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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 2017-06-12
Client Reference No. - N° de référence du client 20180024	Amendment No. - N° modif. 004
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	
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		

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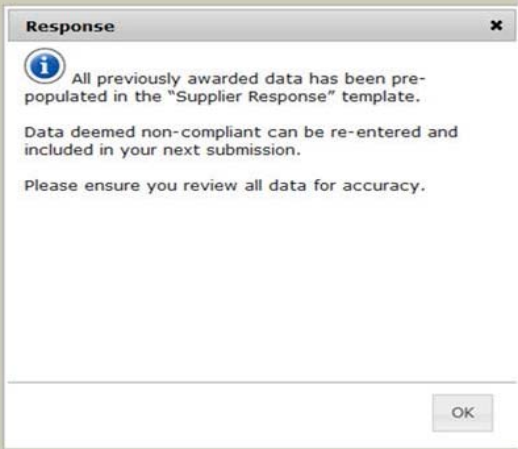
This Request for Supply Arrangement amendment 004 is raised the following:

To respond to questions asked by bidders:

Question		Answer	
Q.30	<p>I have a question about one aspect of the ProServices supply arrangement process. I am an existing supply arrangement holder in the Project Management stream, and am interested in adding another category of services within the same stream. The new category would be Technical Writer. ProServices lists 11 different tasks in this category. I have done almost all of these tasks for a variety of different clients, but there is no single client for whom I've done all 11. If I provide one reference, chances are I will have done a variety of the tasks listed for that reference, but probably not all of them. So hypothetically they might be able to substantiate that I've done items 2, 3, 4, 6, 7, and 8, but not 1, 10 and 11 (just for example). Does that matter? I suppose it depends on how you explain the process to the proposed reference, so I wondered how this usually works.</p>	A.30	<p>ProServices will ask the reference if the services provided by the bidder for the category (ies) is similar to the category (ies) descriptions as found on the ProServices website at the following link: http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html,</p> <p>Please see Part 4 – Evaluation Procedures and Basis of Selection, item 3. Technical Evaluation – Mandatory Criteria, M.3 Reference Substantiation for each 'Newly Substantiated' Category, bullet 11 for an example of email that will be sent to the reference(s).</p>
Q.31	<p>M.1 Minimum Years in Business page 14 Question, part 1, we would like to know if it is sufficient to be incorporated for a minimum of one year without necessarily having had a contract and performing actual work. We have been incorporated since 2013 however our company has not been awarded any contracts since then.</p> <p>Question, part 2. If this is not the case and you require a one year minimum of "actual" work experience in the records management area, can I use my previous work experience that I performed on contracts working as a contractor/employee for others? In the past, other government agencies have allowed this practice for the various RFPs that we applied for.</p>	A.31	<p>Yes, it is enough for a company to be in business for one year in order to fulfil the mandatory criteria M.1 Minimum Years in Business.</p> <p>No, you cannot use work experience that was performed as a contractor/employee for others, unless that work was invoiced by the company that is bidding on this solicitation. Please see Part 4 – Evaluation Procedures and Basis of Selection, item 3. Technical Evaluation – Mandatory Criteria, M.3 Reference Substantiation for each 'Newly Substantiated' Category of the RFSA.</p>
Q.32	<p>I am an existing ProServices supplier who does not want to add any additional streams or categories. I have read the RFSA document, accessed the electronic bid submission, checked off the Grandfather Certification, saved and submitted. It took me about 2 minutes in the system. Am I missing something?</p>	A.32	<p>As an existing supplier, the process is very fast. ProServices will contact you for any additional information we require once the solicitation closes and the evaluation process begins.</p>

Q.33	<p>33.1 Re: Part 2, Item 7.2 (page 9) The RFSA indicates that ADR SO suppliers may bring forward their awarded streams to ProServices for possible grandfathering. As there are only 5 streams on the ADR SO and 6 ADR-related streams in ProServices, could you please confirm the mapping of ADR SO streams to ProServices, specifically whether or not an ADR SO Stream 4 holder will be able to grandfather into both categories 13.4 and 13.5?</p> <p>33.2 Re: Part 4, Item 2 (Page 13) In lieu of hardcopy submissions, PWGSC will be requesting signed forms and other information upon request. This section indicates that bidders will have 2 days to provide this information when requested.</p> <p>Although I applaud PWGSC for reducing the paper burden and instituting a process that will simplify responses for bidders, this process can cause significant harm and stress for small business owners, and even large firms, should the contacts on the bid be unavailable (vacation, illness) when the request is received. Would PWGSC consider permitting bidders to submit this information in advance of receiving a formal request, or at the very least instituting a more flexible process that can accommodate absences, email issues, etc.? This is particularly important since bidders do not know when such a request could be received given the evaluation process will take many months and the request could come in at any time.</p> <p>33.3 Re: Part 4, M2, Item 2, and CPSS Entry of Grandfathered TSPS categories The instructions indicate that bidders are to use "Currently Substantiated" for TSPS categories being grandfathered, and furthermore, the CPSS instructions indicate that "Currently Unsubstantiated" is not used for ProServices. However, when attempting to enter grandfathered categories, the CPSS system distinguishes between Substantiated TSPS categories and Unsubstantiated TSPS categories. Specifically, when trying to enter a category awarded as an unsubstantiated category in TSPS, the only options available in CPSS is "Currently</p>	A.33 <p>33.1 The current ADR Stream 4 has been split into two categories (namely 13.4 Commercial /Business Disputes: Facilitated Discussion/Mediation and 13.5 Commercial / Business Disputes: Arbitration).</p> <p>Yes, ADR SO holder can grandfather their Stream 4 into both categories 13.4 and 13.5.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p> <p>33.2 No, ProServices will not consider bidders sending the clarification information prior to seeking clarification or verification from the bidder. However, as per Part 4 Evaluation Procedures and Basis of Selection, item 2 Requesting Information/Clarification from Bidders of the RFSA document, an extension to the number of days can be requested by the bidder.</p> <p>33.3 Although the Data Collection Component (DCC) includes both 'Currently Substantiated' and 'Currently Unsubstantiated' dropdown options, all categories that bidder is including in their bid to be considered for grandfathering should be identified as 'Currently Substantiated' regardless of how those categories were substantiated or unsubstantiated for TBIPS and/or TSPS (task based).</p> <p>If in the past, you were awarded a/some category (ies) and carry-over of</p>
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	<p>Unsubstantiated” or “Currently Unsubstantiated – now Substantiated”.</p> <p>Could you please clarify how we should enter such categories into CPSS and confirm that this will not affect the qualification of the categories in ProServices?</p> <p>33.4 Re: Stream 5 Categories Some time ago TBIPS added categories 5.13 Independent IT Project Review Team Leader and 5.14 Independent IT Project Reviewer. These are not reflected in the ProServices CPSS Stream 5 entry form. Could you please clarify if these categories are available in ProServices or if for some reason they have been excluded from ProServices?</p> <p>33.5 General Question: PASS and Learning Services It had been previously stated by PWGSC that it intended to add the PASS and Learning Services SA categories to ProServices. These would be valuable additions to the ProServices SA and a significant boost for small and medium-sized companies capable of delivering related services on contracts less than the NAFTA threshold. With the addition of the ADR SO to ProServices, it very curious and disappointing that this re-compete did not include the PASS and Learning Services SA streams/categories. Is PWGSC still considering adding the streams/categories from these SAs, and if not, why not?</p>	<p>that/those category (ies) are now appearing as ‘Currently Unsubstantiated’, then that/those category (ies) can be left as is and submitted and they will be considered by ProServices as grandfathered.</p> <p>33.4 ProServices also offers categories 5.13 Independent IT Program Review Team Leader and 5.14 Independent IT Project Reviewer however there has been a technical issue with the Data Collection Component (DCC) and PWGSC in in the process of resolving it. Additional information will follow in a subsequent amendment.</p> <p>33.5 ProServices has taken the opportunity to add the Alternative Dispute Resolution (ADR) services method of supply during this re-competition. However, there have been changes to priorities and the Learning Services and Professional Audit Support Services Supply Arrangement (PASS-SA) may be considered with the implementation of the Electronic Procurement Solution (EPS).</p>
<p>Q.34</p>	<p>Could you please provide advice on how a supplier can delete a category they have qualified for in the past, but are no longer providing that service?</p>	<p>A.34 ProServices can deactivate that category, upon receiving a request from an authorize representation of the company. Also understand that if and when you submit for the re-compete that categories will still show when you carry over, not to worry we will correct this at the evaluation state.</p>
<p>Q.35</p>	<p>Part 4 – Evaluation Procedures and Basis of Selection, 3. Technical Evaluations – Mandatory Criteria, M.3 Reference Substantiation for each “New Substantiated” category, #1. With respect to providing a reference for each category that must have received an invoice from the bidder, is there a minimum dollar value required for the reference invoice?</p>	<p>A.35 No, there is no minimum dollar value for the invoices that was received by the reference which you identify in reference substantiation for each ‘Newly Substantiated’ Category.</p>

<p>Q.36</p>	<p>I received this notice and do not understand what it means: Also, do I have to complete the RFSA downloaded document and submit?</p> 	<p>A.36</p> <p>Only 'Existing ProServices Suppliers' will receive this notice. The notice is to inform the Existing ProServices Supplier that their previously awarded data will be pre-populated into this DCC submission. This is part of the 'Grandfather' process.</p> <p>Please see Amendment 001 for additional information on how the Grandfathering works.</p> <p>You must download and read the RFSA and ensure that you submit your bid through the CPSS ePortal. Please see Q.29 in Amendment 003 for additional reasons why you must download the RFSA document.</p>
<p>Q.37</p>	<p>37.1 Question 1</p> <p>Our understanding is that all categories currently offered for both the TBIPS and TSPS methods of supply should be carried over to the ProServices method of supply.</p> <p>Our firm is currently qualified on some categories under the TSPS task-based supply arrangement (awarded via those refresh periods since the last ProServices refresh), however they are not identified as 'currently offered' within the CPSS system for the ProServices method of supply. Can the Crown please confirm that we can mark those categories as currently offered/currently substantiated (without providing reference information) and they will be deemed as compliant for the ProServices method of supply?</p> <p>37.2 Question 2</p> <p>As Streams 1 through 7 are mirrored from the Task Based Informatics Professional Services (TBIPS) method of supply, and Streams 8 through 12 are mirrored from the Task and Solutions Professional Services (TSPS) (task based only) method of supply, if a supplier qualifies on a category within ProServices that they are not currently qualified on under TBIPS or TSPS, does that qualification transfer to the corresponding vehicle?</p>	<p>A.37</p> <p>37.1 Yes, all awarded categories from the TBIPS, TSPS (task based only) and ADR SO and/or SA can be grandfathered into the bidders ProServices submission. Please see Amendment 001 for additional information on how the Grandfathering works.</p> <p>If you were awarded categories under TBIPS and/or TSPS (task based only) and did not subsequently submit a bid to ProServices after being awarded those categories, they will not automatically be identified in this ProServices submission.</p> <p>Please refer to Part 4 – Evaluation Procedures and Basis of Selection, Item 3. Technical Evaluation – Mandatory Criteria, M.2 Identification of Streams and Categories.</p> <p>37.2 No, a bidder who is deemed compliant and awarded a ProServices supply arrangement does not transfer those categories to the TBIPS and/or TSPS (task based only) SA and/or SO.</p> <p>The rationale is that these Methods of Supply have higher mandatory qualification criteria than the ProServices Method of Supply.</p>

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	<p>For example, Bidder X is not currently qualified on category 1.1 Application/Software Architect within TBIPS or ProServices. Bidder X substantiates 1.1 Application/Software Architect within the current ProServices re-compete. Is Bidder X now qualified for 1.1 Application/Software Architect for both ProServices and TBIPS?</p>		
<p>Q.38</p>	<p>p.14 M1 Minimum years in business, "Bidder must have carried on business as a legal entity for a minimum of 1 year"</p> <p>It is my understanding from the SA E60ZT-180024/A that the requirement for a bidder's company to "<u>have carried on business as a legal entity for a minimum one year</u>" refers only to the bidder's company being a "legal" entity for a minimum of one year (proved by an incorporation certificate, business registration or tax returns). My understanding is that ProServices does not, require that a company must also have generated revenue for the minimum of a one year time period in order to comply. We reviewed the key terms in the SA and could not find any clarification.</p> <p>If ProServices defines "carried on business as a legal entity" as having "generated revenue for a minimum of one year", then our company would not qualify to bid for the SA under that requirement.</p> <p>Our company does meet the requirement of being a legal entity for a minimum of one year because it was incorporated in 2013. However, to date, our company has not been awarded any bids and thus has not generated revenue. However, I possess the skills required in the stream that our company wants to bid on. I obtained these skills working for other companies, and not our own company.</p> <p>Over the past couple of years, our company has submitted 3 RFPs to other Federal Government agencies. It was standard procedure for the Contracting Authorities from these agencies to allow companies to submit bids under their company's name, while using the mandatory skills that their resources obtained working for other companies and government departments. As a result our company was allowed to participate in bids.</p>	<p>A.38</p>	<p>ProServices supply arrangements can only be awarded to suppliers (i.e. companies). ProServices must ensure that the pre-qualified supplier has the experience and capacity to handle client's requirements. For this reason, M.3 Reference Substantiation for each 'Newly Substantiated' Category remains unchanged.</p>

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	<p>In the event that ProServices defines "carrying on business as a legal entity for a minimum of one year" with "generating revenue as a legal entity for a minimum of one year", then we are requesting that ProServices make an amendment that allows bidders, in our position, to use the work experience that their resources obtained working for other business/government entities.</p> <p>Allowing new companies/bidders, without "experience" to participate in government bids, satisfies the Federal Government's mandate. Furthermore, these companies can provide experienced resources with the required skill sets, obtained through other companies that comply with the mandatory requirements of the Government of Canada.</p>		
Q.39	<p>Our team is working through our ProServices submission and we were wondering whether we will notified when emails get sent out to references, or if there is a window of time that we can let our references know to expect an email from Public Works so we can give them a heads up.</p>	A.39	<p>No, ProServices will not be notifying bidders when we are sending the reference emails. As per</p> <p>As per M.3 Reference Substantiation for each 'Newly Substantiated' Category, bullet 7 of the RFSA, ProServices strongly encourages bidder to inform their references that ProServices will be contacting them.</p>
Q.40	<p>I am a ProServices pre-qualified supplier working on grandfathering my existing ProServices information into Supply Arrangement No E60ZT-180024/A.</p> <p>My business is a sole-proprietorship.</p> <p>Since qualifying with ProServices, I have joined the Public Service Pension Plan. Will I need to change my submission to include status as a former public servant?</p> <p>Note that I was allowed to join the pension plan only after I became an indeterminate employee for six months in 2016, during which I worked less than 36 days. Since November 2015 I also worked three 90-day casual contracts for a federal agency. I was not eligible for the pension with those contracts.</p>	A.40	<p>Yes, you must identify yourself as a former public servant within the Data Collection Component (DCC) if you are in receipt of a pension.</p> <p>Please also refer to the following areas within the RFSA for additional information:</p> <ul style="list-style-type: none">• Part 2 – Supplier Instructions, item 9. Former Public Servant – Notification.• Part 5 – Certifications, 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement, bullet C) Former Public Servant Certification.• Attachment B – Step by Step Instructions on submitting a ProServices bid through the DCC, Mandatory Criteria, 3. Former Public Servant.
Q.41	<p>I believe I followed your instructions to submit my ProServices renewal (grandfather clause) through CPSS. However, I also wanted to confirm that my</p>	A.41	<p>No, ProServices cannot confirm whether a submission meets the ProServices requirements. The evaluation of bids</p>

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	<p>submission meets your requirements and if I also need to submit any signed attachments from the RFP, ex the cover page, the grandfather clause, the bidders statement etc. or no?</p>		<p>occurs only after the closing date and time. PWGSC does not have access to the any bids until the closing date and time. However, please refer to A.28 of Amendment 003 for additional information on whether your bid was submitted to PWGSC.</p> <p>No, you do not need to submit any signed attachments at this time. Please refer to Part 2 - Supplier Instructions, item 1. Submission of Bids of the RFSA document. Please also see Part 3 – Bid Preparation Instructions, item 3. Certifications,</p>
Q.42	<p>Can vendors who submitted a TBIPS response prior to the 2017-04-07 deadline, grandfather the categories they submitted and ultimately qualify for under TBIPS?</p>	A.42	<p>Yes, provided the results of the TBIPS solicitation that closed on 2017-04-07 have been awarded prior to the completion of the ProServices evaluations.</p> <p>Please refer to Part 4 – Evaluation Procedures and Basis of Selection, Item 3. Technical Evaluation – Mandatory Criteria, M.2 Identification of Streams and Categories as well as Amendment 001 for additional information on how the Grandfathering works.</p>
Q.43	<p>Page 9 – Section 7 – Grandfathering states: ““For Grandfathering purposes, ProServices bidders must use the same PBN under which they have been pre-qualified in TBIPS, TSPS (Task based only) and/or ADR when submitting a ProServices bid submission. Existing suppliers who are in a joint venture, must ensure that all members of that joint venture remain the same (including each PBN of the individual joint venture members).”</p> <p>We are two individual companies and separate existing Supply Arrangement holders under TBIPS and TSPS who are currently registered as a joint venture under the <u>TBIPS SA only</u>. Note: All three entities have unique PBNs.</p> <p>We are interested in creating a ProServices joint venture that incorporates both the TBIPS and TSPS supply arrangements. Our interpretation of Section 7 is that when preparing the joint venture</p>	A.43	<p>No, you cannot combine and grandfather the categories that two separate suppliers were awarded under TBIPS and TSPS (task based) into the ProServices method of supply as a Joint Venture.</p> <p>Joint ventures in TBIPS or TSPS (task based only) can submit to ProServices using the same Procurement Business Number (PBN) and apply the Grandfather. Any additional streams and categories will need to be identified and substantiated as per Part 4 – Evaluation Procedures and Basis of Selection, Item 3. Technical Evaluation – Mandatory Criteria, M.2 Identification of Streams and Categories and M.3 Reference Substantiation for each ‘Newly Substantiated’ Category of the RFSA document.</p>

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	submission we are allowed to grandfather streams and categories from either <u>individual</u> supply arrangement holder's existing TBIPS/TSPS SAs and are not restricted to only grandfathering our joint venture TBIPS streams and categories. Can the Crown please confirm this interpretation is correct?		
Q.44	Although my business is registered in Ontario, I do not have a GST number - is that a problem?	A.44	Please refer the RFSA, Part 2 – Supplier Instructions, article 2.1 – Obtaining a PBN through the SRI system. (Page 6). You can reach the Office of Small & Medium Enterprises (OSME) at 1 800 811-1148.

All other terms and conditions remain unchanged.