



**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

**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**

Special Projects/Projets Spéciaux  
Terrasses de la Chaudière 4th Floor  
10 Wellington Street  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Guard services Services de gardiens	
<b>Solicitation No. - N° de l'invitation</b> EN578-210714/B	<b>Date</b> 2021-08-31
<b>Client Reference No. - N° de référence du client</b> 20210714	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 104zl.EN578-210714	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZL-104-39839	
<b>Date of Original Request for Standing Offer</b> <b>Date de la demande de l'offre à commandes originale</b> 2021-08-10	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-09-16</b> Heure Avancée de l'Est HAE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cayer, Sophie	<b>Buyer Id - Id de l'acheteur</b> 104zl
<b>Telephone No. - N° de téléphone</b> (613) 858-8846 ( )	<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>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<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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The purpose of this revision is to provide answers to supplier's questions relating to this solicitation as detailed in Section A and modify the Bid solicitation as per Section B.

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## SECTION A

### Questions and Answers

#### Question 1

The bid solicitation confirms that overtime (OT) and statutory holidays can be billable upon client pre-authorization. The pricing schedule does not allow proponents to provide OT and stat rates. Please confirm the billing rate does not include Statutory Holidays.

#### Answer 1

As per Annex B, Basis of Payment of the Standing Offer, Overtime and Statutory Holidays must not be performed under the contract unless authorized in advance and in writing by the identified user. Any request for payment must be accompanied by a copy of the overtime authorization, including any premium to be paid, and a report containing the details of the overtime performed pursuant to the written authorization.

Overtime and Statutory holidays are regulated by provincial legislation and is therefore calculated based on where the work is performed.

The rate will be calculated using the proposed rate times the overtime or statutory rules of the province.

#### Question 2

Please confirm whether the Gatineau region falls within the boundaries of the NCR or the Québec Region tab table 1.

#### Answer 2

As per 1.2.4 Location of the bid solicitation, all regions and metropolitan areas are geographically defined at the following link: [Definitions of the Remote/Virtual Access \(formerly known as the "National Zone"\), Regions and Metropolitan Areas - Centralized Professional Services ePortal - Professional Services - Buying and Selling - PSPC \(tpsgc-pwgsc.gc.ca\)](#)

The NCR is defined in the [National Capital Act](#).

#### Question 3

Section 4.2 and 4.4 (step 3) seem to indicate that only the mandatory technical requirements (attachment 1 part 4) and the financial offer are deemed necessary to be considered compliant. Whereas section I (page 11-12 of the RFP) outlines that bidders should demonstrate their understanding, capacity and approach by clearly addressing each points that are subject to the evaluation criteria. It is unclear whether additional information is required over and above what is outlined in MT1, MT2, MT3 and MT4 since the proposal does not have points rated evaluation. Please confirm the proposal content requirements and evaluation approach for technical submission.

#### Answer 3

As per Part 4 – Evaluation Procedures and Basis of Selection, a bid must comply and meet all mandatory technical and financial evaluation criteria to be declared responsive. There are no point rated criteria.

#### Question 4

RFP provides for a white shirt. Please confirm blue shirts are acceptable.

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#### **Answer 4**

The Request for bids indicates that a common uniform is to be provided by all guard service providers for all guards posted at a Government of Canada site. Similar to uniformed CATSA personnel, all guard service suppliers will provide their personnel with a uniform that does not identify the supplier, but will be recognisable as a Government of Canada security guard across all Regions and client departments.

#### **Question 5**

Is use of force solely required for Level 2 guards and Level 2 supervisors

#### **Answer 5**

A requirement for use of force guards can occur at any level, and at any supervisory level.

#### **Question 6**

Can you kindly provide a risk matrix that will define the reliance on Level 1 or Level 2 guards and supervisors?

#### **Answer 6**

No. Client threats and requirements/needs are highly variable and it is impossible at this time to anticipate client's reliance on one or more levels.

#### **Question 7**

Can a premium for Secret and Top Secret clearances be added to the pricing schedule since there is a cost associated with obtaining such clearances?

#### **Answer 7**

No, Canada will not be amending the pricing schedule.

#### **Question 8**

Will there be a premium associated with ad hoc services when it comes to length of service required and the notice provided?

#### **Answer 8**

No, there will not be a premium associated with ad hoc services, length of service required and client notice provided.

#### **Question 9**

Will there be a minimum shift length guaranteed (ie. Minimum 4 hours shift)?

#### **Answer 9**

No, there will not be a minimum shift length guarantee.

#### **Question 10**

Will there be any minimum billable hours associated with shifts cancelation?

#### **Answer 10**

No, there will not be a minimum billable hours associated with the cancellation of a shift. However, it is the intent to conform to Provincial or Territorial labour laws. Where a Province or Territory dictates a minimum number of hours to be paid to an employee in lieu of a cancelled shift, the Crown will recognise as a legitimate cost.

#### **Question 11**

The decree in the province of Quebec specifies shift premiums for first aid, parking enforcement and using a personal vehicle as a shelter. Can these premiums be invoiced separately? Or is the crown looking to have the premiums built in to a blended bill rate?

### Answer 11

It is the intent to conform to Provincial or Territorial labour laws. Where a Province or Territory dictates premiums for first aid, parking enforcement or using a personal vehicle as a shelter, etc. those items should be included in the all-inclusive fixed hourly rate(s) for that Region and/or Metropolitan area(s).

### Question 12

Section 3.2.3.2 lists equipment that they vendor will need to provide including radios, computers and phones. It is difficult to anticipate the quantity of devices that will be needed over the various short and long-term contracts as a result of this standing offer. Can the proponents price out the provision of phones, radios and computers separately?

### Answer 12

No, these items should be included in the all-inclusive fixed hourly rate(s) for each Region and/or Metropolitan area(s).

### Question 13

Please confirm that only one person for each position (Executive Representative, Account Representative and Regional Supervisor) is required for Ontario and that no additional representative needs to be put forward for the Metropolitan Toronto area.

### Answer 13

As per 3.2.5 Management structure and Attachment 1 to Part 4 – Technical Criteria, the Contractor must provide an Executive Level representative, an account representative and a Regional Supervisor per Region or Region(s) for which the Bidder is submitting a Bid.

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## SECTION B

**DELETE** article 7. – Identified Users of PART 6A – Standing Offer and **REPLACE** with the following:

### 7. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

While not mandatory, any government department, agency or Crown corporation **not** listed in Schedules I, I.1, II of the [Financial Administration Act](#), R.S., 1985, c. F-11, can also issue call-ups against the Standing Offer.

Canada is pursuing the future possibility of permitting the Canadian Collaborative Procurement Initiative (CCPI) users to utilize the standing offer as identified users in order to access these services.

**DELETE** article 6. – Identified Users of PART 7A – Supply Arrangement and **REPLACE** with the following:

### 6. Identified Users

The Identified Users include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

While not mandatory, any government department, agency or Crown corporation **not** listed in Schedules I, I.1, II of the [Financial Administration Act](#), R.S., 1985, c. F-11, can also use this SA.

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Canada is pursuing the future possibility of permitting the Canadian Collaborative Procurement Initiative (CCPI) to utilize the supply arrangement as identified users in order to access these services.

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**ALL OTHER TERMS AND CONDITIONS REMAINS THE SAME.**