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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> 2021-07-15
<b>Client Reference No. - N° de référence du client</b> E60ZH-190000	<b>Amendment No. - N° modif.</b> 003
<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> <b>Date de la demande de l'offre à commandes originale</b> 2021-06-03	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-07-30</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>		

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Office Ergonomic Assessments – Refresh 2  
Solicitation Amendment 003

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

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**Q7. The document cover page states the RFP No. as E60ZH-19000/D but on the header of subsequent pages it uses E60ZH-19000/C. What should we state on our documents?**

A7. Please use, "E60ZH-190000/D" in all reference documentation for this process.

**Q8. In the Statement of Work 3.6 (page 27) and 4.6 (page 28), Mandatory Qualifications b. It states that the assessor must have completed 25 outside assessments in the past 2 years. Given the pandemic and locations being closed, can this date be extended to 3 years?**

A8. As this is only a refresh to a previously competed request for Standing offers, changes to the Statement of Work are not allowed at this time. It should also be noted that resources are not being evaluated at this stage, but rather the bidder itself (the company).

**Q9. In the RFSO Section 1: Technical Offer (page 9) it states that "Offerors should demonstrate their understanding of the requirements and explain how they will meet these requirements" and "technical offer should address clearly...the points that are subject to the evaluation criteria against which the offer will be evaluated".**

**Can you please clarify whether the Mandatory Technical Criteria (Attachment 1 to Part 4-MT1) listed on page 15 makes up the entire technical offer? If not, what other evaluation criteria will be applied to the technical offer?**

A9. The Technical Offer must include the necessary documentation to support compliance to the Technical Criteria detailed in Attachment 1 to Part 4.

**Q10. I'm unable to open Attachment 2 to Part 3 Certifications.**

A10. A new version of the attachment has been posted, please try that one. Let me know if you cannot open it and I will send you a copy via email.

**Q11. Section 4.3 Deliverables for VHOEAs: It identifies that we must provide the report from appendix 1 (measurement sheet) to the employee, however, does this apply to the VHOEA? Are we to instruct the employee how to take their own measurements during their assessment and then they will need to send them to us?**

A11. The report is required. We appreciate your patience and understanding as we move to this new service delivery type. The addition of the virtual ergonomic services was made to adapt to an increasing and immediate need. Canada intends on accessing industries knowledge on this type of service when it comes time to replace the current set of standing offers.

Q12. **My organization currently has a NMSO for office ergonomic assessments. As such I have in place insurance that meets the requirements of the NMSO. To refresh the pricing I understand I need to submit a whole new application. Regarding providing a letter stating that my organization can attain insurance if awarded a contract. Over 3 weeks ago. I requested a letter from my insurance company stating that my organization can be insured. The insurance company responded that they are delayed in providing the letter due to a back log caused by the pandemic. Given this situation, will you accept a copy of the insurance I currently have in place as proof that insurance can be attained? There is no reason why the policy would not be renewed.**

A12. A copy of your current insurance is acceptable.

Q13. **If we do not use subcontractors, is the following insurance clause still required? Annex D Insurance Requirements Section 2 I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.**

A13. As this is only a refresh of the existing Standing Offers, the information you have and/or are required to have, has not changed and is not able to be changed at this point in time.

Q14. **Can you please confirm for us if 150km is one way or return trip?**

A14. Annex B, Basis of Payment, sub-article 3, Travel and Living Expenses, describes the reference to "150km" as being a radius. This is in order to determine the distance between one place and another. Therefore, '150km' is neither a 'one-way' nor 'return trip'.

All other Terms and Conditions remain unchanged.