



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

Business Management and Consulting Services Division
/ Division des services de gestion des affaires et de
consultation

Terrasses de la Chaudière 5th Floor

Terrasses de la Chaudière 5e étage

10 Wellington Street

10, rue Wellington

Gatineau

Québec

K1A 0S5

Title - Sujet Cheque Image Exchange Services	
Solicitation No. - N° de l'invitation EN891-193251/B	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20193251	Date 2020-01-27
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-404-37119	
File No. - N° de dossier 404zg.EN891-193251	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-21	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Papineau, Alain	Buyer Id - Id de l'acheteur 404zg
Telephone No. - N° de téléphone (613) 858-8997 ()	FAX No. - N° de FAX () -
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
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

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001

File No. - N° du dossier

404zgEN891-193251

Buyer ID - Id de l'acheteur

404ZG

CCC No./ - FMS No./N°

This first (001) solicitation amendment is raised to modified Part 1 of the RFP and answer questions from Industry.

Delete:

Part 1:

1.2 Summary

"The term of the Contract will be for a period of 5 years with the option to extend up to an additional 3 years."

Include:

Part 1

1.2 Summary

"The term of the Contract will be for a period of 5 years with the option to extend up to **two (2) additional one (1) year periods.**"

Q1: Does Bidder require Document Safeguarding Capability? PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS 6.1 Security Requirement 6.1.1

A1: Yes, the contracted service will process Protected B data on behalf on the Government of Canada, the organization must obtain the authorization to store and handle protected information at their work sites. To obtain a document safeguarding capability, your organization must hold a designated organization screening or a facility security clearance.

Q2: Does Bidder require any Facility Security Clearances? PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS 6.1 Security Requirement 6.1.1

A2: Yes, the contracted service requires an information technology solution that will process Government of Canada Protected B information, a facility security clearance is required to determine that your organization is eligible, from a security viewpoint, to access classified and protected information. This contracted service will process information of a protected level, as such a designated organization screening will meet the requirement of the facility security clearance.

Q3: Do only the individuals who have direct access to the data need to be cleared, or everyone who comes (or may come) into contact with the data (for example, third party contractor such as janitors)? Part 6.1.1

A3: Only the individuals, employees and contractors, who have direct access to the information require security clearance. Since the sensitive information is required to be safeguarded in an operational zone, employees without clearance should not be in a position to access data.

Q4: Clarification on the definition of "Articles of Agreement" in General Conditions 2035 (2018-06-21), General Conditions, Higher Complexity – Services, found in 2035 01 (2016-04-04) specifically;

(a) Do the Articles of Agreement mean only the clauses and conditions from the Standard Acquisition Clauses and Conditions Manual?

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(b) If the "Articles of Agreement" are not what is stated in question (a) please explain what is it intended to mean?

A4: No, the articles of agreement include all clauses in the body of the contract that are either in full text or incorporated by reference, such as H1008C (2008-05-12), Monthly Payment. The Articles of Agreement as stated in the general conditions 2035 01, mean the clauses and conditions incorporated in full text or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual* to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

Q5: Can you please confirm that the following is an exhaustive list of the Resulting Contract from this RFP?

If the Contract includes additional document/s, please advise what those additional documents are?

- Articles of Agreement
- 2035 (2018-06-21) General Conditions – Higher Complexity – Services
- 4008 (2008-12-12) Personal Information
- Part 2 of the RFP – Bidder Instructions
- Part 5 of the RFP – Certifications and Additional Information
- Part 7 of the RFP – Resulting Contract Clauses
- Annex A of the RFP – Statement of Work
- Annex B of the RFP – Basis of Payment
- Annex C of the RFP – Security Requirements Check List

A5: The Resulting Contract will be Part 7 of the RFP with Annex A, B and C. The contract can only include documents that are part of the RFP.

Q6: Will the Bidder be required to do any tracing? If yes, please provide additional details.

A6: No. All clearing errors, follow-up activities and investigations will remain the responsibility of the Receiver General Operations using existing procedures.

Q7: Basis the RFP, we understand that all responses (sent in USB Key) should to be mailed to the following address:

Attention: Mr. Alain Papineau
Department of Public Works and Government Services Canada
Portage III
11 Laurier St.
Gatineau, Quebec
K1A0S5, Canada

A7: Bid Receiving PWGSC
Solicitation # EN891-1932/B
Place du Portage, Phase III, Core 0B2
11 Laurier St.
Gatineau, Quebec, K1A 0S5

Note: You can also send your bid through Epost Connect as referred in section 2.2 Submission of Bids.

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Q8 : Can the bidder password protect the RFP response (sent via USB Key) ? if yes, can the bidder mail the password in a separate envelope or send it through email (provided on the RFP i.e. Alain Papineau Alain.Papineau@tpsgc-pwgsc.gc.ca)

A8: Yes I would recommend to do both, separate envelope and email.

All other terms and conditions will remain the same.