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**11 Laurier St. / 11, rue Laurier  
Place du Portage , Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Business Management and Consulting Services  
Division / Division des services de gestion des  
affaires et de consultation  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Investigative Services	
<b>Solicitation No. - N° de l'invitation</b> E60ZG-180493/A	<b>Date</b> 2018-01-25
<b>Client Reference No. - N° de référence du client</b> 20180493	<b>Amendment No. - N° modif.</b> 009
<b>File No. - N° de dossier</b> 424zg.E60ZG-180493	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-424-32025	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2017-12-05	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-02-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rocque, Anne-Élise	<b>Buyer Id - Id de l'acheteur</b> 424zg
<b>Telephone No. - N° de téléphone</b> (613) 858-8698 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of Public Works and Government Services Canada Les Terrasses de la Chaudière 10 Wellington, 5th Floor Gatineau, Quebec Canada K1A 0H4	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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**Amendment #009**

**Request for Standing Offers (RFSO), Investigative Services, Harassment Complaints, Disclosures of Wrongdoing, Work Place Violence.**

The purpose of this amendment is to provide the following Questions and Answers and amend the solicitation as follows.

**PART A - QUESTIONS AND ANSWERS**

**QUESTION 036**

*MTA1 Relevant experience*

The following statement is found in the Offer Preparation Instructions (Paragraph 3.1) regarding Section I – Technical Offer:

“To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed”.

I would like to confirm my understanding of how this instruction relates to point c) of MTA1 (description of the resource's role). Does this mean that sole investigators can just describe their role once? In other words, is it permitted to describe the sole investigator's role in Project 1 only and then, for Projects 2 to 5 inclusive, ask the reader to refer back to Project 1 for a description of the sole investigator's role?

**ANSWER 036**

No. MTA1 c) requires a description of the resource's role, i.e. a brief description of the responsibilities and duties involved in completing each project. This also applies to MTB1 and MTC1.

**QUESTION 037**

*RTA1 Relevant experience*

If the answer to question the previous question is “yes”, would that approach also be acceptable for RTA1 Relevant Experience? (i.e., describe the sole investigator's role in Project 1 only and then, for Projects 2 to 6 inclusive, ask the reader to refer back to Project 1 for a description of the sole investigator's role).

**ANSWER 037**

No. Please see response to question #036.

**QUESTION 038**

*RTA1 Relevant experience*

RTA1 allots a maximum of 90 points for six or more projects (over and above those listed in MTA1). Since the number of points for seven projects and beyond will be same as the points allotted for six projects, should bidders limit themselves to descriptions of six projects? In my opinion, this would save time not only for the bidders but would also make it less time-consuming for the team evaluating the bids.

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**ANSWER 038**

This is left to the judgement of the bidder.

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**QUESTION 039**

*Education and Experience*

In Part V, Paragraph 5.2.4 Education and Experience states, "The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every proposed resource by the Offeror for the requirement is capable of performing the Work described in the resulting contract".

This appears to be the only reference to résumés in the RFSO. Please clarify whether bidders are required to submit résumés with their bids.

**ANSWER 039**

Bidders are not required to submit resumes.

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**QUESTION 40**

*Travel Expenses*

The instructions regarding travel expenses appear contradictory although I realize that I may be interpreting them incorrectly. Paragraph 2.1 Authorized Travel indicates that contractors will be reimbursed, that all travel must have the prior authorization of the Project Authority, and that authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. However, Attachment 1 to Part 3 Pricing Schedule states that per diem rates "must include the total estimated cost of all travel and living expenses that may need to be incurred...." and "To satisfy the terms of any resulting contract, these expenses cannot be charged directly and separately from the professional fees to any contract that may result from the offer solicitation".

This seems to suggest that Contractors will be expected to pay for travel and living expenses out of their per diem rates and that bidders are expected to guess in advance what those expenses will be. Please clarify.

**ANSWER 40**

Bidders will not be reimbursed for travel and living for the cities they indicated in ATTACHMENT 2 to PART 3, OFFEROR GEOGRAPHIC LOCATIONS AND LANGUAGE CAPABILITIES TABLE, but they will for all other cities as long as they were pre-approved by the project authority. So, in other words, the per diem rates must include the Travel and Living for those locations where the bidder has agreed to travel without charging travel and living expenses.

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**QUESTION 041**

*Request for date of birth in Section IV: Additional Information*

Section IV states that (for Part 6, article 6.1, Security Requirement) offerors should provide the name and birth date for each individual who will require access to classified or protected information, assets or sensitive work sites and, if available, information confirming the individual meets the security requirement as indicated in Part 7, Standing Offer and Resulting Contract Clauses.

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Please explain the reason that a birth date is being requested at this stage in the process. Also, assuming that the provision of a birth date is intended to assist PWGSC to search their records for existing security clearances, please confirm that information confirming that the individual meets the security requirement would suffice (i.e., please confirm that a birth date is not required for existing security clearance holders).

**ANSWER 041**

The date of birth is required for all individuals (resources) so that during the bid evaluation phase, PWGSC can search their records to confirm whether the individual meets or does not meet the security requirements.

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**QUESTION 042**

Our calculations of the median of the averages of all resources awarded a national master standing offer in 2012 (the current standing offer) obtained through Access to Information suggest that currently the true median is close to \$1,200. Could you please confirm whether the chart given on p. 15 of 52 or the RFSO is ONLY an EXAMPLE and does NOT reflect the true median of the current standing offer?

**ANSWER 042**

We confirm that the chart on p. 15 of 52 of the RFSO is ONLY an EXAMPLE and does NOT reflect the true median of the current standing offer.

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**QUESTION 043**

RTA1 of the above mentioned RFP asks for "additional Investigative Services Projects as lead, sole investigator or as co-investigator relating to harassment in the workplace, in either the private or public sector". Would the Crown also accept projects where the proposed resource worked on Investigative Projects overseeing and/or managing the investigation?

**ANSWER 043**

No, the skills set is different.

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**QUESTION 044**

Now that the deadline for bids has been extended to Feb 7<sup>th</sup> (yay!) does that mean that the deadline for questions has been extended too? If so, until when please?

**ANSWER 044**

Please refer to article 2.4 – Enquiries - Request for Standing Offers.

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**QUESTION 045**

Below is the definition of Wrongdoing under the Public Services Disclosure Act and the section Requirements under the Tender notice for E60ZG-180493/A.

We have had several investigations that fall under the definitions of Wrongdoing in the Act. Do the cases have to be filed under the act or do they have to meet the definitions in the act, but not necessarily filed under the act? Most of the cases have been management initiated to determine if there has been wrongdoing; others have been part of a harassment complaint.

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**Requirements:**

- > 8 This Act applies in respect of the following wrongdoings in or relating to the public sector:
  - >
  - >(a) a contravention of any Act of Parliament or of the legislature of a province, or of any regulations made under any such Act, other than a contravention of section 19 of this Act;
    - >
  - >(b) a misuse of public funds or a public asset;
    - >
  - >(c) a gross mismanagement in the public sector;
    - >
  - >(d) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of the duties or functions of a public servant;
    - >
  - >(e) a serious breach of a code of conduct established under section 5 or 6; and
    - >
  - >(f) knowingly directing or counselling a person to commit a wrongdoing set out in any of paragraphs (a) to (e).
    - >
  - >(g) [Repealed, 2006, c. 9, s. 197]
    - >
- >2005, c. 46, s. 8; 2006, c. 9, s. 197.

**ANSWER 045**

An investigation must have been carried out in regards to a disclosure of wrongdoing made under the *Public Servants Disclosure Protection Act*, in order to be considered under MTB1 and RTB1. An investigation undertaken under another recourse mechanism, such as a harassment complaint, is not considered an investigation into a disclosure of wrongdoing as defined under the *Public Servants Disclosure Protection Act*.

<b>PART B – MODIFICATIONS TO RFSO</b>
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**No change in this modification**