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**Core 0A1 / Noyau 0A1**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**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**

Procurement Strategies Division / Division des  
stratégies d'acquisition

11 Laurier St. / 11, rue Laurier

Place du Portage, 11C1

Phase III, Tower C

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> TSPS 2013 Renewal		
<b>Solicitation No. - N° de l'invitation</b> E60ZN-13TSPS/B		<b>Date</b> 2013-05-01
<b>Client Reference No. - N° de référence du client</b> E60ZN-13TSPS		<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> 003zn.E60ZN-13TSPS	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZN-003-25969		
<b>Date of Original Request for Supply Arrangement</b> <b>Date de demande pour un arrangement en matière d'app. originale</b>		2013-04-16
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-28</b>		<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Michniewicz, Joe		<b>Buyer Id - Id de l'acheteur</b> 003zn
<b>Telephone No. - N° de téléphone</b> (819) 956-3233 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229	
<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 change the security requirements of the solicitation. Cette révision change les besoins en matière de sécurité de l'invitation.		

**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>		

Solicitation No. - N° de l'invitation

E60ZN-13TSPS/B

Amd. No. - N° de la modif.

004

Buyer ID - Id de l'acheteur

003zn

Client Ref. No. - N° de réf. du client

E60ZN-13TSPS

File No. - N° du dossier

003znE60ZN-13TSPS

CCC No./N° CCC - FMS No/ N° VME

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See attached document.

**THIS AMENDMENT #004 IS RAISED TO AMEND THE RFSOSA AND ANSWER QUESTIONS RECEIVED**

**REASON FOR AMENDMENT:**

Canada is publishing herein responses to enquiries that it received pertaining to this solicitation subject to Period 1 - Initial Question Period as set out in accordance with article 3 - Enquiries - Request for Bids. Please note that Canada may respond to questions in a non-sequential order, but all questions submitted during Period 1 will be answered and industry will be notified when Canada is proceeding to Period 2 - Supplementary Question Period.

1. This modification is raised for administrative reason only. Delete questions and answers 50, 51, 52, 53 and 54 from amendment 003 of this solicitation in their entirety.
2. This amendment is raised to extend Period 1 - Initial Question Period. At page 12, Part 2 - SUPPLIER INSTRUCTIONS, **Delete** clause 3. Enquiries - Request for Bids in its entirety.

**Replace with:**

**3. Enquiries - Request for Bids**

All enquiries must be submitted in writing to the Standing Offer/Supply Arrangement Authority in accordance with the period schedule as set out in the table below. Enquiries received after the time specified in each period may not be answered.

Bidders should make enquiries as early as possible and should not make assumptions about the nature of the requirements of this solicitation.

<b>Period 1 - Initial Question Period</b>	<b>Period 2 - Supplementary Question Period</b>	<b>Period 3 - Final Supplementary Question Period</b>
The end date for the Initial question period for bidders is May 3, 2013, at 14:00 (Eastern Daylight saving Time)	The Supplementary question period for bidders raising issue(s) to Canada's initial response(s) only, will conclude at 14:00 EDT on the 5th calendar day after the responses to the questions submitted from Period 1 – Initial Question Period are posted on MERX.	The Final supplementary question period raising issue(s) only to Canada's supplementary response(s) only, will conclude 14:00 EDT on the 5th calendar day after the response(s) to the questions submitted during Period 2 – the Supplementary Question Period are posted on MERX.
Canada will then respond to the questions from suppliers.		Canada does not intend to modify the solicitation during this period.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a

proprietary nature. Canada may edit the questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## Questions and Responses

### Question 48

RE: B1-MTT2 – Number of Categories

The requirement states "The Bidder must qualify for at least 2 Categories in any given Stream to be considered for their proposed Categories within that Stream."

Could you please confirm that qualifying for at least 2 categories could include:

- Three (3) projects all demonstrating a single category in a given stream
- One (1) client reference demonstrating a second category in the given stream

### Canada's Response to Question 48

As per the mandatory criteria in Attachment B, page 135, and Attachment C, page 149, yes this could be an option to qualify 2 category within the same stream, as long as all the mandatory criteria are met.

Another option for the supplier is to provide 3 to 6 project summaries (meeting all mandatory criteria) for 2 categories within the same stream and no reference. However, providing 2 references without providing 3 to 6 project summaries would not meet the mandatory criteria, as per the mandatory criteria in Attachment B, page 135, and Attachment C, page 149, it states: "The Bidder must submit a minimum of 3 to a maximum of 6 different project summaries per **Stream** in which they are proposing to supply Categories."

### Question 50

RE: Code of Conduct (Page 171, CPSS DCC, Bid Submission Grid)

It is not clear if additional information is required for the Code of Conduct certification; specifically a list of directors of the bidder (corporations) or the name of the owner (sole proprietorships).

- On page 171 it indicates that the list must be provided with the bid (or promptly thereafter)
- In the DCC, it does not mention anything about providing these names, but it does refer to "any and all individuals aforementioned" with regards to providing a Signed Consent form on request. It appears as though a section of text has been removed from the DCC
- The Bid Submission grid on page 16, does not indicate that any additional documentation ("ADD") required for the Code of Conduct certification.

Could you please clarify the requirement regarding the need to include such a list?

### Canada's Response to Question 50:

- a. This is correct.
- b. No section of text is missing from the DCC. Bidders are to use the DCC to certify that they have read and understood the Privacy Act statement in the DCC, as it relates to compliance with the required certifications of the bid solicitation, and that they consent to the collection and use of their personal information as described therein.
- c. This is also correct. Article 1.3 Bid Submission Grid on page 15 clearly states:

"**ADD:** Indicates that additional documentation is required to be submitted with the hard copy of the Bid to the Bid Receiving Unit no later than the bid closing date."

A Bidder who does not provide a list of names of all individuals who are currently directors of the bidder, or the name of the owner, as applicable, with their bid prior to the closing date may still be responsive. However, as stated further under 01 Code of Conduct and Certifications – Bid, on page 171:

"If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive."

#### **Question 51**

RE: "Category - Substantiation" in CPSS DCC (for projects)

- a. If a category is demonstrated in more than one project, do we list multiple projects and cross references?
- b. If a category is being demonstrated by a project, do we also enter the client reference information for that project under "Category Reference"? If yes, how do we handle circumstances where categories are demonstrated by more than one project?

#### **Canada's Response to Question 51:**

- a) Yes.
- b) Yes. Where categories are demonstrated by more than one project, Bidders must include the client reference information for those additional projects in the printed copy of their bid that is to be submitted to the Bid Receiving Unit

#### **Question 52**

RE: "Category - Substantiation" in CPSS DCC (for references)

Providing a Contract/Project Reference # is a major issue for bidders who are using private sector references as in many circumstance there is no such number. There isn't even a purchase order number usually, and invoice numbers are useless as clients will often not be aware of, or have the ability to search on invoice numbers. After many questions and concerns on this topic on the recent TBIPS refresh, PWGSC finally removed it as a mandatory field. We ask that the same be done for TSPS.

#### **Canada's Response to Question 52:**

The "Contract/Project Reference #" in the DCC is not a mandatory field and a Bidder will not be declared non-responsive should they leave this field blank.

#### **Question 53**

RE: Bid Submission Grid, Grandfather Clause and Data Entry

Could you please confirm that all items which list only "Grandfather Cert" should be ignored and left blank in the DCC.

#### **Canada's Response to Question 53:**

Yes, as per the Bid Submission Grid on page 16: where only "Grandfather Cert" is indicated in the grid, the Bidder is not required to enter any information into DCC. However, where "DCC" is indicated along with "Grandfather Cert." and the symbol "&", then information must be entered into DCC for this item.

#### **Question 54**

RE: Standing Offer Financial Evaluation (Page 163)

In the previous version of TSPS the range of acceptable prices was +/- 40% of the adjusted median, with bidders between -80% and -40% able to provide price support. In this version, the range has been tightened considerably to +/- 30% with no "gray" area. We are concerned that this change may lead to vendors and government losing out on legitimate lower priced bids. Would PWGSC consider adding a range where price support could be required? Even if only for pricing between -50% to -30% or -40% to -30% this could help ensure that PWGSC is getting the most competitive bids for this SO.

#### **Canada's Response to Question 54:**

Canada confirms the requirement remains unchanged. The evaluation of the financial bids in response to the Task-based TSPS RFSOSA remains in line with the migration to harmonized business rules with other Professional Services tools used by the Government of Canada (for example, TBIPS). This direction is in accordance with the Professional Services National Procurement Strategy, which sought industry feedback. The Professional Services National Procurement Strategy, which is accessible for download from MERX (Solicitation # E60ZH-110001/B), states the following:

##### "ii. Common Business Rules

A key aspect of the strategy is to ensure that a national, uniform approach to procuring these services is applied. This means that common procurement instruments will be used across all regions as much as possible.

PWGSC will put several procurement instruments in place, with minimal overlap of services between instruments. Each instrument will share the same standardized approaches and business rules so as to function in a consistent manner."

#### **Question 58**

Are the TSPS SO and SA included in the same document or can we expect a separate SO for both the Task and Solutions based RFPs? Will Refreshes or re-issue for the SOs be forthcoming? Both documents refer to Supply Arrangements.

#### **Canada's Response to Question 58**

Due to system restriction, the front page of solicitation E60ZN-13TSPS/B only refers to a Request for Supply Arrangement. However, as the Notice of Proposed Procurement states:

"This is a Bid Solicitation for Task Based Supply Arrangements (SA) and Standing Offers (SO) under the Task and Solutions Professional Services (TSPS)."

Also, has mentioned on page 1 of the document, the solicitation includes both a Request for Supply Arrangement and a Request for Standing Offer. The RFSOSA covers both the Standing Offer as noted in Component II, and the Supply Arrangement as noted in Component III, which can be followed through the Table of Contents on page 2 of the document.

#### **Question 59**

PWGSC has been inundating the Industry with paper work since February and these two [E60ZN-13TSPS/B and E60ZN-13TSSB/B] are due on the same dates. Why issue two separate SA requirements under TSPS and closing on the same date??

#### **Canada's Response to Question 59**

Canada has an operational requirement to renew TSPS and TSPS is made up of three pillars, the Standing Offers tasks based and the Supply Arrangements for both Task and Solutions. The

Standing Offer and Supply Arrangement for Tasks is covered in solicitation E60AN-13TSPS/B and the Supply Arrangement for Solution is covered by solicitation E60ZN-13TSSB/B. Correct, both solicitations are scheduled to close on the same day, to allow PWGSC to proceed with its renewal strategy uniformly.

#### **Question 60**

- a) Could all these requirements [solicitation E60ZN-13TSPS/B and E60ZN-13TSSB/B] not have been included in one TSPS RFP split into an SA and SO?
- b) Can one of the closing dates be extended by one month? You are frankly asking too much of us in the same time period.

#### **Canada's Response to Question 60**

a) This TSPS solicitation covers both the SO and SA as outlined in the Table of Contents on page 2. Canada has proceeded similarly to consolidate the document to ensure Suppliers are aware of both elements notwithstanding Suppliers, at their discretion, may still choose to bid solely on one Component (either or SO or SA) or to both.

b) PWGSC will not extend the closing date. PWGSC has taken proactive steps to inform industry through a RFI process published on February 22<sup>nd</sup> 2013 and closed on March 21<sup>st</sup> 2013 of its requirements to review the material. In light that non substantial material changes have been made, the closing date of the RFSOSA as referenced on the front page of the solicitation will remain unchanged and is scheduled to close on May 28<sup>th</sup> 2013 at 2pm EDT.

#### **Question 61**

We would like to request a clarification regarding the substantiation that is required to qualify for categories within a given stream. Namely:

1. The various instances of B1-MTT2 state that "project summaries must demonstrate the Bidder has experience for at least 50% of the Categories for which the Bidder is proposing in that Stream."
2. The various instances of B1-MTT3 state that "A substantive reference must be provided by the Bidder for the remaining 50% or less of the Categories above the minimum in B1-MTT2 they propose to supply that were not covered by a project summary in B1-MTT2.", and
3. Section 3, Unsubstantiated Categories, state that "Based on the number of Categories proposed by the Bidder within the same Stream in B1-MTT2 and B1-MTT3 and for B2-MTT2 and B2-MTT3 the Bidder may also propose to supply unsubstantiated Categories without providing a project summary or reference. The Bidder, however, is limited to a maximum number of unsubstantiated Categories equal to 50% of total proposed Categories within that Stream in B1-MTT2 and B1-MTT3 and for B2-MTT2 and B2-MTT3."

Bidder Question 61 submitted in the following parts:

- a) Our question: there seems to be a contradiction between bullets (2) and (3) above, i.e. bullet (2) indicates we have to provide references for the 50% of categories for which a project summary is not provided, while Section 3 indicates that we can be granted up to 50% unsubstantiated Categories without providing a reference.
- b) Can you kindly clarify preferably using a specific example, e.g. if we wish to service all seven categories in the Real Property Project Management stream (not currently qualified on any), what is the minimum number of categories we have to substantiate with a project summary, and what would be required for the remaining categories?

#### **Canada's Response to Question 61 parts a) and b)**

61. a) Canada confirms there is no contradiction between the mandatory criteria and the unsubstantiated Categories.

B1-MTT3 and B2-MTT3 relates to the number of categories obtained according to mandatory criteria B1-MTT2 or B2-MTT2, as cited in your question in point 2. above.

For, Section 3 – Unsubstantiated Categories, relates to the number of categories obtained according to mandatory criteria B1-MTT2 or B2-MTT2 and B1-MTT3 or B2-MTT3, as cited in your question in 61 subsection 3 above:

“Based on the number of Categories proposed by the Bidder within the same Stream in **B1-MTT2** and **B1-MTT3** and for **B2-MTT2** and **B2-MTT3** the Bidder may also propose to supply unsubstantiated Categories without providing a project summary or reference. The Bidder, however, is limited to a maximum number of unsubstantiated Categories equal to 50% of total proposed Categories within that Stream in **B1-MTT2** and **B1-MTT3** and for **B2-MTT2** and **B2-MTT3**.”

61. b) As per Attachment B (page 148) and Attachment C (page 162), Section 3 – Unsubstantiated Categories, it states:

“Example 3: Categories under the Real Property Project Management Services Stream:  
If, under B2-MTT2 and B2-MTT3 Bidder D proposed to supply 4 of the 7 Categories under the Real Property Project Management Services Stream, then Bidder D may obtain an additional 50% of unsubstantiated categories.

Therefore, if all 4 are responsive, then an additional 2 Real Property Project Management Services Categories can be obtained without a reference. Likewise, if only 3 of the 4 are responsive an additional 1 Real Property Project Management Services category can be obtained as unsubstantiated categories without a reference.”

Many acceptable combinations between the number of compliant categories in B2-MTT2, B2-MTT3 and Section 3 - Unsubstantiated Categories are possible. See table below for some possibilities.

Stream 4, number of compliant Categories according to B2-MTT2	Stream 4, number of compliant Categories according to B2-MTT3	Section 3 - Unsubstantiated Categories that can be obtained according to number of compliant Categories in B2-MTT2 and B2-MTT3	Total number of Categories in Stream 4 that Canada may award to the Supplier
5	1	1*	7
4	1	2	7
3	2	2	7
7	0	0	7
6	0	1	7
5	0	2	7
4	2	1	7
3	3	1	7
5	2	0	7
4	3	0	7
6	1	0	7

\* Calculation would be done as follow:

The total of 6 categories substantiated according to B2-MTT2 and B2-MTT3 x 50% = 3,



but since there is only 1 unsubstantiated category left for the stream that remains unsubstantiated only one can be awarded provided that this is identified by the bidder in their bid. If the Bidder doesn't identify any unsubstantiated category at the time of bid, none will be awarded.

**\*\* Reminder as per the solicitation:** Please note that for the unsubstantiated categories, Bidders need to select this specific category as Unsubstantiated in DCC and then rank those.

#### **Question 62**

Can the Crown confirm that if a supplier is granted an unsubstantiated category within its supply arrangement or standing offer, the supplier will have the same opportunity to be invited to bid or be called up against this category as it would if the category had been substantiated? In other words, if a supplier is granted a category as a result of this RFSA/RFSO, does the Crown make a distinction regarding if it was unsubstantiated or substantiated for the purpose of soliciting proposals?

#### **Canada's Response to Question 62**

Once a supplier is pre-qualified in a category, either substantiated or unsubstantiated, the supplier will be included as a pre-qualified supplier. For the purposes of CPSS, the pre-qualified supplier will be included in the CPSS Search Results in accordance with clause "7. Call-up Procedures" on page 42 for the Standing Offer and in accordance with clause "2. Bid Solicitation Process" on page 35 for the Supply Arrangement and detailing the number of suppliers to be invited.

#### **Question 63**

With respect to the RFSA, if we are presently qualified under levels 1 and 3 of a given category but not under level 2, what is required if we wish to qualify under level 2 as a result of the renewal? Do we have to fulfill the same requirements as if we were not qualified under any level for that category, i.e. submit summaries and references (or have it count towards the possible 50% unsubstantiated categories)? Given that ceiling rates are being eliminated under the TSPS SA, will the Crown grandfather over all three levels if we were qualified under one or two of the three levels for a given category?

#### **Canada's Response to Question 63**

Canada clarifies the following scenario. The Grandfathering applies to all levels within an existing category. For the purposes of the Standing Offer only, it remains the Bidder's responsibility to provide financial information for that level for financial evaluation. If no financials are included, then the supplier, although prequalified in other levels within the same category will not be considered pre-qualified for the purposes of the SO.

#### **Question 64**

We would like to pose a question around new cities/regions – i.e., do we have to re-substantiate in any way if we were to leave everything in our bid alone and go for grandfathering, but simply wanted to add a new city/cities?

#### **Canada's Response to Question 64**

Adding new Metropolitan zones and/or Regions is not considered changing the technical bid for the purpose of the Grandfathering Certification. As such, as mentioned in Bid Submission Grid found in Article 1.3 of this solicitation (page 16), column C is to be followed by the bidders who

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are "Existing TSPS Holder (whether inactive or active): The Bidder is NOT changing the Technical Offer already on file from the previous TSPS Solicitation."

#### **Question 65**

Could you please explain what needs to be indicated on the Stream – Substantiation page of the DCC? There are 2 fields, "Project Summary Number" and "Cross-Reference", and it is not clear what needs to be written into them.

#### **Canada's Response to Question 65**

The field "Project Summary Number" is to indicate the project summary(ies) number(s) in which you are substantiating the category. The "Cross Reference" field is the reference to your hard copy, in page number and section in your hard copy where the project summary mentioned in the "Project Summary Number" field is located.

#### **Question 68**

I am still not clear on what the project summary number is – I'm guessing it is for us to reference the Stream numbers, but I'm not really clear – the vocabulary in the DCC does not line up with vocabulary in the solicitation so much of the time I'm just going by intuition rather than conviction.

#### **Canada's Response to Question 68**

See Canada's response to Question 65 as published herein.

Should after review of the response, the response still does not address the question, Canada requests the Supplier to restate/rephrase and submit a new question in accordance with Article 3, Enquiries - Request for Bids as outlined in the solicitation.

#### **Question 69**

I know that the Contract # issue has been raised several times in the Q&A session and I'm afraid I need to add my voice – we do a lot of work where we have contracts that are identified via descriptors and titles, not via a PO, or contract number. Certainly the people listed for reference checks will have no clue about what the invoice numbers, etc. Just doing my best to respond – not trying to be uncooperative...just really don't know what the value of a number is, if it doesn't advance the reference process.

#### **Canada's Response to Question 69**

See Canada's response to Question 52 as published herein.

Should after review of the response, the response still does not address the question, Canada requests the Supplier to restate/rephrase and submit a new question in accordance with Article 3, Enquiries - Request for Bids as outlined in the solicitation.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**