



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

Special Projects/Projets Spéciaux

11 Laurier St./11, rue Laurier

Place du Portage/, Phase III

Floor 10C1/Étage 10C1

Gatineau

Québec

K1A 0S5

Title - Sujet Hospitality & housekeeping services	
Solicitation No. - N° de l'invitation 08025-160140/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 08025-160140	Date 2017-03-08
GETS Reference No. - N° de référence de SEAG PW-\$\$ZL-104-31066	
File No. - N° de dossier 104zl.08025-160140	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-28	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Gervais, Karine	Buyer Id - Id de l'acheteur 104zl
Telephone No. - N° de téléphone (873) 439-3933 ()	FAX No. - N° de FAX (819) 956-9235
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

Solicitation No. - N° de l'invitation
08025-160140/A
Client Ref. No. - N° de réf. du client
08025-160140

Amd. No. - N° de la modif.
002
File No. - N° du dossier
104zl.08025-160140/A

Buyer ID - Id de l'acheteur
104zl
CCC No./N° CCC - FMS No./N° VME

Amendment No: 002
RPF Published on February 9, 2017
Closing Date: March 21, 2017
Extended Solicitation Closes Date: March 28, 2017

Following is a summary of Attachment/ Amendment issued to date for solicitation 08025-160140/A

Attachment /Amendment Item No.		Date	Comments
1	Amendment 001	March 6, 2017	Clarification Question 1 and Ontario Labour Legislation related information
2	Amendment 002	March 8, 2017	Clarification Question 2-3-4 and RFP revision 1) - 2) and 3) to extend the bid closing

Clarification Questions:

Note, clarification questions are numerically sequenced upon arrival at PSPC. A question and its answer will be provided via the Government of Canada' tendering web site BuyandSell.gc.ca as responses become available. Potential bidders are therefore advised that questions and answers may be issued via BuyandSell.gc.ca out of sequence.

The following clarification question was received from a potential bidder. In accordance with Article 13 under 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, which has been incorporated into the RFP, in accordance with Article 2.1c) of the RFP, the clarification question and corresponding answer are provided to all potential bidders as set out below:

Question 2:

We understand there is an incumbent already onsite with staff in each of the positions that meet the minimum requirements stipulated in the in RFP. The RFP is structured in such a way as to provide the incumbent with a significant advantage in this process in that they have staff in place and do not need to factor in the costs imposed by the Ontario *Employment Standards Act* that effectively says "if new provider uses new staff, then new provider must pay severance and termination costs to the old provider's staff" – which is likely to be significant amount.

To level the playing field and open up competition for this requirement, we request that the RFP be amended so that we can propose to retain the current staff as part of our contract rather than propose an entirely new team. Without this change, the RFP mandates that a new team be proposed, leaving existing staff potentially without jobs. It also creates a large financial liability for our organization.

The proposed RFP amendment that would allow us to propose retaining the existing staff would (a) reduce the barrier to fair competition that is currently built-into the RFP and (b) ensure current staff had better security of employment; and (c) provide smooth continuity of service should we be successful in the RFP.

As part of our proposal, we would be willing to propose alternative staff (as a contingency) in the event existing staff did not accept the offer of employment or, in the alternative, we could commit to identify and hire appropriately skilled personnel within a set period of time in the event existing staff do not accept the offer of employment.

Answer 2:

There were many steps taken to ensure a fair and level playing field for all bidders. For example, there is nothing preventing a bidder from proposing to retain the current staff that is the bidders business decision. There also nothing preventing a bidder from proposing alternative staff as a contingency or

Solicitation No. - N° de l'invitation
08025-160140/A
Client Ref. No. - N° de réf. du client
08025-160140

Amd. No. - N° de la modif.
002
File No. - N° du dossier
104zl.08025-160140/A

Buyer ID - Id de l'acheteur
104zl
CCC No./N° CCC - FMS No./N° VME

during peak periods, provided that the personnel meet the minimum of years of experience as specified in the RFP and the required security clearance.

Please see RFP amendment Number 1) and 2) below for the applicable changes in the RFP.

Question 3:

Could you please clarify this procurement intention and the RFP Evaluation process?

Answer 3:

This procurement is competitive and therefore open to any qualified bidder. Each bid received will be evaluated individually and separately based on the bid provided, and it will be assessed in accordance with the RFP Part 4 – Evaluation Procedures and Basis of Section. This ensures fairness and integrity of the solicitation process by ensuring that all bidders are subject to the same criterion and are treated equally and consistently.

Please note in the RFP, there is SACC Manual Clause 2003 - Article 19 (2007-11-30) which states: "The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements."

The onus is on the bidder to ensure that the information provided is sufficiently detailed and addresses all criterion contained within the RFP.

Question 4:

We respectfully request Canada to extend the solicitation closes date for one week.

Answer 4:

Solicitation No. 08025-160140/A closing date has been extended from March 21, 2017 to March 28, 2017. Please note that due to operational requirements, Canada does not currently contemplate further extending the solicitation closing date.

Request of Proposal Amendment

The following revision is made to the solicitation document:

1) Reference - Attachment 1 to Part 4 – Technical Criteria, Table Mandatory Technical Criteria – Personnel Qualifications.

DELETE in its entirety Table 2, MT2.1.

Table 2		
Mandatory Technical Criteria – Personnel Qualifications		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
	The Bidder must provide CVs described below (total of 10 CVs) for each of the following categories of services, and the resources proposed MUST meet the	

MT2.1	<p>minimum years of experience, education and language requirements, as per the SOW. The resources proposed herein will be named in the contract and serve as the resources for the Ongoing Services as stated in Annex A – Statement of Work.</p> <ul style="list-style-type: none"> a) 1 X Manager/Maître D' – Completion of a secondary diploma and a minimum of 5 years of related experience b) 1 X Executive Chef - Completion of a post-secondary degree in related field and a minimum of 5 years of related experience c) 1 X Chef-Cuisinier - Completion of a post-secondary degree in related field and a minimum of 3 years of related experience d) 1 X Sous Chef - Completion of a secondary diploma and a minimum of 3 years of related experience e) 3 X Servers - Completion of a secondary diploma and a minimum of 3 years of related experience f) 2 X Kitchen Helper and related services - Completion of a secondary diploma and a minimum 1 year of related experience g) 1 X Site manager - Completion of a secondary diploma and 5 year of related experience 	<p>The Bidder must demonstrate that all the proposed meet the qualifications by submitting a resume that includes:</p> <ul style="list-style-type: none"> a) the required education and experience; and b) the relevant dates for the experience stated i.e. the start date and end date. c) attestation regarding the bilingualism of the proposed resource <p>Notes:</p> <p>1) For work experience to be considered, the resume must not simply indicate the title of the individual's position, but must demonstrate that the individual has the required experience by explaining the responsibilities and work performed by the individual while in that position.</p> <p>2) Canada will disregard any information about experience if the individual's resume does not include the relevant dates for the experience claimed i.e. the start date and end date. In situations in which the individual worked at the same time on more than one project, only one project will be counted to the individual's length of experience.</p>
-------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2) Reference - Annex A – Statement of Work

INSERT At article A10. Personnel Qualification at Contract Award

The Contractor must provide, 15 calendar days after contract award, CVs described below (total of 10 CVs) for each of the following categories of services, and the resources proposed MUST meet the minimum years of experience, education and language requirements, as per the Annex A and the required security clearance.

- a) 1 X Manager/Maître D' – Completion of a secondary diploma and a minimum of 5 years of related experience
- b) 1 X Executive Chef - Completion of a post-secondary degree in related field and a minimum of 5 years of related experience

Solicitation No. - N° de l'invitation
08025-160140/A
Client Ref. No. - N° de réf. du client
08025-160140

Amd. No. - N° de la modif.
002
File No. - N° du dossier
104zl.08025-160140/A

Buyer ID - Id de l'acheteur
104zl
CCC No./N° CCC - FMS No./N° VME

-
- c) 1 X Chef-Cuisinier - Completion of a post-secondary degree in related field and a minimum of 3 years of related experience
 - d) 1 X Sous Chef - Completion of a secondary diploma and a minimum of 3 years of related experience
 - e) 3 X Servers - Completion of a secondary diploma and a minimum of 3 years of related experience
 - f) 2 X Kitchen Helper and related services - Completion of a secondary diploma and a minimum 1 year of related experience
 - g) 1 X Site manager - Completion of a secondary diploma and 5 year of related experience

3) The closing date of Solicitation No. 08025-160140/A is hereby extended from March 21, 2017 at 2:00 PM Eastern Daylight Savings Time to March 28, 2017 at 2:00 PM Eastern Daylight Savings Time.

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAINED UNCHANGED