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**11 Laurier/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

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Parliamentary Precinct Division/Acquisitions de la
Cité parlementaire
222 Queen Street / 222, rue Queen
Ottawa
Ontario
K1A 0S5

Title - Sujet Interconnected Panels	
Solicitation No. - N° de l'invitation EP803-183135/A	Date 2018-06-19
Client Reference No. - N° de référence du client EP803-183135	Amendment No. - N° modif. 004
File No. - N° de dossier 019pps.EP803-183135	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$PPS-019-26790	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2018-04-17	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-27	
Address Enquiries to: - Adresser toutes questions à: Abdillahi, Mahade	Buyer Id - Id de l'acheteur 019pps
Telephone No. - N° de téléphone (613) 990-3717 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Annex A	
Security - Sécurité 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

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		

QUESTIONS AND ANSWERS – SERIES III

- Q1. Please provide location of the CAD drawings referred to in the solicitation documents.
- A1. Please refer to Attachment 4 to Part 4 – Typical Layout. The attachment contains the only applicable drawings required for this solicitation.
- Q2. At Part 4 – Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, the average discount percentage (off MSRP) does not correlate to the lowest cost (net) bid price to Canada. The average discount percentage should not be part of the Evaluation Criteria for points awarded. Only the net prices should be evaluated and points awarded, to prevent artificially skewing the ranking.
- Offerors understand that Canada wants to see the discount applied to all products bid, in order to be assured that all product procured under this Standing Offer will have the same discount against published price list as was bid for competition for the same product. This will give Canada protection against net prices changing post Standing Offer Award. Therefore it should be mandatory for all bidders to show their discount off MSRP, but not award points for it.
- A2. Canada has determined that all elements that factor into the Offerors pricing will be assigned points and used towards the evaluation. Canada is requesting entire product lines/ series with all available finish options thus needing the pricing to be applicable to all possible different combinations including those outside of the minimum offered product listing.
- Q3. The manufacturer letters refer to EP803-183135/002 should the solicitation number be referenced as EP803-183135/A?
- A3. Please refer to Amendment #2 with all the revised Manufacturer's Letters.
- Q4. The included Template letter #4 references "videoconferencing equipment to Canada through the standing offer EP803-183135/002". Is this a typo from a previous version of the template? If so, please revise this statement and provide a revised Template #4, as bidders are not permitted to change anything on these Templates beyond filling in the blanks.
- A4. Please refer to Amendment #2 with all the revised Manufacturer's Letters.
- Q5. Template Letter #1 states, "The product list must be comprehensive, as it will be shared by all other qualified Offerors". What does this mean? Does this mean that one Offeror's product list (i.e. General Stream) will be shared with another Offeror (i.e. PSAB stream) from a different manufacturer? Why would this be required? Please clarify.
- A5. See amendment below.
- Q6. At Attachment to Annex A – Product Specifications, 11.6.5 Dual Monitor Arm (NIC). Our freestanding fixed height benching system does not allow for monitor arms to be attached with a clamp. Would a grommet mount be acceptable?
- A6. See amendment below.
- Q7. At Attachment to Annex A – Product Specifications, Typical D power module. Please confirm per 11.11.i that the power module is to be grommet mount as noted.
- A7. See amendment below.

- Q8. At Annex A – Statement of Requirement, section 5.5 Scanning Facility Requirement, please clarify when and how is it determined that all delivered products must go through the scanning process which means they are subject to off load and reload. How does a bidder predetermine and communicate the costs associated with loading trucks that will have full access to scanning products on the trucks, along with potential wait times. Should all bidders assume this process will be requested with each call up?
- A8. Please refer to Annex A – Statement of Requirement, article 5.5.6 and to Amendment #2, item 10, 11 and 16. The inspections will be scheduled and pre-determined to avoid delays. There will be no additional delivery fee/costs beyond those specified in Attachment 1 to Part 4 – Financial Presentation Sheet.
- Q9. How did PSPC came up with the factors and its weighting that determine the Total Financial Score?
- A9. PSPC and its client stakeholders determined the elements that affect the costs of its requirements, both goods and services and assigned weighting that would result in best value to Canada.
- Q10. Would PSPC consider multi-year fixed pricing instead of the MSRP with a fixed percentage discount for the initial and option periods?
- A10. The resulting Standing Offer Basis of Payment (Pricing) remains unchanged.
- Q11. Would PSPC extend the RFSO solicitation closing date?
- A11. The RFSO solicitation closing date remains unchanged.
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THIS AMENDMENT IS RAISED TO CHANGE THE REQUEST FOR STANDING OFFER (RFSO) SOLICITATION, INCLUDING ATTACHMENT 1 TO ANNEX A – PRODUCT SPECIFICATIONS. THE FOLLOWING REVISIONS ARE:

- At Part 1 – General Information, 1.2.3,

DELETE: “Offered Products must be from the same series and manufacturer except the Activity-Based Systems which may be from a variety of series but must be from the same Manufacturer. Additionally, Offerors are required to offer all Product-Related Services as listed below.”

INSERT: Offered Products may be from the same series and manufacturer except the Activity-Based Systems which may be from a variety of series but must be from the same Manufacturer. Additionally, Offerors are required to provide Delivery and Installation of Offered Products and all Product-Related Services as listed below.”
- At Part 2 – Offeror Instructions, ADD the following,

“2.7. Equivalent Products

2.7.1 Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

- a. designates the brand name, model and/or part number of the substitute product;
- b. states that the substitute product is fully interchangeable with the item specified;
- c. provides complete specifications and descriptive literature for each substitute product;
- d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
- e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

2.7.2 Products offered as equivalent in form, fit, function and quality will not be considered if:

- a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
- b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

2.7.3 In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.”

3. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MTC), MTC 5, DELETE in its entirety and REPLACE with the following,

“MTC 5	<p>The Offeror must confirm to provide the Offered Product(s) throughout the duration of the Standing Offer. Additionally, the Offeror must also confirm to provide the entire line of products of the same series and same manufacturer of the Offered Product(s) throughout the duration of the Standing Offer. The MSRP percentage discount(s) must be the same as the Minimum Offered Products List.</p> <p>The Offeror shall not add any other product to Attachment 1 to Part 4 – Financial Presentation Sheet and Attachment 2 to Part 4 – Minimum Offered Products List. A list of the entire line of products including the other products shall be provided upon issuance of a Standing Offer. For the purposes of evaluation, the other products not listed in the Minimum Product Requirements (Attachment 2 to Annex A) will not be part of the financial evaluation.</p> <p>Note: The entire line of products refer to the Offered Product(s) and all the other products within the same series and same manufacturer.”</p>		
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4. At Part 4-Evaluation Procedures and Basis of Selection, 4.1.1.1 Mandatory Technical Criteria (MTC), MTC 10, DELETE in its entirety and REPLACE with the following,

MTC 10	<p>The Offeror must complete and submit all other RFSO requirements as described in the following, by solicitation closing time and date:</p> <p>- Certifications and Additional Information (RFSO Part 5)</p>		
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	<ul style="list-style-type: none"> - Insurance Requirements (RFSO Part 6) - Signed RFSO cover page (original and all amendments) 		
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5. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, article 4.2.3, DELETE in its entirety and REPLACE with the following,

“4.2.3 All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. All responsive offers will be ranked according to their total financial score which is the combined rating between their MSRP Discount (15%), Delivery (15%), Installation (15%), Reconfiguration Services (5%), Inventory Services (5%), Storage Services (5%) and the Typical Layout Pricing (40%).

The responsive bid with the highest total financial score on each stream will be recommended for issuance of a Standing Offer agreement.

Below provides a description on how each rated element will be calculated. All pricing and rates will be prorated against the other Offers to provide the weighted scoring applied towards the Offeror's Total Financial Score.

4.2.3.1 The MSRP Discount Score will be derived from the Overall MSRP Discount of the Offeror's Minimum Offered Products. The Overall MSRP Discount will be the combined total average of MSRP discounts of the Benching/Activity-Based Systems, to be referred to as “Activity-Based Products”, weighted at 20% PLUS the total average of the MSRP discounts for the Panels, Glass Blades and Privacy Screens, Panel Power and Communications, Base Feeds, Supported Components and Panel Hung worksurfaces, Freestanding height-adjustable worksurfaces, workspace storage and desktop accessories, to be referred to as “All Other Products” weighted at 80%. All the MSRP discounts will be derived from Offeror's completed Attachment 1 to Part 4 – Financial Presentation Sheet, Table 1.

The average MSRP Discount for Activity-Based Products will be calculated using below formula:

$$\frac{\text{Sum of All MSRP Discounts for Activity-Based Products}}{\text{Total Number of Activity-Based Products}} = \text{Average MSRP Discount for Activity-Based Products}$$

The average MSRP Discount for All Other Products will be calculated using below formula:

$$\frac{\text{Sum of All MSRP Discounts for All Other Products (except Activity-Based Products)}}{\text{Total Number of All Other Products (except Activity-Based Products)}} = \text{Average MSRP Discount for All Other Products}$$

The MSRP Discount for Activity-Based Products will be calculated using below formula:

$$\frac{\text{Offeror's Average MSRP Discount for Activity-Based Products}}{\text{Highest Average MSRP Discount for Activity-Based Products}} \times 100 \times 20\% = \text{MSRP Discount for Activity-Based Products}$$

The MSRP Discount for All Other Products will be calculated using below formula:

$$\frac{\text{Offeror's Average MSRP Discount for All Other Products}}{\text{Highest Average MSRP Discount for All Other Products}} \times 100 \times 80\% = \text{MSRP Discount for All Other Products}$$

The Overall MSRP Discount will be calculated using below formula:

$$\text{MSRP Discount for Activity-Based Products} + \text{MSRP Discount for All Other Products} = \text{Overall MSRP Discount}$$

The MSRP Discount Score will be calculated using below formula:

$$\frac{\text{Offeror's Overall MSRP Discount}}{\text{Highest Overall MSRP Discount}} \times 100 \times 15\% = \text{MSRP Discount Score (for Offeror's Total Financial Score)}$$

4.2.3.2 The Delivery and Installation scores will be based on the percentage fees for delivery and installation, prorated against the other Offers, to provide the weighted scoring applied towards the overall financial score. The individual delivery and installation percentage fees for normal working hours will be used for evaluation purposes. The delivery percentage fee for normal working hours will be used for evaluation purposes.

The Delivery Score will be calculated using below formula:

$$\frac{\text{Highest Delivery Percentage Fee} - \text{Offeror's Delivery Percentage Fee}}{\text{Highest Delivery Percentage Fee}} \times 100 \times 15\% = \text{Delivery Score (for Offeror's Total Financial Score)}$$

The Installation Score will be calculated using below formula:

$$\frac{\text{Highest Installation Percentage Fee} - \text{Offeror's Installation Percentage Fee}}{\text{Highest Installation Percentage Fee}} \times 100 \times 15\% = \text{Installation Score (for Offeror's Total Financial Score)}$$

4.2.3.3 The Product-Related Services scores (Reconfiguration Services, Inventory Services and Storage Services) will be based on the firm all-inclusive rates provided in Tables 6 of the Attachment 1 to Part 4. The figures used in the evaluation are as follows: Reconfiguration Services and Inventory and Assessment rates were based on Normal Working Hours, Firm All-Inclusive Hourly Rates, with the level of effort at 1 hour; and the Storage Services rates will be based on the weekly and monthly rate per cubic meter, with the level of effort of 1. The Total Prices for each of the Product-Related Services is derived from Table 6 of Attachment 1 to Part 4. The Product-Related Services Scores will be calculated using below formulas:

For the Reconfiguration Services Score,

$$\frac{\text{Lowest Reconfiguration Services Total Price}}{\text{Offeror's Reconfiguration Services Total Price}} \times 100 \times 5\% = \text{Reconfiguration Services Score (for Offeror's Total Financial Score)}$$

For the Inventory Services Score,

$$\frac{\text{Lowest Inventory Services Total Price}}{\text{Offeror's Inventory Services Total Price}} \times 100 \times 5\% = \text{Inventory Services Score (for Offeror's Total Financial Score)}$$

For the Storage Services Score,

$$\frac{\text{Lowest Storage Services Total Price}}{\text{Offeror's Storage Services Total Price}} \times 100 \times 5\% = \text{Storage Services Score (for Offeror's Total Financial Score)}$$

4.2.3.4 Table 7 in Attachment 1 to Part 4 – Financial Presentation Sheet and Attachment 4 to Part 4 – Typical Layouts will be used to determine the Typical Layouts Price for

evaluation, which includes the type and quantity of goods. The product pricing must reflect the MSRP discounts.

The Typical Layouts Pricing Score will be calculated using below formula:

$$\frac{\text{Lowest Total Typical Layouts Price}}{\text{Offeror's Total Typical Layouts Price}} \times 100 \times 40\% = \text{Typical Layouts Pricing Score (for Offeror's Total Financial Score)}$$

4.2.3.5 The sum of the MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores (Reconfiguration Services Score + Inventory Services Score + Storage Services Score) and Typical Layouts Pricing Score will determine the Offeror's Total Financial Score. The top ranked responsive offer with the highest Total Financial Score on each stream will be recommended for issuance of Standing Offer agreement. The following formula will be used to calculate the Total Financial Score:

$$\begin{aligned} &\text{MSRP Discount Score} \\ &+ \\ &\text{Delivery Score} \\ &+ \\ &\text{Installation Score} \\ &+ \\ &\text{Product-Related Scores} \\ &+ \\ &\text{Typical Layouts Pricing Score} \\ &= \text{Total Financial Score} \end{aligned}$$

6. At Part 4-Evaluation Procedures and Basis of Selection, 4.2 Basis of Selection, 4.2.11, DELETE in its entirety and REPLACE with the following,

"4.2.11 Below are possible scenarios and examples of the basis of selection process including calculations for the Average MSRP Discounts, Overall MSRP Discount, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Typical Layouts Pricing Score, which will determine the Offeror's Total Financial Score.

Scenario 1 – One General Offeror only and/or One PSAB Offeror only

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. If there is only one responsive Offeror on each stream, the responsive Offerors will be recommended for issuance of Standing Offer agreement.

Scenario 2 – Multiple General Offerors only and/or Multiple PSAB Offerors only

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. The responsive offer(s) in each stream will be ranked based on their Total Financial Scores.

The following examples will show how the Average MSRP Discounts, Overall MSRP Discount, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Typical Layouts Pricing Score are calculated to determine the Offeror's Total Financial Score.

Table 1a – Average MSRP Discount for Activity-Based Systems

Offeror	Stream	Activity-Based	Total	Calculation	Average
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		Systems MSRP Discounts	Number of products in Activity-Based Systems		MSRP Discount for Activity-Based Systems
A	General	70% (all Activity-Based Systems)	8	$\frac{(70 \times 8)}{8}$	70%
ABC	General	70%, 75%, 65%, 80%, 80%, 85%, 60%, 70%	8	$(70\% + 75\% + 65\% + 80\% + 80\% + 85\% + 60\% + 70\%) / 8$	73.13%
WXY	General	70%, 75%, 75%, 80%, 80%, 75%, 80%, 80%	8	$(70\% + 75\% + 75\% + 80\% + 80\% + 75\% + 80\% + 80\%) / 8$	76.88%
B	General	60%, 65%, 65%, 80%, 80%, 75%, 60%, 70%	8	$(60\% + 65\% + 65\% + 80\% + 80\% + 75\% + 60\% + 70\%) / 8$	69.38%
MNM	General	60%, 65%, 65%, 60%, 70%, 75%, 60%, 70%	8	$(60\% + 65\% + 65\% + 60\% + 70\% + 75\% + 60\% + 70\%) / 8$	65.63%
C	General	85% (all Activity-Based Systems)	8	$\frac{(85 \times 8)}{8}$	85%
PST	General	80% (all Activity-Based Systems)	8	$\frac{(80 \times 8)}{8}$	80%
ISC1	PSAB	80% (all Activity-Based Systems)	8	$\frac{(80 \times 8)}{8}$	80%
AAA	PSAB	80% (all Activity-Based Systems)	8	$\frac{(80 \times 8)}{8}$	80%
D	PSAB	80%, 75%, 75%, 70%, 70%, 75%, 80%, 70%	8	$(80\% + 75\% + 75\% + 70\% + 70\% + 75\% + 80\% + 70\%) / 8$	74.36%

Table 1b – Average MSRP Discount for All Other Products

Offeror	Stream	All Other Products MSRP Discounts	Total Number of Products (except Activity-Based Systems Products)	Calculation	Average MSRP Discount for All Other Products
A	General	70% (1 discount for All Other Products)	10	$\frac{(70 \times 10)}{10}$	70%
ABC	General	70%, 75%, 65%, 80%, 80, 80%, 85%, 60%, 70%, 70%	10	$(70\% + 75\% + 65\% + 80\% + 80\% + 80\% + 85\% + 60\% + 70\% + 70\%) / 10$	73.50%

WXY	General	70%, 80%, 70%, 75%, 75%, 80%, 80%, 75%, 80%, 80%	10	(70% + 80% + 70% + 75% + 75% + 80% + 80% + 75% + 80% + 80%) / 10	76.50%
B	General	60%, 65%, 65%, 80%, 80%, 75%, 60%, 70%, 65%, 75%	10	(60% + 65% + 65% + 80% + 80% + 75% + 60% + 70% + 65% + 75%) / 10	69.50%
MNM	General	60%, 65%, 65%, 60%, 70%, 75%, 60%, 75%, 60%, 70%	10	(60% + 65% + 65% + 60% + 70% + 75% + 60% + 75% + 60% + 70%) / 10	66%
C	General	85% (1 discount for All Other Products)	10	$\frac{85 \times 10}{10}$	85%
PST	General	80% (1 discount for All Other Products)	10	$\frac{80 \times 10}{10}$	80%
ISC1	PSAB	80% (1 discount for All Other Products)	10	$\frac{80 \times 10}{10}$	80%
AAA	PSAB	80% (1 discount for All Other Products)	10	$\frac{80 \times 10}{10}$	80%
D	PSAB	80%, 75%, 75%, 75%, 70%, 70%, 75%, 80%, 70%, 80%	10	(80% + 75% + 75% + 75% + 70% + 70% + 75% + 80% + 70% + 80%) / 10	75%

Table 1c - MSRP Discount for Activity-Based Systems

Offeror	Stream	Calculation	MSRP Discount Score for Activity-Based Systems
A	General	$[(70 / 85) \times 100] \times 20\%$	16.47 points
ABC	General	$[(73.13 / 85) \times 100] \times 20\%$	17.21 points
WXY	General	$[(76.88 / 85) \times 100] \times 20\%$	18.09 points
B	General	$[(69.38 / 85) \times 100] \times 20\%$	16.32 points
MNM	General	$[(65.63 / 85) \times 100] \times 20\%$	15.44 points
C	General	$[(85 / 85) \times 100] \times 20\%$	20.00 points
PST	General	$[(80 / 85) \times 100] \times 20\%$	18.82 points
ISC1	PSAB	$[(80 / 80) \times 100] \times 20\%$	20.00 points
AAA	PSAB	$[(80 / 80) \times 100] \times 20\%$	20.00 points
D	PSAB	$[(74.36 / 80) \times 100] \times 20\%$	18.59 points

Table 1d - MSRP Discount for All Other Products

Offeror	Stream	Calculation	MSRP Discount Score for All Other Products
A	General	$[(70 / 85) \times 100] \times 80\%$	65.88 points
ABC	General	$[(73.50 / 85) \times 100] \times 80\%$	69.18 points
WXY	General	$[(76.50 / 85) \times 100] \times 80\%$	72.00 points

B	General	$[(69.50 / 85) \times 100] \times 80\%$	65.41 points
MNM	General	$[(66 / 85) \times 100] \times 80\%$	62.12 points
C	General	$[(85 / 85) \times 100] \times 80\%$	80.00 points
PST	General	$[(80 / 85) \times 100] \times 80\%$	75.29 points
ISC1	PSAB	$[(80 / 80) \times 100] \times 80\%$	80.00 points
AAA	PSAB	$[(80 / 80) \times 100] \times 80\%$	80.00 points
D	PSAB	$[(70 / 80) \times 100] \times 80\%$	70.00 points

Table 1e – Overall MSRP Discount

Offeror	Stream	Calculation	Overall MSRP Discount
A	General	16.47 + 65.88	82.35 points
ABC	General	17.21 + 69.18	86.39 points
WXY	General	18.09 + 72	90.09 points
B	General	16.32 + 65.41	81.73 points
MNM	General	15.44 + 62.12	77.56 points
C	General	20 + 80	100.00 points
PST	General	18.82 + 75.29	94.11 points
ISC1	PSAB	20 + 80	100.00 points
AAA	PSAB	20 + 80	100.00 points
D	PSAB	18.59 + 70	88.59 points

Table 1f – MSRP Discount Score

Offeror	Stream	Calculation	MSRP Discount Score (A)
A	General	$[(82.35 / 100) \times 100] \times 15\%$	12.35 points
ABC	General	$[(86.39 / 100) \times 100] \times 15\%$	12.96 points
WXY	General	$[(90.09 / 100) \times 100] \times 15\%$	13.51 points
B	General	$[(81.73 / 100) \times 100] \times 15\%$	12.26 points
MNM	General	$[(77.56 / 100) \times 100] \times 15\%$	11.63 points
C	General	$[(100 / 100) \times 100] \times 15\%$	15.00 points
PST	General	$[(94.11 / 100) \times 100] \times 15\%$	14.12 points
ISC1	PSAB	$[(100 / 100) \times 100] \times 15\%$	15.00 points
AAA	PSAB	$[(100 / 100) \times 100] \times 15\%$	15.00 points
D	PSAB	$[(88.59 / 100) \times 100] \times 15\%$	13.29 points

Table 2 – Typical Layouts, Delivery and Installation based on Offeror's Financial Presentation Sheet

Offeror	Stream	Typical Layouts Total Price*	Delivery Percentage Fee	Installation Percentage Fee
A	General	\$70,000.00	3%	4%
ABC	General	\$75,000.00	1%	2%
WXY	General	\$73,000.00	0%	3%
B	General	\$85,000.00	5%	5%
MNM	General	\$70,000.00	7%	7%
C	General	\$100,000.00	2%	2.5%
PST	General	\$69,000.00	6%	10%
ISC1	PSAB	\$90,000.00	0%	5%
AAA	PSAB	\$85,000.00	3%	3%
D	PSAB	\$85,000.00	2%	4%

Table 3 – Delivery Score

Offeror	Stream	Calculation	Delivery Score (B)
A	General	$[(7-3) / 7] \times 100] \times 15\%$	8.57 points
ABC	General	$[(7-1) / 7] \times 100] \times 15\%$	12.86 points
WXY	General	$[(7-0) / 7] \times 100] \times 15\%$	15.00 points
B	General	$[(7-5) / 7] \times 100] \times 15\%$	4.29 points
MNM	General	$[(7-7) / 7] \times 100] \times 15\%$	0 points
C	General	$[(7-2) / 7] \times 100] \times 15\%$	10.71 points
PST	General	$[(7-6) / 7] \times 100] \times 15\%$	2.14 points
ISC1	PSAB	$[(3-0) / 3] \times 100] \times 15\%$	15.00 points
AAA	PSAB	$[(3-3) / 3] \times 100] \times 15\%$	0 points
D	PSAB	$[(3-2) / 3] \times 100] \times 15\%$	5.00 points

Note: The Delivery Fee will be the average of the 2 delivery fees identified in Offeror's completed Financial Presentation Sheet.

Table 4 – Installation Score

Offeror	Stream	Calculation	Installation Score (C)
A	General	$[(10-4) / 10] \times 100] \times 15\%$	9.00 points
ABC	General	$[(10-2) / 10] \times 100] \times 15\%$	12.00 points
WXY	General	$[(10-3) / 10] \times 100] \times 15\%$	10.50 points
B	General	$[(10-5) / 10] \times 100] \times 15\%$	7.50 points
MNM	General	$[(10-7) / 10] \times 100] \times 15\%$	4.50 points
C	General	$[(10-2.5) / 10] \times 100] \times 15\%$	11.25 points
PST	General	$[(10-10) / 10] \times 100] \times 15\%$	0 points
ISC1	PSAB	$[(5-5) / 5] \times 100] \times 15\%$	0 points
AAA	PSAB	$[(5-3) / 5] \times 100] \times 15\%$	6.00 points
D	PSAB	$[(5-4) / 5] \times 100] \times 15\%$	3.00 points

Table 5a – Reconfiguration Services Score

Offeror	Stream	Calculation	Reconfiguration Services Score (D)
A	General	$[(\$80.00 / \$150.00) \times 100] \times 5\%$	2.67 points
ABC	General	$[(\$80.00 / \$85.00) \times 100] \times 5\%$	4.71 points
WXY	General	$[(\$80.00 / \$90.00) \times 100] \times 5\%$	4.44 points
B	General	$[(\$80.00 / \$100.00) \times 100] \times 5\%$	4.00 points
MNM	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
C	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
PST	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
ISC1	PSAB	$[(\$65.00 / \$65.00) \times 100] \times 5\%$	5.00 points
AAA	PSAB	$[(\$65.00 / \$100.00) \times 100] \times 5\%$	3.25 points
D	PSAB	$[(\$65.00 / \$150.00) \times 100] \times 5\%$	2.17 points

Table 5b – Inventory Services Score

Offeror	Stream	Calculation	Inventory Services Score (E)
A	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
ABC	General	$[(\$15.00 / \$25.00) \times 100] \times 5\%$	3.00 points
WXY	General	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
B	General	$[(\$15.00 / \$19.00) \times 100] \times 5\%$	3.95 points
MNM	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
C	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
PST	General	$[(\$15.00 / \$18.00) \times 100] \times 5\%$	4.17 points

ISC1	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
AAA	PSAB	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
D	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points

Table 5c – Storage Services Score

Offeror	Stream	Calculation	Storage Services Score (F)
A	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.0 points
ABC	General	$[(\$30.00 / \$60.00) \times 100] \times 5\%$	2.50 points
WXY	General	$[(\$30.00 / \$45.00) \times 100] \times 5\%$	3.33 points
B	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
MNM	General	$[(\$30.00 / \$40.00) \times 100] \times 5\%$	3.75 points
C	General	$[(\$30.00 / \$35.00) \times 100] \times 5\%$	4.29 points
PST	General	$[(\$30.00 / \$30.00) \times 100] \times 5\%$	5.00 points
ISC1	PSAB	$[(\$25.00 / \$50.00) \times 100] \times 5\%$	2.50 points
AAA	PSAB	$[(\$25.00 / \$25.00) \times 100] \times 5\%$	5.00 points
D	PSAB	$[(\$25.00 / \$30.00) \times 100] \times 5\%$	4.17 points

Table 6 – Typical Layouts Pricing Score

Offeror	Stream	Calculation	Typical Layout Pricing Score (G)
A	General	$[(\$69,000.00 / \$70,000.00) \times 100] \times 40\%$	39.43 points
ABC	General	$[(\$69,000.00 / \$75,000.00) \times 100] \times 40\%$	36.80 points
WXY	General	$[(\$69,000.00 / \$73,000.00) \times 100] \times 40\%$	37.81 points
B	General	$[(\$69,000.00 / \$85,000.00) \times 100] \times 40\%$	32.47 points
MNM	General	$[(\$69,000.00 / \$70,000.00) \times 100] \times 40\%$	39.43 points
C	General	$[(\$69,000.00 / \$100,000.00) \times 100] \times 40\%$	27.60 points
PST	General	$[(\$69,000.00 / \$69,000.00) \times 100] \times 40\%$	40.00 points
ISC1	PSAB	$[(\$85,000.00 / \$90,000.00) \times 100] \times 40\%$	37.78 points
AAA	PSAB	$[(\$85,000.00 / \$85,000.00) \times 100] \times 40\%$	40.00 points
D	PSAB	$[(\$85,000.00 / \$85,000.00) \times 100] \times 40\%$	40.00 points

Table 7 - Total Financial Score

Offeror	Stream	MSRP Discount Score + Delivery Score + Installation Score + Reconfiguration Services Score + Inventory Services Scores + Storage Services Score + Typical Layouts Pricing Score	Total Financial Score (A+B+C+D+E+F+G)
A	General	12.35 + 8.57 + 9.00 + 2.67 + 3.75 + 3.00 + 39.43	78.77 points
ABC	General	12.96 + 12.86 + 12.00 + 4.71 + 3.00 + 2.50 + 36.80	84.83 points
WXY	General	13.51 + 15.00 + 10.50 + 4.44 + 5.00 + 3.33 + 37.81	89.59* points
B	General	12.26 + 4.29 + 7.50 + 4.00 + 3.95 + 3.00 + 32.47	67.47 points
MNM	General	11.63 + 0 + 4.50 + 5.00 + 3.75 + 3.75 + 39.43	68.06 points
C	General	15.00 + 10.71 + 11.25 + 5.00 + 3.75 + 4.29 + 27.60	77.60 points
PST	General	14.12 + 2.14 + 0 + 5.00 + 4.17 + 5.00 + 40.00	70.43 points
ISC1	PSAB	15.00 + 15.00 + 0 + 5.00 + 3.75 + 2.50 + 37.75	79.00* points
AAA	PSAB	15.00 + 0 + 6.00 + 3.25 + 5.00 + 5.00 + 40.00	74.25 points
D	PSAB	13.29 + 5.00 + 3.00 + 2.17 + 3.75 + 4.17 + 40.00	71.38 points

In accordance with the basis of evaluations, the top ranking responsive bid with the highest total financial score on each stream will be recommended for issuance of Standing Offer agreement(s). In above scenario, Offeror WXY will be recommended for the General Stream and Offeror ISC1 will be recommended for the PSAB Stream.”

7. At Part 7 – Standing Offer and Resulting Contract Clauses, A. Standing Offer, 7.9 Call-up Procedures, DELETE in its entirety and REPLACE with the following,

“7.9 Call-up Procedures

Below are the steps required to initiate a call-up within the Standing Offer. This process applies to both the General and PSAB streams.

Step 1 - Requirement Submission to the Identified User:

The Project Authority will provide a Statement of Requirement (SOR) and a call-up estimate (including product related services and level of effort, if available) to the Identified User of this Standing Offer.

The Project Authority, at its discretion, may designate a requirement as an Aboriginal Set-Aside and issue a call-up against the PSAB stream.

The Call-up Authority may choose whichever SO Holder within a stream to use at the recommendation of the Project Authority.

Step 2 - Verification of Call-up Estimate and Submission of draft Call-Up by the Identified Users:

The Identified User will review the requirement and the call-up estimate, suggesting and providing changes to the requirement as necessary in accordance with the Standing Offer arrangement.

The Identified User will create a draft call-up and forward the draft call-up along with the SOR to confirm price and availability with the Standing Offer Holder.

A Site Visit may be conducted to confirm the call-up estimate and related work.

Step 3 - Draft Call-Up Review by the Standing Offer Holder:

The Standing Offer Holder will review the call-up and will either accept, reject or request changes to the product, product-related service and/or applicable level of effort based on the requirement of the Statement of Work.

If a modification is requested to the draft call-up, the Standing Offer Holder must provide justification on the modification to the call-up. The Technical Authority will review the modification to determine if the product, product-related service and level of effort is reasonable and acceptable. Final authority of issuance of the call-up will be the designated Call-Up Authority.

Step 4 – Award of Call-up to the Standing Offer Holder:

Once the call-up terms and conditions are finalized, including the SOR and basis of payment, the Identified User of the SO will award the call-up using below identified call-up instrument.”

8. At Attachment 3 to Part 4 – Manufacturer Authorization Letter Instructions, Template 1 – MFGR authorizes Offeror letter,

DELETE: “The product list building stage requires that the Offeror may be requested by PSPC to provide a product list. The product list must be comprehensive, as it will

be shared by all other qualified Offerors and used in the National Capital Region.”

INSERT: “The product list building stage requires that the Offeror may be requested by PSPC to provide a product list. The product list must be comprehensive.”

9. At Attachment 1 to Annex A – Product Specifications, section 11.6, item 5), ADD the following,
“- Grommet mount is acceptable.”

10. At Attachment 1 to Annex A – Product Specifications, section 11.11, item i.,

DELETE: “i. Desktop power module, grommet mounted (2USB/2 POWER);”

INSERT: “i. Desktop power module, grommet mounted or edge clamp (2USB/2 POWER);”

11. At Attachment 4 to Part 4 – Typical Layout, Typical D – Fixed Benching Typical Layout, Accessory Components,

DELETE: “- Desk Edge clamp”

INSERT: “- Desk Edge clamp or grommet mounted”

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR STANDING OFFER REMAIN UNCHANGED.