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11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2

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

Title - Sujet ProServices Method of Supply	
Solicitation No. - N° de l'invitation E60ZT-180024/A	Date 2017-06-07
Client Reference No. - N° de référence du client 20180024	Amendment No. - N° modif. 003
File No. - N° de dossier 002zt.E60ZT-180024	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZT-002-31516	
Date of Original Request for Supply Arrangement 2017-05-25 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-05	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Hickey, Natasha	Buyer Id - Id de l'acheteur 002zt
Telephone No. - N° de téléphone (873) 469-3896 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

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		

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

N° de la modif. - Amd. No.
003

Id de l'acheteur - Buyer ID
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N° de réf. du client - Client Ref. No.
E60ZT-180024/A

N° du dossier - File No.
009ZT. E60ZT-180024/A

FMS No/ N° VME - CCC No/N° CCC

This Request for Supply Arrangement amendment 003 is raised the following:

To respond to questions asked by bidders:

Question		Answer	
Q.2	<p>My company is signed up under Pro-Services to provide real estate appraisal services. I don't know whether we have to re-apply under this new system or whether we are already Grandfathered in under our particular specialty. Would you please advise as to what steps, if any we are required to do at this time</p>	A.2	<p>Yes, since this is a re-competition (and not a refresh) you must submit an electronic bid in response to this solicitation in order to maintain your Supply Arrangement past the April 2018 expiry date. However, a completed 'Grandfather Certification' will save you time and does not require that you re-substantiate all of the previously awarded categories.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>
Q.3	<p>What is not clear to me is whether it is necessary to go through the entire application process again in order to requalify. It says is that ProServices "existing suppliers have the ability to bring forward their ProServices information into this ProServices bid submission for possible grandfathering." Please define what specific "ProServices information" is required to be in compliance and clarify whether this means it is necessary to submit a complete application with all of the details expected of new bidders. Essentially, do we need to start from scratch? Or are existing suppliers truly "grandfathered" as per the dictionary definition of the term (see below)? If the latter, presumably existing suppliers are exempted from/spared the need to repeat the original exhaustive process. Please confirm exactly what is needed/expected in order to be considered for "grandfathering."</p>	A.3	<p>No, as an existing supplier you do not need to start from scratch.</p> <p>As an Existing Supplier who currently holds a ProServices Supply Arrangement, you do not need to re-substantiate the Streams and Categories that you were previously awarded. However, since this a re-competition (and not a refresh) you do need to submit an electronic bid through the Centralized Professional Services System (CPSS) ePortal in order to maintain your Supply Arrangement past the April 2018 expiry date, taking advantage of the Grandfathering certification.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>
Q.4	<p>We were already on ProServices and so the Grandfather certification would help us to move all of the existing streams into the new solicitation. We already reviewed everything online on the CPSS solicitation dashboard and submitted everything. Do we need to send anything else by email? i.e. do we need to fill out and email the certification section of the bid by email? Or is the electronic submission via CPSS sufficient?</p>	A.4	<p>No, you do not need to submit anything by email at this point in time.</p> <p>As per 1.1 Electronic Bid Submission under Part 3 – Bid Preparation Instructions of the RFSA, ProServices will request by return email, all supporting documentation that is required to complete the bid evaluation sometime during the evaluation process.</p>

<p>Q.5</p>	<p>5.1 We just went through the process of getting listed with ProServices in 2016. Does this mean that we have to go through the entire references process to be approved again for our streams, even given the very short time period since we were awarded our streams (and also obtained our security clearance)?</p> <p>The reason that I ask is that it is not clear from reading over the grandfather clauses on this page: https://www.tpsgc-pwgs.gc.ca/app-acq/sp-ps/dadopcgt-gpshicsyt-eng.html that we would even qualify to be grandfathered for the current streams that we were approved for, since we are not, I assume, a "new bidder" (which specifically references awarded streams and categories for grandfathering purposes).</p> <p>5.2 I guess that confusion on our end relates to how you define "New ProServices bidders" vs "Suppliers that do not have TBIPS and/or TSPS (task based) SOs and/or SAs".</p> <p>If we are not considered a "new bidder", then I assume that we fall into the category of "suppliers that do not have TBIPS and/or TSPS SOs and/or SAs" ... and which the above referenced web page states: "...you will have the ability to bring forward ProServices information" ... but this part of the page/paragraph does not reference or make any mention of awarded streams at all, as it does earlier for "new ProServices bidders". Can I assume that awarded streams for suppliers in this category will be grandfathered?</p>	<p>A.5</p>	<p>5.1 No, you do not need to go through the entire process of substantiating the Stream and Categories that you were previously found compliant and awarded a Supply Arrangement. However, since this is a re-competition (and not a refresh), an electronic submission is required in order to maintain your Supply Arrangement past the April 2018 expiry date. As an Existing ProServices supplier you can take advantage of the Grandfather Certification. Please see Amendment 001 for additional information on how the Grandfathering works.</p> <p>5.2 Your company is not considered a 'new bidder' since you already have a ProServices Supply Arrangement. As an existing ProServices supplier, awarded Streams and Categories, can be grandfathered into this re-competition solicitation. Please see Amendment 001 for additional information on how the Grandfathering works.</p>
<p>Q.6</p>	<p>I would like to take advantage of the grandfathering provisions you mention below. The document does not explain clearly how I am to do this. Do I fill out the Grandfather Certification and send it back to you? Is that all that is required?</p>	<p>A.6</p>	<p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>
<p>Q.7</p>	<p>I was just added to the Pro Services list on March 23, 2017 Does this mean I have do the paperwork all over again, even with the grandfathering?</p>	<p>A.7</p>	<p>Yes, since this is a re-competition (and not a refresh) you must submit an electronic bid in response to this solicitation in order to maintain your Supply Arrangement past the April 2018 expiry date. However, a completed 'Grandfather Certification' will save you time and does not require that you re-substantiate all of the previously awarded categories.</p>

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

N° de la modif. - Amd. No.
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N° de réf. du client - Client Ref. No.
E60ZT-180024/A

N° du dossier - File No.
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FMS No/ N° VME - CCC No/N° CCC

			Please see Amendment 001 for additional information on how the Grandfathering works.
Q.8	<p>I am an existing pro-services supplier and may not be adding the new streams to my offer of service.</p> <p>8.1. How do I complete the Grandfather certification?</p> <p>8.2. If I do complete grandfather certification, do I need to submit a bid (printed in envelope with appendices) or can I complete everything online via CPSS?</p>	A.8	<p>8.1. Please see Amendment 001 for additional information on how the Grandfathering works.</p> <p>8.2. No, you do not need to submit a printed bid. ProServices no longer requires bidders to provide a portion of their bid by paper and will only accept electronic submissions through the Data Collection component (DCC) of the Centralized Professional Services System (CPSS) ePortal. Please refer to Part 2 - Supplier Instructions, item 1. Submission of Bids of the RFSA document.</p>
Q.9	<p>My company is signed up under ProServices until April 2018. Do I have to bid again?</p>	A.9	<p>Yes, since this is a re-competition (and not a refresh) you must submit an electronic bid in response to this solicitation in order to maintain your Supply Arrangement past the April 2018 expiry date. As indicated on page 6 of the RFSA, Part 2 – Instructions to Suppliers, section 1 – Bid Submission, bidders who have an existing ProServices supply arrangement (SA) and want to maintain their SA must submit an electronic bid through the CPSS DCC. Bidders who have an existing ProServices SA and want to update their level of expertise, regions and metropolitan areas or add additional streams and categories must identify these updates or additions through a bid submission.</p>
Q.10	<p>Do I have to do anything as a current supplier if I am not adding any categories or making changes? I know I use to in the past but it was not necessary unless I was adding categories.</p>	A.10	<p>Yes, since this is a re-competition (and not a refresh) you must submit an electronic bid in response to this solicitation in order to maintain your Supply Arrangement past the April 2018 expiry date. However, a completed 'Grandfather Certification' will save you time and does not require that you re-substantiate all of the previously awarded categories.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>
Q.11	<p>How do you apply the 'Grandfather Certification' and add just one more category (stream). Do I have to fill out all the information for all the streams that are already awarded and part of the Grandfather certification or do I fill</p>	A.11	<p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>

N° de l'arrangement - Supply Arrangement No.
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FMS No/ N° VME - CCC No/N° CCC

	out the Grandfather certification in Attachment C and fill out the information that applies to the new stream only.		Bidders who want to include additional Streams and Categories must refer to M.2 Identification of Streams and Categories and M.3 Reference Substantiation for each 'Newly Substantiated' Category of the Request for Supply Arrangement (RFSa) document.
Q.12	I am a pre-existing supplier under the streams for Human Resources and Change Management. I have received an email regarding re-competition. I am interested in the new stream of ADR. Which forms should I fill out?	A.12	Please see Amendment 001 for additional information on how the Grandfathering works. Bidders who want to include additional Streams and Categories must refer to M.2 Identification of Streams and Categories and M.3 Reference Substantiation for each 'Newly Substantiated' Category of the Request for Supply Arrangement (RFSa) document.
Q.13	<p>13.1 I noticed in a couple of sections asking for security, do I need to obtain security clearance first prior to submitting this bid?</p> <p>13.2 I noticed closer to the end of the process, it highlights that categories must be filled, by categories is this referring to the stream page that has to be completed?</p> <p>13.3 Lastly, once I complete all these pages, is there anything else that I should be handing in. I feel like I am missing something, company profile or something? Or is completing these screens all that is required then I would be able to bid on tenders.</p> <p>13.4 The other missing link that I don't have is once I complete these screens, will I be notified that I have been accepted on ProServices or would I be automatically accepted?</p>	A.13	<p>13.1 Security clearance is not required to submit a bid but is mandatory at the time the SA is awarded. If your company requires security sponsorship, please send an email to TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca and we will begin the process.</p> <p>13.2 To fully understand how to complete your bid, please refer to section: ATTACHMENT B STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY of the RFSa posted on buyandsell.gc.ca.</p> <p>13.3 ProServices no longer requires bidders to provide a portion of their bid by paper and will only accept electronic submissions through the Data Collection component (DCC) of the Centralized Professional Services System (CPSS) ePortal. Please refer to Part 2 - Supplier Instructions, item 1. Submission of Bids of the RFSa document.</p> <p>13.4 Submitting a bid does not result in being accepted on ProServices. All bids submitted in response to this solicitation will be evaluated as detailed in the RFSa document and the results of the evaluations will determine the status of the bid either as compliant, non-compliant, or inactive.</p> <p>The results of this solicitation are anticipated for February 2018.</p>

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

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E60ZT-180024/A

N° du dossier - File No.
009ZT. E60ZT-180024/A

FMS No/ N° VME - CCC No/N° CCC

Q.14	Can you publish an original MS Word version of the RFP document?	A.14	No, unfortunately ProServices can only publish the RFSA as a PDF format onto the Buy and Sell Tenders site.
Q.15	Can you please send me the Flexible Grid for the new Stream 13 - Alternative Dispute Resolution (ADR) Services?	A.15	<p>The Alternative Dispute Resolution (ADR) Services stream does not use flexible grids.</p> <p>ADR does however have Minimum Mandatory Criteria which is required at the Request for Proposal (RFP) process but not the ProServices RFSA process. The Minimum Mandatory Criteria for the ADR categories can be found at the following link: https://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/clas6-marc-adr-eng.html.</p>
Q.16	I have gone to the buy and sell site and read through the RFSA, but am still uncertain about what I am to do. Since I currently have an SA, I understand that I can bring forward all of my information by completing the Grandfathering Certificate. Does this mean that all I have to do is log into my account on the CPSS and complete that one component – or do I have to complete all of the other parts of the bid submission, as well? I am not adding any new streams to my proposal: I am currently under stream 10.11, and that is the same one I would continue offering.	A.16	<p>Existing Suppliers who were previously awarded a ProServices Supply Arrangement will notice that their previously awarded Streams and Categories are already identified in the Data Collection Component (DCC) of the Centralized Professional Services System (CPSS) ePortal. These have been carried forward and do not need to be re-substantiated.</p> <p>Bidders who are not adding any new Streams or Categories, can agree to the Grandfather Certification as well as the Bidders' Statement in the CPSS ePortal and must save and submit their electronic response.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>
Q.17	As per the PWGSC website, to obtain DOS: "To be registered and screened through the program, your organization must first be sponsored by a source approved by the Government of Canada. An approved source may include; a federal government procurement officer, a federal government security officer, a federal government project officer. Do you have the ability/capacity to sponsor an organization?"	A.17	Yes, as per Part 4, Item 5, bidders may request ProServices to consider security sponsorship for their company.
Q.18	Not sure what the deadline is, and almost missed the fact that I must do the paperwork, which is probably easy but looks really complicated.	A.18	The closing date is July 5, 2017 at 14:00 Eastern Daylight Time (EDT) ProServices no longer requires bidders to provide a portion of their bid by paper and will only accept electronic submissions through the Data Collection component (DCC) of the Centralized Professional Services System

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

N° de la modif. - Amd. No.
003

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N° de réf. du client - Client Ref. No.
E60ZT-180024/A

N° du dossier - File No.
009ZT. E60ZT-180024/A

FMS No/ N° VME - CCC No/N° CCC

			<p>(CPSS) ePortal. Please refer to Part 2 - Supplier Instructions, item 1. Submission of Bids of the RFSA document.</p> <p>If you are an existing supplier, please see Amendment 001 for additional information on how the Grandfathering works.</p>
Q.19	<p>We noticed that you have an RFP out for ProServices - Method of Supply (E60ZT-180024/A). This is potentially an area of our expertise and we would very much like the opportunity to respond to this RFP. Would it be possible for you to include us on the list of vendors who can respond and forward the RFP to me for review?</p>	A.19	<p>This solicitation is for the ProServices re-competition. It is a 'Request for Supply Arrangement' process that encourages all potential bidders to submit a bid. According to our records, your company already has a supply arrangement with us which is active until April 2018. In order to continue holding a supply arrangement past April 2018, you will need to submit a bid against this solicitation, leveraging the 'grandfathering certification' to allow your already compliant streams and categories to be included against your submission for the re-competition.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p>
Q.20	<p>20.1 Does the bidding firm require its own clearance?</p> <p>20.2 Or is it sufficient for the employees/directors to have clearance in order to qualify?</p>	A.20	<p>20.1 Yes, it is the bidder (i.e. the company or bidding firm) that must hold the minimum valid security at the Designated Organization Screening (DOS) level issued by the Canadian Industrial Security Directorate (CISD). For more information on Security, please refer to Part 4, Item 5 Security Requirement.</p> <p>20.2 No, it is not sufficient for the bidder's employees/directors to hold the security clearance because ProServices is pre-qualifying suppliers and not employees or directors. For more information on Security, please refer to Part 4, Item 5 Security Requirement.</p>
Q.21	<p>21.1 How to resubmit and what timeframe is required.</p> <p>21.2 The streams and categories and the absence of a description for Stream 13 for ADR.</p>	A.21	<p>21.1 Please refer to the RFSA document for instructions on how to re-submit (https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZT-002-31516). The RFSA closes July 5, 2017 at 14:00 EDT.</p> <p>21.2 The description of Stream 13 Alternative Dispute Resolution (ADR) Services can be found on the ProServices website at https://www.tpsgc-</p>

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

N° de la modif. - Amd. No.
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E60ZT-180024/A

N° du dossier - File No.
009ZT. E60ZT-180024/A

FMS No/ N° VME - CCC No/N° CCC

	<p>21.3. The Grandfather Clause and implications for my submission.</p>		<p>pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html.</p> <p>21.3 If you are an existing supplier, please refer to Amendment 001 of this solicitation for additional information on how the Grandfathering works.</p>
<p>Q.22</p>	<p>22.1 Can you please advise on the location of the \$ rates we submitted to ProServices? I can't seem to find these rates online when I log into the portal.</p> <p>22.2 If we wanted to change our rates, can we still just be grandfathered in (or is there a separate process required)?</p>	<p>A.22</p>	<p>22.1 The submission of rates have never been part of a ProServices RFSA process and as such there is no financial bid required for this solicitation.</p> <p>22.2 Please see the response to Q.22.1. Refer to Amendment 001 of this solicitation for additional information on how the Grandfathering works.</p>
<p>Q.23</p>	<p>I would like to confirm that I am obligated to re-submit a bid to retain my status as a service provider. A few days ago, I received a confirmation that my previous bid for the RFSA had been approved, but I have to submit a new bid for the same streams?</p>	<p>A.23</p>	<p>a) If your company was pre-qualified for the Streams and Categories, however, you were not awarded a Supply Arrangement because your company had not received its mandatory security clearance, then your company must re-submit a bid and re-substantiate the Streams and Categories and all additional information detailed in the RSFA solicitation document.</p> <p>b) If your company was found compliant and was awarded a ProServices Supply Arrangement, then your company must re-submit electronically since this is a re-competition (and not a refresh) in order to maintain your Supply Arrangement past the April 2018 expiry date. However, your company does not need to re-substantiate the Streams and Categories that were previously awarded, and can take advantage of the Grandfather Certification. Please refer to amendment 001.</p>

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

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E60ZT-180024/A

N° du dossier - File No.
009ZT. E60ZT-180024/A

FMS No/ N° VME - CCC No/N° CCC

Q.24	Under Part 2 section 7.1.2 (page 9 of 67) it includes suppliers that have existing TBIPS and/or TSPS (task based) SOs and/or SAs – based on that clause it is our understanding that suppliers can bring forward their awarded streams and categories from TSPS and TBIPS for grandfathering. Our question is - when a supplier is submitting the information in the CPSS if they have already been awarded that category under TSPS or TBIPS when they are submitting the stream and category information do they select “Currently Offered”?	A.24	Please see Amendment 001 for additional information on how the Grandfathering works and how to identify your streams and categories.
Q.25	What is the minimum number of years a firm has to have been in existence to be eligible for the ProServices registration process?	A.25	The company must have been in business at least one (1) year at the closing date of the new solicitation. Please refer to M.1 Minimum Years in Business under Part 4 – Evaluation Procedures and Basis of Selection, of the RFSA document.
Q.26	We have a question regarding the drop down menu for a new stream, we would like to add a new stream 8.3 – employment equity, but in the drop down menu, we don’t have the choice of choosing “newly unsubstantiated”. Can you please explain why?	A.26	As per Attachment B, Mandatory Criteria (page 51 of 67), the dropdown options that include any wording with respect to ‘unsubstantiated’ does not apply to the ProServices solicitation. Please refer to Part 4, Item 3 Technical Evaluation – Mandatory Criteria, M.3 Identification of Streams and Categories.
Q.27	We were an approved vendor but we could not get the security completed in time. Can we do that now?	A.27	Since your company did not receive the minimum mandatory security clearance before the expiration date of your bid, your previously pre-qualified bid expired and you returned to the designation of a NEW supplier which means that you will need to submit a new bid. All bid information will need to be re-entered and all streams and categories will need to be re-substantiated. As per Part 1, Item 1 Summary, the period of the Supply Arrangement is from award date until such time as Canada chooses to re-compete the Supply Arrangement or no longer deems the Supply Arrangements necessary. This will allow ProServices to wait indefinitely for the Canadian Industrial Security Directorate (CISD) to process security clearances.

N° de l'arrangement - Supply Arrangement No.
E60ZT-180024/A

N° de la modif. - Amd. No.
003

Id de l'acheteur - Buyer ID
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N° du dossier - File No.
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FMS No/ N° VME - CCC No/N° CCC

Q.28	I have submitted my electronic bid through CPSS. How do I know that my bid was submitted to PWGSC?	A.28	Once you have submitted your electronic submission via CPSS, you can verify your solicitation dashboard under the 'Date Submitted' column and the date of submission should be visible. The Main Supplier Contact will also receive a confirmation email that will confirm your electronic submission was received by PWGSC.
Q.29	As an existing supplier, why must I download the RFSA document?	A.29	The RFSA document should be downloaded and form part of your records concerning this method of supply. It provides details on how the evaluation will be done by PWGSC and provides information on how to submit an electronic bid through the CPSS ePortal. It also outlines the terms and conditions of a resulting supply arrangement.

All other terms and conditions remain unchanged.