



## RETURN BIDS TO:

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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

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

## Comments - Commentaires

## Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

## Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division  
de la formation et des services spécialisés  
Terrasses de la Chaudière 5th Floor  
Terrasses de la Chaudière 5e étage  
10 Wellington Street,  
10, rue Wellington,  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Office Ergonomic Assessment Service Service d'évaluation ergonomique au bureau		
<b>Solicitation No. - N° de l'invitation</b> E60ZH-190000/D		<b>Date</b> 2021-06-21
<b>Client Reference No. - N° de référence du client</b> E60ZH-190000		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 150zh.E60ZH-190000	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-150-39623		
<b>Date of Original Request for Standing Offer</b>		2021-06-03
<b>Date de la demande de l'offre à commandes originale</b>		
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-07-16</b> Heure Avancée de l'Est HAE		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hall, Mark		<b>Buyer Id - Id de l'acheteur</b> 150zh
<b>Telephone No. - N° de téléphone</b> (613) 858-8626 ( )		<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 Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

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>		

Office Ergonomic Assessments – Refresh 2  
Solicitation Amendment 001

This amendment is being raised to respond to questions raised by industry and make any necessary adjustments to the solicitation documents.

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1. Please note that the Solicitation reference number at the top of the page of the RFP is inaccurate. The correct solicitation number is: E60ZH-190000/D Refresh 2. The RFSO documents are being re-posted here to show the header change. All other terms and conditions remain the same.

2. Question and Answers:

**Q1. If we just want to modify the price, do we have to complete only the section 2 (financial bid) or we have to complete all the sections?**

A1. If you want to modify your existing standing offer in any way, you must complete all sections just as a new offeror would. As per the instructions on page 3 of 37,

*“This RFSO is an opportunity to revise their financial offer and/or include additional information to their existing SO such as Regions/Metropolitan Areas. In such case, Existing Suppliers must submit an offer in accordance with this RFSO by the closing date and time indicated on Page 1 of this RFSO, and comply with the mandatory requirements of this solicitation.”*

*“Existing Offerors who received an SO under RFSO E60ZH-190000 not interested in revising their financial offer or submitting additional information to their existing SO such as Regions/Metropolitan Areas are not required to respond to this RFSO to retain the previously awarded SO.”*

**Q2. For RFP E60ZH-190000/D for Office Ergonomic Assessment Service, regarding the information for existing offerors on page 3 of 37 of the RFP. If an existing offeror would like to refresh their pricing, are they required to respond to the RFP in its entirety, just as a new offeror would, or may they just submit their updated Annex B Basis of Payment?**

A2. See A1 above.

**Q3. I have a question about the Security Requirements process for obtaining the DOS. We currently work for the Government of Ontario, however I believe this process is different. In review of the screening process, if I am interpreting this correctly, it appears we require sponsorship from a source approved by the Government of Canada. Is this something that is done by Government of Canada procurement later in the SO process?**

A3. As a Contracting Officer I am able to sponsor a business interested in an open requirement. Please contact me to start the process.

**Q4. Should existing offerors submit both the Annex B Basis of Payment and the completed excel when submitting a refresh of pricing? Is it possible to have PWGSC list out what existing offerors are expected have in their submission package when submitting a refresh of pricing?**

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- A4. Please read Part 3 – Offeror Preparation Instructions for what is to be included in your response. See also A1 above.
- Q5. Can you let us know when you might be able to share this information (*total number of ergonomic assessments carried out across Canada in 2020*) with us or if for some reason, it is confidential?**
- A5. Unfortunately, Canada cannot provide this information as we have not received all the 2019 or 2020 usage reports from all Offerors, which is required to calculate this number for you.
- Q6. If you are able to send us this information (Q5), it would also be helpful to see the 2019 number, so we could see if numbers have the potential to rebound after COVID.**
- A6. See A5 above.