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Place du Portage, Phase III  
Core 0B2 / Noyau 0B2

Gatineau  
Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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**

This document contains security requirements.

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services  
Division (FK)  
L'Esplanade Laurier,  
East Tower 4th Floor  
L'Esplanade Laurier,  
Tour est 4e étage  
140 O'Connor, Street  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> RP Appraisal Services	
<b>Solicitation No. - N° de l'invitation</b> EP021-192296/A	<b>Date</b> 2019-04-11
<b>Client Reference No. - N° de référence du client</b> 20192296	<b>Amendment No. - N° modif.</b> 007
<b>File No. - N° de dossier</b> fk290.EP021-192296	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-290-76575	
<b>Date of Original Request for Supply Arrangement</b> 2019-03-01 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-30</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ghoumrassi, Hakim	<b>Buyer Id - Id de l'acheteur</b> fk290
<b>Telephone No. - N° de téléphone</b> (819) 664-7321 ( )	<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>	
<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>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>		

**This amendment 007 is raised to answer questions from suppliers.**

**Q1:** Under Part 3: section 3.1, Section I – Technical Arrangement, it states that the supplier should demonstrate how they propose to meet the requirements and how they will carry out the work. Given that this is a supply arrangement with a wide range of indefinite services, how would you like the respondents to address this?

**R1:** The wording is from our standard RFSA templates, please refer to Part 4 – Evaluation procedures and basis of selection from the document

**Q2:** Do I need to fill out the RFP for each individual (50 Appraisers) to be considered in the RFP?

**R2:** No. Only one proposal needs to be filled out to prequalify the appraisal firm. However, the APPENDIX A of ANNEX D\* must include mandatory information on each appraiser of your firm so you can meet the mandatory technical criteria (see ANNEX D).

\*The purpose of the APPENDIX A of ANNEX D is to identify what are the various fields of expertise for each appraiser working for your firm keeping in mind that the RFSA prequalifies appraisal firms. Therefore, you must insert an "X" next to each of the proposed appraisal services in the APPENDIX A of ANNEX D for which the appraiser(s) of your firm want to be considered.

**Q3:** We are unclear as to where we are to include the excel documents referenced in Appendix A of Annex D.

**R3:** In Section I. Please refer to Part 3, 3.1 Arrangement Preparation Instructions of the RFSA.

**Q4:** We are unclear as to which of the Sections the amendment documents are to be included as well.

**R4:** Only the completed and signed front page of the RFSA is required with your arrangement in any section. You do not have to sign and submit all RFSA amendments.

**Q5:** We are already pre-qualified to both Tier 1 and Tier 2 Supply Arrangement. Can you please check with your relevant department to see if we need to re-register?

**R5:** You must qualify for this RFSA (EP021-192296).

**Q6:** Our firm is interested in bidding on this solicitation; however, I've notice that in several places, it mentions "may be restricted to Canadian services." As we are headquartered in the United States, would we be precluded from bidding and seeking a supply arrangement?

**R6:** The requirement, estimated at \$25,000.00 to below the North American Free Trade Agreement (NAFTA) threshold (applicable taxes included), covered by the bid solicitation of any resulting supply arrangement and administered by PWGSC, will be subject to a preference for Canadian services or will be limited to Canadian services as defined in clause A3050T. Please refer to Section 6.2 Bid Solicitation Process of the RFSA.

**Q7: PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES** Do we address Part 6 in our submission?

**R7:** No

**Q8: APPENDIX A OF ANNEX D (excel document)**

- Is Appendix A of Annex D submitted with Section I?
- We understand we are only to upload three sections; I Technical; II Certification; III Additional Information. Is that correct?

**R8:** Section I  
Yes

**Q9: PART 3 – ARRANGEMENT PREPARATION INSTRUCTIONS**

Are you able to provide us with section 08 of the 2008 standard instructions?

**R9:** Refer to RFSA Amendment 004 for more information.  
section 08 of the 2008 standard instructions could be found at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/18#transmission-by-facsimile>

**Q10:** Several of the items identified to be prepared by the submitted resources are often completed by non appraisers however in many situations pertinent information is provided by an appraisal professional which is included in their reports. Our we to interpret the scope of this RFP to be limited to appraisal professionals providing information to be included in the reports noted, or that the submitted appraisers need to be able to complete all of the types of report and services noted?

**R10:**

As mentioned in the section 4.0 – Scope of Work of the ANNEX A, appraisal reports must be delivered in accordance with:

- the Appraisal Institute of Canada's Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP), or
- the Normes de Pratiques Professionnelles of the Ordre des Évaluateurs Agréés du Québec (OEAQ), or
- other professional associations with equivalent professional standards recognized by the PSPC Chief Appraiser of Canada (USPAP, Red Book RICS);
- the PSPC AVS Valuation Guidelines for Appraisal Reporting: <http://www.tpsgc-pwgsc.gc.ca/biens-property/vltn/index-eng.html>.

We understand that appraisal firms may or can have staff that are non appraisers (either non accredited or non designated) to support their operational requirements. These non appraiser resources do not have to be listed since the accredited or designated appraiser is the one who must sign the certification and assume full responsibility for the report, its contents and conclusions.

**Q11:** Do the Appraisers submitted need to be “fee” Appraisers and Members in Good Standing with one of various associations noted in the RFP or can they be non fee appraisers as well, who are members in good standing with one or more of the Associations listed in the RFP ?

**R11:** If the proposed appraisers meet the Mandatory Technical Criteria indicated in the ANNEX D and complete the APPENDIX A, they will consider as the supplier’s resources.

**Q12:** In regards to Amendment #4- Part 3- 3.10-hard copies, just want to be sure I am interpreting it correctly, that Sections II and III can be hard copies but Section I is to be on a USB?

**R12:** Yes, that is correct as it’s written in the document:

- If the Supplier chooses to submit its arrangement in hard copies, Canada requests that the Supplier submits its arrangement in separately bound sections as follows:

Section I: Technical Arrangement (one (1) soft copy on USB key)

Section II: Certifications (one (1) hard copy OR one (1) soft copy on USB key)

Section III: Additional Information (one (1) hard copy OR one (1) soft copy on USB key)

**Q13:** In Section 5.1.1 it states that suppliers must provide Declaration of Convicted Offences. Then when you read the associated webpage it says the form is only to be submitted when 1. The supplier has charges or convictions or 2 unable to provide any certifications as per the Integrity provisions. So my questions is: if we don’t have any charges or convictions and we have certifications (AACI) do we need to submit this form?

**R13:** An Integrity Declaration Form must be submitted **only** when:

1. the supplier, one of its affiliates<sup>1</sup> or a proposed first-tier subcontractor<sup>2</sup> has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the listed offences in the *Ineligibility and Suspension Policy* (the “Policy”); and/or

2. the supplier is unable to provide any of the certifications required by the Integrity Clauses.

Please refer to Section 3: Inability to provide a certificate of the form. <https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>