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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 2017-06-20
Client Reference No. - N° de référence du client 20180024	Amendment No. - N° modif. 008
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 008 is raised the following:

To respond to questions asked by bidders:

Question		Answer	
Q.45	<p>45.1 We currently have a standing offer for Alternative Dispute Resolution (ADR) for conflict coaching. Currently the services are approved in the Atlantic and National Capital regions. Can we extend the grandfathering provision for this category to our other approved regions – Quebec and Ontario?</p> <p>45.2 If so, is it sufficient just to select yes in the dropdown box for that category in our other qualified regions or is there other documentation that needs to be submitted?</p> <p>45.3 We have associates that can now provide services in a new category for our company. However, the references will be for services performed while with another company. Is it acceptable to provide a project reference to substantiate a category under this circumstances?</p> <p>45.4 Is there a way to indicate that the services were completed by a specific individual under another company?</p>	A.45	<p>45.1 Yes, additional Regions/Metropolitan Areas can be added at this time to your submission. The addition of Regions/Metropolitan Areas must be identified in your electronic submission in the DCC.</p> <p>45.2 Please refer to Attachment B – Step by Step Instructions on submitting a ProServices bid through the DCC, section titled ‘Regional Information’.</p> <p>If you are adding additional categories to your electronic bid submission, please refer to Part 4 – Evaluation Procedures and Basis of Selection, 3. Technical Evaluation – Mandatory Criteria, M.2 Identification of Streams and Categories and M.3 Reference Substantiation for each ‘Newly Substantiated’ Category.</p> <p>45.3 No, a project performed by another company cannot be used to substantiate the category for the bidder.</p> <p>45.4 No, the Data Collection Component (DCC) does not allow a way to indicate that the services were completed by a specific individual. Please refer to Part 4 – Evaluation Procedures and Basis of Selection, 3. Technical Evaluation – Mandatory Criteria, M.3 Reference Substantiation for each ‘Newly Substantiated’ Category of the RFSA document.</p>
Q.46	<p>46.1 Please note after reviewing the Q&As From Amendment #1 Question and answer #1. The companies that already are an existing ProServices pre-qualified bidder are instructed to follow the following:</p>	A.46	<p>46.1 Please refer to Q.37 in Amendment 004 to this solicitation.</p>

	<p>A.1 The answer to Q.1 is provided below in two parts (as applicable):</p> <p>a) If you are <i>already a ProServices pre-qualified supplier</i>, then yes, you can take advantage of grandfathering your existing ProServices information into this new solicitation (E60ZT-180024/A).</p> <p>What you are required to do:</p> <ol style="list-style-type: none">1) Download the RFSA document (https://buyandsell.qc.ca/procurement-data/tender-notice/PW-ZT-002-31516).2) Log into the CPSS ePortal.3) Click on the 'Solicitation Dashboard' link that is found on the left hand navigational bar.4) Click on the ProServices solicitation number (E60ZT-180024/A) listed under the 'Open Solicitations' title. This will open up your electronic bid submission.5) Scroll towards the bottom section of this page, and click on 'Certifications'.6) Click (and complete) the Grandfather Certification.7) Click on the 'Return to Response Home Page'.8) Change the Status of each 'Table of Content' link to 'Completed'.9) Click the 'Save Response' button and then the 'Submit Response' button. <p>Note: If you want to include additional Streams and Categories to your submission, please refer to M.2 Identification of Streams and Categories and M.3 Reference Substantiation for each 'Newly Substantiated' Category.</p> <p>I wanted to bring up the fact that as the TBIPS and TSPS contract vehicles have just been awarded and in reviewing our streams and categories transferred from the contract vehicles to the ProServices, we noticed that the new items we had provided substantiation and were qualified on were not included in the ProServices.</p> <p>Was the data used to populate the new ProServices taken from an earlier version of the other contract vehicles or from the current contract vehicles issued in the past 2 months?</p>		
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	<p>46.2 Given the current political situation with the US, what would be the impact to the ProServices Contract vehicle if NAFTA was terminated or changed?</p>		<p>46.2 Should revisions to the ProServices method of supply be required as a result of changes to the North American Free Trade Agreement (NAFTA), they will be addressed and communicated with suppliers.</p>
<p>Q.47</p>	<p>47.1 I have a ProServices supply arrangement for my sole proprietorship and I also have a ProServices supply arrangement for a Joint Venture (which includes my sole proprietorship and an Incorporated company).</p> <p>Can the Incorporated company (which is part of the above Joint Venture) which has met the minimum 1 year in business submit to have their own supply arrangement?</p> <p>47.2 If the Incorporated company submits a bid, would it be able to take advantage of the Grandfather opportunity from the Joint Venture supply arrangement?</p>	<p>A.47</p>	<p>47.1 Yes, providing the Procurement Business Number (PBN) of the Incorporated company does not exceed the allowable number of supply arrangements per legal entity. Please refer to Part 2 – Supply Instructions, 6. Number of Supply Arrangements per legal entity of the RFSA document.</p> <p>47.2 No, the Incorporated company must have done work on its own, invoiced for work done, and use that work to substantiate for categories in its bid submission.</p>
<p>Q.48</p>	<p>When selecting areas to offer supply arrangement, are we required to be physically available for work in the areas we choose? For example if we choose to supply services for the Montreal region, can this work be performed remotely from our Vancouver office, or do you prefer bidders to be physically available for work in the chosen areas?</p>	<p>A.48</p>	<p>When a client has a requirement, they will perform a search in the Centralized Professional Services System (CPSS) within the Region/Metropolitan Area in which the work is expected to be performed. Details as to where the work is to be performed in whole or in part (on-site with the client or on-site at the supplier's location) are outlined in the Request for Proposal (RFP) stage.</p> <p>When the client does not have a preference in terms of where the work is performed, the Remote/Virtual Access option which covers all of Canada will be selected.</p>
<p>Q.49</p>	<p>49.1 I noticed that my information from my current service agreement has already been entered in CPSS. If I want to submit a bid for the exact same categories, streams, locations, level of expertise, etc..., am I right in my understanding that all I have to do is to verify the information in all parts of the submission, save the information and submit my bid?</p>	<p>A.49</p>	<p>49.1 Please refer to Amendment 001 for additional information on how the Grandfathering works.</p>

	<p>49.2 In the certification section, there is a question about the security requirements. When I first submitted a bid to ProServices, I had asked for PWGSC to sponsor my company and I got my DOS accordingly. How should I answer the question about security sponsoring this time? Do I say “No” since I already have the required security clearance or do I have to do it again?</p> <p>49.3 In the certification section, I must enter my CISD File Number. What is it? Is this the file number at the top-right corner of the Security Screening Certificate and Briefing Form that I received when a DOS was granted to my organization?</p>		<p>49.2 Bidders who have a valid Designated Organization Screening (DOS) which is the minimum ProServices requirement, and who do not wish to upgrade their security to the next level, can indicate ‘No’ to the question ‘Does the supplier require a Security Sponsorship?’ question in the Security Sponsorship Certification in the Data Collection Component. Please refer to Attachment B Step by Step Instructions on submitting a ProServices bid through the DCC, Certifications, 8. Security Sponsorship</p> <p>49.3 Yes, it is the number that is indicated on the response from the Canadian Industrial Security Directorate (CISD) when you were granted security.</p>
<p>Q.50</p>	<p>50.1 I am moving along the CPSS ePortal, and see that when substantiating a chosen stream/category, we only need to provide one reference. Is that the case?</p> <p>50.2 Also, where will I find the levels under each category?</p>	<p>A.50</p>	<p>50.1 Please refer to Part 4 – Evaluation Procedures and Basis of Selection, Section 3. Technical Evaluation – Mandatory Criteria, M.3 Reference Substantiation for each ‘Newly Substantiated’ Category, Item 4 of the RFSA document.</p> <p>50.2 Please refer to Attachment B – Step by Step Instructions on submitting a ProServices bid through the DCC, under the Services Offering for Supply Arrangement heading of the RFSA document.</p>
<p>Q.51</p>	<p>We are applying for the grandfather certification in ProServices under the above noted contract for ADR, and have a few questions regarding the application procedure:</p> <p>51.1 Under the Services Stream 13 (ADR) -- we must select from a drop down menu regarding substantiated/unsubstantiated services. Can you please provide clarification on the meaning of substantiated?</p> <p>51.2 Under Regional Information -- No Metropolitan Area exists for PEI and we are unable to input a Charlottetown office for Moncton/Halifax. Our office is in Charlottetown, and we provide services across Canada and</p>	<p>A.51</p>	<p>51.1 The definitions of the system dropdown fields regarding ‘substantiation’ can be found in Attachment B, Mandatory Criteria, ii Stream Information – Offering New Streams and Categories, Item f.</p> <p>51.2 No, there is no region or metropolitan area specific to PEI, however PEI is covered under the Atlantic Region. The Regions and Metropolitan Areas are not exactly the same as those under the Alternative</p>

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	<p>especially in the Atlantic Region. Accordingly can you please advise on how to proceed.</p>		<p>Dispute Resolution Services Standing Offer due to the fact that ProServices follows the Regions and Metropolitan Areas outlined in the Professional Services National Procurement Strategy. Local offices, however, can be identified in your electronic bid submission for Metropolitan Areas such as Halifax and Moncton. Please refer to Attachment B, Regional Information, iii. Local Offices for additional information.</p> <p>Please consult the web address found under Part 1 – General Summary, item 6. Regions/Metropolitan Areas of the RFSA document which provides the definitions of the regions/metropolitan areas.</p>
Q.52	<p>Re: Part 4, M.3, Item #9 The requirement that a prime contractor must be used as a reference is extremely prejudicial against small businesses and independent consultants. Staffing agencies and other firms are incentivized to ignore any such requests as they benefit from consultants being unable to qualify for ProServices and many of these firms have policies restricting the provision of references. Furthermore, these firms are often not aware of the specifics of the work done by the consultant and are therefore ill-equipped to provide a proper verification/confirmation of the categories related to the work. We request that references named could be that of the prime or that of the end client receiving the services.</p>	A.52	<p>Please refer to Amendment 007 which addresses this question. The company or Department that is being used as a reference (i.e. the client), must have received an invoice for the work that was completed.</p> <p>For Example: Company C (subcontractor) performs part of the work and bills Company B (contractor). Company B in turn bills Company A (the outside client) for the entire work. Company C can only claim the experience for the work which they billed Company B for. Company B can also claim this experience since they billed Company A (the outside client).</p>
Q.53	<p>Can you please provide the RFSA document in a searchable format?</p>	A.53	<p>Yes, a searchable PDF document of our Request for Supply Arrangement (RFSA) document can be provided upon request by contacting ProServices at TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca.</p>

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Q.54	<p>I have just reviewed the latest amendment and am very confused by the change from prime contractor to pre-qualified supplier. This seems to pre-suppose that subcontractors are working through a firm on a contract vehicle, but there are plenty of other scenarios whereby there isn't a pre-qualified supplier in the line of vendors fulfilling a contract. Additionally, buyers other than the federal government most often do not have pre-qualified lists and this very much confuses how bidder's should respond.</p> <p>Would PWGSC please consider revising this requirement to reflect a broader range of scenarios. Furthermore, as noted in a previous question that has not yet been answered, restricting who subcontractors use as a reference can be very damaging to their chances of qualifying for the Supply Arrangement, even though they have done the work.</p>	A.54	<p>A revision has been made to Part 4 – Evaluation Procedures and Basis of Selection, 3. Technical Evaluation – Mandatory Criteria, M.3 Reference Substantiation for each 'Newly Substantiated Category, bullet 9. Please see Amendment 007, item 2.</p>
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All other terms and conditions remain unchanged.