



**RETURN BIDS TO :**

**RETOURNER LES  
SOUMISSIONS À:**

Bid Receiving  
Shared Services Canada | Services  
partagés Canada  
180 Kent Street  
Ottawa, Ontario  
K1G 4A8  
13<sup>th</sup> Floor

**AMENDMENT REQUEST FOR  
PROPOSAL**

**MODIFICATION DE LA DEMANDE  
DE PROPOSITION**

**Proposal To: Shared Services Canada**

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.

**Proposition aux: Services partagés Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées **Instructions : See Herein** 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)

*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**

*Shared Services Canada – SA Authority*  
Procurement Operations  
180 Kent Street  
Ottawa, Ontario  
K1G 4A8

<b>Title – Sujet</b> Psychometric Testing Tool	
<b>Solicitation No. – N° de l'invitation</b> R000032521	<b>Date</b> October 19, 2018
<b>Amendment number-N° de la modification</b> 2	
<b>Buy &amp; Sell Reference No. – N° de reference de SEAG</b> R0000032521	
<b>File No. – N° de dossier</b> R0000032521	
Solicitation Closes – L'invitation prend fin <b>at – à 2 :00 PM</b> <b>on – le 5 Novembre, 2018</b>	<b>Time Zone Fuseau horaire</b>  EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Julie Dessureault	<b>Buyer Id – Id de l'acheteur</b>
<b>Telephone No. – N° de téléphone :</b> 613-608-3114	<b>FAX No. – N° de FAX</b> 613-948-0990
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein	

**Instructions: Voir aux présentes**

<b>Delivery required - Livraison exigée</b> See Herein	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



**Amendment #02 is raised to:**  
**1) Add question #4**

QUESTION #	QUESTION	ANSWER
1	<p>We are hoping you can assist with this. There are links to several documents within the RFP that do not work.</p> <p>We are particularly interested in seeing the legal terms and conditions that we would be required to agree to accept if we're awarded this business. Can you please try to get copies of all of the terms to which links are included?</p> <p>Can you please send the linked documents to me?</p> <p>The following links do not work:</p> <p><b>2.1 Standard Instructions, Clauses and Conditions</b> All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the <i>Standard Acquisition Clauses and Conditions Manual</i> (<a href="http://sacc.pwgsc.gc.ca/sacc/index-e.jsp">http://sacc.pwgsc.gc.ca/sacc/index-e.jsp</a>) issued by Public Works and Government Services Canada.</p> <p><b>(c) Canada's Policy on Green Procurement:</b> The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the Policy on Green Procurement (<a href="http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html</a>). To assist Canada in reaching its objectives, bidders are encouraged to:</p> <p><b>3. STANDARD CLAUSES AND CONDITIONS</b> All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.</p>	<p>Please see AMENDMENT below.</p> <p>The correct links are the following:</p> <p><u><a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual">Standard Acquisition Clauses and Manual</a></u> <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual</a></p> <p><u><a href="https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html">Green Procurement</a></u> <a href="https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html">https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html</a></p>



2	<p>We would like to request information from Shared Services Canada's solicitation # R000032521 - Psychometric Assessment Tool:</p> <ol style="list-style-type: none"><li>1. Part 3 (c) refers to the print specifications and the type of paper accepted for submission, while Part 2 (b) refers to an electronic submission. Can we choose between a paper submission (at the address on Kent Street) and an electronic submission (at the email address <a href="mailto:julie.dessureault@canada.ca">julie.dessureault@canada.ca</a>)?</li><li>2. Annex A, 3.3 refers to the production of reports in Word format for each person. Is the PDF format accepted?</li></ol>	<p>In response to question 1, please see AMENDMENTS below.</p> <p>In response to question 2: Yes, PDF format will also be accepted.</p>
3	<p>Do you have a compact version of the requirements for this tender?</p>	<p>No</p>
4	<p>We are preparing our response for the subject RFP and noticed that while the Table of Contents shows Annex A through Annex E, the RFP document has only Annex A thru Annex D. In the document, Annex C is the Insurance Requirements but the Table of Contents shows that Annex C should be the SRCL. Would you be able to send us the SRCL or is there a link to it?</p>	<p>There is no SRCL-Security Requirements associated with this RFP.</p>



## AMENDMENT

### 1) At PART 2 - BIDDER INSTRUCTIONS, 2.1:

#### DELETE:

#### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### INSERT:

#### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 2) At PART 3 - BID PREPARATION INSTRUCTIONS, 3.1:

#### DELETE:

#### **3.1 Bid Preparation Instructions**

(a) **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid
- ii. Section II: Financial Bid
- iii. Section III: Certifications not included in the Technical Bid

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

(b) **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid :

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iv. Include a table of contents.

(c) **Canada's Policy on Green Procurement:** The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation->



[greening/achats-procurement/politique-policy-eng.html](#)). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **INSERT:**

### **3.1 BID PREPARATION INSTRUCTIONS**

- a. **Copies of Bid:** Canada requests that bidders provide their bid electronically as follows :

Email: Julie.Dessureault@canada.ca

- i. Section I: Technical Bid (1 electronic copy);
- ii. Section II: Financial Bid (1 electronic copy);
- iii. Section III: Certifications not included in the Technical Bid (1 electronic copy)

Only if there is a technical issue with e-mailing electronic copies of the response the following applies:

Canada requests that bidders provide their bid in separately bound sections as follows:

Soft copies separated as above on CD/DVD Drive in MS Office Word Compatible Format.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid :

- v. use a numbering system that corresponds to the bid solicitation;
- vi. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- vii. Include a table of contents.
- viii. Soft copies will be accepted in any of the following electronic formats:
  - Portable Document Format .pdf
  - Microsoft Word 97/2000 (.doc)
  - Microsoft Excel 97/2000 (.xls)

**c. Canada's Policy on Green Procurement:** The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the [Policy on Green Procurement](https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html>)

To assist Canada in reaching its objectives, bidders are encouraged to:



- iii. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- iv. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.