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## 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

Provisoire Division des services du travail –  
ZN/Provisional Labour Services Division - ZN  
10, rue Wellington/10 Wellington S  
Terraces de la chaudière  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> Temporary Help Services for the NCR	
<b>Solicitation No. - N° de l'invitation</b> EN578-172870/C	<b>Date</b> 2019-03-06
<b>Client Reference No. - N° de référence du client</b> 20172870	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 022zn.EN578-172870	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$ZSN-022-34600	
<b>Date of Original Request for Supply Arrangement</b> 2019-02-07 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-03-20</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Ingrid	<b>Buyer Id - Id de l'acheteur</b> 022zn
<b>Telephone No. - N° de téléphone</b> (613) 859-0469 ( )	<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 10 Wellington St., Gatineau K1A 0S5	
<b>Security - Sécurité</b> 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

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <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>		

## **Temporary Help Services for the NCR**

### **Request for Supply Arrangement**

This solicitation amendment 001 is raised to answer questions from suppliers in relation to this solicitation and to amend the RFSA as identified below.

1. Questions and Answers

2. Administrative amendment:

- Remove the Notice of Proposed Procurement (NPP) text from the bottom of the RFSA
  - Include the NPP in the description section on the BuyandSell tender notice page
  - Correct the buyer ID, and File No.
  - Change the Solicitation # to /C
  - Amend M3, second bullet to add "for a given category"
  - Amend M3, Joint Ventures second bullet to add "in order to qualify for the whole stream"
  - Add in Attachment "C" – References
- 

**1. Questions and Answers:**

**Question 1.**

Under M3 on page 16 of the RFP, it states:

For each category to be substantiated, the Supplier must demonstrate that they have provided similar services to those described on the THS web site by addressing all of the following:

- a minimum of 3 and a maximum of 5 contracts must be submitted for each category

M3 also states, "To qualify for all categories under a stream, the Supplier must be qualified for a minimum of 3 categories within that stream."

Could the Crown please confirm? Or should it read 'for each Stream'?

In a THS Stream, there are numerous categories – i.e. Stream 1: Office Support, has 17 categories – if we are to supply 3 – 5 contracts per category, that would mean up to 85 contracts must be submitted (17 categories x 5 contracts = 85) for Stream 1. Is this correct?

**Answer 1.**

Suppliers must supply 3 – 5 contracts per category and not per stream. Although you do need 3-5 contracts per category, you only need to do it for 3 categories in order to qualify for the stream. You do not need to provide references/contracts for all 17 categories.

## Question 2.

With Regards to M3:

1. Can you please confirm that the 5 resources across all contracts refers to all references submitted for the entire stream? For example:

Clerk, Accounting

- Contract 1: 1 person
- Contract 2: 1 person
- Contract 3: 1 person

Driver

- Contract 1: 1 person
- Contract 2: 1 person
- Contract 3: 1 person

Total of 6 resources, qualifying the firm for the two categories.

2. Can you please confirm if we were to qualify for 3 categories within one sub-stream of Stream 5, we would automatically qualify for all categories within Stream 5 across all sub-streams?

## Answer 2.

1. The supplier must demonstrate provision of a minimum of 5 resources across all contracts submitted for a given category. To substantiate a category, a minimum of three and a maximum of 5 contracts with references must be submitted by email when requested by the THS team. The Supplier must provide a reference for each contract who can substantiate the information provided. The same reference may be used for multiple categories.

2. To qualify for all categories under a stream, the Supplier must be qualified for a minimum of 3 categories within that stream. Note that there are no longer any sub-streams for the new tool. For a full description of the new streams and their categories please refer to the Temporary Help Services website at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>.

## Question 3.

As an existing THS Supply Arrangement Holder we are grandfathering all streams and categories. Some of the levels on the Services Offering for Supply Arrangement page are greyed out even though we have marked the Stream as Currently Offered and all categories as Currently Substantiated.

For example: We have marked Stream 3 Electrical and Electronics Services Categories as Currently Offered and then marked categories 3.1 to 3.6 as Currently Substantiated. On the Services Offering for

Supply Arrangement page the Senior Assembler and Fabricator, Electronics did not default to YES. Instead the Senior level field is greyed out while the Junior and Intermediate have defaulted to YES. This has happened a couple of times on this page for different streams and categories.

Can PWGSC please confirm how Bidders are to modify the greyed out fields to include all levels? If the fields cannot be modified, how are Bidders to identify they are offering all levels including the greyed out fields.

**Answer 3.**

The resulting SA includes most of the same categories and levels as the current THS tool, though some levels have been removed from certain categories. Those levels that have been removed are greyed out in the CPSS Services Offering for Supply Arrangement page and cannot be modified.

In order to assist suppliers in completing their response to the new RFSA in the CPSS system, the THS team has provided each existing THS supplier with the categories and streams they will be qualified for under the new SA. It is important that each supplier review this list and compare it to their current SA or SO to ensure that the list is correct.

**Question 4.**

How do we identify ourselves as a diverse supplier? Is it simply to check the box for this purpose in the certifications? This is the only place that seems to refer to it.

**Answer 4.**

- 1- In CPSS, suppliers must check the box under the "Diverse Status" section.
- 2- In the RFSA, suppliers must refer to Annex B, Validation for Diverse Suppliers
- 3- Suppliers will be asked by the THS Team to submit the completed Diverse Supplier Self-Attestation form (Attachment "B" of the RFSA) by email.

**Question 5.**

- 1) Please verify the correct solicitation number for this document. The cover states EN578-172870/C and the header inside the document states EN578-172870/A.
- 2) If Solicitation No. EN578-172870/A is replacing both the supply arrangement and the standing offer (as per email regarding "Actual SO and SA you currently old SO E60ZN-110002/146/ZN SA EN578-060502/303/ZN"), where are the instructions for pricing? Please advise.

**Answer 5.**

1. The correct solicitation number is EN578-172870/C. The error in the header will be corrected at the next amendment.

2. The Request for Supply Arrangement does not have a financial component. Pricing will be competitively determined at each Request for Proposal submitted using the Supply Arrangement.

**Question 6.**

We have noted that M3 states “For each category to be substantiated, three contracts with references must be submitted by email when requested by the THS team. Suppliers should have this information ready at the time of solicitation closing”. Would the Crown be able to provide details as to what information will need to be provided for each reference so firms can ensure they have all information ready for this request (i.e. client name, telephone, email, etc.)?

**Answer 6.**

The form for the reference information has been finalized and is incorporated into the RFSA as Attachment “C” – References, by means of this amendment 001.

**Question 7.**

With respect to the above noted solicitation, we are considering a new THS JV offer with a PSAB qualified organization. Our organization is cleared to Secret and the PSAB Organization is only security cleared to reliability. Can you please explain what steps we need to take for THS to upgrade / sponsor the PSAB company's security clearance to the next level (Secret). More specifically, we are not sure what to ask THS to do when we forward our email to [tpsgc.dgasat-abths.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgasat-abths.pwgsc@tpsgc-pwgsc.gc.ca) in reference to Page 22 of 61 Section 6.2 Security Requirements, Sub-Section 6.2.2 – Security Sponsorship.

**Answer 7.**

Please refer to the RFSA's ATTACHMENT B - SECURITY SPONSORSHIP – CERTIFICATION.

The email should contain the requested information for the company to be sponsored. The THS team will submit the information for sponsorship.

**Question 8**

We are not clear on the distinction between currently substantiated categories and unsubstantiated categories for Existing THS Suppliers and are seeking clarification please.

Example, we are able to supply for all categories presently – therefore we consider ourselves substantiated in all streams that are on the present THS SO/SA and intend to bid as “grandfather”. We consider us to be:

Currently Substantiated = Applies to existing suppliers who want to continue to offer this Category

What would be a circumstance where we, as a current supplier, would be “unsubstantiated”. We are finding the following to be confusing:

- Currently Unsubstantiated = Applies to existing suppliers who want to continue to offer this Category without substantiation. How can someone be an existing supplier without substantiation?
- Currently Unsubstantiated - Now Substantiated = Applies to existing suppliers who previously received this as an unsubstantiated Category but would now like to offer it with substantiation. Why would it be necessary if they are an existing supplier, why bother?

#### **Answer 8**

Please refer to the RFSA's Attachment A section F(i) (Stream Information) for details on which options to choose.

Due to the CPSS system being used by other government methods of supply not all options in the Stream & Category drop-down list apply to THS. Please disregard the options that aren't listed in the RFSA.

#### **Question 9**

We are an existing THS supplier that has received the list of our new categories. Upon reviewing the CPSS portal for THS, we are not seeing any pre-populated categories. Is this correct? If you are not populating the categories with our existing/translated categories, we are assuming that we should be select Currently Offered for the Stream and then then Currently Substantiated for each category that you have confirmed that we hold. Is this correct?

#### **Answer 9**

Streams and categories will not be pre-populated in the CPSS-THS portal. The onus is on the individual suppliers to input this information based on the Grandfathered list(s) that were already provided.

For inputting Grandfathered categories you're correct in selecting "Currently Offered" for Stream and then "Currently Substantiated" for Category.

Please refer to the RFSA Attachment A, section F (i-Stream Information) for additional details.

## **2. Administrative amendment**

- **On the BuyandSell tender notice page include the NPP in the description section**
- **In the header of each page of the RFSA:**

**DELETE:** Solicitation No. EN578-172870/A

**INSERT:** Solicitation No. EN578-172870/C

**DELETE:** Buyer ID 002ZN

**INSERT:** Buyer ID 022ZN

**DELETE:** File No. 002zn.EN578-172870

Solicitation No. - N° de l'invitation  
EN578-172870/C  
Client Ref. No. - N° de réf. du client  
20172870

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
022zn.EN578-172870

Buyer ID - Id de l'acheteur  
022ZN  
CCC No./N° CCC - FMS No./N° VME

**INSERT:** File No. 022zn.EN578-172870

- **In Part 4 – Evaluation Procedures and Basis of Selection article 4.2.1 Mandatory Technical Criteria M3:**

**DELETE:** there must be a minimum of 5 resources across all contracts submitted.

**INSERT:** there must be a minimum of 5 resources across all contracts submitted for a given category.

- **In the Table of Contents of the RFSA:**

**INSERT:** ATTACHMENT “C” - REFERENCES.....58

- **In Part 6 – Supply Arrangement and Resulting Contract Clauses at the end of the RFSA:**

**DELETE:** the Notice of Proposed Procurement (NPP)

- **In Part 6 – Supply Arrangement and Resulting Contract Clauses at the end of the RFSA:**

**INSERT:** **ATTACHMENT “C” - REFERENCES**

In accordance with Technical Mandatory Criteria M3 of EN578-172870/C, suppliers must provide references for all Newly Substantiated Categories.

Grandfathered categories do not require substantiation, nor do categories within a stream when at least 3 other categories are being substantiated.

- a minimum of 3 and a maximum of 5 contracts must be submitted for each category;
- there must be a minimum of 5 resources across all contracts submitted for a given category;
- the services must have been provided within the last 3 years prior to the solicitation closing.

**Joint Ventures:**

- each member must have independently provided the services under at least 1 of the contracts submitted for the category; and
- in order to qualify for the whole stream each member must independently qualify for at least 1 of the categories under the proposed stream.

THS will email all suppliers with an Excel attachment form similar to the following:

Suppliers name	
Suppliers Address:	
THS Category # & Name Being Newly Substantiated	
<b>Contract Reference 1</b>	
Reference Number (i.e. Contract #, PO #)	
Number of Resources Provided	
Start Date of Work (YYYY-MM-DD)	

Solicitation No. - N° de l'invitation  
EN578-172870/C  
Client Ref. No. - N° de réf. du client  
20172870

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
022zn.EN578-172870

Buyer ID - Id de l'acheteur  
022ZN  
CCC No./N° CCC - FMS No./N° VME

End Date of Work (YYYY-MM-DD)	
Client Organization	
Client Address	
Client Reference Name	
Client Reference Email	
Brief Description of Work Demonstrating Similar Services as Described in the Category being Substantiated	

Note: Separate tabs/worksheets will be used for each category to be substantiated.

Suppliers must complete and submit the form via return email to [TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca) within 2 business days of receiving the request from THS.

If an email address to a reference results in an undeliverable email being returned, the Supplier will have the opportunity to provide an alternative email address, but only the named reference may substantiate the experience.

If the reference responds "No" or "Unable" to the request, or if no response is received by the due date, the category will be deemed non-responsive.