



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 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

Title - Sujet Temporary Help Services	
Solicitation No. - N° de l'invitation E60ZN-110002/F	Date 2016-09-20
Client Reference No. - N° de référence du client E60ZN-110002	Amendment No. - N° modif. 011
File No. - N° de dossier 002zn.E60ZN-110002	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZN-002-26793	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale	
2014-01-13	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-31	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Riley, Stephanie	Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (873) 469-4460 ()	FAX No. - N° de FAX (819) 997-2229
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AS SHOWN IN THE RESULTING CALL-UPS	
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	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<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		

**THIS AMENDMENT 011 IS RAISED TO AMEND
THE REQUEST FOR STANDING OFFER (RFSO)**

AMENDMENT

On page 178-179 of Annex "A" – Requirement, Stream 5-Professional Services, Sub-Stream 5f – Policy and Advisory Services, Classification: Access to Information and Privacy (ATIP)

DELETE:

Access to Information and Privacy Officers administer policies and procedures related to the release of records in response to requests under federal government access to information and privacy legislation.

Junior

Typical duties may include:

- Assisting in the analysis, review and response to straightforward requests under the *Access to Information Act*
- Assisting in the analysis, review and response to straightforward requests under the *Privacy Act*
- Assisting in the processing of complaints under the *Access to Information Act* or *Privacy Act*
- Preparation of reports requiring compilation of data

Minimum Mandatory Qualifications:

Education:

- Secondary school diploma is required
- Certificate, diploma, or degree from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field is required

Experience:

- Minimum of six (6) months of experience is required

Intermediate

Typical duties may include:

- Performing the analysis, review and preparing the response to straightforward requests under the *Access to Information Act*
- Performing the analysis, review and preparing the response to straightforward requests under the *Privacy Act*
- Processing of complaints under the *Access to Information Act* or *Privacy Act*
- Assisting in the preparation of Privacy Act Assessments
- Assisting in the provision of advice for privacy and ATI management and oversight functions, including liaison with Office of Primary Interests (OPIs).

Minimum Mandatory Qualifications:

Education:

- Secondary school diploma is required
- Certificate, diploma, or degree is required or an acceptable combination of education, training and experience in a relative field is required

Experience:

- Minimum of three (3) years of experience is required

Senior

A thorough understanding of the interpretation and application of related legislation, policies and regulations are required.

Typical duties may include:

- Preparing Privacy Impact Assessments
- Analyzing, processing, researching and preparing responses to sensitive ATIP requests
- Providing recommendations regarding the exemption or exclusion of information to be released
- Reviewing sensitive/complex files including personnel harassment complaints and discipline files
- Assisting in the defence of decisions on complaints submitted to the Information or Privacy Commissioner
- Updating departmental contributions to Info Source
- Assisting in the review of sensitive or complex files
- Conducting training sessions for employees

Minimum Mandatory Qualifications:**Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field is required

Experience:

- Minimum of five (5) years of experience is required

Advanced

Extensive understanding, interpretation and application of related legislation, policies and regulations are required.

Typical duties may include:

- Coordinating activities of ATIP team members
- Coordinating the preparation of sensitive or complex Privacy Impact Assessments
- Coordinating the updating of departmental contributions to Info Source
- Providing recommendations regarding the exemption or exclusion of sensitive information
- Conducting, coordinating and managing consultations with various Federal Departments and Agencies
- Coordinating the defence of decisions on complaints submitted to the Information or Privacy Commissioner
- Providing advice and guidance to senior management, departments and agencies
- Performing detailed quality control on a wide variety of documents produced by ATIP teams, including requests, information disclosures, guidelines and workplace tools

Minimum Mandatory Qualifications:**Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field is required

Experience:

- Minimum of ten (10) years of experience is required

INSERT:

Access to Information and Privacy Officers administer policies and procedures related to the release of records in response to requests under federal government access to information and privacy legislation.

Junior**Typical duties may include:**

- Assisting in the analysis, review and response to straightforward requests under the *Access to Information Act*
- Assisting in the analysis, review and response to straightforward requests under the *Privacy Act*
- Assisting in the processing of complaints under the *Access to Information Act* or *Privacy Act*
- Preparing of reports requiring compilation of data

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- Certificate, diploma, or degree from a recognized post secondary institution is required, or an acceptable combination of education, training and experience in a relative field is required

Experience:

- Minimum of six (6) months of relevant experience is required

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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED