



## 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

|  |  |
|--|--|
| <b>Title - Sujet</b><br>ProServices/ProServices  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>E60ZT-120001/E   | <b>Date</b><br>2015-12-03  |
| <b>Client Reference No. - N° de référence du client</b><br>E60ZT-120001  | <b>Amendment No. - N° modif.</b><br>012  |
| <b>File No. - N° de dossier</b><br>009zt.E60ZT-120001  | <b>CCC No./N° CCC - FMS No./N° VME</b>   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$ZT-009-27511   |  |
| <b>Date of Original Request for Supply Arrangement</b> 2014-03-31<br><b>Date de demande pour un arrangement en matière d'app. originale</b>  |  |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2016-12-30</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight<br>Saving Time EDT |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Hickey, Natasha   | <b>Buyer Id - Id de l'acheteur</b><br>009zt                                      |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-6896 ( )   | <b>FAX No. - N° de FAX</b><br>(819) 956-9235                                     |
| <b>Delivery Required - Livraison exigée</b>  |  |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b>  |  |
| <b>Security - Sécurité</b><br>This revision does not change the security requirements of the solicitation.<br>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><br><b>Accusé de réception requis</b>  | <b>Yes - Oui</b><br><input type="checkbox"/> | <b>No - Non</b><br><input type="checkbox"/> |
| <b>The Offeror hereby acknowledges this revision to its Offer.</b><br><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)<br>Nom et titre de la personne autorisée à signer au nom du proposant.<br>(taper ou écrire en caractères d'imprimerie) |  |   |
| <b>For the Minister - Pour le Ministre</b>   |  |   |

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**This Request for Supply Arrangement amendment 012 is raised to revise the following:**

1. Revision under Part 3, Bid Preparation Instructions, Article 1. Bid Preparation Instructions, Sub-Article A).
  2. Revision under Part 3, Bid Preparation Instructions, Article 3. Submission Grid.
  3. Revision under Part 4, Evaluation Procedures and Basis of Selection, Article 4. Security Requirement, sub-article b).
  4. Revision under Part 6, Section A. Supply Arrangement, Article 15. Regions and Metropolitan Areas.
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**1. Revision under Part 3, Bid Preparation Instructions, Article 1. Bid Preparation Instructions, Sub-Article A):**

**Delete:**

For Bidders who are "Existing Suppliers"

Bidders who are "Existing Suppliers" (TBIPS, TSPS (task based only) and/or ProServices):

A. should submit in print to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit, 11 Laurier Street, Place du Portage, Phase III, Level 0A1, Gatineau, Quebec, K1A 0S5, by the period end date and time indicated in the table detailed above, the following items:

- (i) The signed Bidder Statement (Attachment B to this refresh Bid Solicitation)
- (ii) Certifications (Attachment C of this Refresh Bid Solicitation)
  - Code of Conduct:
    - if incorporated, a complete list of names of all individuals who are currently on the Board of Directors for the Supplier;
    - if a sole proprietorship, the name of the owner;
    - if a joint venture (JV) the complete address of each JV member as well as a complete list of names of all individuals who are currently on each of the JV members Board of Directors. Should one of the JV members be a sole proprietor, the name of the owner must be provided.
  - Aboriginal certifications, if applicable.
  - signed grandfather certification

**Insert:**

For Bidders who are "Existing Suppliers"

Bidders who are "Existing Suppliers" (TBIPS, TSPS (task based only) and/or ProServices):

A. The following information will be requested by ProServices during the bid evaluation period:

- (iii) The signed Bidder Statement (Attachment B to this refresh Bid Solicitation)
- (iv) Certifications (Attachment C of this Refresh Bid Solicitation)
  - Code of Conduct:
    - if incorporated, a complete list of names of all individuals who are currently on the Board of Directors for the Supplier;
    - if a sole proprietorship, the name of the owner;
    - if a joint venture (JV) the complete address of each JV member as well as a complete list of names of all individuals who are currently on each of the JV members Board of Directors. Should one of the JV members be a sole proprietor, the name of the owner must be provided.
  - Aboriginal certifications, if applicable.
  - signed grandfather certification

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**Delete:**

For "New" Bidders

**"New" Bidders:**

A. should submit in print to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit, 11 Laurier Street, Place du Portage, Phase III, Level OA1, Gatineau, Quebec, K1A 0S5, by the date and time indicated in the table detailed above, the following items:

(i) The signed Bidder Statement (Attachment B to this refresh Bid Solicitation)

(ii) Proof of one year in business i.e. certificate of ownership, business registration, or tax returns

(iii) Certifications (Attachment C of this Refresh Bid Solicitation)

- Code of Conduct:
  - if incorporated, a complete list of names of all individuals who are currently on the Board of Directors for the Supplier;
  - if a sole proprietorship, the name of the owner
- aboriginal certifications, if applicable.
- signed grandfather certification

**Insert:**

For "New" Bidders

**"New" Bidders:**

A. The following information will be requested by ProServices during the bid evaluation period:

(i) The signed Bidder Statement (Attachment B to this refresh Bid Solicitation)

(ii) Proof of one year in business i.e. certificate of ownership, business registration, or tax returns

(iii) Certifications (Attachment C of this Refresh Bid Solicitation)

- Code of Conduct:
  - if incorporated, a complete list of names of all individuals who are currently on the Board of Directors for the Supplier;
  - if a sole proprietorship, the name of the owner
- aboriginal certifications, if applicable.
- signed grandfather certification, if applicable

**2. Revision under Part 3, Bid Preparation Instructions, Article 3. Submission Grid:**

**Delete** in its entirety Article 3. Submission Grid, and replace with the following:

The purpose of the following grid is to assist Bidders with their bid preparation and bid submission. As the status and circumstances of each bidder is unique, 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.

The following descriptions are provided:

- a) "DCC" indicates that the Bidder must input information into the Data Collection Component and ensure to click the <submit> button.

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- b) "When requested" indicates that ProServices will be requesting the forms at some point during the bid evaluation period.

| Column 1   | Column 2   | Column 3   | Column 4   | Column 5  | Column 6   |
|--|--|--|--|---|--|
|  | New ProServices Bidders  |  |  | Existing ProServices Suppliers  |  |
|  | Bidder has not submitted a refresh bid submission for TBIPS and/or TSPS (task based only). | Bidder has also submitted a refresh bid submission for TBIPS and/or TSPS (task based only) and is relying on the outcome of their evaluations done by TBIPS and/or TSPS (task based only) (i.e. does not provide category substantiation). | Bidder is NOT changing the technical offer nor requesting any additional categories. | Bidder is not a TBIPS and/or TSPS (task based only) supplier but is applying for additional categories. | Bidder is an existing TBIPS and/or TSPS (task based only) supplier and wants to add additional categories deemed compliant by TBIPS and/or TSPS (task based only) to their ProServices submission. |
| <b>Section 1 - Technical Bid</b>                                 |  |  |  |   |  |
| Company Information  | DCC  | DCC  | N/A  | DCC   | DCC  |
| Regional Information   | DCC  | DCC  | N/A  | DCC (if applicable)   | DCC (if applicable)  |
| Mandatory M1 (Months in Business)                                | DCC & when requested   | DCC & Grandfather Certification  | N/A  | DCC & Grandfather Certification   | DCC & Grandfather Certification  |
| Identification of Streams and Categories                         | DCC  | DCC  | N/A  | DCC   | DCC  |
| Mandatory M2 (Category Summary Substantiation)                   | DCC  | Grandfather Certification  | N/A  | DCC   | Grandfather Certification  |
| Mandatory M3 (References Substantiation)                         | DCC  | Grandfather Certification  | N/A  | DCC   | Grandfather Certification  |
| <b>Section 2 - Services Offering for Supply Arrangement</b>      |  |  |  |   |  |
| Services Offering for Supply Arrangement (levels for categories) | DCC  | DCC  | N/A  | DCC   | DCC  |
| <b>Section 3 - Certifications</b>                                |  |  |  |   |  |
| Security   | DCC  | DCC  | N/A  | DCC   | DCC  |
| Federal Contractors Program for Employment Equity                | DCC  | DCC  | N/A  | DCC   | DCC  |
| Former Public Servant  | DCC  | DCC  | N/A  | DCC   | DCC  |
| Aboriginal Supplier  | DCC & when requested (if applicable)   | DCC & Grandfather Certification (if applicable)  | N/A  | DCC & Grandfather Certification (if applicable)   | DCC & Grandfather Certification (if applicable)  |
| Grandfather Certification  | N/A  | DCC & when requested   | N/A  | DCC & when requested  | DCC & when requested   |
| Work Force Reduction Program                                     | DCC  | DCC  | N/A  | DCC   | DCC  |
| Code of Conduct  | DCC & when requested   | DCC & Grandfather Certification  | N/A  | DCC   | DCC  |
| Security Sponsorship   | DCC (if applicable)  | DCC (if applicable)  | N/A  | DCC (if applicable)   | DCC (if applicable)  |
| Bidder's Statement (all bidders)                                 | DCC & when requested   | DCC & when requested   | N/A  | DCC & when requested  | DCC & when requested   |

**3. Revision under Part 4, Evaluation Procedures and Basis of Selection, Article 4. Security Requirement, sub-article b):**

**Delete** in its entirety Article 4. Security Requirement, sub-article b) and replace with the following:

- b) Joint venture Suppliers must have a Designated Organization Screening (DOS) as well, for each member.

**Note to Suppliers:**

In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Supply Arrangement Authority and obtained a valid FSC at the secret level issued by CISD.

|  |  |                                      |
|--|--|--------------------------------------|
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Bidders are reminded to obtain the required security clearance promptly.

Bidders may request that the Supply Arrangement Authority consider security sponsorship of their candidacy to upgrade the bidder to the next security level that is above the bidder's current security level or to seek initial DOS clearance. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after bid closing by sending the request to the following email address: [proservices@pwgsc.gc.ca](mailto:proservices@pwgsc.gc.ca), to the attention of the Supply Arrangement Authority. If sponsorship is anticipated, the bidder is encouraged to contact ProServices as soon as possible so that the process can be started. There is no need for the bidder to wait for the solicitation to close before advising ProServices of the need to be sponsored.

Contracts issued under a Supply Arrangement resulting from this solicitation are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual bid Request for Proposal. Samples of possible SRCL's are accessible through the CPSS web site at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>, but other SRCLS may be used. Each Request for Proposal will identify the SRCL that will apply to any resulting contract.

For additional information on security requirements, suppliers should consult the "Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders" document on the Departmental Standard Procurement Documents web site, <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>.

#### 4. Revision under Part 6, Section A. Supply Arrangement, Article 15. Regions and Metropolitan Areas:

##### Delete:

##### 15. Regions and Metropolitan Areas

[Definitions of the National Zone, Regions and Metropolitan Areas](#) are incorporated by reference into this supply arrangement, with the exception that for the purposes of this Supply Arrangement, the National Zone is to be considered as another Region.

The following Regions and Metropolitan areas may receive professional services under this Supply Arrangement where a Supplier is qualified to do so:

National Zone

Regions: Metropolitan Areas

- Atlantic – Halifax, Moncton
- Quebec – Montreal, Quebec City
- Ontario – Toronto
- Western – Calgary, Edmonton, Saskatoon, Winnipeg
- Pacific – Vancouver, Victoria
- National Capital – National Capital Region

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**Insert:**

**15. Regions and Metropolitan Areas**

[Definitions of the Remote/ Virtual Zone, Regions and Metropolitan Areas](#) are incorporated by reference into this supply arrangement, with the exception that for the purposes of this Supply Arrangement, the Remote / Virtual Access is to be considered as another Region.

The following Regions and Metropolitan areas may receive professional services under this Supply Arrangement where a Supplier is qualified to do so:

Regions: Metropolitan Areas

- Atlantic – Halifax, Moncton
- Quebec – Montreal, Quebec City
- Ontario – Toronto
- Western – Calgary, Edmonton, Saskatoon, Winnipeg
- Pacific – Vancouver, Victoria
- National Capital – National Capital Region
- Remote / Virtual Zone

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