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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

Furniture Division/Division des ameublements
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7e étage,
140 O'Connor, Street,
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

| | |
|--|---|
| Title - Sujet OFFICE SEATING /Fauteuils de Bureau | |
| Solicitation No. - N° de l'invitation E60PQ-120001/G | Date 2020-01-30 |
| Client Reference No. - N° de référence du client E60PQ-120001 | Amendment No. - N° modif. 004 |
| File No. - N° de dossier pq993.E60PQ-120001 | CCC No./N° CCC - FMS No./N° VME |
| GETS Reference No. - N° de référence de SEAG PW-\$\$PQ-993-77809 | |
| Date of Original Request for Supply Arrangement 2019-10-01 Date de demande pour un arrangement en matière d'app. originale | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2026-01-01 | |
| Time Zone Fuseau horaire Eastern Standard Time EST | |
| Address Enquiries to: - Adresser toutes questions à: Racette(pq993), Christopher | Buyer Id - Id de l'acheteur pq993 |
| Telephone No. - N° de téléphone (819) 664-1606 () | FAX No. - N° de FAX () - |
| Delivery Required - Livraison exigée | |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |
| Security - Sécurité 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

| | | |
|--|--|---|
| Acknowledgement copy required Accusé de réception requis | Yes - Oui <input type="checkbox"/> | No - Non <input type="checkbox"/> |
| The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre. | | |
| Signature | Date | |
| 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) | | |
| For the Minister - Pour le Ministre | | |

This amendment is raised to:

- Delete and replace article of the Request for Supply Arrangement (RFSA)
- Delete and replace Annex A. Note there are no changes to the specifications, they have been simplified for ease of reference
- Respond to General RFSA Questions
- Provide the Office Seating Bidders Conference meeting minutes

At article 6A.4.2 On-going Opportunity for Qualification

Delete:

in its entirety

Insert:

A Notice will be posted on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement to add new series of products.

Addition or deletion of product offering

Addition of product offering is an accelerated process to pre-qualify series efficiently in order to allow SA holders to bid on solicitations and offer products currently not on their approved product listing. The Supplier must hold an SA otherwise standard procedures for submitting an arrangement in the Request for Supply Arrangement posted on Buy and Sell must be followed.

Existing qualified suppliers must complete form – PRE-QUALIFIED SUPPLIERS / ADDITION OF SERIES attached at Annex E and submit to the SAA. If approved, existing qualified suppliers must include the endorsed Annex E with quotes or bids as proof until the products are added into the supplier's respective product listing.

All additions must meet the requirements of the Supply Arrangement. By submitting additional products, the supplier confirms that the products offered will conform and continue to conform as per the certifications detailed at article 6A.9.

Discontinued product series

Should a product series be discontinued, the SA holder will submit in writing to the Supply Arrangement Authority, a letter from the manufacture containing the name of series that is/are discontinued, and the date the product has been discontinued. Once the letter is received by the SA Authority, the series will be removed from the product listing of the SA holder.

At article Annex A

Delete:

Annex A in its entirety

Insert:

Annex A attached

ANNEX A SPECIFICATIONS – OFFICE SEATING

1.0 Scope

- 1.1 These specifications detail the technical requirements for rotary chairs, stools and side chairs used in office environments to be purchased by the federal government. This is to be read in conjunction with the Canadian standards publication "CAN/CGSB-44.232-2018 Chairs for Office Environments".

2.0 Testing Requirements

- 2.1 All chairs must meet the requirements and have been tested in accordance with CAN/CGSB-44.232, unless otherwise specified.
- 2.2 Rotary Chairs and Stools designed for large-occupant seating must meet the performance testing as described in ANSI/BIFMA X5.11 – General Purpose Large Occupant Office Chairs – tests.
- 2.3 Testing Reports:
- 2.3.1 Test reports must not be more than five years old from the date the test was performed.
 - 2.3.2 Revised Test Standard(s): Reference is made to the testing Standards listed within this annex and to the requirement that all products offered in the SA have successfully passed the referenced testing Standards. If the referenced test Standards change, the products must successfully pass the revised test Standard(s). Only the tests that have been revised must be performed, and, this testing must occur within nine months from the date of the revised test Standard(s)
 - 2.3.3 Product Changes: When physical changes are made to products already tested against the above referenced test Standards, the changed product(s) must also be tested within nine months from the date of the product change. The applicable tests and the applicable test Standards will be those deemed by an Acceptable Test Facility
 - 2.3.4 All tests must be completed by an acceptable test facility. See 5.9 under **Terminology** for Acceptable Test Facility.

3.0 Priority of Documents

- 3.1 In the event of discrepancy between this specification and the Testing Requirements at section 2.0, the following priority of documents apply:
- a. Specifications for Office Seating
 - b. CAN/CGSB 44.232
 - c. ANSI/BIFMA X5.11

4.0 Terminology

For the purpose of this specification the following definitions apply:

- 4.1 Rotary Chairs and Stools: Chairs with seat rotation for computer and non-computer use. For single-shift usage in an office environment, EXCLUDES chairs under 24/7 applications.
 - 4.1.1 Rotary Chair: A chair intended to allow the user to sit at a seated-height work surface.
 - 4.1.2 Stools: A chair intended to allow the user to sit at a standing-height work surface.
- 4.2 Footrest: A component of a stool that supports the user's feet above the floor.
- 4.3 Side Chair: A chair with or without seat rotation for non-computer use.
- 4.4 Series: Is comprised of models of chairs that have structural relationships and like construction.
- 4.5 Armrest: A component of a chair intended to provide support to the occupant's forearm.
- 4.6 Headrest: An optional component of a chair that supports the head, attached to the backrest.
- 4.7 Large-Occupant Seating: Designed to support a weight that exceeds 125kg (275 lbs) but is less than 181 kg (400 lbs).
- 4.8 Environmentally Appropriate Materials: Materials that have minimal to no negative impact on the environment. These materials may include, but are not limited to, eco-friendly fibres and rapidly renewable resources.
- 4.9 Recyclable: A component, which after its intended use, can be recovered or reprocessed and diverted from the solid waste stream.
- 4.10 Acceptable Test Facility: Is defined as an ISO/IEC17025 accredited laboratory listed in the Standard Council of Canada (SCC) Accreditation Program, the A2LA, or the CGSB Laboratory Acceptance Program for the applicable scope of testing requested.
- 4.11 CFC: Is defined as a chlorofluorocarbon.
- 4.12 PBDE: Is defined as polybrominated diphenyl ether.
- 4.13 Tilt Mechanism: A tilt mechanism is a device, which enables the seat and backrest to deviate from a horizontal or vertical position, or both. See section 5.10.
- 4.14 Upholstery: as defined in CAN/CGSB-44.232.
- 4.15 Finish: non-upholstery covering of seat and backrest giving the final product an attractive surface appearance.

5.0 Detailed Requirements - Rotary Chairs and Stools

- 5.1 All rotary chairs and stools must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified.
- 5.2 Seat Depth – must be available as fixed or adjustable.
- 5.3 Seat Height –
 - 5.3.1 Rotary Chairs - must be available as fixed or adjustable.
 - 5.3.2 Stools – must be available as fixed or adjustable.
 - 5.3.2.1 If fixed, must be equal or greater than 670 mm (27.5 in).
 - 5.3.2.2 If adjustable, must include range from 580mm (23 in.) to 840 mm (33 in.).
- 5.4 Seat Angle – must be available as fixed or adjustable.
- 5.5 Lumbar Support Height – must be available as fixed or adjustable.
- 5.6 Backrest-to-seat angle – must be available as fixed or adjustable.
- 5.7 Backrest angle – must be available as fixed or adjustable.
- 5.8 Armrest Height – must be available as fixed or adjustable.

- 5.9 Tilt Mechanisms – must be available with a tilt mechanism or tilt independently.
- 5.10 Casters – must be available.
- 5.11 Foot Support – stools must be equipped with an integrated footrest.
- 5.12 Headrest – if available, must be adjustable.
- 5.13 Seat Waterfall edge – must be curved downward.
 - 5.13.1 Vertical Height: must be equal or greater than 40 mm (1.6").
 - 5.13.2 Radius: must be within the range of 40 mm (1.6") to 120 mm (4.7").

6.0 Detailed Requirements - Side Chairs

- 6.1 All side chairs must meet the dimensions and adjustment ranges as per CAN/CGSB-44.232, unless otherwise specified below;
- 6.2 Seat Depth, Height and Angle – must be fixed.
- 6.3 Lumbar Support Height – if available must be available as a fixed height.
- 6.4 Backrest – must be available.
- 6.5 Backrest-to-seat angle – must be available as fixed.
- 6.6 Armrests – if available must be either fixed or adjustable.
- 6.7 Casters – must be available with or without casters.
- 6.8 Stacking – must be available as stacking or non-stacking.

7.0 Upholstery & Finish Requirements

- 7.1 Upholstery must be manufactured from 100% recycled material or from other environmentally appropriate materials.
- 7.2 Offerings - the following are minimum requirements, at no charge to Canada;
 - 7.2.1 Upholstery – a minimum of 10 solid colours and 5 patterned offerings. Each patterned offering to have a minimum of 10 colour variations.
 - 7.2.2 Finishes – a minimum of 10 colour variations for each type of finish offered.

8.0 Sustainability & Environmental Requirements

- 8.1 Sustainability:
 - 8.1.1 Products must be certified by an independent third-party as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard and achieved a minimum of Level® 1.

In order to be compliant, the following sections must be met as well as all the other requirements to achieve the minimum to Level® 1 of ANSI/BIFMA e3 Furniture Sustainability Standard:
- 8.2 Resource Input
 - 8.2.1 Metal components must be finished using low volatile organic compound (VOC) content or non-toxic surface coatings.
 - 8.2.2 Steel used in the manufacture of the chairs must contain a minimum of 25% recycled content.
 - 8.2.3 All plastic components must be recyclable at the end of their life.
- 8.3 Product Design
 - 8.3.1 Replacement components must be available to replace broken pieces during the Warranty period.
- 8.4 Solid Waste Diversion Program
 - 8.4.1 The chairs must be manufactured in a facility for which the manufacturer has a solid waste diversion program for landfill disposals (excluding hazardous waste) that has been published and implemented.
- 8.5 Products Free from CFCs and PBDEs

8.5.1 Chairs must not contain chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE).

8.6 Hazardous and Toxic Material Management System

8.6.1 The manufacturer of the chairs must have a hazardous and toxic material management system in place at the production and associated facilities where the chairs are produced.

8.7 Corrugated Packaging

8.7.1 If corrugated containers are utilized, the corrugated containers must contain at least 80% recycled content paper fibre or come from a sustainable managed forest

8.8 Upon request the Supplier or Manufacturer must submit within ten business days all Material Safety Data Sheets (MSDS) which must identify and assess reportable chemicals as defined by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200.

9.0 Preparation for Delivery

9.1 In addition to the marking requirement stated in CAN/CGSB-44.232, the chairs must be permanently and legibly marked on the under surface of the seat with:

- a. The name or the recognized trademark of the manufacturer
- b. The product number
- c. The contract number; and
- d. The date of manufacture

9.2 Labelling: When the textile labelling legislation of the federal and/or provincial governments applies to textile component parts of chairs, Suppliers of this specification must ensure that they are in compliance with the requirements of the legislations.

9.3 Preparation for delivery must conform to normal commercial practice.

10.0 Maintenance

Upon the request of Canada, the Supplier or Manufacturer must submit, in both official languages and at no additional cost, the instructions for recommended repair and/or maintenance procedures for all products. This request must be fulfilled within 10 business days of receipt.

General RFSA Question and Answers

Q1 -

Can you confirm if an existing supplier on the SA needs to resubmit for a new quiSA, Or will the previous number be reinstated and we fill out the addition of product form?

What is the evaluation criteria going to look like on a bid? Will the request simply be for "Rotary Task Chairs" as an example without any specific chair features?

Will there be an opportunity as a manufacture to meet with PSPC to better understand this SA?

A1

All suppliers must submit a new arrangement and follow Parts 1-5 of the RFSA/G to be issued an SA number and be a pre-qualified supplier under the SA. If there is an existing SA number, then yes, this number would be reinstated to that supplier under the /G refresh. If the supplier has two SAs in the current seating set of SAs, one SA will be set aside.

Q2

1. What is the closing date for this solicitation? We note on the original post on Buy and Sell that submissions will not be accepted before February 12, 2020; however, no actual submission date is specified in the SA document.

2. We are reviewing Annex B-1 (Office Seating Product and Pricing Discount Table) and are unclear as to how many chairs we can submit and how we define them. Are we allowed to submit all chairs (rotary chairs and stools + side chairs) that meet the technical mandatory requirements of this solicitation?

3. What is the new process of how government clients are going to determine which specifications they want for their requirement? I.e., are they going to go out to bid for a task chair (as an example) and is the assumption that they will have the knowledge to be able to define whether the chair they want has a specific type of arm or tilt mechanism (as an example)?

4. How is a government customer going to ensure that manufacturers and dealers are bidding comparable specifications for their requirement?

5. Will PSPC be holding a meeting or call to review this solicitation? It appears that there are many changes to the Supply Arrangement process so this may be valuable for all.

A2

1. The crown requests that arrangements be received by February 12, 2020 in order to be part of the first wave of evaluations. When the first wave of evaluations are completed, Canada will commence the second wave of evaluations in order of date of receipt of the evaluations (arrangements received after February 12, 2020). It is anticipated that the /G refresh will be awarded April 1, 2020. Refer to article 6A.4.2 of the RFSA for more information.

2. Annex B-1 may be amended to add additional lines. There is no limit to how many series of chairs (rotary, stools and side chairs) suppliers may submit that meet the technical requirements of Annex A.

3. Canada will provide the identified users a chair selection document as well as a chair guide to aid in the defining of their requirement. Below is an example only:

Chair Selector (NOT complete, example only)

| Criteria | Requirement Choices | Additional attributes, features or options (if applicable) |
|----------|---------------------|---|
|----------|---------------------|---|

| | | |
|---------------------|--|--|
| Sub-Category | <input type="checkbox"/> Rotary Chair <input type="checkbox"/> Rotary chair large occupant <input type="checkbox"/> Stool | |
| Headrest | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No preference | |
| Seat Depth | <input type="checkbox"/> Fixed <input type="checkbox"/> Shallow <input type="checkbox"/> Medium <input type="checkbox"/> Deep <input type="checkbox"/> Adjustable | |
| Seat Height | <input type="checkbox"/> Standard <input type="checkbox"/> Low | |

(Chair Guide, will provide a picture of a chair to show each component, NOT complete, example only)

| Reference on drawing | Chair Criteria | Definition | Dimension(s) |
|----------------------|----------------|--|---|
| A | Headrest | Supports the head, attached to the backrest. | N/A |
| B | Seat Width | Horizontal distance measured from the left to the right of the seat pan. | not be less than 450 mm (17.7 in.) |
| C | Seat Depth | Horizontal distance measured from the front of the backrest to the front of the seat cushion | <u>Shallow</u> : from 380 mm (15.0 in.) up to and including 420 mm (16.5 in.) <u>Medium</u> : greater than 420 mm (16.5 in.) up to and including 460 mm (18.1 in.) <u>Deep</u> : greater than 460 mm (18.1 in.) <u>Adjustable</u> : adjustable by at least 50 mm (2.0 in.) within the range of 420 mm (16.5 in.) to 460 mm (18.1 in.). |

- Solicitations will contain selection criteria to each client's needs. Clients will be able to choose the chair definers/features and generic specifications they require.
- Bidders conference held January 16th, 2020.

Q3

- We are no longer required to complete previous excel spreadsheet entitled Attachment 3 to Part 4 which required detailed measurements and information for each chair model being submitted. It is my understanding that this has now been replaced with Annex B-1 which requires only series and not specific chair models to be listed. Please confirm this understanding is correct.
- Submissions will not be accepted before Feb 12, 2020. What is the last date on which a Refresh may be submitted for approval?

A3

- Correct. Attachment 3 to Part 4 has been replaced with Annex B-1. Annex B-1 only requires the chair series, not chair model to be submitted.
- See A2.1

Q4

In regards to the amendment published today, can you please advise what submission date is?

A4

See A2.1

Q5

Do we reach back out to PSPC to request an increase in our Ceiling Price for our approved Products? According to the following language, we have to wait two years from Contract Start Date to initiate this discussion:

6A.4.1 General Conditions

(b) Minimum percentage discount – Modification Opportunity

i) The Supplier's minimum percentage discount set out in Annex B will remain in effect for a 24 month period. At that time, the SAA will offer the Supplier the choice of holding or modifying the amount of its minimum percentage discount for the next 24 month period. This cycle will be repeated during the life of the SA.

A5

Ceiling prices under the current RFSA /G are not in effect. The RFSA now includes minimum percentage discounts. The interpretation of article 6A.4.1 is correct.

Q6

Can PSPC provide the examples of the standard procurement templates that will be used for the 3 different types of bid evaluations?

A6

Yes, the standard procurement templates are available on the buy&sell website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates>.

These are also available upon request from the SAA authority.

Q7

as this is not in the updated Annex B-1, what section in the addendum allows us to enter in chair features?

A7

chair features are not required under Annex B-1. Only the listed information is required. Each individual solicitation will contain the chair feature(s) required.

Q8

1) Can you please advise where I can locate Section 4 of Subsection 5 "delete 60 days Insert 240 days" or advise what this is referencing to . I don't seem to be able to locate it.

2) For each SERIES offered, can we have different % off list?

3) What is GETS, is it something already set up or do Manufacturers need to set it up?

A8

1) Standard Acquisition Clauses and Conditions Manual - 2008 - Standard Instructions - Request for Supply Arrangements - Goods or Services - Section 5

2) yes. Each series can offer a different % off list.

3) GETS is the Government Electronic Tendering Service, otherwise known as buy&sell.gc.ca (<https://buyandsell.gc.ca/>). This website is where tenders are publically solicited.

Q9

Can you please confirm if the Rotary Task Chair "arm requirement" has been updated as part the refresh? Over the last year we have traded many emails and were of the understanding that the arm requirement was being revisited, however the refresh shows no change. Please confirm if this is accurate or an error.

A9

yes, the arm requirement has been updated under the Annex A specifications and is in line with the Can/CGSB standards as part of the refresh.

Q10

Attachment 3 to Part 4 is referenced in both MTC 1.1 and MFC 1.1. Are we to submit this attachment twice, once without pricing for MTC 1.1 and once with pricing in our submission for MFC?

A10

Please review the updated /G RFSA solicitation under Amendment 002 as attachment 3 to part 4 no longer exists within the updates in solicitation amendment 002. One Annex B-1 is to be submitted in response to both the technical and financial criteria.

Q11

Part 4.2.1, MTC 3.1, there is a reference to Attachment 2 to Part 4 – Work Coverage. Where is this attachment located?

A11

Attachment 2 to Part 4 no longer exists within amendment 002 /G update. Appendix A Work coverage is included in the folder of attachments on buyandsell and is listed under Appendix A.

Q12

In the MFC table there is a requirement for us to include “all upholstery types and colours...”. Is there a pre-formatted table for this list?

A12

This requirement no longer exists within amendment 002 /G update.

Q13

What is the reasoning behind the hold under Amendment 001 on this SA? What steps need to be taken once the new RFSA is issued?

A13

The hold under amendment 001 was to make updates and changes to the RFSA. The original RFSA/G is no longer valid, refer to amendment 002/G for the most up to date version of this RFSA.

Q14

We received the amendment 1 for this tender. It states a revised RFSA will be issued. Will this come out as an addendum under the current project number or will it be re-released as a new tender?

A14

The original RFSA/G is no longer valid, refer to amendment 002/G for the most up to date version of this RFSA.

Q15

Please advise if we may submit our soft copy on a USB flash drive, since most newer computers no longer have CD or DVD drives.

A15

USB flash drive is not acceptable as per Part 3 Arrangement Preparation Instructions. Submissions may be in hardcopy with a CD or DVD, or electronically using epost.

Office Seating Bidders Conference Summary of Meeting Minutes

Date: January 16, 2020

Time: 9:30 – 11:30

Q1 - Can suppliers change the products on their catalogue within the 2 years of the SA period?
This new process is not limiting to the number of Series?

A1 –Series must be offered for the 24month period. Suppliers can add product. Refer to article 6A.4 for more information. Correct, this is a new process with an unlimited number of Series that can be offered; providing they meet the requirements at Annex A and environmental criteria. Remember that it is “Series”, not model codes.

Q2 - Does the minimum discount have to be the same for all products or series?

A2 - No suppliers can have different discounts

Q3 - Can a product or series be added?

A3 - Yes, Refer to article 6A.4 of the RFSA for more information

Q4 - So if a reseller has access to multiple manufacture, they can have unlimited manufacture on their SA?

A4 - Yes.

Q5 – with regards to Annex D – there is a 45 day deliverable timeline?

A5 – Yes. Suppliers are to have their information updated on their websites within 45 days of SA award. . The level of effort to fill out the catalogue at Annex B has been removed.

Q5A - Does the same timeline apply to deletions of Series?

A5A - Refer to article 6A.4 of the RFSA for more information

Q6 - Does the region have access to who holds the SA in there region?

A6 - Yes

Q7 - Does the discount include delivery and install?

A7 - No the discount does not apply. Delivery and installation are always separate.

Q8 – What are the standard templates?

Q8 – Refer to A6 of this amendment.

Q9 - The sub-category procurement or all-inclusive procurement, the client can determine their wants?

A9 – Yes, It is the client's decision to combine or separate their requirements, depending on their needs.

Q10 - How are clients able to figure out which tier there requirement will fall under?

A10 – The previous SA (/F) data will be used to create a simple estimator or they may use past contracts to determine the value of their requirements.

Q11 – (In relation to Article 6B4.2 Non-Competitive) Do you have an example of a non – competitive procurement?

A11 – We do not have examples, clients would have to justify the reason for a non-competitive procurement for each and every requirement.

Q11A - Sole sourcing – how does a client sole source over \$25K?

A11A - The process is quite complex and is detailed in the Supply Manual at Chapter 3. Sole-source requirements over \$25K. It is very rare within the SA, and this section has been removed from the SA completely to simplify the process.

Q12 - When is testing required?

A12 - Refer to 6A.9.2 of the RFSA.

Q12A – does this include the green chair recognition to self-certify.

A12A – self certification is listed under Part 5 of the SA. Green chair is no longer part of the SA. The environmental considerations are listed under Annex A and contain BIFMA Level 1 certifications.

Q13 - We don't see conference or boardroom chairs? Will clients know where to find these?

A13 - Conference and boardroom chairs are defined by the features of the chair. This new process allows clients to pick and choose those features separately; synchro-tilt vs. knee-tilt. There will be a chair selector and chair guide which will help clients make educated decisions.

Q14 – the client will use the definer/selector? Can suppliers obtain a copy of these templates?

Q14 – A copy can be provided of the chair selection tool template at time of arrangement award.

Q14A - What is the purpose of the definer/selector? Is this to narrow down the suppliers? How do they (clients) select a supplier? Is the process is the same?

A14A - Clients will use the definer/selector to define their requirements. The furniture website will provide additional information to users to help define their requirement.

Q15 – The regions require help when purchasing their chairs. Several suppliers' mention they (clients) are struggling and being given guidance through suppliers.

A15 – the definer/selector will assist clients with helping to define their requirement. PSPC is developing a visual guide to assist those clients with explanations, definitions and relatable information that will assist them in making informed decisions and choices.

Q16 - How do users define a chair where they may require a higher end chair? The best fabric can be put on the cheapest chair.

A16 - Clients can add additional product details in a generic way to their requirement. Additional product details that may be taken into account will be design consideration, sustainability, environmental, arm type.

Q17 - Why the shift in process? The GSA has a good model and should be looked at.

A17 - The current SA was modelled after a SO (Standing Offer) which limited what products that could be offered. This was found to be limiting to both suppliers and clients. It has been mentioned from suppliers and clients that there is a disconnect between the listing and how the supplier present their products. The process under the /G RFSA is the same as being price driven, but it is no longer limited in quantity of products or features offered, as long as those

products follow the specifications of Annex A. PSPC will review the GSA and take this under advisement.

Comment: a supplier does not like the new structure and feels the users will be lost and it will not be clear in giving suppliers a fair opportunity on what to bid.

PSPC Response: we have noticed that 85% of procurement transactions are under \$25k - where clients are able to direct their procurements. This is no different from the current SA structure. The new structure allows fair opportunity to all suppliers on what products are provided above \$25K.

Comment: there is a disconnect between what a requirement/product is and no longer having a list of what suppliers can offer that product.

PSPC Response: Clients will have access to the furniture website (internal to government) which provides a list of SA Holders, the series being offered, work coverage, and links to SA Holders websites which will provide them with all the information they require. The supplier also has the opportunity to provide users with tools on their website to demonstrate the types of chairs they offer under the resulting SAs

Comment: Currently, suppliers bids have to be compliant to the spec and the CST (client search tool), the client will define using the specifications to meet their requirement.

PSPC Response: The specifications have not changed. These are in line with the CAN/CGSB specifications. The structure of the SA model is moving towards a true SA model versus the current SO model. The SA structure includes two phases:

Phase 1- is a prequalification of supplier pool for an unlimited number of products (series) meeting Annex A.

Phase 2 – is where competition occurs based on clients defined requirement in the solicitation.

Q18 – Where do I locate the bid validity period of 60 days and insert 240 days.

A18 – this is on page 7 of 44 of the RFSA. The 2008 standard instructions, section 5, contains this clause. The web link is <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> .

Q19 - Can a client use requirements of design?

A19 - Yes, providing they are describing in a generic manner

Comment: a supplier mentions that PWGSC will get a lot more calls.

PSPC Response: PSPC agrees and we are anticipating this as this is a new process.

Q20 - Can BIFMA level 2 or 3 be added into Additional Features

A20 - Yes

Q21 - Are all bids over \$25K posted on buyandsell?

R21 - Yes, as only prequalified SA Holders can bid. This process has not changed.

Q22 - How does process over \$400K (Tier 3) work?

Q22 – the tier 3 process is the same process as tier 2 process. It has not changed.

Q23 - Can PSAB submit to a General stream?

A23 – yes. see article 1.2.2 and article 6B.3 of the RFSA.

Solicitation No. - N° de l'invitation
E60PQ-120001/G
Client Ref. No. - N° de réf. du client
E60PQ-120001/G

Amd. No. - N° de la modif.
004
File No. - N° du dossier
pq993 E60PQ-120001/G

Buyer ID - Id de l'acheteur
pq993
CCC No./N° CCC - FMS No./N° VME

Q24 – What is the deadline for this refresh?

A24 – See A2 of the Q&As herein.

Closing and PSPC comment: thank you for attending and we do request from suppliers that they provide any additional feedback or suggestions as it is always welcome.

End of Bidders Conference.