Suppliers should select the first radio button "not subject to the FCP, having a workforce of less than 100 full-time or part-time employees, and/or temporary employees having worked 12 weeks or more in Canada" and indicate "Not Applicable" in the Supplier's Certificate Number text box as per the screenshot below.

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**What is the supplier's FCP-EE Status?**

- not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- not subject to FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; or
- is subject to the FCP, and has a valid certificate number (e.g. has not been declared an ineligible contractor by HRSDC). Note that if you select this option, you are required to enter a certificate number below.

What is the Supplier's Certificate Number?:

Save

- [Return to Certifications](#)
- [Return to Response Home Page](#)

**Question 24:**

Would Canada consider adding N0000C (2013-04-25) Limitation of Liability – Information Management/Information Technology clause to the TSPS solicitation documents?

**Answer 24:**

No. The N0000C (2013-04-25) Limitation of Liability – Information Management/Information Technology clause is reserved for Information Management/Information Technology (IM/IT) contracts, because special authority was granted by Treasury Board to allocate risk in accordance with this clause only for IM/IT contracts. IM/IT Contracts result typically from the Task Based Informatics Professional Services (TBIPS) Method of Supply.

The method of supply for Task and Solutions Professional Services (TSPS) is for the provision of non-Informatics Professional Services, both task and solutions based. Insurance Clauses applicable to the TSPS are found at Article 6.15 Insurance Requirements on page 32 of the RFSO/SA (E60ZN-15TSPS/A) and at Article 6.15 Insurance Requirements on page 34 of the RFSA (E60ZN-15TSSB/A).

Insurance requirements for the Standing Offer Component of TSPS are found at Article 7.11 at Part 7B on page 57 of the RFSO/SA (E60ZN-15TSPS/A).

**Question 25:**

Is it possible to submit the hard copy proposals earlier than the March 23, 2015 due date?

**Answer 25:**

Yes. As per Part 2, Article 2.3 Submission of Bids on page 11 of the RFSO/SA (E60ZN-15TSPS/A) and Part 2, Article 2.3 Submission of Arrangements on page 11 of the RFSA (E60ZN-15TSSB/A), submissions must be submitted physically to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page one of the bid solicitation for the elements of the bid that must or may be submitted in Print.



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**Question 26:**

In Article 6.4.2, it states:

“It is important to note that Suppliers will not be eligible to submit an arrangement at each refresh period. For example, if a Supplier submits an arrangement at Refresh Period 1, the Supplier will not be eligible to submit an arrangement at Refresh Period 2...”

Can you please clarify what this means?

**Answer 26:**

As per Part 6A, Article 6.4.2 Request for Supply Arrangement (RFSA) Bid Solicitations on page 29 of the RFSO/SA (E60ZN-15TSPS/A) and Part 6A, Article 6.4.2 Request for Supply Arrangement (RFSA) Solicitations on page 30 of the RFSA (E60ZN-15TSSB/A), the Supplier will not be eligible to submit a submission in a particular Refresh Period if they have submitted in the previous Refresh Period because their profile will be disabled in the DCC while the submission is being evaluated. Data entry into the DCC is a mandatory requirement of any refresh solicitation. If the Supplier's profile is disabled, the Supplier cannot enter into the DCC and therefore, is not able to fulfill the mandatory requirement for the next refresh solicitation. For example, if a Supplier submits in Refresh Period 1, their profile will be disabled in the DCC while their submission is being evaluated. The Supplier will not be able to submit for Refresh Period 2 but will be able to submit for Refresh Period 3.

**All other terms and conditions remain the same.**