

N° de l'invitation - Sollicitation No.
E6MON-190005/A
N° de réf. du client - Client Ref. No.
MTB-8-41429

N° de la modif - Amd. No.
001
File No. - N° du dossier
E6MON-190005

Id de l'acheteur - Buyer ID
mtb739
N° CCC / CCC No./ N° VME - FMS

AMENDMENT 001

This amendment is to share information given in the offerors conference on May 13, 2019.

Monday May 13, 2019

Public Works and Government Services Canada
Place Bonaventure, Suite 7300, South-West Portal
800 de la Gauchetière Street West
Montreal (Quebec)
H5A 1L6

Subject: Request for Regional Master Standing Offer (RMSO) for temporary help services
Reference E6MON-190005/A
Offerors conference
10h00 am (EDT), Room A710

Attendees (PWGSC):

- Patricia Carpentier (standing offer authority)
- Mélanie Caty
- Suzie Parent

- 1) Minutes of the meeting

General information

The Standing Offer Authority gave some specifications regarding the information included in the Request for standing offer (RFSO) posted on Buy and Sell.

This RFSO is a new posting since the Standing Offers (SO) currently in place at the moment will expire on May 31st 2019. If offerors are interested in offering their temporary help services (THS), they must present an offer in response to this request.

The RFSO is similar to the previous request (E6MON-150004). One additional geographic area (Lacolle) is covered by this request, for a total of ten (10) geographic areas.

The current request includes three (3) Security Requirements Checklists (SRCL) for the following security levels: Reliability (mandatory), Secret (not mandatory) and Controlled Goods (not mandatory).

The originals of the letters of reference are not requested. A copy of the signed letters (by the clients who received the services) will be accepted.

There is no maximum SO to be issued following this request. A SO will be issued to all offerors who will have presented an offer responsive to all mandatory criteria.

A call-up may be issued by May 31st, 2019 at the latest under the current SO. The call-up may have an end date later than May 31st 2019. However, we will not be able to extend it since the standing offer under which it will have been issued will no longer be active.

The call-ups issued under the new SO can have a maximum duration of 48 weeks or a maximum value of \$100,000.00 (taxes and all amendments included), whichever comes first.

N° de l'invitation - Solicitation No.
E6MON-190005/A
N° de réf. du client - Client Ref. No.
MTB-8-41429

N° de la modif - Amd. No.
001
File No. - N° du dossier
E6MON-190005

Id de l'acheteur - Buyer ID
mtb739
N° CCC / CCC No./ N° VME - FMS

Rates offered

The offerors may propose rates for one or more THS categories included in Annex C - Description of Temporary Help Services Categories of the solicitation document. The offerors may propose rates for one or more geographic areas identified in Annex A – Requirement of the solicitation document.

The offerors to whom a standing offer will be issued as a result of this process will have the possibility to refresh their rates on a yearly basis. If they wish to do so, offerors with a standing offer can resubmit the Annex 2 with their new rates in response to the new RFSO (E6MON-190005/B), which will be posted on Buy and Sell in 2020. These new rates may be for one or more THS categories or for one or more geographic areas. The offerors who wish to maintain their rates do not have to resubmit an offer.

The yearly refresh of the rates permits new offerors to be issued a standing offer by submitting an offer responsive to all mandatory criteria mentioned in the RFSO. It is the supplier's responsibility to go look on the Buy and Sell website.

e-Post Connect

The e-Post Connect service is to allow suppliers to bid electronically. This allows suppliers and the Government of Canada to save costs as well as time. It is strongly encouraged to use the e-post Connect service for the submission of your offer. To bid electronically, the supplier must send a request to open a conversation to:

PWGSC.RQReceptionSubmissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca.

It is recommended to open a conversation at least 6 working days before the closing date of this tender. Suppliers interested in bidding via e-Post Connect must consult Part 2 of the RFSO - Offeror Instructions and Part 3 of the RFSO - Bid Preparation Instructions. The e-Post Connect service is free for the suppliers.

Important information: It is the supplier's responsibility to make sure that their offeror's file is not corrupted. No email will be sent if the file is corrupted.

As mentioned in the solicitation document, if there is a discrepancy between the wording of the soft copy and the hard copy (in the event of a bid sent by courier or in person), the wording of the hard copy will have priority over the wording of the soft copy. At bid submission, it is important to present the rates electronic copy in Excel format, and not in Acrobat PDF format.

Security clearance

The proof of ownership of a security clearance is not mandatory at bid submission.

If a placement agency already holds a reliability security clearance, there is no need to re-issue a request for a security clearance, unless the agency wishes to obtain clearance for secret and/or controlled goods levels. A security clearance does not have an expiry date. It may however be revoked in case of an offence. A verification of the security clearances will be done by PWGSC before issuing a standing offer to the agencies.

If an agency does not hold a security clearance, a request for sponsorship to PWGSC. If you don't know if your agency has a security clearance, send an email to the contracting authority.

It is the placement agency's responsibility to obtain the appropriate security clearance (minimum reliability) for their resources. The fingerprints costs are the responsibility of the supplier. The supplier can't bill Canada later. Security clearances from another department other than PWGSC are not accepted. A resource can't start a mandate if the person doesn't have the appropriate security clearance. The head of the placement agency does not need to have a security clearance.

Call up report

Once the standing offers are issued, a call up report will be sent to all the standing offer's suppliers. This report must be completed and send every month to the generic email address: QUEAideTemporaire.QUETemporaryHelp@tpsgc-pwgsc.gc.ca.

Further information

If you don't have a PBN (Procurement business number), we recommend you to get one by consulting: <https://buyandsell.gc.ca/>

To learn how to do business with the government of Canada, you can communicate with the Small and Medium Enterprise Office, Quebec Region:

- Phone : 514-210-5770
- Email : QueBPME.QueOSME@tpsgc-pwgsc.gc.ca

2) Question received and answer

Question 1

We noticed a difference regarding the zones mentioned in the RFSO and the Pricing. For example, Lacolle doesn't appear in the RFSO English version of the Annex A, and Drummondville isn't mentioned in the Pricing. Is it possible for PWGSC to confirm the list of the zones for which temporary help services is required, for the RFSO?

Answer 1

There is an error in the documents. There is a total of 10 geographical zones. Here they are:

1. Greater QuEbec, including Lévis, Valcartier and Donnacona
2. Rimouski, Bas-Saint-Laurent and Gaspé
3. Saguenay, Lac-Saint-Jean and Côte-Nord
4. Greater Montreal (including the North Shore and South Shore, in a radius of up to 50 km)
5. Greater Trois-Rivières, Nicolet, Shawinigan, including Grand-Mère
6. Sherbrooke, including Granby and Cowansville
7. Laurentians (north of MontrEal from St-Jérôme, including La Macaza)
8. Abitibi-Témiscamingue
9. Drummondville
10. Lacolle

All other terms and conditions remain unchanged.