

**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 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

<b>Title - Sujet</b> Harassment	
<b>Solicitation No. - N° de l'invitation</b> E60ZG-100004/D	<b>Date</b> 2015-05-26
<b>Client Reference No. - N° de référence du client</b> E60ZG-100004	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZG-415-28945
<b>File No. - N° de dossier</b> 415zg.E60ZG-100004	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-07-31</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Habash, Christine	<b>Buyer Id - Id de l'acheteur</b> 415zg
<b>Telephone No. - N° de téléphone</b> (819) 956-7852 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Comments - Commentaires

Instructions: See Herein

Instructions: Voir aux présentes

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

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**  
Business Management and Consulting Services Division /  
Division des services de gestion des affaires et de  
consultation  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

E60ZG-100004

**"HARASSMENT IN THE WORKPLACE" INVESTIGATIVE SERVICES STANDING OFFER  
ADJUSTED MEDIAN RATES**

Christine.Habash@tpsgc-pwgsc.gc.ca

Telephone No. - (819) 956-7852

Fax No. - (819) 956-2675

Following the renewal of the "Harassment in the workplace" Investigative Services Standing Offer, Solicitation No. E60ZG-100004 and pursuant to the Financial Evaluation methodology set out in the solicitation as extracted hereunder:

**Conduct of Financial Evaluation**

PWGSC will conduct a financial evaluation against all technically responsive bids by comparing the average firm all-inclusive daily rate as follows:

The financial offers will be evaluated based on the methodology detailed below:

**1.1.3 Mandatory Financial Evaluation**

Offers must meet the mandatory financial criteria specified in the table inserted below.

Offers which fail to meet the mandatory financial criteria will be declared non-responsive.

Mandatory Financial Criteria (MF)		
Number	Mandatory Financial Criterion	Met/Not Met
MF1	The average firm all inclusive daily rate quoted by the Offeror must not be 40% higher than the median calculated from all individual resources submitted from all responsive offerors.	

See table below illustrating the financial evaluation.

**EXAMPLE OF FINANCIAL EVALUATION to illustrate the MEDIAN calculations**

Firm All Inclusive Daily rates

	Offeror	A Resource Name	B Daily Rate Year 1	C Daily Rate Year 2	D Daily Rate Year 3 Option	E Daily Rate Year 4 Option	F Daily Rate Year 5 Option	G Sum of the daily rates for the resource	H Column G is divided by 5 for rows 1-4 only
1	ABC Inc.	John Doe	500	550	600	650	700	3,000	600
1		Mike S.	450	450	500	500	600	2,500	500
1		Anne C.	550	550	550	600	600	2,850	570
1		Ben M.	600	650	650	700	700	3,300	660
2	DEF Inc.	Mary F.	600	650	750	750	800	3,550	710
2		Jenna A.	900	1,000	1,000	1,050	1,050	5,000	1,000
2		Mark K.	600	650	700	750	800	3,500	700
2		Ray F.	650	650	700	700	750	3,450	690
3	GHI Inc.	Joe C.	400	500	550	575	660	2,685	537
3		Steve B.	700	750	750	800	850	3,850	770
3		Dan L.	800	850	900	950	1,000	4,500	900
3		Kelly F.	750	800	900	950	1,000	4,400	880
4	JKL Inc.	Jane M.	1,300	1,350	1,400	1,450	1,500	7,000	1,400
4		Frank C.	600	600	700	700	800	3,400	680
4		Myra E.	650	650	750	750	800	3,600	720
4		Lili F.	550	550	650	650	700	3,100	620

*A median is described as the numeric value separating the higher half of a sample from the lower half. The median of a finite list of numbers can be found by arranging all the observations from lowest value to highest value and picking the middle one. If there is an even number of observations, then there is no single middle value; the median is then usually defined to be the average of the two middle values.*

5) Median Calculation:

500-537-570-600-620-660-680-690-700- 710-720-770-880-900-1000-1400

6) Median  $690 + 700 = 1390 : 2 = \$ 695.00$  (median)

7) Maximum Allowable Daily Rate  $\$ 695.00 \times 1.40 (+ 40 \%) = \$ 973.00$

Using the **example** above, **Jenna A. (H2)** and **Jane M. (H4)** would be considered **financially non-responsive** as the average daily rates of \$ 1,000 and \$1,400.00 for these individuals are **more** than the maximum allowable daily rate of **\$ 973 .00**.

All other resources would be considered **financially responsive** and considered further as the average daily rates for those individuals shown in column H are all **less** than the maximum allowable daily rate of **\$ 973.00**.

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## Financial Evaluation

Once it is determined that a technical offer is responsive, the financial offer were evaluated based on the methodology detailed below.

**Step 1** - The Offerors must submit firm all-inclusive daily rates for each proposed resource as requested in Attachment 1 to Part 3, Pricing Schedule.

**Step 2** - An average all-inclusive daily rate for each proposed resource will be established by adding the firm all inclusive daily rate including travel and living expenses quoted for each proposed resource for each period dividing by 5 (which represents the initial period and the option periods).

**Step 3** - The average all-inclusive daily rate for each proposed resource must not exceed **40% of the median** calculated from all responsive resources. Any resource with a daily rate above the highest acceptable daily rate will not be considered further.

In support of the government's open data initiatives, this notice provides the established "Harassment in the workplace" Investigative Services Standing Offer median rate which is **\$1,132.50**.

Reminder, the data provided herein is for reference purposes to enable government, private sector, and non-government organizations to review the current median results for information purposes.

For the purposes of any "Harassment in the workplace" Investigative Services transaction requiring the issuance of a call-up against the "Harassment in the workplace" Investigative Services Standing Offer framework, government users must use the Standing Offer Index to obtain the applicable firm rates and must ensure the transaction is carried out in accordance with the "Harassment in the workplace" Investigative Services procedures:

[http://soi.pwgsc.gc.ca/app/index.cfm?Fuseaction=sim.commodity\\_results&commodity\\_level=4&commodity\\_type=S&level\\_code=R0&commodity\\_class=R019&province=NC&commodity=&description=off&department=E&grouping=G,S,R&vendor=&vendcd=&number=E60ZG-090005&nmso=ON&s](http://soi.pwgsc.gc.ca/app/index.cfm?Fuseaction=sim.commodity_results&commodity_level=4&commodity_type=S&level_code=R0&commodity_class=R019&province=NC&commodity=&description=off&department=E&grouping=G,S,R&vendor=&vendcd=&number=E60ZG-090005&nmso=ON&s)

There will be no opportunity to qualify for this Standing Offer until such time as the Standing Offer is renewed in 2017.