



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Department of Justice
Finance and Planning Branch
attention: Mélanie Beauvais Lefort
Email: melanie.beauvais-lefort@justice.gc.ca

Ministère de la Justice
Direction générale des finances et de la planification
Attention : Mélanie Beauvais Lefort
Courriel: melanie.beauvais-lefort@justice.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments - Commentaires

Proposal To: Department of Justice

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Ministère de la Justice

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Personal Support Workers (PSW)	
Solicitation No. – N° de l'invitation	Amendment No. -N° modif.
1000025251	001
Client Reference No. – N° référence du client	Date
	2018-09-05
GETS Reference No. – N° de référence de SEAG	
1000025251	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Daylight Time (EDT)
on – le 2018-09-11	Heure Avancée de l'EST (HAE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à :	
Mélanie Beauvais Lefort	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
	Melanie.beauvais-lefort@justice.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



September 5, 2018 – SOLICITATION AMENDMENT #001

This amendment is issued to:

- A. provide answers to questions received from potential suppliers; and
- B. extend the solicitation closing date and amend Attachment 1 to Part 4 and Part 6 of the solicitation.

Part A: Questions and Answers

Questions 1:

For mandatory criterion M2, would the Department of Justice Canada accept a Licensed Practical Nurse as a valid accreditation?

Answer 1:

Yes, a Licensed Practical Nurse will be accepted by the Department of Justice Canada for the primary personal support worker and backup personal support worker. Please refer to item 2 of Part B. Solicitation Amendment herein.

Question 2:

Would the Department of Justice Canada accept a backup personal support worker that will obtain his/her security clearance before contract award instead of at bid closing date?

Answer 2:

Yes, the Department of Justice Canada will accept a backup personal support worker that will obtain his/her security clearance before the award of the contract instead of at bid closing date. Please refer to item 3 of Part B. Solicitation Amendment herein.

Part B: Solicitation Amendment

This Solicitation Amendment is raised to extend the solicitation closing date and amend Attachment 1 to Part 4 and Part 6.

The Solicitation is hereby amended as follows:

1. On page 1 of 31 of the bid solicitation:

DELETE the following:

Solicitation Closes
At 02:00 PM
on September 6, 2018

INSERT the following in its place:

Solicitation Closes
At 02:00 PM
on 2018-09-11

2. On page 10 of 31 of the bid solicitation:

DELETE Mandatory Technical Criterion M2 in its entirety.

INSERT the following in its place:

M2	The proposed Primary Personal Support Worker and Backup Personal Support Worker must each be certified from an accredited institution as a Personal Support Worker or a Licensed Practical Nurse. Canada may request proof of Certification during the technical evaluation for validation purpose if not provided with the bid.
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3. On page 16 of 31 of the bid solicitation:

DELETE Part 6 – Security Requirements in its entirety

INSERT the following in its place:

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

6.1.1

At the date of bid closing, the following conditions must be met for the Bidder and Primary Personal Support Worker:

- (a) the Bidder must hold a valid organization security clearance as indicated in *Part 7 - Resulting Contract Clauses*;
- (b) the Bidder's proposed Primary Personal Support Worker requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in *Part 7 - Resulting Contract Clauses*;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

At the date of contract award, the following conditions must be met for the Backup Personal Support Worker:

- (a) the Bidder's proposed Backup Personal Support Worker requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in *Part 7 - Resulting Contract Clauses*;

6.1.2 For additional information on security requirements, bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.