



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

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Crisis Line Services	
Solicitation No. - N° de l'invitation A0320-163021/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client A0320-16-3021	Date 2016-09-30
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-007-71543	
File No. - N° de dossier cy007.A0320-163021	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-14	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Westall, Susan	Buyer Id - Id de l'acheteur cy007
Telephone No. - N° de téléphone (613) 949-8350 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

This amendment is raised to advise Industry of the requirement for a mandatory Pre-award Audit.

A pre-award audit is performed to verify that the Aboriginal business to be audited meets the **Ownership**, **Control**, and **Employment** criteria of the PSAB policy (see Annex A below). Note that the Aboriginal content is not audited when it is a pre-award audit. However; the auditor ensures that the Aboriginal joint venture or partnership is aware of the Aboriginal content criterion.

When a pre-award audit is conducted the auditing process can **only** begin when all the bids have been received and evaluated by the contracting authority. The contracting authority will then notify AANDC of the two best-assessed bidders, without disclosing the bid price. The audit of the two best-assessed bidders will be performed **before** the requirement is awarded.

Mandatory pre-award audits are prioritized as the award of the contract is dependent on the audit results. If the business fails to provide the required documentation to AANDC, their bid is considered non-compliant.

The following information may be requested by AANDC for the purposes of the pre-award audit. If the information is not provided by the Bidder in the timeframe requested, their bid will be considered non-compliant.



Annex A

List of Documentation required for an Audit verification under the
Procurement Strategy for Aboriginal Business (PSAB)

Please provide only the documents applicable to your business

Ownership/Identification of Owner(s)	<ul style="list-style-type: none">• Documents of incorporation• Business registrations• Business licenses• Indian Registration Number (documentation would include status card)• Proof of membership in Métis Group• Enrolment or entitlement in a comprehensive land claim agreement• Documentation of acceptance as an Aboriginal by an established community• Proof of membership in Congress of Aboriginal People• Documents indicating current status of ownership information (e.g. record of dividends)• Shareholder register• Capital account / record of dividends• Tax returns, property tax documents Partnership agreements
Control	<ul style="list-style-type: none">• Records of decision - minutes of meetings• Management and executive structure of organizations• Banking documents – List of the entity's account(s) holder• The involvement of Aboriginal owners in the day-to-day operations of the business; and• Compensation agreements for owners and managers (distribution of income)
Employees	<ul style="list-style-type: none">• Aboriginal certification forms signed by each employee• Source documentation supporting Aboriginal Status (for example - Aboriginal status card); and• Evidence of residency in Canada (lease or ownership document, driver's license, tax return)• Listing of all Aboriginal and non Aboriginal employees (showing Hiring date and Termination date when applicable)• Proof of the full-time status for Aboriginal employees (Employment contract, agreement, pay stub)
Joint Venture	<ul style="list-style-type: none">• Joint Venture Agreement• Subcontracting Agreement• Management Agreement