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Place du Portage, Phase III

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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

Title - Sujet Ergonomics NMSO Renewal		
Solicitation No. - N° de l'invitation E60ZQ-140001/B		Date 2015-06-26
Client Reference No. - N° de référence du client E60ZQ-140001		Amendment No. - N° modif. 004
File No. - N° de dossier 011zq.E60ZQ-140001	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZQ-011-28996		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2015-06-12
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-16		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Harrison, Linda		Buyer Id - Id de l'acheteur 011zq
Telephone No. - N° de téléphone (819) 956-1074 ()		FAX No. - N° de FAX (819) 956-2675
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 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 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		

AMENDMENT 004

This amendment is raised to answer question from bidders.

Q16 - In the RFSO document there is a report template attached as Appendix 2 and a measurement worksheet at Appendix 1. Are these documents offered as examples or is there a requirement to adopt this format of report and to complete the measurement worksheet for all assessments moving forward?

A16 - You must use the templates at Appendix 1 Measurement Worksheet and Appendix 2 Report Template.

Q17 - If one out of the employees is a FPS, but the company owner and the remaining employees are not FPSs, is there a requirement for us to follow the procedure outlined in section 2.3 of the RFSO?

A17 - If the Offeror (i.e. at the firm level) is not a FPS, the FPS disclosure is not required.

Q18 - Annex B, section 2.1 a) - Payment and living expenses: States that 'Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for services provided within 100 km of the work location identified in the call-up.' We are not clear on what that means. For example, if we receive a call up for an assessment somewhere that is more than 100km away from one of our offices, will we be reimbursed for travel in accordance with the Treasury board travel directive? If so, does the reimbursement begin from the initiation of travel or does it begin only after the first 100km have been traveled?

A18 - The 100km radius to determine when travel and living expenses will be reimbursed is based on the distance from the Contractor's place of business to the work location identified in the Call-up. For the given example, travel expenses will be reimbursed in accordance with the Treasury board travel directive. Reimbursement begins from the initiation of travel.

Q19 - Furthermore, section 2.2 b) states that ' For services to be provided outside of the Metropolitan Area: The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work...' If work is outside the Metropolitan area, does travel reimbursement begin only when the Metropolitan boundary is crossed or is the full trip eligible for travel reimbursement?

A19 - See answer A18.

Q20 - We have a question regarding the absence of reimbursed travel within the Metropolitan areas. For example, we may need to go to the far edges of the Metropolitan area which can take up to 2 hrs round trip for a 1 hr assessment. In considering this possibility we have to set our Metropolitan rates higher to cover the possible travel required for these less frequent, longer trips, but we would prefer to offer you better value. If we were able to be reimbursed for travel for the outer edge of the Metropolitan area, we could offer a lower all inclusive rate for the assessment itself. Has this possibility been considered?

A20 - not at this time.

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- Q21 - I would like to confirm that there can be an unlimited number of SOs for a given area, but the requester is not free to choose the service provider of their choice. According to the RFSO it appears the requester must initiate the call up with the lowest cost provider, moving along the list of providers in order of price if the initial service provider is unable to meet the need. Is that correct?
- A21 - It is a recommended but not a madatory. Please refer to the Call-up Process in Section 7A.8. Call-up Procedures. However, as stated in 7A.8.1 Call-up Process for requirements less than \$25,000.00 (GST/HST included), Identified Users will have 2 options: Right of First Refusal basis (Recommended process) or Directed Requirements.
- Q22 - There is mention that the Offeror must meet the insurance requirements referenced in Annex G. Unfortunately I do not see Annex G in the document. What is the required amount?
- A22 - Annex G is on pages 64 and 65 of the main package of the RFSO (the last document).
- Q23 - In A.1.1 Mandatory Technical Criteria MT2 because of privacy laws I am not allowed to identify the clients name and phone number of the ergonomics assessments I have completed. Is there another way I can prove that I have completed over 150 assessments in the past three years?
- A23 - The Offeror must submit the name of a contact person (not necessarily the person who was assessed) and the additional information as stated in MT2. Please refer to Suggested Response Template for MT2 in Attachment 2 to Part 4. As also stated, references may be contacted to verify the work performed.
- Q24 - Is it possible to offer solely for certain areas within a region/sub-region?
 I. Exemple no. 1 : l'Atlantic region, solely for the province of Nova Scotia?
 li. Exemple no. 2 : Montreal region, solely for the city of Montreal?
- A24 - No. If an offer is submitted for a region and sub-region, it would be expected to be honoured within its boundaries. You have to submit an offer for these regions however if you do not wish to service those regions you can refuse at the time of call-up. Areas are predefined - see Annex C - REGION/METROPOLITAN AREA DEFINITIONS.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.