



**RETURN BIDS TO:**

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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 a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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**

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> Temporary Help Services	
<b>Solicitation No. - N° de l'invitation</b> E60ZN-110002/F	<b>Date</b> 2016-07-05
<b>Client Reference No. - N° de référence du client</b> E60ZN-110002	<b>Amendment No. - N° modif.</b> 010
<b>File No. - N° de dossier</b> 002zn.E60ZN-110002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZN-002-26793	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2014-01-13	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-10-31</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Riley, Stephanie	<b>Buyer Id - Id de l'acheteur</b> 002zn
<b>Telephone No. - N° de téléphone</b> (873) 469-4460 ( )	<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> AS SHOWN IN THE RESULTING CALL-UPS	
<b>Security - Sécurité</b> 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

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

**THIS AMENDMENT 010 IS RAISED TO AMEND  
THE REQUEST FOR STANDING OFFER (RFSO)**

**DELETE:**

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**PART 5 – CERTIFICATIONS**

**INSERT:**

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**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

**DELETE:**

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Annex “G” – THS Quarterly Usage Report Template

**INSERT:**

TABLE OF CONTENTS

Annex “G” –Quarterly Usage Reporting

**DELETE:**

PART 1 – GENERAL INFORMATION

The annexes include:

Annex “G” – THS Quarterly Usage Report Template

**INSERT:**

PART 1 – GENERAL INFORMATION

The annexes include:

Annex “G” –Quarterly Usage Reporting

**DELETE:**

PART 1 – GENERAL INFORMATION

**4. Canadian Content**

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

**INSERT:**

PART 1 – GENERAL INFORMATION

**4. Canadian Content**

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

**DELETE:**

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

**INSERT:**

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

**DELETE:**

**PART 2 - OFFEROR INSTRUCTIONS**  
**5.2 RFSO Schedule of Cycles for Qualification**

Quarterly Evaluation Periods:

<b>Fiscal Quarter</b>	<b>Closing Date:</b>	<b>Time of Closing</b>	<b>Evaluation Period</b>
Q1	June 30	02:00 PM Eastern Daylight Time (EDT)	July 1 to September 30
Q2	September 30	02:00 PM Eastern Daylight Time (EDT)	October 1 to December 31
Q3	January 5	02:00 PM Eastern Standard Time (EST)	January 6 to March 31
Q4	March 31	02:00 PM Eastern Daylight Time (EDT)	April 1 to June 30

**INSERT:**

**PART 2 - OFFEROR INSTRUCTIONS**  
**5.2 RFSO Schedule of Cycles for Qualification**

Quarterly Evaluation Periods:

<b>Fiscal Quarter</b>	<b>Closing Date:</b>	<b>Time of Closing</b>	<b>Evaluation Period</b>
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Q2	September 30	02:00 PM Eastern Daylight Time (EDT)	October 1 to December 31
Q3	January 3	02:00 PM Eastern Standard Time (EST)	January 4 to March 31
Q4	March 31	02:00 PM Eastern Daylight Time (EDT)	April 1 to June 30

**DELETE:**

**PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

**INSERT:**

**PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and additional information to be issued a standing offer.

**DELETE:**

**1. Certifications Required Precedent to Issuance of a Standing Offer**

**1.1 Integrity Provisions - Associated Information**

**1.1.1** By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/16>) 2006). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

**INSERT:**

**1. Certifications Required Precedent to Issuance of a Standing Offer**

**1.1 Integrity Provisions - Associated Information**

**1.1.1** By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions ( <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/20>). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Offerors must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

**DELETE:**

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

**1. Security Requirement**

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

**INSERT:**

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

**1. Security Requirement**

3. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgcpwgsc.gc.ca/index-eng.html>) website.

**DELETE:**

**7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**3. Standard Clauses and Conditions**

**3.1 General Conditions**

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

**3.2 Standing Offers Reporting**

The Offeror must provide a Quarterly Usage Report (QUR) to PWGSC on a quarterly basis. These submissions must be made by completing and forwarding an electronic copy of the QUR in Excel format (which will be provided by PWGSC) to the following email address: [Rapportsdutilisation.UtilizationReports@tpsgc-pwgsc.gc.ca](mailto:Rapportsdutilisation.UtilizationReports@tpsgc-pwgsc.gc.ca). The THS Quarterly Usage Report template is accessible from <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexd-soannexd-eng.html>

#### **4. Term of Standing Offer**

##### **4.1 Period of Standing Offer**

The period for making call-ups against the Standing Offer is from date of award to July 7, 2016.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Stephanie Riley  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Business Initiatives Directorate  
Portage III 11C1  
11 Laurier Street Gatineau, Quebec K1A 0S5

Telephone: (819) 956-1678

Facsimile: (819) 997-2229

E-mail address: [dgasat.acqbths@tpsgc-pwgsc.gc.ca](mailto:dgasat.acqbths@tpsgc-pwgsc.gc.ca)

**INSERT:**

#### **7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

##### **A. STANDING OFFER**

#### **3. Standard Clauses and Conditions**

##### **3.1 General Conditions**

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer

##### **3.2 Standing Offers Reporting**

The Offeror must provide a Quarterly Usage Report (QUR) to PWGSC on a quarterly basis. These submissions must be made by completing and forwarding an electronic copy of the QUR in Excel format (which will be provided by PWGSC) to the following email address: [TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca). Information concerning quarterly usage reporting is available via Annex "G".

#### **4. Term of Standing Offer**

##### **4.1 Period of Standing Offer**

The period for making call-ups against the Standing Offer is from date of award to October 31, 2017.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Stephanie Riley  
Public Works and Government Services Canada  
Acquisitions Branch  
Labour & Relocation Services Procurement Directorate

Portage III 11C1  
11 Laurier Street Gatineau, Quebec K1A 0S5  
Telephone: 873-469-4460  
Facsimile: 819-997-2229  
E-mail address: [TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca)

**DELETE:**

**7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**9. Call-up Procedures**

**9.3 Call-ups:** The only authorized methods of call-up allocation against this Standing Offer is described as follows:

**A.1) Right of First Refusal - Streams (3,4,5)**

Identified Users must issue call-ups to the Qualified Offeror with the lowest price, meeting all the mandatories outlined in the Request for Availability (RFA), in section 9.4

**A.2) Right of First Refusal - Streams (1,2)**

Identified Users may issue call-ups to the Qualified Offeror with the lowest price, meeting all the mandatories outlined in the Request for Availability (RFA), in section 9.4.

The method of allocation is based on the "Right of First Refusal". Issuance of Request for Availability Form (RFA) to more than one Qualified Offeror is permitted under the method of allocation for this Standing Offer. However, Identified Users must issue the call-ups to the Offeror with the lowest price and meeting all the mandatory requirements.

It is recommended that the Identified User send their RFA to more than one Qualified Offeror in order of ranking (lowest to highest rate) as listed in the THS Online search results, with their requirement clearly set out. Qualified Offerors are required to provide a response; a recommended minimum of 48 hours from date of RFA. In exceptional cases only, a four hour response time may be allowed. In these cases Identified Users will be required to support its decision on file. The Identified User must list the classification and level of the resource required. Identified Users should also include the education, experience, language and security clearance required by the proposed resource.

The Qualified Offeror must respond by providing a resource who meets the minimum mandatory qualifications of the classifications set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement. If the Qualified Offeror cannot respond or has no resource available for that specific requirement, then the Identified User may request a resource from the next Qualified Offeror on the list and so on, until a qualified resource meeting all the mandatory criteria has been identified.

In no circumstances, can the Identified User skip over the lowest Qualified Offeror or randomly selects any other Qualified Offeror during the process (i.e. the Identified User is NOT ALLOWED to simply invite Qualified Offerors listed in price ranking positions 5 to 8, without inviting Qualified Offerors listed in price ranking positions 1 to 4).

The call-up must be issued to the Qualified Offeror (by price) who proposes a resource within the specific time limitation and meeting all the mandatory criteria of the RFA requirement.

**B) Directed Method (for Streams 1 & 2 Only) for requirements \$25,000 and below**

For requirements under Streams 1 & 2 valued at \$25,000 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included) and below, the identified user can either use "Right of First Refusal" methodology or they can direct call-

ups using the percentile methodology.

**Percentile Methodology:** The Identified User can send their RFA to any Qualified Offeror(s) within the 25th percentile of the lowest bid rate from their search results in the THS On-line System. Each RFA must clearly set out their requirements.

Call-ups can be directed to any Qualified Offeror within the 25th percentile of lowest bid rate proposing a compliant resource, who meets the minimum mandatory qualification in each classification set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement.

Calculation method:

$$n = \frac{25}{100}$$

Rounding decimal:

Numbers with decimals will be rounded to the nearest whole. If the first decimal is five, the number will be rounded to the superior unit.

**Example 1 (There are no identical rates within the 25th percentile)**

Search criteria:

Classification: Accounting Clerk

Level: Intermediate

Total Offerors: 41 offerors

Calculation method:

$$\frac{41 \times 25}{100} = 10.25$$

Rounding decimal:

$$= 10$$

Identified Users can direct the call-up to any of the compliant Offeror within the 25th percentile (any of the **10**)

	Rates	Ranking	Percentile
Offeror 1	\$12.40	1	
Offeror 2	\$12.53	2	
Offeror 3	\$12.74	3	
Offeror 4	\$13.05	4	
Offeror 5	\$13.81	5	
Offeror 6	\$13.90	6	
Offeror 7	\$14.10	7	
Offeror 8	\$14.30	8	
Offeror 9	\$14.50	9	
Offeror 10	\$14.54	10	25%

**Example 2 (There are identical rates within the 25th percentile)**

Search criteria:

Classification: Compensation Clerk

Level: Intermediate  
Total Offerors: 45 offerors

Calculation method:

$$\frac{45 \times 25}{100} = 11.25$$

Rounding decimal:

= 11

Identified Users can direct the call-up to any of the compliant Offerors within the 25th percentile (any of the 13 as Offerors 2, 3, 4 have the same rates so they would count as 1 of the eleven)

	Rates	Ranking	Percentile
Offeror 1	\$12.40	1	
<b>Offeror 2</b>	<b>\$12.94</b>	<b>2</b>	
<b>Offeror 3</b>	<b>\$12.94</b>	<b>2</b>	
<b>Offeror 4</b>	<b>\$12.94</b>	<b>2</b>	
Offeror 5	\$13.24	3	
Offeror 6	\$13.32	4	
Offeror 7	\$13.34	5	
Offeror 8	\$13.50	6	
Offeror 9	\$14.10	7	
Offeror 10	\$14.50	8	
Offeror 11	\$15.20	9	
Offeror 12	\$15.24	10	
Offeror 13	\$15.25	11	25%

#### 9.4 Request for Availability Form (RFA)

The Identified User will issue a Request for Availability form attached as Annex "1"-THS Form-Request for Availability of THS Resources for a resulting Call-up, to this Standing Offer to obtain the information necessary to issue a call-up for the required resource to:

1. The lowest priced Qualified Offeror; or
2. To as many lowest priced Offerors, listed on the THS Online search results; or
3. For requirements of \$25, 000.00 and below, Offeror or Offerors within the 25th percentile

INSERT:

#### 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

##### A. STANDING OFFER

#### 9. Call-up Procedures

9.3 **Call-ups:** The only authorized methods of call-up allocation against this Standing Offer are described below.

##### A) Right of First Refusal

The Right of First Refusal selection methodology requires call-ups to be issued to the

Qualified Offeror(s) with the lowest price, meeting all the mandates outlined in the Request for Availability (RFA) form, see section 9.4. The Identified User must use this selection methodology for call-ups valued above \$25,000 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included), and may use it for call-ups valued at or below \$25,000.

Issuance of a Request for Availability Form (RFA) to more than one Qualified Offeror is permitted under the Right of First Refusal method of allocation for this Standing Offer, however, the Identified User must issue the call-up(s) to the Offeror(s) with the lowest price and meeting all the mandatory requirements.

It is recommended that the Identified User send their RFA to more than one Qualified Offeror in order of ranking (lowest to highest rate) as listed in the THS Online search results, with their requirement clearly set out. Qualified Offerors are required to provide a response; a recommended minimum of 48 hours from date of RFA. In exceptional cases only, a four hour response time may be allowed. In these cases Identified Users will be required to support its decision on file. The Identified User must list the classification and level of the resource required. Identified Users should also include the education, experience, language and security clearance required by the proposed resource.

The Qualified Offeror must respond by providing a resource who meets the minimum mandatory qualifications of the classifications set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement. If the Qualified Offeror cannot respond or has no resource available for that specific requirement, then the Identified User may request a resource from the next Qualified Offeror on the list and so on, until a qualified resource meeting all the mandatory criteria has been identified.

In no circumstances, can the Identified User skip over the lowest Qualified Offeror or randomly selects any other Qualified Offeror during the process (i.e. the Identified User is NOT ALLOWED to simply invite Qualified Offerors listed in price ranking positions 5 to 8, without inviting Qualified Offerors listed in price ranking positions 1 to 4).

The call-up must be issued to the Qualified Offeror (by price) who proposes a resource within the specific time limitation and meeting all the mandatory criteria of the RFA requirement.

#### **B) Directed Method for requirements \$25,000 and below**

The Identified User may direct a call-up valued at or below \$25,000 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included), to Offerors qualified in the applicable classification in accordance with the Government Contracts Regulations, irrespective of the ranking (lowest to highest rate) of Offerors listed in the THS Online search results. The Identified User can send their RFA to any Qualified Offeror(s) in the search results list, and each RFA must clearly set out their requirements.

Call-ups can be directed to any Qualified Offeror proposing a compliant resource, who meets the minimum mandatory qualification in each classification set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement.

### **9.4 Request for Availability Form (RFA)**

To obtain the information necessary to issue a call-up for the required resource(s), the Identified User will issue a Request for Availability form - Annex "H" to:

1. The lowest priced Qualified Offeror; or
2. To as many lowest priced Qualified Offerors listed on the THS Online search results; or
3. For requirements of \$25,000.00 and below, a specific Qualified Offeror(s) listed on the THS Online search results.

**DELETE:**

**7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**11. Limitation of Call-Ups**

**11.1 Maximum Duration of Call-Ups**

A Call-up made against this Standing Offer must not exceed 48 consecutive weeks, including all absences, and all subsequent amendments. The forty-eight consecutive weeks also applies to part-time temporary help resources, from the start date of the Call-up.

On an exceptional basis only and with prior approval of PWGSC, call-ups may be extended beyond the 48 consecutive weeks for up to an additional 24 consecutive weeks. Call-up extension requests must be provided by the Identified User to the Standing Offer Authority a minimum of 10 working days prior to the call-up reaching the 48 consecutive weeks end date.

**13. Priority of Documents**

- (c) the general conditions 2005 (2015-07-03), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010B (2015-07-03), General Conditions – Professional Services (Medium Complexity)
- (k) Annex “G” - THS Quarterly Usage Report Template

**15. SACC Manual Clauses**

A3000C (2011-05-16) Aboriginal Business Certification

**INSERT:**

**7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**11. Limitation of Call-Ups**

**11.1 Maximum Duration of Call-Ups**

A call-up issued against this Standing Offer must not have an assignment period duration (i.e. number of weeks and days from assignment period start date to assignment period end date inclusive) that exceeds 48 consecutive weeks, including all absences, and all subsequent amendments. The limit of 48 consecutive weeks also applies to the duration of the assignment period for any part-time temporary help resource.

On an exceptional basis only, a call-up may be amended to extend the duration of an assignment period up to a maximum of 24 consecutive weeks beyond the limit of 48 consecutive weeks (i.e. total extended duration must not exceed 72 consecutive weeks) without PWGSC prior approval on the condition that the following requirements are met:

- i) The duration of the assignment period, including any call-up amendments that impact the assignment period, must be more than 40 consecutive weeks;
- ii) The amendment to extend the duration of the assignment period must be issued after the first 40 consecutive weeks of the assignment period; and
- iii) The Identified User must notify the THS Authority of the issued amendment by e-mail within 2 business days of issuing the amendment.

Note: The THS Authority reserves the right to request for review a copy of the documentation pertaining to a call-up with an assignment period duration that has been extended beyond 48 consecutive weeks.

### **13. Priority of Documents**

- (c) the general conditions 2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity)
- (k) Annex “G” - Quarterly Usage Reporting

### **15. SACC Manual Clauses**

A3000C (2014-11-27) Aboriginal Business Certification

#### **DELETE:**

#### **B. RESULTING CONTRACT CLAUSES**

#### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010B (2015-07-03), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **INSERT:**

#### **B. RESULTING CONTRACT CLAUSES**

#### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **DELETE:**

#### **Annex “G” THS Quarterly Usage Report Template**

Refer to the following website to access the THS template.

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexd-soannexd-eng.html>

This document can be updated from time to time.

Offerors must download for each reporting quarter from the site to obtain the latest version.

#### **INSERT:**

#### **Annex “G” Quarterly Usage Reporting**

Refer to the following website to access information concerning quarterly usage reporting:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexd-soannexd-eng.html>.

This document can be updated from time to time.

**DELETE:**

**Annex "H" Temporary Help Services Form For Request for Availability of THS resources for a resulting Call-up**

See attached document.

Refer to the THS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

This document can be updated from time to time.

**INSERT:**

**Annex "H" Temporary Help Services Form For Request for Availability of THS resources for a resulting Call-up**

Refer to the THS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/fournisseurs-suppliers/offcmm-stdoff-eng.html>.

This document can be updated from time to time.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**