



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Provisoire Division des services du travail –
ZN/Provisional Labour Services Division - ZN
10, rue Wellington/10 Wellington S
Terraces de la chaudière
Gatineau
Quebec
K1A 0S5

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Title - Sujet Temporary Help Services	
Solicitation No. - N° de l'invitation EN578-172870/B	Date 2018-06-12
Client Reference No. - N° de référence du client 20172870	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZN-002-33616
File No. - N° de dossier 002zn.EN578-172870	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Harrington, Ingrid	Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (613) 859-0469 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of Public Works and Government Services 10 Wellington St., Gatineau K1A 0S5	

Comments - Commentaires

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Issuing Office - Bureau de distribution

Provisoire Division des services du travail –
ZN/Provisional Labour Services Division - ZN
10, rue Wellington/10 Wellington S
Terraces de la chaudière
Gatineau
Quebec
K1A 0S5



Request for Information (RFI) #2 Temporary Help Services in the National Capital Region

1. Purpose

Public Services and Procurement Canada (PSPC) is seeking Industry feedback regarding the proposed Request for Supply Arrangement (RFSA) for Temporary Help Services (THS) in the national capital region (NCR).

2. Background

Over the past several years PSPC has conducted broad consultations with Industry and the government users of THS through the 2015 THS National Strategy consultation, the Temporary Help Services Advisory Committee (THSAC) as well as continuous feedback through daily interactions with client departments and suppliers. All of these consultations have helped PSPC to understand the concerns of suppliers and clients and to develop a new THS procurement strategy to address these concerns.

THS RFI #1 was issued in December 2017 and it contained a high-level description of the procurement strategy proposed to help improve and modernize THS. THS received substantial feedback from this RFI. Thirty written responses were received and as part of RFI #1 an industry day was also held in January 2018 which was attended by over 80 supplier representatives. This feedback has been instrumental in helping Canada to refine and improve the THS procurement strategy and develop detailed draft solicitation documents. RFI #2 is seeking supplier feedback and input on these detailed documents which include more information on the following elements:

- Qualification of THS suppliers
- Right-fit basis of selection methodology
- Social procurement pilot

In addition, this RFI is introducing a draft template for an “express process” RFP and business rules designed to modernize and streamline the procurement process.

RFI #2 contains the following documents:

- Annex A – Draft Request for Supply Arrangement (RFSA);
- Annex B – RFI Questions and Response Template
- Appendix 1 - Summary of RFI #1 feedback and proposed changes

This should be our last consultation step before we issue the formal RFSA. At this stage, we are asking suppliers to give their feedback on the details of how the new THS tool will function. You will find a detailed description of how our new Right-fit selection methodology will work; how our Social Procurement will function; who will be able to qualify as a “diverse” supplier and how this will work within the competitive RFP process. We have also modified some of our mandatory evaluation criteria and re-organized our streams and categories. It is important that you pay close attention to all these changes, as this is one of the last opportunities that suppliers will have to provide valuable feedback on our new THS tool.

Next Steps

Publish Formal RFSA (open tendering)	July 2018
Evaluate proposals	August/September 2018
Issue THS supply arrangements	October 2018

Although it is PSPC's intention to issue the formal RFSA subsequent to this RFI, if warranted by the feedback received, another RFI may be issued.

3. Nature of the Request for Information (RFI)

This RFI is neither a call for tender nor a Bid Solicitation. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in refining the requirement (which is subject to change).

4. Submission of Responses and Questions:

Respondents may submit their responses and questions via email to the DGA Generic mailbox: TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca

5. Format of Responses

Respondents are requested to review all the documentation, respond to the questions outlined in Annex B and provide feedback on the draft RFSA by the closing date and time outlined below, including any additional comments and concerns they may have.

Annex B is available in Microsoft Word upon request.

Responses may be provided in either English or French.

Respondents should submit only pertinent information in response to this request. The inclusion of general marketing or technical manuals is discouraged, unless they provide specific information that has been requested in this document. A point of contact for the Respondent should be included in the package.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit Buyandsell.gc.ca regularly to check for changes, if any.

6. Closing Date:

Responses to this RFI will be accepted until 02:00 PM Daylight Savings Time (DST) on June 26, 2018. Canada may, at its discretion, review and consider responses received after the RFI closing date.

Participation in this RFI is encouraged, but is not mandatory. Participation is not a condition or prerequisite for the participation in any potential subsequent solicitation. Respondents will not be reimbursed for any cost incurred by participating in this RFI.



ANNEX B

QUESTIONS

#	Question	Response
1	Do you have any concerns with the proposed mandatory criteria as identified in Part 4, section 4.2.1 of the RFSA, in particular the change from requiring experience having placed 20 resource to experience with 3 contract and a total of at least 5 resources across the 3 contracts?	
2	Do you have any concerns with Part 6, section 6.9 of the RFSA which details the certifications and other conditions required to maintain a supply arrangement, in particular the requirement for a supplier to have a physical address, phone number, email address and business website.	
3	Do you agree with the decision to allow suppliers to qualify as a diverse supplier through self-attestation as opposed to third party certification?	
4	Do you agree with the new rules for joint ventures found at Part 2, section 2.2.5 of the RFSA? Should joint ventures be allowed at all?	
5	<p>A Diverse Joint venture could be defined as</p> <ul style="list-style-type: none"> i) a joint venture between 2 diverse suppliers; or ii) a joint venture between a diverse supplier and a non-diverse supplier. <p>a) In the case of ii) do you think that allowing this type of diverse joint ventures would be beneficial to Diverse Suppliers (e.g. to help to build capacity)?</p> <p>b) What conditions, if any, should be in place for this to be a successful and beneficial outcome for Diverse Suppliers and to ensure the integrity of the diversity pilot project?</p>	
6	Do you have any concerns regarding the rules for using the right-fit selection methodology found at Part 6B section 6.2? i.e. the size of the median band or the justifications for choosing a resource	
7	Do you agree with the proposed composition of the bidders list i.e. 3 diverse suppliers, 7	



	randomly generated and up to 5 chosen by THS users, which will result in diverse suppliers representing between 20-30% of the bidders list?	
8	What consequences should a supplier face if they receive a low performance rating?	
9	Do you think that suppliers should receive a benefit if they have consistently high performance ratings?	
10	Do you have any issues with the revisions to the streams and categories and the minimum mandatory criteria and tasks for each category found in Attachment A of the draft RFSA?	
11	Do you have any concerns with any of the proposed changes identified in Appendix 1?	
12	Do you have any other suggestions for improving the THS method of supply?	

APPENDIX 1

Table 1 - RFI #1 Summary and Proposed Changes

RFI #1 Questions	Supplier responses	Proposed changes as a result of feedback
<p>Q1. What would you suggest the minimum mandatory criteria should be in order to qualify on the new method of supply? (e.g. Commercial office space, testing and interviews for various skills and aptitudes, experience (20 placements), previous contracts of similar nature etc.)</p>	<p>Majority of suppliers felt that the current criteria was sufficient but that the requirement for commercial office space was outdated.</p> <p>Strong majority of suppliers responded that grandfathering of suppliers (i.e. allowing suppliers to remain qualified in their current streams and classifications without having to re-substantiate their experience in these streams and classifications) should be allowed.</p>	<p>Grandfathering: Grandfathering of current pre-qualified suppliers will be allowed for their respective streams. Grandfathered suppliers must still provide the certifications and additional information in order to be issued an arrangement. Grandfathered suppliers will still have to qualify through the regular process for any new streams or categories for which they wish to offer services.</p> <p>Commercial Office Space: The requirement for a supplier to have commercial office space has been removed however, suppliers must maintain a physical street address that is not a Post Office Box. Suppliers must also maintain a phone number, email address and business website.</p>
<p>Q2. Currently the THS mandatory requirements for qualification on the Supply Arrangement require suppliers to implement a testing regime for the proposed candidates, as per Mandatory #3 in the link above. Should testing continue to be a mandatory requirement? If yes, what should be tested and how? Additionally, how should PSPC evaluate such tests?</p>	<p>Majority of suppliers did not believe that the requirement for testing was useful as there is no standard for acceptable testing levels.</p>	<p>Each supplier will be responsible for ensuring that their proposed resource is qualified. Suppliers will be held accountable if they propose a resource who does not have the required skills for a THS requirement.</p>

APPENDIX 1

Table 1 - RFI #1 Summary and Proposed Changes

<p>Q3. Do you think the proposed vendor performance regime, referenced in 2.3 of this RFI, is fair? Why or why not?</p> <p>i. Frequency of resource replacements or terminations for default due to poor performance by resources.</p> <p>ii. Suppliers not compliant to certifications and other requirements such as: insurance; security; testing or interviewing resources; and being a diverse supplier.</p> <p>iii. Low participation on solicitations when invited. Supply Arrangement holders could be required to participate in a minimum of 25% of the solicitations to which they are invited over the course of one year.</p>	<p>Majority of suppliers are in favor of a strong vendor performance regime. Majority of suppliers also were in favour of vendor performance measures described in paragraphs i. and ii. Fewer suppliers were in favour of measures described in paragraph iii. Most suppliers requested more clarity on how the vendor performance regime would work.</p>	<p>The THS team is collaborating with the PSPC Strategic Policy Sector (SPS) to establish a vendor performance regime which will allow THS Users to complete electronic surveys on performance of suppliers of THS and will provide concrete consequences for low performance scores.</p>
<p>Q4. What other factors would you recommend be measured in terms of vendor performance?</p>	<p>Suppliers provided several suggestions such as using a client satisfaction survey, identify key performance indicators and ensure that good performance is rewarded.</p>	<p>Canada is developing key performance indicators with representatives from the THS industry and THS users which will be included as part of a vendor performance pilot. The vendor performance pilot may not be ready in time for launch of the new THS tool but will be implemented when ready.</p>
<p>Q5. Do you think that the "Right Fit" selection methodology, described in 2.1 of the RFI, will be effective? What are the risks associated with this methodology and how could they be mitigated?</p>	<p>Strong majority of suppliers were in favour of "right fit" selection methodology, however suppliers also requested more information so they could understand how it will work.</p>	<p>The RFSA includes detailed rules and instructions on how the right-fit selection methodology will be used by THS Users including a list of 5 justifications from which clients must choose to justify the selection of a resources under the right-fit methodology.</p>

APPENDIX 1

Table 1 - RFI #1 Summary and Proposed Changes

<p>Q6. For the “Right Fit” basis of selection what would be the ideal financial criteria that would define that prices are considered “similar”? i.e. prices must be within 10% of the lowest-priced bid, prices must fit within a given median rate band, etc.</p>	<p>Several suggestions for defining “similar” prices were proposed by suppliers, however, there was no suggestion that had a clear majority of support.</p>	<p>For the purposes of THS, similar price will be defined as any price that is within +/- 20% of the median price. Any bid price outside this median price band would be non-responsive when using right-fit basis of selection. Further details and examples can be found in the Draft RFSA part 6B, section 6.2.</p>
<p>Q7. Are you aware of any other organizations, besides those listed in 2.2 of this RFI, that certify diverse suppliers or social enterprises?</p>	<p>Suppliers did not propose any other organizations that certify diverse suppliers.</p>	<p>N/A</p>
<p>Q8. Based on the definition of a diverse supplier, do you meet the criteria to qualify as a diverse supplier?</p>	<p>8 suppliers responded affirmatively to this question.</p>	<p>N/A</p>
<p>Q9. Certification bodies typically charge a fee to certify a business as a diverse supplier or social enterprise. Are you willing to pay an extra fee to be certified? Do you think it is fair or creates a barrier for your entry?</p>	<p>Majority of suppliers were against paying a fee in order to be certified and this included suppliers who would not meet the criteria of diverse supplier.</p>	<p>THS will use self-attestation as a method for identifying diverse suppliers. The THS team will carry out audits to confirm the accuracy of these self-attestations. Third party certification will be re-considered in the future.</p>
<p>Q10. Should PSPC use attestation (self-certification) followed by audits, or certification by established certification organizations to qualify diverse suppliers and social enterprises? What other methods would you propose we use to verify diverse suppliers?</p>	<p>Responses were the same as above. No other methods were proposed.</p>	<p>See above.</p>
<p>Q11. If one of the social procurement measures implemented was to ensure that a minimum percentage of suppliers in</p>	<p>Majority were in support of a percentage between 10-30% of diverse suppliers in each bidders list.</p>	<p>The THS system will randomly choose 3 suppliers that are certified as diverse suppliers, another 7 suppliers will be randomly chosen from the general list of qualified suppliers and</p>

APPENDIX 1

Table 1 - RFI #1 Summary and Proposed Changes

<p>a bidders list was formed of diverse suppliers, what percentage of the bidders list should be dedicated to diverse suppliers? i.e. 2 out of a total of 7, 1 out of 5, etc.</p>		<p>the THS User may choose up to 5 more suppliers for a total of up to 15 suppliers on each bidders list which will represent between 20-30% of diverse suppliers in each bidders list</p>
<p>Q12. Are there any other social groups that should be included as diverse suppliers?</p>	<p>Other suggested social groups included small businesses, seniors and LGBTQ</p>	<p>THS has considered the proposed additional groups and may expand the definition of diverse to include other groups in the future if the pilot is successful. The majority of THS suppliers are already considered small businesses based on Canada's definition of a small business.</p>
<p>Q13. Do you anticipate the government of Canada's commitment to increasing the diversity of businesses owned or led by Canadians from underrepresented groups will have an impact on your participation in the Supply Arrangement?</p>	<p>Majority of suppliers indicated that they did not anticipate an impact to their participation in THS</p>	<p>N/A</p>
<p>Q14. What other measures could be incorporated into this method of supply to leverage the government's buying power to support the objectives of the Minister's mandate letter stated in 2.2 of the RFI?</p>	<p>Several suppliers suggested that the definition of diverse should be based on resources rather than ownership and other suppliers suggested using a diversity set-aside similar to the set-aside program for aboriginal businesses.</p>	<p>These suggestions will be considered for the future when the pilot is re-assessed.</p>
<p>Q15. Are there any barriers that previously prevented you from becoming a THS supplier? How could these be overcome?</p>	<p>Majority of suppliers did not feel there were any significant barriers to becoming a THS supplier. However, several suppliers indicated that the current requirement to demonstrate that they have supplied 20 resources in order to qualify for a THS category, was excessive.</p>	<p>To decrease the burden on suppliers as well as to harmonize THS with other professional services methods of supply, THS will replace the current qualification requirement with a requirement to demonstrate that a supplier has a minimum of 3 contracts for which they have placed a total of at least 5 resources within the last 3 years.</p>

APPENDIX 1

Table 1 - RFI #1 Summary and Proposed Changes

<p>Q16. Do you have any other comments or recommendations?</p>	<p>Numerous comments were received such as:</p> <ol style="list-style-type: none"> 1. Requesting clarification of the impact on Bill 148 on the new THS method of supply i.e. will classifications be changed to reflect equivalent public servant job classifications 2. Concerns that allowing THS users to add suppliers to the bidders list could unfairly favour larger suppliers 3. Requesting a streamlining or simplification of how quarterly usage reports (QUR) are submitted 4. Bid validity period for the method 1 process should be shortened from the proposed 20 days 	<ol style="list-style-type: none"> 1. Bill 148: No changes are anticipated to the method of supply due to the equal pay for equal work provision of Bill 148. A communiqué will be published shortly on the THS website with further detail regarding Bill 148. 2. Bidders List: Changes were made to the proposed bidders list composition so that fewer suppliers were chosen by THS users and more suppliers were generated automatically by the THS system. See Q11 above. 3. QUR: THS will be moving to CPSS when the new THS method of supply is launched. CPSS will be improving and simplifying the QUR process and THS suppliers will be able to benefit from this change. 4. Bid Validity: Bid validity for method 1 will remain at 20 days as a result of THS user feedback received. This is in order to give THS users more time to complete their evaluations. THS will re-evaluate this bid validity period at the end of the first year and may change it if warranted.
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APPENDIX 1

Table 2 - Other Proposed Changes

Area Affected	Proposed Change	Reason for Change
THS Online Tool	The THS online tool will be moving to the Centralized Professional Services System (CPSS) platform when the new THS method of supply is launched. THS Bidders will be required to submit their RFSA proposals electronically through the CPSS ePortal. Once launched, the THS Users will be using the CPSS ePortal to obtain their bidder lists.	The CPSS will be the e-portal for the majority of the Professional Services methods of supply until the new Electronic Procurement System is rolled out. Although suppliers must obtain the THS RFSA on the Buy and Sell website, THS will no longer require suppliers to provide their submission by paper through the Bid Receiving Unit (BRU). THS will only accept electronic submissions through the Data Collection component (DCC) of the CPSS ePortal. Instructions on how to submit a bid through the CPSS ePortal are detailed in the draft RFSA.
THS Streams and Categories	THS has streamlined the streams and categories. There will now be 14 streams and 85 categories versus the current 5 streams and 103 classifications.	To adapt to the new CPSS platform, THS needed to eliminate all the advanced levels from all streams and remove the sub-streams in stream 5. In doing so it was noticed that streams 1 and 2 had many similar categories so the categories were streamlined as well. No streams have been eliminated they have simply been reorganized. All the detailed streams and categories can be found in Attachment A of the Draft RFSA.
Fillable PDF Forms	THS is in the process of developing simple, user-friendly, fillable forms	New PDF fillable forms are being developed to help streamline the process for both clients and suppliers and will serve as the RFP and resulting contract for THS Users and suppliers. An example of the PDF form is attached as Annex C. It does not have all of the functionality that the final form will eventually have but it will provide suppliers with a good idea of what the final form will offer in terms of simplification and streamlining of the process.
Joint Ventures	<ul style="list-style-type: none"> i) Only one joint venture per supplier will be allowed. ii) A joint venture will only be considered diverse if both suppliers qualify as diverse suppliers. 	<ul style="list-style-type: none"> i) Clients have identified that they have issues with suppliers appearing on their bidders list multiple times, as a single entity and as part of a joint venture. This leads to them receiving fewer bids as a partner in a joint venture partner will not normally bid against their own joint venture and vice versa. ii) THS wants to ensure that the Social Procurement pilot is beneficial to diverse suppliers. Based on feedback received during our consultations and our discussions with subject matter experts, this will ensure the integrity of the social procurement process. However it may be re-evaluated once more data is collected on the pilot project and if it has been determined that allowing Joint Ventures would be beneficial to diverse suppliers.

APPENDIX 1

Table 1 - RFI #1 Summary and Proposed Changes

Audit Regime	THS Team will develop an auditing framework to verify suppliers' compliance to the required certifications including diverse self-attestation.	THS have heard suppliers concerns and based on feedback received during consultations, THS believe that an auditing framework will be beneficial to ensure that suppliers are abiding by the obligations set out in their respective arrangements.
Insurance Requirements	The current mandatory insurance requirements will be removed and it will be up to each client to determine what insurance is required for their requirement.	THS is removing the mandatory insurance requirements in order to follow best practices and align with other professional services methods of supply.

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
20172870

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Buyer ID - Id de l'acheteur
002ZN
CCC No./N° CCC - FMS No./N° VME

Temporary Help Services (THS)
Request for Supply Arrangement (RFSA)

DRAFT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

1.2 Summary

1.2.1 Public Works and Government Services Canada (PWGSC) invites interested suppliers to respond to this Request for Supply Arrangements (RFSA) for Temporary Help Services (THS) within the National Capital Region (NCR). This solicitation replaces the existing THS Supply Arrangements and Standing Offers. Therefore, all suppliers are required to submit a response to this solicitation in order to continue to provide Temporary Help Services.

Services may be provided to any Canadian Government Department, Departmental Corporation or Agency, as identified in Schedules I, I.1, II, III, IV or V of the Financial Administration Act (FAA).

Changes affecting the THS Method of Supply are being implemented through this solicitation. Suppliers are reminded of the importance of reading this document in its entirety, as well as all documents incorporated by reference. By submitting an arrangement, suppliers are acknowledging that they agree to the process as well as the terms and conditions as described in this solicitation.

The THS SA is to be used in the following situations only:

1. When a public servant is absent for a temporary period of time;
2. When there is a requirement for additional staff during a temporary workload increase, in which there is an insufficient number of public servants available to meet the requirement; or
3. A position is vacant and staffing action is being completed.

The THS SA has a total of 14 streams. A full description of the streams and their categories can be found on the Temporary Help Services website at:

(This link will be updated later.)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/classifications-eng.html>

Canada reserves the right to add, modify or remove streams and categories.

The SA has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

- 1.2.2 A Notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Supply Arrangement to allow new Suppliers to become qualified and existing suppliers to qualify for additional streams and categories.

Canada reserves the right to conduct the evaluation of arrangements in cycles, not less than quarterly. Arrangements received over a calendar year will be evaluated in accordance with the schedule below. The schedule may require a revision due to operational requirements, in which case suppliers will be advised.

Quarterly Evaluation Periods

Fiscal Quarter	Closing Date	Time of Closing:	Evaluation Period:
Q1	June 30	02:00 PM Eastern Daylight Time (EDT)	July 1 to September 30
Q2	September 30	02:00 PM EDT	October 1 to December 31
Q3	January 3	02:00 PM Eastern Standard Time (EST)	January 4 to March 31
Q4	March 31	02:00 PM EDT	April 1 to June 30

- 1.2.3 The requirement is subject to the provisions of the [Canadian Free Trade Agreement \(CFTA\)](#) only; it is excluded from the North American Free Trade Agreement (NAFTA) and is not covered under the World Trade Agreement on Government Procurement (WTO-AGP).

1.3 Security Requirements

1. Before issuance of a supply arrangement, the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
3. If the supplier does not hold this security clearance, they may request that THS consider security sponsorship for their company for initial DOS clearance. Request for sponsorship may be submitted to:

TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca

4. For additional information on security requirements, Suppliers should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause [A3050T](#) (2014-11-27) Canadian Content Definition

1.5 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.6 Key Terms

National Capital Region (NCR): the Regional Municipality of Ottawa-Carleton boundary in the Province of Ontario and the Outaouais Regional Community in the Province of Quebec.

Refresh Solicitation: a solicitation that allows new suppliers to qualify for arrangements and existing suppliers to qualify for additional streams or categories throughout the period of the Supply Arrangement.

Renewal Solicitation: a solicitation to replace existing Supply Arrangements. All suppliers, including those who already have a Supply Arrangement, are required to submit a response to the renewal solicitation in order to continue to provide services under a Supply Arrangement.

Centralized Professional Services System (CPSS): is the e-portal for Professional Services.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2017-04-27) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 250 calendar days

2.2 Submission of Arrangements

2.2.1 Suppliers are requested to refer to Attachment A, Step by Step Instructions on submitting a THS bid through the Data Collection component (DCC)

2.2.2 THS will only accept electronic submissions through the DCC of the Centralized Professional Services System (CPSS) ePortal.

2.2.3 Prior to submitting an Arrangement, suppliers must have:

- i. a Procurement Business Number (PBN) registered with the Supplier Registration Information (SRI) system; and
- ii. a CPSS supplier account.

Instructions for obtaining a PBN and a CPSS supplier account can be found at the following link:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/iffpe-seeps-eng.html>.

Enrolment into the CPSS ePortal is not a response to this solicitation, nor does it pre-qualify a supplier under the THS method of supply. Enrolment provides suppliers access to their CPSS Supplier Module account only.

Suppliers are responsible for safeguarding their credentials (i.e. userid and password) which are sent via email to their main supplier contact in order to access their CPSS Supplier Module account.

THS will not delay or cancel any solicitation process due to a supplier's inability to access, modify

or validate such credentials.

Suppliers can contact the CPSS ePortal team directly for any enrolment questions at TPSGC.SSPC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca.

2.2.4 Suppliers may submit arrangements or qualify for additional streams or categories according to the schedule at 1.2.2 above.

2.2.5 One legal entity may participate in the submission of:

- i. one arrangement from the legal entity alone; and
- ii. one arrangement from the legal entity in a joint venture with another legal entity.

No more than two arrangements generated from the same legal entity are permitted in response to this solicitation. If a legal entity participates in more than two arrangements, Canada will choose in its discretion which two arrangements to consider. If a legal entity chooses to participate in two arrangements, each arrangement must be a separate submission. Each arrangement will be evaluated independently without regard to other arrangements submitted and, therefore, every arrangement submitted must be complete.

2.2.6 Grandfathering

Existing THS Suppliers may bring the streams and categories currently on their THS SO or SA to the new SA and are not required to requalify for them. Suppliers must grandfather using the same PBN as their current SO or SA.

2.3 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority at TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca. Enquiries will be responded to on the Government Electronic Tendering System (GETS) until 8 calendar days prior to the solicitation closing. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada. Enquiries received at quarterly refreshes may not be distributed to all suppliers.

2.4 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, upon the award of a contract, the status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be reported on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

The name of the Supply Arrangement holder who is in receipt of a pension or a lump sum payment will be posted on the THS and CPSS web sites.

2.5 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.6 Diverse Supplier – Notification

THS is participating in a pilot program to promote social procurement, encouraging underrepresented groups to participate in government procurement. Underrepresented supply groups, referred to as diverse suppliers will have the opportunity to self-identify when submitting their arrangement. When Identified Users generate the bidder's list for their individual requirements, 3 diverse suppliers will randomly be included in the list.

For THS purposes, a diverse supplier is defined as a business that is owned, operated and controlled by 51% or more of a diverse group. The following 4 groups will be recognized for this pilot:

Women:

Women are an underrepresented group in the Canadian workforce. As per the Canada *Employment Equity Act*, women are defined as an “an employment equity designated group”.

Indigenous/Aboriginal:

According to Indigenous and Northern Affairs Canada (INAC), Indigenous/Aboriginal is a collective name for the original peoples of North America and their descendants. The *Employment Equity Act* (S.C. 1995, c. 44), Indigenous/Aboriginal refers to persons who are First Nation, Metis, or Inuit. Moreover, the Government of Canada's Public Services Commission also specifies that members of a First Nation encompass treaty, status, or registered Indians, as well as non-status and non-registered Indians.

People with Disabilities:

The Employment Equity Act (S.C. 1995, c. 44), refers to persons with disabilities as persons “who have a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment, and who (a) considers themselves to be disadvantaged in employment by reason of that impairment, or (b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment.” This also includes persons “whose functional limitations owing to their impairment have been accommodated in their current job or workplace”. Moreover, the Public Services Commission provides examples of disabilities such as: impairments related to co-ordination or dexterity, mobility, blind or visual impairment, deaf or hard of hearing, speech impairment, and other forms of disability such as learning disability, developmental disability, etc.

Visible Minorities:

The Employment Equity Act (S.C. 1995, c. 44), defines visible minority as “persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour”. Statistics Canada, however, provides a detailed explanation of visible minority, referring to persons who are non-Caucasian in race or non-white in colour and who do not report being Aboriginal. Visible minority groups include Chinese, Black, South Asian, Filipino, Latin American, Southeast Asian, Arab, West Asian, Korean, Japanese, etc.

2.7 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

In the DCC, Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

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PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Technical Arrangement and Certifications

Suppliers must submit their technical arrangement and certifications electronically through the Data Collection Component (DCC) of the CPSS ePortal by the closing date and time of this solicitation. The DCC allows suppliers to save and re-submit their arrangement multiple times. Instructions on how to submit an electronic arrangement can be found at Attachment A of this document.

When an arrangement is submitted, the Main Supplier Contact will receive an email confirming the receipt of the electronic submission. Only the last arrangement received by PWGSC prior to the solicitation closing date and time or closing date and time of the quarterly refresh being submitted against will be evaluated.

Only the Main Supplier Contact can submit an electronic arrangement. The supplier must use the <Submit Response> button and not just <Save> to submit the arrangement.

THS will request by return email, all supporting documentation required to complete the evaluation during the evaluation process.

3.2 Financial Arrangement

There is no financial arrangement required for this solicitation.

3.3 Submission Grid

Column A	Column B	Column C	Column D
Description of DCC	New THS Supplier	Existing THS Supplier	Reference Point in RFSA Document
Company Information	DCC	DCC	Attachment A
Regional Information	DCC	DCC	Attachment A
Contact Information	DCC	DCC	Attachment A
Local Offices	DCC	DCC	Attachment A
Language Preferences for client communication	DCC	DCC	Attachment A
M1 Minimum Years in Business	DCC+	DCC	Attachment A
M2 Identification of Streams and Categories	DCC	DCC	Attachment A
M3 Newly Substantiated Categories and References	DCC	DCC	Attachment A
Certifications			
Security	DCC	DCC	Attachment A
Federal Contractors Program for Employment Equity	N/A	N/A	Attachment A
Former Public Servant	N/A	N/A	Attachment A
Aboriginal Certification	DCC+	DCC+	Attachments A and B
Grandfather Certification	N/A	DCC+	Attachments A and B
Work Force Reduction Program	DCC	DCC	Attachments A
Integrity Provisions – Associated Information	DCC+	DCC+	Attachments A and B
Security Sponsorship	DCC+	DCC+	Attachments A and B
Bidder's Statement	DCC+	DCC+	Attachments A and B
Diverse Supplier Certification	DCC+	DCC+	Attachments A and B

DCC: Data Collection Component
 DCC+: Additional information will be requested by email
 N/A: Not applicable

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the mandatory technical evaluation criteria, certifications, and other requirements.
- b) An evaluation team composed of representatives of Canada will evaluate the arrangements.
- c) When THS requests clarification, verification, or additional information, the Supplier will have 2 business days (longer if specified in writing) to provide the requested information. Failure to meet this requirement may result in the Arrangement being declared non-responsive.

4.2 Evaluation Criteria

4.2.1 Mandatory Technical Criteria

Number	Mandatory Technical Criterion	Submission Instructions
M1	<p>The Supplier or each member of a JV must have done business as the same legal entity for a minimum of 24 months prior to the closing date of this solicitation or of the quarterly refresh being submitted against.</p>	<p>Complete the DCC of the CPSS ePortal following the instructions in Attachment A.</p> <p>At the request of the THS team, Suppliers must provide documents as proof (letters of incorporation, tax returns, etc.).</p> <p>Current THS Suppliers will not be requested to provide proof.</p>
M2	<p>The Supplier must identify the THS streams and categories that they wish to include as part of their electronic submission, based on the experience substantiated. A full description of the streams and categories can be found on the THS web site at:</p> <p>http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/classifications-eng.html</p>	<p>Complete the DCC of the CPSS ePortal following the instructions in Attachment A.</p> <p>Suppliers must identify Grandfathered streams as "Currently Offered and Grandfathered categories as Currently Substantiated".</p>

<p>M3</p>	<p>For each “Newly Substantiated” category submitted under M2, the Supplier must demonstrate that they have provided similar services to those described on the THS web site using a minimum of 3 contracts with a minimum of 5 resources across all contracts submitted. The services must have been provided within the last 3 years prior to the solicitation closing.</p> <p>In the case of a Joint Venture, at least one member must have provided the applicable services.</p> <p>To qualify for all categories under a stream, the Supplier must be qualified for a minimum of 3 categories within that stream.</p> <p>The Supplier must provide a reference who can substantiate the information provided. The same reference may be used for multiple categories.</p> <p>References must not be individuals who have been at any time:</p> <ul style="list-style-type: none">• employed by the Supplier• sub-contracted by the Supplier• on the Supplier’s Board of Directors <p>Suppliers should inform their references that THS will be contacting them by email to verify the information provided.</p> <p>THS will contact the references using the email address(s) provided by the Supplier.</p> <p>If the reference responds “No” or “Unable” to the request, the category will be deemed non-responsive.</p> <p>If the email address results in an undeliverable email being returned, the Supplier will have the opportunity to provide an alternative email address.</p> <p>If no response is received from either the 1st or 2nd reference by the due date, the category will be deemed non-responsive.</p>	<p>Complete the DCC of the CPSS ePortal following the instructions in Attachment A.</p> <p>One contract must be entered in the DCC and two contracts must be submitted when requested.</p> <p>If the Supplier does not have a second email address to provide for a reference, the first email address should be repeated for the second.</p> <p>THS may also request a copy of the invoice or contract to substantiate the information.</p> <p>Streams and categories being Grandfathered do not require references.</p>
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4.2.2 Other Mandatory Requirements

In order to be awarded a THS SA, the Supplier must comply with the requirements listed below and maintain continuous compliance for the duration of the SA.

i. Security Requirement

Each supplier and each member of a JV must hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), PWGSC.

If the security clearance is in the screening process with CISD and supplier is compliant to all other requirements of this RFSA, the supplier may extend the validity period of their arrangement up to the next refresh expiry date. Their status in the CPSS ePortal will indicate "Inactive Supplier" until the required security clearance is received.

If the supplier does not hold this security clearance, they may request that THS consider security sponsorship for their company for initial DOS clearance. Request for sponsorship may be submitted in the electronic submission or to the following email address:

TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca

Foreign Suppliers must hold a valid security clearance from their host country before they can request a Canadian equivalency. THS will not consider security sponsorship of foreign suppliers.

Any resulting contract from an SA may require a higher security clearance.

ii. Physical Office Address

The Supplier must maintain a physical street address that is not a Post Office Box. The Supplier must have a phone number, email address, business website and provide a minimum 4 hour response time.

4.2.3 Quarterly Refresh Additions

A supplier may qualify quarterly for additional categories and streams using the Mandatory Technical Criteria M2 and M3.

4.3 Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory evaluation criteria to be declared responsive.

All responsive suppliers will be awarded a supply arrangement for the qualified streams and categories.

4.4 Financial Viability

SACC Manual clause [S0030T](#) (2014-11-27) Financial Viability

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, and in the case of an active supply arrangement, may result in the Supply Arrangement being suspended or cancelled.

The certifications listed below must be submitted electronically through the CPSS ePortal DCC per instructions in Attachment A.

5.1 Security

In order to be awarded a THS SA, the supplier must hold at minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), PWGSC. If the supplier does not hold this security clearance and is requesting sponsorship by THS, refer to 5.8.

5.2 Federal Contractors Program for Employment Equity – not applicable

This is now a Notice included in Part 2, 2.5 of this solicitation. Although this certification is still in the DCC of the CPSS ePortal, it can be left blank.

5.3 Former Public Servant

Refer to Part 2, 2.4 for information concerning Former Public Servants. Suppliers must submit their status with respect to being a former public servant in receipt of a pension. If, as a result of this solicitation, a Supply Arrangement is awarded, the name of the supplier who is in receipt of a pension will be posted on the THS and CPSS web sites.

5.4 Aboriginal Supplier

In accordance with the Procurement Strategy for Aboriginal Business (PSAB), requirements designated by federal government departments as set aside under PSAB will be restricted to qualified Aboriginal businesses.

Bidders should ensure that they are listed in the Indigenous and Northern Affairs Canada's Aboriginal Business Directory at:

<http://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>.

Information on becoming an Aboriginal supplier can be found at the same link.

5.5 Work Force Reduction Program

As a result of programs to reduce the public service, suppliers must provide information regarding their status as former public servants in receipt of a lump sum payment.

5.6 Grandfather Provision

Existing THS Suppliers are not required to requalify for categories and streams currently on their THS SO or SA, but must complete the certification.

5.7 Integrity Provisions - Associated Information

In accordance with section 17 entitled "Information to be provided when bidding, contracting or entering into a real procurement agreement" of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.8 Security Sponsorship

Suppliers may request that THS consider security sponsorship for the initial DOS clearance.

5.9 Supplier's Statement

Suppliers must certify that the information in their electronic submission is true.

5.10 Diverse Supplier

The Supplier must certify compliance with the definitions of diverse supplier in Section 2.6 and submit evidence when requested.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Streams and Categories described at the following website:

(This link will be updated later.)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/classifications-eng.html>

6.2 Security Requirements

6.2.1 The Supplier must hold at minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), PWGSC.

6.2.2 The Supplier may request that THS consider security sponsorship to upgrade their company security clearance to the next level by emailing THS at: TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca . Security may be upgraded at any time, one level at a time only.

6.2.3 Sub-contractors and employees of suppliers will not be sponsored by PWGSC.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2020](#) (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in the Quarterly Usage Report Instructions <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexd-soannexd-eng.html>

If no goods or services are provided during a given period, the Supplier must still provide a "NIL" response.

The quarterly reporting periods are defined as follows:

Quarter Period to be covered Due on or before

Quarter	Period to be covered	Due on or before
Q1	April 1 to June 30	July 15
Q2	July 1 to September 30	October 15
Q3	October 1 to December 31	January 15
Q4	January 1 to March 31	April 15

PWGSC reserves the right to suspend the supply arrangement without notice, if reports are not submitted on time or are inaccurate or incomplete.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins _____.

Canada may, with at least 30 days written notice and by posting on the Government Electronic Tendering System (<https://buyandsell.gc.ca/procurement-data/tenders>) cancel this Supply Arrangement or individual categories or streams.

6.4.2 Delivery Points

Delivery of the requirement is limited to the National Capital Region (NCR).

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch,
10 Wellington Street, Terrasses de la Chaudière, 5th floor
Gatineau, Québec K1A 0S5

Telephone: ____- ____- ____

E-mail address: TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

The individual identified as the Main Supplier Contact in the CPSS ePortal is considered the supplier's representative and is the central point of contact for the Supplier on all matters pertaining to the Supply Arrangement. By submitting the arrangement, the Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole responsibility to ensure that the information related to the Supplier's Representative is correct. If a change is required to this information, the Supplier will inform CPSS by email at:

TPSGC.SSPC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca

6.5.3 Supplier's CPSS ePortal Information

Suppliers are responsible for the maintenance and safeguarding of their tombstone data in the CPSS ePortal.

Canada will not delay or cancel any solicitation or contract process due to a supplier's inability to access, modify or validate such credentials, or because of any claim that such credentials were used without proper authorization.

6.6 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.

6.7 On-going Opportunity for Qualification

A Notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Supply Arrangement to permit new Suppliers to become qualified and pre-qualified suppliers to qualify for streams and categories for which they are not already qualified.

Canada reserves the right to conduct the evaluation of arrangements in cycles, not less than quarterly. Arrangements received over a calendar year will be evaluated in accordance with the schedule below. The schedule may require a revision due to operational requirements, in which case suppliers will be advised.

Quarterly Evaluation Periods

Fiscal Quarter	Closing Date	Time of Closing:	Evaluation Period:
Q1	June 30	02:00 PM Eastern Daylight Time (EDT)	July 1 to September 30
Q2	September 30	02:00 PM EDT	October 1 to December 31
Q3	January 3	02:00 PM Eastern Standard Time (EST)	January 4 to March 31
Q4	March 31	02:00 PM EDT	April 1 to June 30

6.8 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications and Additional Information

6.9.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

6.9.2 Vendor Performance

In accordance with General Conditions – Supply Arrangement – Goods or Services 2020 09, Suspension or cancellation of qualification by Canada (2016-04-04), Canada may by written notice to the Supplier, suspend or cancel the Supply Arrangement.

THS is working with Strategic Policy Sector to develop a new Vendor Performance Framework. Key Performance Indicators (KPI) will be defined; a performance rating scorecard and guideline developed; and audit procedures to determine each supplier's performance rating. The RFSA and any resulting Supply Arrangements will be amended to incorporate any resulting Vendor Performance Framework.

6.9.3 Physical Office Address

The Supplier must maintain a physical street address that is not a Post Office Box. The Supplier must have a phone number, email address, business website and provide a minimum 4 hour response time.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. (*insert other province if indicated in arrangement*).

Solicitation No. - N° de l'invitation
EN578-172870/A
Client Ref. No. - N° de réf. du client
20172870

Amd. No. - N° de la modif.
File No. - N° du dossier
002zn.EN578-172870

Buyer ID - Id de l'acheteur
002ZN
CCC No./N° CCC - FMS No./N° VME

ANNEX "A" – the streams and categories each supplier is qualified for, form a part of their individual supply arrangement.

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B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use bid solicitation templates based on the estimated dollar value and complexity of the requirement. These templates are available at the following link:

LINK TO PDF FORMS WILL BE AVAILABLE LATER. SEE ATTACHED SAMPLE WHICH DOES NOT HAVE ALL FUNCTIONALITY.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; OR 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (*if applicable*);
- (h) certifications, as applicable to the evaluation of resources (including Status and Availability);
- (i) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement from Suppliers who have been issued a Supply Arrangement.

6.2.2 Under this SA, the Identified User will be allowed to issue solicitations to pre-qualified Suppliers in accordance with the following rules:

	Non-competitive Method #1	Competitive Method #1	Non-competitive Method #2	Competitive Method #2
Contract Maximum Limits	\$25K including applicable taxes and travel	\$400K including applicable taxes and travel	\$25K including applicable taxes and travel	\$1M including applicable taxes and travel (over \$1M with PSPC approval)
Evaluation Criteria in addition to the Minimum Mandatory Criteria for the SA category	Maximum of 2 additional mandatory criteria. No rated or asset criteria allowed.	Maximum of 2 additional mandatory criteria. No rated or asset criteria allowed.	Additional mandatory allowed.	Additional mandatory and rated criteria allowed.
Basis of Selection	Directed to one supplier provided	1. Lowest Price compliant	Directed to one supplier provided	1. Lowest Price compliant

	they are compliant to the Minimum Mandatory Criteria for the SA category.	2. Right Fit * (\$100,000 or less)	they are compliant to the Minimum Mandatory Criteria for the SA category.	2. Highest Combined Rating of Technical Merit & Price 3. Minimum Point Rated 4. Any other option except Right fit
Financial Criteria for Right Fit*	N/A	Median Band from 20% below to 20% above median rate	N/A	N/A
CPSS Search List of pre-qualified suppliers (expires at RFP issuance)	Client selects any supplier from the CPSS Search List	<ul style="list-style-type: none"> • System randomly chooses 3 suppliers that are certified as diverse suppliers • System randomly chooses another 7 suppliers • Client chooses 0 to 5 additional suppliers 	Client selects any supplier from the CPSS Search List	<ul style="list-style-type: none"> • System randomly chooses 3 suppliers that are certified as diverse suppliers • System randomly chooses another 7 suppliers • Client chooses 0 to 5 additional suppliers
Solicitation Period	N/A	1. Lowest price 48 hrs 2. Right fit 96 hrs	Client's choice	Client's choice
Bid Validity	N/A	15 calendar days	N/A	60 calendar days

*** Right Fit:**

- Right fit can only be used when:
 - Method 1 is used; and
 - the requirement is at or below the CFTA threshold. Refer to: <https://www.cfta-alec.ca/procurement/covered-procurement-thresholds/>
- This selection methodology must be specified in the RFP and cannot be changed.
- A band between -20% and +20% of the median total hourly rate will be used when 3 or more bids are responsive to the mandatory technical criteria. Any bids outside of this band will be considered non-responsive.
- When only 2 bids are responsive to the mandatory technical criteria, the higher priced bid may be selected if the price is within 25% of the lowest priced.
- Interviews may be administered to select the best resource among the bids meeting the rules above.
- When only 1 bid is responsive to the mandatory technical criteria, the contracting officer should determine that the bid represents fair market value to Canada before awarding a contract.

The Supply Manual defines "fair market value" as follows:

1. The price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties, dealing at arm's length, who are fully informed and not under any compulsion to transact.
2. The word "fair" implies a concept of a market, which is not disturbed by unpredictable economic factors; for example, boom or depression. (2010-01-11)

7. One or more of the 5 justifications below must be used to determine the successful bidder and the justification for the selection must be retained in the file for audit purposes.

Right-Fit justifications:

- Specialized education which will improve the quality of services to be provided
- Additional Certifications which will improve the quality of services to be provided
- Additional experience which will improve the quality of services to be provided
- Knowledge of relevant government policies or procedures which will improve the quality of services to be provided
- Better proficiency in one or both official languages which will improve the quality of the services to be provided.

8. Unsuccessful bidders must be advised of the results and the justification.

6.2.3 Creating the Bidders List: The Identified Users enter the categories they need in the CPSS and a search list of pre-qualified suppliers will be generated as indicated in the table above.

6.2.4 Bid Solicitation Issuance: The Identified Users will email the bid solicitation directly to the selected suppliers from the final CPSS search list.

6.2.5 Bid Evaluation: Bids will be assessed in accordance with the entire requirement of the Request for Proposal including the technical and financial evaluation criteria.

Interviewing Proposed Resources

When using Right Fit basis of selection only, Identified Users may interview proposed resources in accordance with the right fit rules at 6.2.2 above.

For any other basis of selection, resources may only be interviewed to validate that the information submitted in response to the solicitation is accurate.

Suppliers must not invoice for interview time and telephone interviews are encouraged.

6.2.6 Basis of Selection and Issuance of Contracts: The Identified Users will award contracts in accordance with the Basis of Selection identified in the Request for Proposal. All bidders will be advised of the solicitation results.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

The Contract will contain as a minimum the following:

- a) Security Requirements
- b) Statement of Work
- c) Standard Clauses and Conditions (includes General Condition 2010B)
- d) Term of Contract (max 48 consecutive weeks)
- e) Authorities
- f) Payment
- g) Invoicing Instructions
- h) Certifications and Additional Information
- i) Applicable Laws
- j) Insurance
- k) Priority of Documents

6.2 Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract, and those premises are inaccessible because of the evacuation or closure of government offices, the Contractor will be paid for no more than 1 working week, at the rates in the Contract provided that the Contractor submits with its invoice a certification, countersigned by the affected resource, stating that:

- the Contractor has not received any other payment from any other client for the period of the closure; and
- the affected resource will be paid at the rate they are entitled to had the services been provided.

6.3 Staffing Arrangements

A transfer fee will be payable to the Contractor by the Identified User when the "office" where the THS Resource has been assigned during the contract period hires the resource without competition, either on a casual, term or indeterminate basis, prior to the passage of up to 20 calendar weeks measured from the start of services under the contract regardless of a change of duties.

- Greater than 18 and up to 20 weeks from the start of services: 2%
- Greater than 16 and up to 18 weeks from the start of services: 4%
- Greater than 14 and up to 16 weeks from the start of services: 6%
- Greater than 12 and up to 14 weeks from the start of services: 8%
- Greater than 10 and up to 12 weeks from the start of services: 10%
- Greater than 8 and up to 10 weeks from the start of services: 12%
- Greater than 6 and up to 8 weeks from the start of services: 14%
- Greater than 4 and up to 6 weeks from the start of services: 16%

Greater than 2 and up to 4 weeks from the start of services: 18%
Greater than 0 and up to 2 weeks from the start of services: 20%

Notes:

“Office” is interpreted as an organization in a department, agency, or crown corporation under the supervision of a Director General or equivalent. Where there is no DG or equivalent level, the next highest rank is applicable.

Transfer fees apply whether the contract is active or not (i.e.: terminated, expired) at the time the resource is hired by the Identified User.

Transfer fees are based on the annualized salary offered to the temporary help resource. For the purposes of this clause, annualized salary offered to the THS Resource means the starting annual salary of the position offered by the department to the THS Resource in effect at the time of the offer. This does not include any subsequent performance / incentive pay, bilingual bonus, collective agreement increases or other increases that may occur.

For example, a THS resource being offered a casual, term or indeterminate employment starting at level 1 increment-PG 2 salary would have an annualized salary of \$50,502. Where the position is instead based on an hourly rate, then this hourly rate would be annualized, multiplied by 1950 (7.5 hour day), and further multiplied by the appropriate transfer fee percentage. (e.g. \$18.00/hour x 1950 hours = \$35,100 and if hired at the 5 week mark \$35,100 x 16% = \$5,616 transfer fee).

6.4 Termination Notification

When a Contract is terminated (with the exception of default) before it's expiry and the estimated contract period was 3 months or longer, the Identified User must provide the Contractor with a minimum of 7 calendar day's written notice.

If the required notification is not provided, the Identified User will pay a fee based on 7.5 hours per day at the rate charged by the Contractor for each remaining day of the required notice. No written notification is required if the Contract naturally expires.

6.5 Overtime

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

- In Ontario, overtime is payable for time worked in excess of 44 hours in a week.
- In Quebec, overtime is payable for time worked in excess of 40 hours in a week.

6.6 Statutory Holidays

When an Identified User's office is closed due to a statutory holiday, the Contractor will not be paid for that day and the resource must not report for work.

When an Identified User's office is open on a day normally recognized as a statutory holiday, it is the Contractor's decision whether to allow the resource to work or not. Agreement between the Contractor and the Identified User should be documented in advance of the holiday.

6.7 Replacement of Specific Individuals

- 1) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with qualifications and experience which equal or exceed those of the named individual in the Contract. The replacement must be acceptable to Canada.
- 3) The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and
 - b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 4) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.8 Identification Protocol for Contractors and Resources

The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements:

- a. Contractor resources who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify as a contractor resource prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor's Resource must be clearly identified at all times as being a Contractor; and
- c. If a contractor resource requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a contractor resource in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;
- d. If Canada determines that the Contractor Resource or the Contractor is in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have 2 working days to deliver the action plan

to the Client or the Contracting Authority, and 10 working days to rectify the underlying problem; and

- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

DRAFT

ATTACHMENT "A" – ELECTRONIC SUBMISSION INSTRUCTIONS

The THS instructions are still in development and will be very similar to the ProServices instructions attached hereto. Once completed the THS instructions will be included in the final RFSA.

Step by Step Instructions on submitting a ProServices bid through the DCC

This document will explain each section of the bid submission. The information seen in each of the below screenshots is provided as an example only and is not intended to be a direct instruction on how the data is to be submitted to PWGSC.

Logging into the CPSS Supplier Module

Using the userid and password supplied to you by the CPSS ePortal at the time of enrolment, log into the system using the following link: <https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouvertureession-ShowLogin-Eng.action>.

Once logged in, click on the 'Solicitation Dashboard' link located in the left hand navigational bar to access the opportunities to pre-qualify for a supply arrangement. Note: this is a separate dashboard from the Buyandsell.gc.ca site.

Once on the Solicitation Dashboard page, click on the 'solicitation number' hyperlink that is associated with the ProServices method of supply.

This opens up the ProServices online solicitation template that is required to be completed in order to submit a bid to pre-qualify for a ProServices supply arrangement.

Supplier Credential Verification

The data in this system is confidential - It can only be viewed by authorized users.

Login

* User Id: * Required Fields
[Forgot User ID](#)

* Password:
[Forgot Password](#)

Declaration:
Supplier's representatives (Main or Regional Contacts), who have been given the right to have access to the Centralized Professional Services System (CPSS), declare that:

- they will safeguard their username and password;
- they will advise CPSS by e-mail at: sspc.cpss@tpsgc-pwgsc.gc.ca if a replacement or new Main Supplier Contact is required; and
- they will be responsible to ensure that all information related to the supplier's profile, main and regional contacts and local offices are correct.

Public Works and Government Services Canada
www.pwgsc.gc.ca

Centralized Professional Services System

Welcome to the Centralized Professional Services System (CPSS) e-Portal - Supplier Module.

You have successfully logged in and may begin to use the links on the left hand navigational bar to navigate through the system.

Navigation Bar: Français | Home | Contact Us | Help | Search | Canada.ca

Left Hand Navigational Bar: PWGSC Services | Buying and Selling | CPSS - Supplier | Add Regional Contact | Update Regional Contact | Edit Supplier Profile | Edit My Profile | Solicitation Dashboard | Change Password

The ProServices Online Bidding Template – Home Page:

Supplier Response - Home E602T-180024/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Designated Contacts

As the Main Contact, you are able to designate up to two other individuals as Contacts who are able to enter and modify data for this Response.

To designate a contact to this solicitation, select from the dropdown menu.

To add a contact, click the ['Add Designated Contact'](#) link.

Important Note: Only the Main Contact may submit a response.

Contact One:

Contact Two:

[Add Designated Contact](#)

Grandfather Certification

This item is addressed under the "Certifications" link.

Sections

Only the Main Contact may submit a response.

To submit a new response or to update your response, you must complete the sections below. You must set the status of all sections to 'Completed' in order to submit your response by clicking the 'Submit Response' button below. It is suggested that you complete the sections below in the order that they appear.

Important Note: Clicking the 'Save Response' button below does not submit the response to PWGSC.

Sections

Only the Main Contact may submit a response.

To submit a new response or to update your response, you must complete the sections below. You must set the status of all sections to 'Completed' in order to submit your response by clicking the 'Submit Response' button below. It is suggested that you complete the sections below in the order that they appear.

Important Note: Clicking the 'Save Response' button below does not submit the response to PWGSC.

Table of Contents	Status
Company Information	No progress ▼
Regional Information	No progress ▼
Mandatory Criteria	No progress ▼
Certifications	No progress ▼
Services Offering for Supply Arrangement	No progress ▼

Solicitation will close: ET

[Return to Dashboard](#)
[Return to Home Page](#)

If you need support with access or connectivity issues, please send an email to the CPSS inbox at TPSGC.SPSC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca, or contact Igor Pak at 873-469-3921.

Date Modified: 2017-05-19 [Top of Page](#) [Important Notices Show Content](#)

Note: Both the Main Supplier Contact and a Designated Contact can complete the bid submission.
Note 2: The bid submission can be saved anytime by clicking on the 'Save Response' button located at the bottom of the home page which allows you to come back at any time prior to the closing date and time and complete your bid.

Designated Contacts

This section is for assigning designated contacts.

As the Main Supplier Contact, you are able to designate up to two other individuals as Contacts who are able to enter and modify data for the bid submission.

To designate a contact to a solicitation, you can select from the dropdown menu (applicable to those suppliers who have previously submitted an online bid) or click the <Add Designated Contact> link to create a new contact.

Once a selection made, click the <Save Designated Contacts> button

Newly created designated contacts will receive their credentials automatically.

Designated Contacts

As the Main Contact, you are able to designate up to two other individuals as Contacts who are able to enter and modify data for this Response.

To designate a contact to this solicitation, select from the dropdown menu.

To add a contact, click the ['Add Designated Contact'](#) link.

Important Note: Only the Main Contact may submit a response.

Contact One:

Contact Two:

[Add Designated Contact](#)

The following lists the difference sections that are found below the 'Table of Contents' section on the Supplier Response – Home page.

Company Information

The "Company Information" is a snapshot of the information that is in your Supplier Profile in the CPSS e-Portal. This information must be the same as your profile under the Supplier Registration Information (SRI) system as well as with the Canadian Industrial Security Directorate (CISD). Should any of this information be incorrect in CPSS, please contact ProServices at TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca to discuss.

Click on the Company Information link and indicate the legal nature of your company by selecting one of the options in the dropdown list.

Indicate what provincial/territorial applicable laws will govern this solicitation and any contracts awarded under it by selecting one of the options in the dropdown list.

Click the <Save> button. *Note:* Should the legal nature of your company be a Joint Venture, you will be brought to a page where you must enter each Joint Venture member. Once all of the Joint Venture members have been entered, click on the <Save> button.

Click on the <Return to Response Home Page> link at the bottom of the page to go back to the home page.

Company Information

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

The information that appears below 'Company Details' is the information that is on your Supplier Profile in CPSS. The supplier's Main Contact must click [edit your supplier profile](#) to make changes.

Company Details

Legal Name: Testing - Supplier's Legal Name

Operating Name:

Procurement Business Number: 11122233PG5564

Address:

Address Line 2:

City: Ottawa

Province/State/Territory: Ontario

Postal Code:

Country: Canada

Telephone:

Extn.:

Fax:

Website:

What is the Legal Nature of the company?

--- Please Select ---

What province/territory applicable laws will govern this solicitation and any contracts awarded under it? Note: The default selection is the province of Ontario.

Ontario

[Return to Response Home Page](#)

Regional Information

Region/Metropolitan Area Offerings

Select the Regions and Metropolitan Areas where you wish to offer your services. Note: by selecting a Region, the bidder is not automatically selecting the Metropolitan areas within that Region.

For a full descriptions of all the Regions and Metropolitan Areas included in ProServices, please consult the following link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzmra-eng.html>

Click the <Update> button and the page will be refreshed. Once the page refreshes you will see the additional areas for data input as follows:

Regional Contact Information

Local Offices

Language Preferences for Client Communication

Regional Contact Information

This section is for the regional contacts who will be included in the CPSS ePortal, after Supply Arrangements are issued/awarded.

Regional contacts can only be identified for the Regions/Metropolitan Areas that you previously indicated in the Region/Metropolitan Area Offerings section.

Select a name from the dropdown menu beside the appropriate Region/Metropolitan Area to assign your contact (applicable to those suppliers who have previously submitted an online bid) or click the <Add Regional Contact> link to create a new contact.

Regional/Metropolitan contacts will only receive their credentials after the ProServices Supply Arrangements are issued/awarded.

Once completed, click the <Update> button and the page will be refreshed.

Important: *A Regional Contact name that is assigned to a region/metropolitan area determines the contact information that will appear in search results for our federal department clients.* If no regional

contact is assigned for a specific region, the search results for that region/metropolitan area will not have a contact displayed for your company. It remains the supplier's responsibility to ensure that regional contacts have been selected for all regions and metropolitan areas across Canada to which they wish to offer their services.

Local Offices

Local Office information is applicable to Metropolitan Areas only.

If you are a supplier that previously submitted an online bid, make a selection from the dropdown menu beside the appropriate Metropolitan Area.

If you are a new supplier, or a supplier that previously submitted and wishes to add an additional local office, click the <Add New Local Office> link and complete the necessary fields and click the save button. Then click the Return to Response Regions link at the bottom of the page.

Click the <Update> button and the page will be refreshed. You will then be able to assign a local office from the dropdown menu beside the appropriate Metropolitan Area.

Language for Client Communication

The language that you indicate will determine the overall preference that federal department results.

Indicate the preference for each region/metropolitan

Local Offices

Local Offices are applicable to Metropolitan Areas only. Select from the dropdown menu or click '[Add New Local Office](#)' to add a local office. Local Offices that are added will then appear in the dropdown for selection. Once completed, click 'Update'.

Please note: It is not mandatory to have a Local Office.

Metropolitan Area	Office Name
Halifax	--- Please Select ---
Moncton	--- Please Select ---

[Add New Local Office](#)

Regional Contact Information

Select a contact from the dropdown or click '[Add Regional Contact](#)' to create a new contact.

Important Note: The name that appears in the dropdown is the contact that will receive any request for proposals or request for availabilities. It is the responsibility of the supplier's Main Contact to ensure that this information is kept up to date.

Regions / Metropolitan Areas	Contact
Atlantic	--- Please Select ---
Halifax	--- Please Select ---
Moncton	--- Please Select ---

[Add Regional Contact](#)

Preferences

preferences help language appears on a client's search

language

area that you

have previously identified above.
Click the <Update> button.
Click "Return to Response Home Page" link located at the bottom of the page.

Language Preferences for Client Communication

Please indicate the language preference for each region/metropolitan area and click 'Update'. The language preference you select may be used by client departments to send solicitation documents to your company in the language of your choice. After a successful evaluation and award, the option to change the language preferences will be available to you at any time via the Centralized Professional Services System (CPSS) ePortal.

Existing Suppliers: the values below are pre-populated using information from your previous bid submission. For language preferences to take effect immediately, please update the information via your [supplier profile](#).

Please note: Any change of language preference during a RFP process should also be communicated to the client department directly which may or may not result in an extension to the RFP process.

Region / Metropolitan Area	Preference
Atlantic	No Preference ▼
Halifax	No Preference ▼
Moncton	No Preference ▼

Mandatory Criteria

The next section is the "Mandatory Criteria" page, which addresses the following mandatory criteria:
Number of Months in Business
Stream Information (this includes the selection of categories and identification of references)

Mandatory Criteria E60ZT-180024/A

 Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Mandatory Criterion
Number of Months in Business
Stream Information

[Return to Response Home Page](#)

i. Number of Months in Business

Click the 'number of months in business' link
Enter the date of establishment for your company in the appropriate field.
As ProServices no longer has a paper element to their submission, a "N/A" can be entered into the field titled "Page Reference".
Click the <Save> button.
Click on the <Return to Mandatory Criteria> link at the bottom of the page.

Number of Months in Business EN578-172870/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Instructions

M.1 Minimum Years in Business
All Bidders must read the full description of the mandatory criteria M.1 Minimum Years in Business under Part 4 - Evaluation Procedures and Basis of Selection of the ProServices RFSA document.

Supplier Information
Please enter the date established and the page reference # for the supplier. Should the page reference be unknown at this time, please indicate this by typing "Unknown" in the page reference field.

Established On (YYYY-MM-DD):

Page Reference:

[Return to Mandatory Criteria](#)
[Return to Response Home Page](#)

ii. Stream Information - Offering New Streams and Categories
Click the <Stream Information> link to be taken to the "Stream and Category Selections" page, where you can select those streams that you wish to offer.

Stream and Category Selections EN578-172870/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Please select the status for each Stream by making a selection from the dropdown menu for each Stream. Below is a brief description of the available options.

- Currently Offered** = Applies to existing suppliers who want to continue to offer this Stream.
- Newly Offered** = Applies to existing and new suppliers who want to offer for this Stream.
- Not Offered** = Applies to all suppliers who are not interested in offering the Stream.

Click "Save" once all selections are completed. The page will refresh and you can click on the "View Categories" link for each Stream in order to indicate the Categories.

Instructions

M.2 Identification of Streams and Categories
All Bidders must read the full description of the mandatory criteria M.2 Identification of Streams and Categories under Part 4 - Evaluation Procedures and Basis of Selection of the ProServices RFSA document.
A full description of the streams/categories can be found on the ProServices web site, at:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vitcat-strmcat-eng.html>.

.....

Stream 1 - (A) Application Services
Status :

Stream 2 - (G) Geomatics Services
Status :

Stream 3 - (I) IM/IT Services
Status :

Stream 4 - (B) Business Services
Status :

Indicate in the dropdown list those streams that you wish to offer by selecting one of the following dropdown selections for each stream:
Currently Offered = Will automatically appear if you are already holding a ProServices Supply Arrangement. This selection can also be used by bidders who wish to grandfather awarded streams and subsequent categories from their TBIPS and/or TSPS (Task base only) standing offers and/or supply arrangements.
Newly Offered = Applies to new bidders AND existing suppliers who wish to include this stream as part of their bid submission.
Not Offered = Applies to bidders who are not interested in offering the Stream.
Once completed, click the <Save> button
The page will refresh and display a "View Categories..." links for all offered streams.

Solicitation No. - N° de l'invitation
EN578-172870/A
Client Ref. No. - N° de réf. du client
20172870

Amd. No. - N° de la modif.
File No. - N° du dossier
002zn.EN578-172870

Buyer ID - Id de l'acheteur
002ZN
CCC No./N° CCC - FMS No./N° VME

Stream 1 - (A) Application Services

Status : ▼

[View Categories for Stream 1 - \(A\) Application Services](#)

Click the <View Categories...> link to see the "Categories" page for a specific stream.
All categories relevant to that particular stream will be listed in a table.

DRAFT

Categories E602T-180024/A

 Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Please select the status for each Category by making a selection from the dropdown menu. Below is a brief description of the available options.

- **Newly Substantiated** = Applies to existing and new suppliers who want to offer this Category with substantiation.
- **Newly Unsubstantiated** = Applies to existing and new suppliers who want to offer this Category without substantiation.
- **Currently Substantiated** = Applies to existing suppliers who want to continue to offer this Category.
- **Currently Unsubstantiated** = Applies to existing suppliers who want to continue to offer this Category without substantiation.
- **Currently Unsubstantiated - Now Substantiated** = Applies to existing suppliers who previously received this as an unsubstantiated Category but would now like to offer it with substantiation.
- **Not Offered** = Applies to all suppliers who are not interested in offering this Category.

Click "Save" once all selection are completed.

Category	Status
1.1 Application/Software Architect	--- Please Select ---
1.2 ERP Functional Analyst	--- Please Select ---
1.3 ERP Programmer Analyst	--- Please Select ---
1.4 ERP System Analyst	--- Please Select ---
1.5 ERP Technical Analyst	--- Please Select ---
1.6 Programmer/Software Developer	--- Please Select ---
1.7 Programmer/Analyst	--- Please Select ---
1.8 System Analyst	--- Please Select ---
1.9 System Auditor	--- Please Select ---
1.10 Test Coordinator	--- Please Select ---
1.11 Tester	--- Please Select ---
1.12 WEB Architect	--- Please Select ---
1.13 WEB Designer	--- Please Select ---
1.14 WEB Developer	--- Please Select ---
1.15 WEB Graphics Designer	--- Please Select ---
1.16 WEB Multi-media Content Consultant	--- Please Select ---
1.17 Webmaster	--- Please Select ---

Select the "Status" of each category by using the dropdown menu.

Note: The available options within the dropdown menus will vary depending on whether the stream is 'newly offered' or 'currently offered'.

Solicitation No. - N° de l'invitation
EN578-172870/A
Client Ref. No. - N° de réf. du client
20172870

Amd. No. - N° de la modif.
File No. - N° du dossier
002zn.EN578-172870

Buyer ID - Id de l'acheteur
002ZN
CCC No./N° CCC - FMS No./N° VME

Newly Substantiated = Applies to bidders who want to provide reference information to PWGSC to substantiate/validate that specific category.

Newly Unsubstantiated = This selection does not apply to ProServices.

Currently Substantiated = Will automatically appear if you are already holding a ProServices Supply Arrangement for that specific category.

Currently Unsubstantiated = This does not apply to ProServices.

Currently Unsubstantiated - Now Substantiated = This does not apply to ProServices.

Not Offered = Applies to any bidder that is not interested in offering this Category.

Once all categories have a status entered, click <Save> and the page will refresh.

A <Substantiate Reference> link will only appear for those categories that you indicated with a status of "Newly Substantiated".

Category	Status
1.1 Application/Software Architect	Newly substantiated

[Substantiate Reference](#)

Click on the <Substantiate Reference> link and input the Category References. PLEASE ENSURE ALL OF THE BELOW FIELDS ARE COMPLETED.

Category - Substantiation E602T-180024/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

1.1 Application/Software Architect

Please complete the fields below to substantiate this category:

Category References

M.3 Reference Substantiation for each 'Newly Substantiated' Category

All Bidders must read the full description of the mandatory criteria M.3 Reference Substantiation for each 'Newly Substantiated' Category under Part 4 - Evaluation Procedures and Basis of Selection of the ProServices RFSA document.

Client (Government Department / Company Name):

Contact Name:

Position:

Telephone:

E-Mail:

E-Mail 2

Contract/Project Reference #:

Click <Update the Reference> button and the page will refresh.

Click the <Back to Categories> link at the bottom of the page.

Repeat the above steps for every category under each stream that you indicated as newly substantiated.

Click on the <Return to Streams> link as the bottom of the page.

Scroll down and click on the <Return to Response Home Page> link.

Certifications

By clicking on the <Certification> link from the Response Home Page, the following Certifications can be viewed and apply to ProServices:

Security

Certifications E602T-180024/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Please click on each link below Certifications to complete this section.

Certifications

- [Security](#)
- [Federal Contractors Program for Employment Equity](#)
- [Former Public Servant](#)
- [Aboriginal Supplier](#)
- [Grandfather Certification](#)
- [Work Force Reduction Program](#)
- [Integrity Provisions - Associated Information](#)
- [Security Sponsorship](#)
- [Bidder's Statement \(all bidders\)](#)

[Return to Response Home Page](#)

Click the 'Security' link
Indicate the highest security clearance level that is currently held by your company. This is a corporate security level and differs from a personnel security clearance. *(If you are unsure of your company security clearance, please contact the Industrial Security Sector Service Centre at 1-866-368-4646 or ssi-iss@tpsgc-pwgsc.gc.ca)*

Note: If your company does not have security clearance, these fields should indicate 'None'

Click the <Save> button.

Click the <Return to Certifications> link.

Note: If the nature of your company is that of a Joint Venture - the security clearance level that can be indicated is that of the highest common security level of all of the Joint Venture members.

Security E602T-180024/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

Please indicate the highest security clearance level currently held from the dropdown selections below and click the "save" button.

Testing - Supplier's Legal Name

DOS/FSC Security Clearance: None

NATO Security Clearance: None

DOS/FSC Document Safeguarding: None

NATO Document Safeguarding: None

CISD File Number:

Save

Federal Contractors Program for Employment Equity

Although this certification can be viewed in this solicitation, it no longer applies and can be left blank.

Former Public Servant

Click on the 'Former Public Servant' link
Indicate whether or not the bidder is a Former Public Servant in receipt of a pension.

If yes, indicate the name of the Public Servant, Date of Termination and a brief explanation.

Click the <Save> button.

Click the <Return to Certifications> link.

Former Public Servant E602T-180024/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

* Fields marked with an asterisk are mandatory.

If you answer Yes to "Is the Supplier a Former Public Servant in receipt of a pension?" you must enter the "Name of Public Servant", the "Date of Termination (YYYY-MM-DD)" and the "Explanation" fields.

Is the Supplier a Former Public Servant in receipt of a pension?*

Please select... ▼

Name of Public Servant:

Date of Termination (YYYY-MM-DD):*

Save

Aboriginal Supplier

Click on the 'Aboriginal Supplier' link

Indicate whether or not you wish to declare as an Aboriginal Supplier.

If yes, indicate the "Legal Nature" and the "Number of employees".

Click the <Save> button.

Click the <Return to Certifications> link.

Aboriginal Supplier E602T-180024/A

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

* Fields marked with an asterisk are mandatory.

If you answer Yes to "Do you wish to declare as an Aboriginal Supplier?", you must respond to the "Legal Nature?" and "Number of Employees" fields.

Do you wish to declare as an Aboriginal Supplier?*

Please select... ▼

Legal Nature?

Please select... ▼

Number of Employees

Please select... ▼

Save

Grandfather Certification

Note: if this is your first submission and you do not have a TBIPS and/or TSPS (task based only) standing offer and/or supply arrangement, then this certification will not apply to you and it can be left blank.

Click on the 'Grandfather Certification' link
The supplier is to read the viewable text available and indicate via a checkbox whether or not they agree to the statement.

Once completed, click the <Save> button.
Click the <Return to Certifications> link.

Grandfather Certification

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

* Fields marked with an asterisk are mandatory.

Instructions

All Bidders must read the full description of the Grandfather Certification under Part 5 - Certifications of the ProServices RFSA document.

By selecting "I agree", the Bidder is certifying that it has read and agrees to submit via email upon request by ProServices, the completed Grandfather Certification from Attachment C, Item 2 of the ProServices RFSA document.

I agree to the statement above

Save

Work Force Reduction Program

Click on the 'Work Force Reduction Program' link
Indicate whether or not the supplier received a lump sum payment as a Former Public Servant pursuant to the terms of a Work Force Reduction Program.

If yes, complete the remaining fields.
Once completed, click the <Save> button.
Click the <Return to Certifications> link.

Work Force Reduction Program

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

* Fields marked with an asterisk are mandatory.

If you answer Yes to "Is the Supplier a Former Public Servant who received a lump sum payment pursuant to the terms of a Work Force Reduction Program?" You must answer all the following questions.

Is the Supplier a Former Public Servant who received a lump sum payment pursuant to the terms of a Work Force Reduction Program?*

Please select... ▼

Name of Former Public Servant:

Conditions of lump sum payment incentive:

Date of termination of employment (YYYY-MM-DD):

Amount of lump sum payment:

Rate of pay on which lump sum payment is based:

Start date of period of lump sum payment (YYYY-MM-DD):

End date of period of lump sum payment (YYYY-MM-DD):

Number of weeks of lump sum payment:

Integrity Provisions – Associated Information

Click on the 'Integrity Provisions – Associated Information' link
The bidder is to read the viewable text available and indicate via a checkbox whether or not they agree.
Once completed, click the <Save> button.
Click the <Return to Certifications> link at the bottom of the page.

Integrity Provisions - Associated Information

Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.

* Fields marked with an asterisk are mandatory.

Instructions

Integrity Provisions - Associated Information

By selecting "I agree to the statement above", the Bidder is certifying that the Bidder and its affiliates are in full compliance with the Integrity Provisions clause as detailed throughout this bid solicitation.

I agree to the statement above

Save

Security Sponsorship

This certification is to be completed by bidders who wish to obtain their initial security clearance of DOS, or by bidders who wish to upgrade their current security clearance.

It is recommended that if sponsorship is needed to also contact ProServices at TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca as early as possible in order to inform them of this requirement.
Click on the 'Security Sponsorship' link
Indicate whether or not the supplier requires Security Sponsorship.

Security Sponsorship

Does supplier require a Security Sponsorship?*

Please select... ▼

Requested Security Clearances

Please select the security clearances you require sponsorship for from the options below:

DOS/FSC Security Clearance:
Please select... ▼

NATO Security Clearance:
Please select... ▼

DOS/FSC Document Safeguarding:
Please select... ▼

NATO Document Safeguarding:
Please select... ▼

Save

[Return to Certifications](#)
[Return to Response Home Page](#)

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If yes, indicate the security clearances that are needed for sponsorship.
 Once completed, click the <Save> button.

Click the <Return to Certifications> link at the bottom of the page.

Note: If you had indicated that you were a Joint Venture, you should indicate the need for sponsorship per JV member, if applicable.

Bidder's Statement (all Bidders)

Click on the 'Bidder's Statement' link

The bidder is to read the viewable text available and indicate via a checkbox whether or not they agree.

Once completed, click the <Save> button

Click the <Return to Certifications> link at the bottom of the page.

Once all the certifications have been completed and saved, click on the 'Return to Response Home Page' at the bottom of the 'Certification' page.

Services Offering for Supply Arrangement

Clicking on the 'Services Offering for Supply Arrangement' link on the home page of your online bid submission will bring you to a listing of Regions/Metropolitan Areas you have already identified earlier in your bid. This is the area within the online bid where the bidder identifies the 'levels of expertise' they wish to offer under the categories they have identified (Example: Junior, Intermediate and/or Senior).

Note: The below screenshot is an example and may appear different depending on your selection of regions/metropolitan areas.

Click on a Region/Metropolitan Area in the list in order to see the Streams and Categories previously identified in your bid. The page will also display the levels of expertise associated with each category which are automatically defaulted to YES. If you do not wish to offer all levels expertise identified under each category, you will then have to click on the dropdown menu beside the level you do not wish to offer and change the Yes to a No.

If any changes were made, please ensure that you click the <save> button for each Region/metropolitan area that you identified in your bid.

The categories that are grayed out indicate those categories that you did not offer.

Note: If any changes were made, you can apply those changes to other Regions/Metropolitan Areas, by using the "copy information" link located below the 'Regions/Metropolitan Areas' table.

Category	Junior	Intermediate	Senior
1.1 Application/Software Architect	Yes	Yes	Yes
1.2 ERP Functional Analyst	Yes	Yes	Yes
1.3 ERP Programmer Analyst	Yes	Yes	Yes
1.4 ERP System Analyst			
1.5 ERP Technical Analyst			
1.6 Programmer/Software Developer			
1.7 Programmer/Analyst			
1.8 System Analyst			
1.9 System Auditor			
1.10 Test Coordinator			
1.11 Tester			
1.12 WEB Architect			
1.13 WEB Designer			
1.14 WEB Developer			
1.15 WEB Graphics Designer			
1.16 WEB Multi-media Content Consultant			
1.17 Webmaster			

Click on the <Return to Response Home Page> link located at the bottom of the page.

You should always confirm that the changes that you have made to all levels have been copied by viewing the Region/Metropolitan Area that you have copied to.

Submitting the Online Bidding Template

Note: Only the Main Contact can submit a response on behalf of a supplier.

On the Response Home Page, change the status of each item below the "Table of Contents" to a "Completed" status. *Note:* it is the responsibility of the supplier to ensure that all information is complete for each section.

Click the <Save Response> button.

Click on the <Submit Response> button.

A "Submission Receipt" Page will be displayed for your records.

An e-mail confirming receipt of your submission will also be sent to the Main Supplier Contact.

Click on the <Return to Dashboard> link.

Sections

Only the Main Contact may submit a response.

To submit a new response or to update your response, you must complete the sections below. You must set the status of all sections to 'Completed' in order to submit your response by clicking the 'Submit Response' button below. It is suggested that you complete the sections below in the order that they appear.

Important Note: Clicking the 'Save Response' button below does not submit the response to PWGSC.

Table of Contents

Company Information	Completed
Regional Information	Completed
Mandatory Criteria	Completed
Certifications	In progress
Services Offering for Supply Arrangement	Completed

Solicitation will close: ET

Save Response Submit Response

[Return to Dashboard](#)
[Return to Home Page](#)

As mentioned at the beginning of this document, clicking the <Save

Response> button does not mean that you have submitted your bid; you must click on the "Submit Response" for your bid to be submitted.

ATTACHMENT "B" - CERTIFICATIONS

ABORIGINAL BUSINESS CERTIFICATION (Mandatory for suppliers seeking qualification for Aboriginal supply arrangement)

PLEASE COMPLETE ONLY ONE OF THE TWO (2) STATEMENTS BELOW:

I, _____ (***Insert Name of duly authorized representative of business***), want to be considered as an Aboriginal and Non-Aboriginal Supplier. []]

I, _____ (***Insert Name of duly authorized representative of business***), want to be considered as an Aboriginal supplier only. []]

1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW

- a) I, _____ (Insert Name of duly authorized representative of business) hereby certify that _____ (***Insert name of Supplier***) meets, and will continue to meet throughout the duration of the Aboriginal SO and/or SA, the requirements for this program as set out in the "[Requirements for the Set-Aside Program for Aboriginal Business](http://www.aadnc-aandc.gc.ca/eng/1100100033060/1100100033061)" (<http://www.aadnc-aandc.gc.ca/eng/1100100033060/1100100033061>), which document I have read and understand.
- b) The aforementioned business agrees to ensure that any subcontractor it engages with respect to any contract awarded under any resulting Aboriginal SA and/or SO will, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for Aboriginal Business."
- c) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with this program.

2. PLEASE CHECK THE APPLICABLE BOX BELOW

- The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,
OR
- The aforementioned business is a joint venture between two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business

3. PLEASE CHECK THE APPLICABLE BOX BELOW

- The Aboriginal business or businesses have:
- fewer than six full-time employees
OR
- six or more full-time employees

4. The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this certification. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the certification.

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5. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the Program; and/or termination of any contract awarded pursuant to the Aboriginal SO and/or SA. In the event that a contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.

Signature of Authorized Representative:

Date:

DRAFT

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GRANDFATHER CERTIFICATION

(Applicable to existing THS suppliers only)

Existing THS suppliers who want to grandfather their information into their current submission certify that the supplier:

- A. continues to meet all requirements pertaining to their electronic submission at the closing date of this solicitation; _____ (initial)

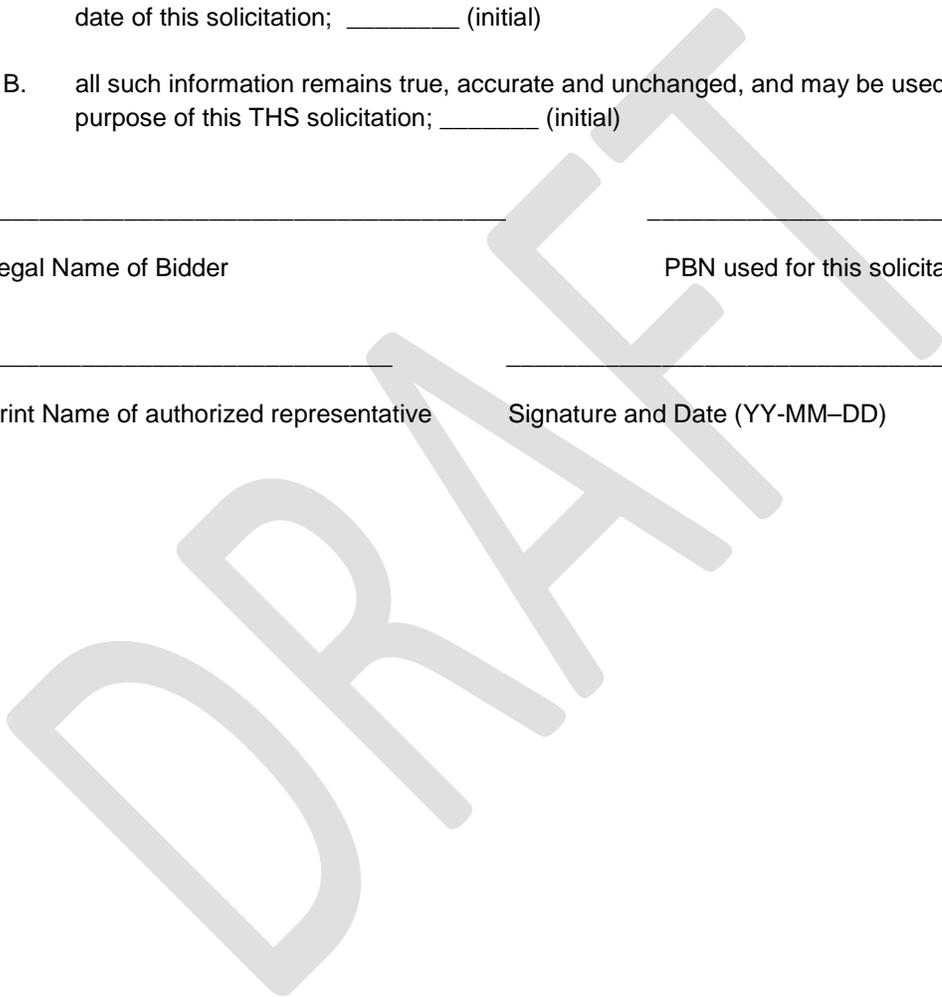
- B. all such information remains true, accurate and unchanged, and may be used for the purpose of this THS solicitation; _____ (initial)

Legal Name of Bidder

PBN used for this solicitation

Print Name of authorized representative

Signature and Date (YY-MM-DD)



INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

BOARD OF DIRECTORS FORM

Please indicate the legal nature of your company:

- Incorporated:** Bidders who are incorporated must provide a complete list of names of all individuals who are currently on the bidder's Board of Directors.
- Sole Proprietorship:** Bidders submitting a bid as a sole proprietorship must provide the name of the owner.
- Joint Venture (JV):** Bidders submitting a bid as a joint venture (JV) must provide the complete address of each JV member as well as a complete list of names of all individuals who are currently on each of the JV members Board of Directors. Should one of the JV members be a sole proprietor, the name of the owner must be provided. NOTE: Individual forms are to be completed for each JV member.
- Other:** Bidders submitting a bid as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

Please complete the following, if applicable:

Legal name:		
PBN number:		
Legal name of JV member (if applicable):		
PBN number of the JV member (if applicable):		
Address:		
City:	Province:	Postal Code:
Board of Directors (first and last name)		
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.
Signature of Authorized Representative:		Date:

SECURITY SPONSORSHIP - CERTIFICATION

- A. Please confirm that this process has not already been initiated by another division of PWGSC or Client Department
- B. Please provide the information below (all 14 line items):

Information on Organization:

- 1. Legal Name of company
- 2. Business Name
- 3. Mailing Address
- 4. Civic Address
- 5. Organization Telephone Number
- 6. Organization FAX Number
- 7. Surname and given name of contact person (Canadian Official)
- 8. Title of contact person
- 9. Telephone number of contact person
- 10. Email address of contact person
- 11. Preferred language of correspondence: English or French

Information on Registered or Head Office in Canada (if different from above)

- 1. The Legal Name of the Head Office in Canada.
- 2. Business Name (if different from Legal Name)
- 3. The Civic address of the Head Office.

BIDDER'S STATEMENT

The Supplier certifies that all statements made with regard to these requirements are accurate and factual, and is aware that the Department of Public Works and Government Services Canada reserves the right to verify any information provided in this regard. Untrue statements may result in the Supplier's arrangement being declared non-compliant in its entirety, becoming ineligible to receive further solicitations, and any other action which Canada may consider appropriate.

Legal name of supplier: _____

PBN used for this solicitation: _____

Is the Supplier (check all that apply):

- A new supplier
- An existing THS Supplier

Signature of authorized representative: _____

Date: _____

Print Name: _____

DIVERSE SUPPLIER SELF-ATTESTATION FORM

(Mandatory for suppliers seeking qualification for Diverse Supplier)

1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW:

a) I, _____ (*Insert Name of duly authorized representative of business*) hereby certify that _____ (*Insert name of Supplier*) meets, and will continue to meet throughout the duration of the THS SA, the definition of a diverse supplier as set out in THS RFSA ([link here](#)), which I have read and understand.

b) Specify which diverse group you are a member of:

Women-owned? _____ Indigenous-owned? _____ Persons with Disabilities-owned? _____

Visible Minority-owned? _____

2. The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this self-attestation. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the self-attestation.

3. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements or failing to produce satisfactory evidence to Canada regarding the requirements of the self-attestation, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future THS contracts; and/or termination of any contract awarded pursuant to the Diverse SA. In the event that a contract is terminated because of an untrue statement or non-compliance with the requirements, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.

Signature of Authorized Representative

Date

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 1 – Office Support Categories

1.1 Clerk, General

A General Office Clerk's duties include the performance of routine, repetitive tasks of low complexity according to established procedures and instructions.

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Typical duties may include:

- Performing document and file management functions, including e-filing;
- Entering and processing of data in databases and spreadsheets following a predetermined format;
- Word processing with attention to format and presentation of material;
- Composing routine correspondence, memos and e-mails;
- Photocopying, faxing, and scanning documents;
- Performing functions related to the receiving and distribution of mail including collating, addressing and filling envelopes;
- Maintaining Bring-Forward (BF) systems;
- Verifying accuracy and completeness of data prior to supervisor's check;
- Matching invoices to contractual documents (e.g. purchase orders, call-ups, etc.);
- Assisting in the maintenance of inventory systems;
- Performing simple research or analyzing basic data that does not require subject-matter expertise;
- Performing internet searches and navigation;
- Scheduling and arranging appointments and meetings;
- Receiving guests and providing information; and
- Receiving incoming, outgoing and inter-office calls using multi-line phones.

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

1.2 Administrative Assistant, General

Resources (all levels) must:

- Be able to multi-task
- Meet tight deadlines
- Be familiar with general office procedures, equipment and software
- Have a strong commitment to people, processes, policies and confidentiality

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Assisting in the preparation of correspondence, reports, statements and other documents;
- Maintaining office supplies inventory;
- Processing of applications and forms;
- Maintaining databases, spreadsheets, and inventory information;
- Inputting and updating changes to meeting and appointment schedules;
- Arranging for telephones, e-mail accounts and equipment for new personnel;
- Answering queries from the general public;
- Using electronic reference tools for the purposes of researching and resolving client inquiries;
- Assembling and disseminating correspondence and briefing materials;
- Maintaining office equipment and arranging for service;
- Completing courier forms and dispatching couriers; and
- Processing and tracking correspondence (internal and external).

Senior

Minimum Mandatory Criteria:

Resources must have:

- A good understanding of federal government procedures and policies including financial management;

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Strong organizational and interpersonal skills.

Education: Secondary school diploma.

Experience: 48 months of relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Providing guidance and training to junior support staff;
- Taking general, not verbatim, minutes at meetings;
- Editing, proofreading, and finalizing correspondence, reports, statements, invoices, forms, presentations and other documents;
- Making travel reservations, developing itinerary and preparing travel expense claims;
- Coordinating meetings, conferences, workshops, and seminars and arranging for facilities, equipment and services;
- Reading incoming correspondence and flagging items of importance or preparing summaries;
- Processing invoices, expenditures, receipts and other financial information;
- Maintaining inventories, databases and records;
- Maintaining office supplies and equipment;
- Composing and signing replies to general inquiries and drafting more difficult correspondence for signature;
- Developing and maintaining administrative programs and procedures;
- Participating in senior management meetings;
- Assembling and disseminating correspondence and briefing materials for senior management;
- Planning and organizing project teams;
- Reviewing the effectiveness of operations;
- Administering operational budgets and programs, analyzing expenditures;
- Providing solutions on issues related to procurement, telecommunications, accommodation, training and administration;
- Providing management with advice on various policies, procedures and directives;
- Managing the daily office operations and coordinating the agenda.

1.3 Executive Assistant

The Executive Assistant provides administrative support to senior executives and acts as a liaison between senior staff and branch directors, the Deputy Minister, members of the Minister's office, other departments, and external groups.

Minimum Mandatory Criteria:

Resources must have:

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Familiarity with the Client Department or Agency's office management practices and electronic correspondence/document tracking system;
- Excellent writing, analytical, organizational and communication skills; and
- The ability to prioritize their workload, as there may be multiple projects or assignments with conflicting deadlines and ongoing responsibilities.

Experience: 60 months experience as an Executive or Administrative Assistant including 24 months experience as an Executive Assistant within the federal government.

Typical duties may include:

- Managing calendars for senior staff;
- Coordinating meetings, conferences, workshops, and seminars and arranging for facilities, equipment and services;
- Maintaining a system for routing and tracking critical, confidential paper and electronic correspondence and ministerial requests;
- Composing, editing and verifying a wide range of materials to reflect senior staff's preferences and the awareness of audience reaction
- are reflected;
- Ensuring proper attention is given to the wider government issues and their relationship to departmental issues and events;
- Routing and tracking items for review or signature, to and from the office;
- Creating and presenting a variety of reports; and
- Recording meeting minutes.

1.4 Receptionist

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Scheduling appointments;
- Filing, e-filing and retrieving material;
- Receiving and recording courier deliveries;
- Receiving clients and other visitors;
- Receiving incoming, outgoing and inter-office calls; and
- Handling three to five lines and approximately 50-80 calls per day.

Senior

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 48 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Determining the nature of calls and transferring them to the appropriate person;
- Scheduling appointments;
- Receiving clients and other visitors, including dignitaries and officials;
- Handle six lines or more and 80-150 calls per day;
- Working with computer word processing and email software;
- Maintaining records of incoming and outgoing calls;
- Maintaining client recall system;
- Overseeing junior receptionists;
- Answering inquiries and providing information, by telephone and in person.

1.5 Clerk, Accounting

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Processing payments and invoices;
- Responding to client inquiries; and
- Assisting in the compilation of budget data and documents based on estimated revenues, expenses and previous budgets.

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 48 months of relevant experience.

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties in addition to those listed under Clerk, General may include:

- Retrieving financial data;
- Coding and auditing invoices;
- Reconciliation of accounts with general ledger;
- Preparing period statements, cost statements and reports;
- Calculating costs of materials, overhead and other expenses based on estimates, quotations, or price lists;
- Providing advice and administration support in areas of finance and budgeting;
- Coordinating and preparing all aspects of financial and budget administration;
- Preparing financial statements;
- Verifying and balancing transactions;
- Reconciliation of accounts with general ledger.

1.6 Clerk, Compensation

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Preparing and verifying statements of earnings indicating gross and net salaries and deductions such as taxes, union dues, garnishments, insurance and pension plans;
- Preparing T4 statements, Records of Employment, and other related documents;
- Maintaining records of attendance, leave and overtime to calculate pay and benefit entitlements using manual or computerized systems;
- Creating spreadsheets to facilitate data analysis;
- Preparing salary and benefit payments by cheque or electronic transfer;
- Completing, verifying and processing forms and documentation for administration of benefits such as pension plans, leave entitlements, employment and medical insurance, etc.;
- Compiling statistical reports, statements, and summaries related to pay and benefits accounts; and
- Calculating pay increases and making adjustments to salaries.

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Secondary school diploma.

Experience: 48 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Preparing and verifying statements of earnings indicating gross and net salaries and deductions such as taxes, union dues, garnishments, insurance and pension plans;
- Preparing salary and benefit payments by cheque or electronic transfer;
- Completing, verifying and processing forms and documentation for administration of benefits such as pension plans, leave entitlements, employment and medical insurance, etc.;
- Providing information on payroll matters, benefit plans and collective agreement provisions;
- Providing compensation information regarding allowable salary increases, job offers and salary ranges;
- Compiling statistical reports, statements, and summaries related to pay and benefits accounts;
- Calculating pay increases and making adjustments to salaries.

1.7 Clerk, Data Entry

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Entering data from various sources and formats into an electronic computer according to pre-described format;
- Verifying data entered by checking printouts for errors and correcting as required;
- Assisting in data collection and compilation;
- Identifying, labelling and storing diskettes, disks and tapes;
- Organizing data according to user requirements; and
- Filing or routing source documents after entry.

Senior

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 48 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Correcting and editing the content and format of recorded data;
- Preparing source documents for entry;
- Maintaining libraries of diskettes, disks and tapes;
- Inputting or exporting data or both into computerized databases, spreadsheets or other templates using an optical scanner, speech recognition software or other data entry tools;
- Performing data searches; recording and analyzing the results;
- Coordinating the collection of data;
- Performing statistical reporting and data analysis to ascertain accuracy of data entered;
- Designing and maintaining procedures to ensure that information and files are managed in accordance with department and government standards and directives;
- Taking minutes at staff meetings;
- Monitoring the system for malfunctions;
- Designing spreadsheet or database layouts;
- Creating new forms;
- Coordinating and monitoring the activities of other resources.

1.8 Clerk, Finance

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Providing financial support services;
- Applying financial management policies and procedures;
- Reconciling financial accounts;
- Processing accounts payable and accounts receivable;
- Tracking documents and maintaining filing system;
- Maintaining and updating a financial management system;
- Selecting, validating and inputting information in system; and

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Preparing a variety of financial tables and reports.

Senior

Minimum Mandatory Criteria:

Education: Secondary school.

Experience:

- 48 months relevant experience; and
- Experience with Government Financial System

Typical duties in addition to those listed under Clerk, General may include:

- Providing financial support services;
- Auditing and processing accounts payable and accounts receivable;
- Tracking documents and maintaining filing system;
- Researching and analyzing financial data;
- Maintaining and updating a financial management system;
- Conducting inquiries or research to resolve financial issues;
- Analyzing budgets and prepare reports;
- Preparing a variety of financial tables, statements and reports.

1.9 Clerk, Human Resources

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 36 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Responding to inquiries from employees or the general public or both concerning employment opportunities, status of staffing processes, basic compensation and benefits information, etc.;
- Obtaining and verifying information for employee records;
- Assisting in the preparation of documents such as job postings and descriptions, letters of offer, letters of acknowledgement, organizational charts, and training materials;

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Arranging and administering Public Service Commission tests;
- Arranging for job postings on the Internet through the Public Service Commission;
- Assisting in conducting reference checks, verifying information in resumes and identifying discrepancies in the information collected.

Senior

Minimum Mandatory Criteria:

Education: Secondary school.

Experience: 60 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Preparing documents such as job postings and descriptions, letters of offer, letters of acknowledgement, organizational charts, and training materials;
- Assisting Managers and HR Officers in completing rating guides after conducting interviews;
- Assisting in the creation of Statements of Merit Criteria, rating guides, etc.;
- Maintaining confidential documents, such as compensation records, employment histories, training records, performance evaluations and grievances;
- Coordinating on-site job analysis and interviews with managers, employees and external consultants for classification purposes;
- Compiling and tabulating statistics to support compensation and benefits practices, such as leave records and administration of salary increases;
- Participating in the screening of employment candidates by conducting and evaluating reference checks, obtaining further information or verifying information in resumes, and identifying discrepancies in the information collected;
- Assisting Managers and HR Officers in conducting employee orientation and information sessions.

1.10 Clerk, Legal

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 24 months experience as a law clerk.

Typical duties in addition to those listed under Clerk, General may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Reviewing, sorting and prioritizing incoming documents and correspondence;
- Locating and retrieving case laws from legal libraries, courts or tribunals;
- Processing legal documents which may include serving of documents on opposing counsel or party or filing legal documents with the Court;
- Organizing and keeping litigation files current;
- Requesting additional files or information when required;
- Gathering documents to create and maintain Counsel's Brief;
- Preparing correspondence, reports, statements and other material

Senior

Minimum Mandatory Criteria:

Education: Relevant certificate, diploma or degree from a recognized post-secondary institution

Experience: 48 months experience as a law clerk.

Typical duties in addition to those listed under Clerk, General may include:

- Managing ad hoc file assignments of daily events in relation to court and counsel;
- Ensuring that all files have been properly screened prior to counsel's receipt of documentation;
- Conducting legal and factual research;
- Responding to queries from investigators, defense counsel, crown and Senior counsels, support staff, and the general public in relation to case files;
- Preparing a variety of legal documents (e.g. Orders, Motions, Affidavits, and applications for the prosecutors, etc.);
- Assisting lawyers by interviewing clients, witnesses and other related parties;
- Assembling documentary evidence, preparing trial briefs, and arranging for trials;
- Registering and assigning dockets to appropriate lawyer;
- Compiling and coordinating trials and appeal reports;
- Organizing, coordinating the completion of a weekly report and distributing the report to counsel;
- Attending and speaking to matters at Court;
- Training new articling or summer students in the procedures of the Federal Court;
- Participating with senior management in the allocation and distribution of cases by maintaining an inventory of upcoming unallocated prosecutions via a weekly report;
- Providing advice and guidance to support staff;
- Responding to enquiries from staff counsel and outside agencies, with respect to policies, procedures and statutes.

1.11 Clerk, Library

Intermediate

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Maintaining journal subscriptions, databases and inventories;
- Performing shelving material and loose-leaf maintenance functions;
- Labelling and repairing resources.

Senior

Minimum Mandatory Criteria:

Education: Secondary school.

Experience: 36 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Performing circulation and stack management functions;
- Providing basic reference services;
- Processing invoices, expenditures, receipts and other financial information;
- Drafting correspondence, reports, statements and other documents;
- Editing, proofreading, and finalizing correspondence, reports, statements, invoices, forms, presentations and other documents;
- Maintaining and controlling stationery and office supplies inventory;
- Maintaining office equipment and arranging for service.

1.12 Clerk, Mail Room

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Maintaining records and filing systems;
- Screening and handling telephone calls as appropriate;
- Posting routine work and preparing correspondence for review;
- Proofreading for typing errors;
- Gathering statistics and other types of records and preparing routine reports;
- Coding and processing invoices.

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 36 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Reviewing documents for conformance with regulations and procedures;
- Composing routine correspondence;
- Coordinating mail pick-up and delivery and schedules;
- Preparing reports and projects;
- Maintaining office equipment and supplies.

1.13 Clerk, Records Management

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Ensuring the adherence to policies and strategies using records management systems;
- Verifying documents for accuracy;
- Gathering statistics and data to prepare routine reports;
- Maintaining access lists for security classified records;
- Compiling statistics on activities within records services;
- Assisting in the periodic review of files to ensure correct classification and completion;

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Labelling files according to retention and disposal schedules;
- Assisting in the preparation of files for disposal or retention.

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 36 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Arranging and coordinating sources of information;
- Counselling clients regarding options, products, guidelines;
- Executing processes for records management techniques;
- Researching to resolve difficult problems in processing or conformance;
- Developing and implementing internal service delivery methods, tracking or reporting tools;
- Assisting in report preparation and projects;
- Providing guidance and training to staff;
- Recommending and participating in developmental and training opportunities;
- Applying sampling and quality control guidelines to monitor work performance;
- Verifying guideline compliance and maintaining data base integrity;
- Developing internal service delivery methods, tracking or reporting tools and monitoring their implementation for consistency and maintaining data base integrity;
- Administering policies and procedures related to the release of records in response to access to information requests;
- Assisting in the preparation of operational budgets and budget forecasts;
- Developing, maintaining and updating systems and procedures.

1.14 Clerk, Research

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Assisting in the development of reports based on research and information gathering;
- Creating databases and perform data entry; and
- Organizing interviews, focus groups, and surveys.

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 48 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Conducting basic statistical analyses;
- Assisting in the development of analysis profiles;
- Assisting in the analysis of case studies or surveys;
- Researching and preparing analysis reports;
- Providing support and analysis on programs or policies;
- Participating in the development and evaluation of reports.

1.15 Desktop Publishing/Graphics

Junior

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience

Typical duties in addition to those listed under Clerk, General may include:

- Entering, editing, storing and printing documents;
- Creating page layout for publication;
- Formatting documents using cascading style sheets;
- Converting documents to HTML for Internet posting;
- Preparing and editing text for desktop publishing;
- Formatting and manipulating texts within the desktop publishing program;
- Inserting footnotes and headers;
- Preparing slideshows for presentations;
- Creating tables, charts, or other graphical displays and legends to depict information.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience

Typical duties may include:

- Providing desktop services including design and format for the development of camera-ready publications and promotional material;
- Formatting and manipulating texts within the desktop publishing program;
- Converting documents into readable or downloadable web pages;
- Preparation of electronic files for printing companies;
- Assisting in the production of final drafts for publication.

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 36 months relevant experience.

Typical duties may include:

- Designing cover pages, creating page-layout for publications, presentations, graphics, charts, reports, spreadsheets;
- Importing and converting documents using combination of text, tables, graphics, spreadsheets, conversion, scanning, presentations, utilities and web page publishing software programs;
- Developing technical applications;
- Testing procedures and amending templates and macros;
- Providing support for technical applications;
- Providing training and assistance to departmental microcomputer users;
- Participating in testing and evaluating hardware, software and related peripherals;
- Preparing, formatting, and editing text for desktop publishing.

1.16 Driver

To provide reliable and courteous transportation service with safety as a top priority.

Senior

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience:

- 60 months experience providing relevant administrative support and driver/chauffeur services; and
- Possess a valid driver's license and clean driving record.

Typical duties may include:

- Operating assigned vehicle in a safe and courteous manner;
- Assisting passengers, including handicapped, in and out of the vehicle;
- Providing basic administrative support;
- Fueling the assigned vehicle;
- Performing daily pre-trip and post-trip vehicle inspections;
- Performing minor maintenance tasks on the vehicles when necessary;
- Maintaining accurate, up-to-date records on trips, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that as requested;
- Handling and/or lifting materials up to 40kg; and
- Willing to work long hours with unpredictable and frequent overtime on short notice.

1.17 Project Administrator

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Maintaining and distributing project details (e.g. contact details, organization charts and contractual details);
- Assisting in the development of plans and projects;
- Monitoring progress of plans and projects;
- Setting-up and maintaining project management tools;
- Performing data entry and analysis;

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Drafting briefing notes, reports, and presentations;
- Assisting the project leader in finding solutions to critical issues;
- Preparing project orientation information;
- Coordinating training activities for the project team.

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 36 months relevant experience.

Typical duties in addition to those listed under Clerk, General may include:

- Developing plans and projects;
- Providing administrative expertise in the management of projects, including strategic planning and analysis;
- Performing project evaluation;
- Conducting research and analysis to ensure projects are delivered on time and on budget;
- Assisting in the negotiating project details (e.g. contact details, organization charts and contractual details);
- Preparing briefing notes, reports and presentations;
- Providing recommendations to management in support of projects.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 2 – Operational Services Categories

Suppliers are responsible for basic WHMIS training and for basic protective gear such as steel toe boots and a hard hat.

2.1 General Labourer

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Typical duties may include:

- Performing basic demolition, site clean-up and other basic construction work
- Shoveling snow, landscaping, grounds keeping
- Assisting trade workers

The resource will not be required to:

- Work at heights above 4 feet
- Use electrical or motorized equipment

Intermediate

Resources are required to supply their own basic tools, such as a hammer, pouch, measuring tape and cutting tools.

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties may include:

- Performing construction work involving scaffolding, demolition, heavy labour, shoveling, chipping, etc.
- Working at heights above 10 feet
- Using basic electrical tools

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Using basic motorized equipment (if certified in the use of the equipment in question)

Senior

Resources are required to supply their own basic tools, such as a hammer, pouch, measuring tape and cutting tools.

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and experience

Experience: 36 months relevant experience

Typical duties may include:

- Performing construction work involving scaffolding, taping, using cutting tools (including torches), etc.
- Working at heights above 10 feet, rooftops, etc.
- Using basic electrical tools
- Using basic motorized equipment (if certified in the use of the equipment in question)
- Performing material handling tasks

2.2 Trade Helper

Intermediate

Resources are required to supply their own basic tools such as a hammer, measuring tape and cutting tools.

Minimum Mandatory Criteria:

Education:

- Successful completion of two years of secondary school or an acceptable combination of education, training and experience
- Registration as an apprentice in a recognized program

Typical duties may include:

- Assisting journeymen or master trades in the performance of their duties
- Working at heights above 10 feet
- Using basic electrical or motorized equipment

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Resources are required to supply their own basic tools such as a hammer, pouch, measuring tape and cutting tools.

Minimum Mandatory Criteria:

Education: Successful completion of the first three years of a four year apprenticeship in a recognized program

Typical duties may include:

- Assisting journeymen or master trades in the performance of their duties
- Working at heights above 10 feet
- Using basic electrical or motorized equipment

2.3 Building Technician

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties may include:

- Washing windows, interior walls and ceilings
- Clearing snow and ice from walkways and parking areas
- Performing landscaping tasks
- Cleaning and disinfecting washrooms and fixtures
- Performing minor repairs to HVAC, plumbing, electrical systems, etc.
- Moving furniture, equipment or supplies

Senior

Work performed does not require supervision.

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education:

- Secondary school diploma
- Completion of HVAC (Heating, Ventilation and Air Conditioning) training from a recognized post-secondary institution
- Current Health and Safety Certification – Part One (Health and Safety Representative)

Experience: 36 months relevant experience

Typical duties may include:

- Performing cleaning tasks
- Performing landscaping tasks
- Monitoring and performing more complex repairs and maintenance of HVAC and plumbing systems
- Moving furniture, equipment, supplies, etc.
- Ensuring that the appropriate security and safety measures are in place

2.4 Building Superintendents

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 60 months relevant experience

Typical duties may include:

- Ensuring security and safety measures are in place and are followed
- Making adjustments and minor repairs to heating, cooling, ventilation, plumbing and electrical systems
- Coordinating the activities of external workers engaged in bricklaying, roofing, cement finishing, tile setting, plastering, drywall installation, glazing, insulating, painting, etc.
- Requisitioning materials and supplies
- Providing or arranging appropriate safety training for staff
- Inspecting sites or facilities to ensure established safety and cleanliness standards are met
- Recommending or arranging additional services required, such as painting, repair work, renovations and replacement of furnishings and equipment
- Coordinating the work of light duty, industrial or specialized cleaners, janitors, apprentices and labourers

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Preparing the work schedule and coordinating activities with those of other departments
- Preparing budgets and keeping financial records

2.5 Construction Site Coordinator

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties may include:

- Interpretation of blueprints and setting priorities
- Managing external contractors related to specific activities, phases or sub-projects
- Reporting any problems (technical or safety related) to the senior Construction Site Administrator

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma.

Experience: 60 months relevant experience

Typical duties may include:

- Interpreting blueprints and setting priorities
- Managing contractors
- Supervising external trades on site
- Participating at meetings
- Providing solutions for minor disputes with or between contractors
- Identifying problems and providing viable solutions
- Performing inspections of work performed

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

2.6 Stores Services Personnel

Junior

Minimum Mandatory Criteria:

Education: Successful completion of two years of secondary school or an acceptable combination of education, training and experience

Typical duties may include:

- Moving materials
- Packaging, shipping and receiving, inventory and order picking

Intermediate

Minimum Mandatory Criteria:

Education: Successful completion of two years of secondary school or an acceptable combination of education, training and experience

Experience: 12 months relevant experience

Typical duties may include:

- Material handling
- Forklift operation
- Office installation
- Clerical tasks

Senior

Work will require minimal or no supervision.

Minimum Mandatory Criteria:

- House-keeping, fall protection, propane handling and first aid (emergency level)
- Current forklift certification
- Occupational Health and Safety Act and the regulations for industrial establishments

Education: Secondary school diploma or an acceptable combination of education, training or experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 60 months of relevant experience

Typical duties may include:

- Performing warehouse work, including shipping and receiving, order picking, wrapping, mailroom, moving material, restacking, quality control, administration, and inventory control
- Operating computers, basic tools, hand tools, wrapping equipment, electric pallet lifts, manual pallet lifts, cherry pickers and forklifts
- Providing guidance or overseeing other workers

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 3 – Electrical and Electronics Services Categories

3.1 Electrician

Junior

Minimum Mandatory Criteria:

Education:

- Secondary school diploma
- Registration as an electrical apprentice
- Entry into a recognized apprenticeship program

Typical duties may include:

- Assisting in the installation, repair and maintenance of electrical systems
- Assisting in the testing and troubleshooting of circuits to ensure that systems operate safely

Intermediate

Minimum Mandatory Criteria:

Education:

- Secondary school diploma
- Certificate of Qualification as a journeyperson electrician

Experience: 24 months experience as a journeyperson electrician

Typical duties may include:

- Installing, repairing and maintaining electrical systems
- Reading and interpreting blueprints, schematics and drawings
- Interpreting electrical code specifications
- Testing and troubleshooting circuits to ensure that systems operate safely

Senior

Minimum Mandatory Criteria:

Education:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Secondary school diploma
- Certificate of Qualification as a journeyperson electrician

Experience: 36 months experience as a master electrician

Typical duties may include:

- Installing, repairing and maintaining electrical systems
- Reading and interpreting blueprints, schematics and drawings
- Interpreting electrical code specifications
- Testing and troubleshooting circuits to ensure that systems operate safely
- Preparing cost estimates and documentation for clients

3.2 Engineer, Electrical

Junior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution.

Experience: 12 months relevant experience

Typical duties may include:

- Assisting in the research of design, operation and performance of electrical generation and distribution networks, equipment and components; electrical machinery, components and circuits; and electronic equipment, components and circuits used in communication, instrumentation and control systems
- Assisting in the investigation of electrical or electronic failures

Intermediate

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Carrying out research into the design, operation and performance of electrical generation and distribution equipment and components; electrical machinery, components and circuits; and electronic equipment, components and circuits used in communication, instrumentation and control systems
- Assisting in the research of design, operation and performance of electrical generation and distribution networks
- Assisting in the preparation of material cost and timing estimates, reports and design specifications for electrical and electronic systems and equipment
- Assist in the coordination and inspection of the installation, modification, testing and operation of electrical and electronic systems and equipment
- Assisting in the development of maintenance and operating standards for electrical and electronic systems and equipment
- Assisting in the planning, scheduling and co-ordination of work
- Investigating electrical or electronic failures

Senior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Coordinating out research into the design, operation and performance of electrical generation and distribution networks, equipment and components; electrical machinery, components and circuits; and electronic equipment, components and circuits used in communication, instrumentation and control systems
- Coordinating the preparation of material cost and timing estimates, reports and design specifications for electrical and electronic systems and equipment
- Coordinating the inspection of the installation, modification, testing and operation of electrical and electronic systems and equipment
- Developing maintenance and operating standards for electrical and electronic systems and equipment

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Coordinating the investigation into electrical or electronic failures
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

3.3 Assembler and Fabricator, Electronics

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties may include:

- Manually assembling various electronic components
- Installing, mounting, fastening, aligning and adjusting parts, components, wiring and harnesses to subassemblies and assemblies using hand and small power tools
- Operating automatic and semi-automatic machines to position, solder and clean prescribed components on printed circuit boards
- Setting up, operating and monitoring process equipment including automatic and semi-automatic machines to fabricate electronic components, solder, clean, seal and stamp components and perform other process operations as specified
- Replacing defective components
- Repairing and overhauling older devices
- Using microscopes

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 24 months relevant experience.

Typical duties may include:

- Manually assembling various electronic components
- Assembling microcircuits requiring fine hand assembly

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Installing, mounting, fastening, aligning and adjusting parts, components, wiring and harnesses to subassemblies and assemblies using hand and small power tools
- Operating automatic and semi-automatic machines to position, solder and clean prescribed components on printed circuit boards
- Setting up, operating and monitoring process equipment including automatic and semi-automatic machines to fabricate electronic components, solder, clean, seal and stamp components and perform other process operations as specified
- Replacing defective components
- Repairing and overhauling older devices
- Using microscopes
- Adhering to clean room procedures

3.4 Inspector, Electronics

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and experience

Experience: 36 months relevant experience.

Typical duties may include:

- Inspecting electronic components and assemblies to specified requirements are met while products are being assembled or fabricated
- Checking final assembly for finish, labelling and packaging methods
- Checking mechanical dimensions and performing "go-no-go" electrical tests
- Identifying and marking assemblies as being either acceptable or defective
- Returning faulty assemblies to production for repair
- Collecting, recording and summarizing inspection results
- Investigating equipment malfunction and instructing proper operation

3.5 Technician, Electrical and Electronics Engineering

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 6 months relevant experience

Typical duties may include:

- Testing of basic equipment and systems, industrial process-control systems, micro-electronic systems, etc.
- Assisting in the installation and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)
- Setting-up standard test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Testing of more complex power equipment and systems, industrial process-control systems, micro-electronic systems, etc.
- Assisting in the building and testing of prototypes according to general instructions and established standards
- Installing and operating basic electrical and electronic equipment and systems (other than aircraft electronics or instruments)
- Operating standard test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Coordinating and conducting the testing of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Building and testing of prototypes according to general instructions and established standards
- Performing the installation and operation of complex electrical and electronic equipment and systems (other than aircraft electronics or instruments)
- Setting-up and operation of specialized test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems

3.6 Technologist, Electrical and Electronics Engineering

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the design and development of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.
- Assisting in the commissioning and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Assisting in the design and development of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.
- Assisting in the commissioning and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)
- Assisting in applied research in fields of electrical and electronic engineering and physics
- Assisting in the writing of specifications, schedules and technical reports

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Coordinating the design, development and testing of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.
- Coordinating the building and testing of prototypes according to general instructions and established standards
- Coordinating the installation, commissioning and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)
- Conducting applied research in fields of electrical and electronic engineering and physics
- Coordinating the set-up and operation of specialized test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems
- Writing specifications, schedules and technical reports
- Coordinating the work of technicians and junior technologists

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 4 – Mechanical and Machining Services Categories

4.1 Assembler, Mechanical

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties may include:

- Assembling, fitting and installing prefabricated parts to form subassemblies or finishing products using hand or power tools
- Positioning, aligning and adjusting parts for proper fit and assembly and connecting cables, tubes and wires
- Fastening parts together using bolting and riveting equipment or other fastening and joining techniques or equipment

4.2 Technician, Mechanical Engineering

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the preparation of conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems
- Assisting in the testing of machines, components and materials to determine performance, strength, response to stress, etc.
- Assisting in the design of moulds, tools dies, jigs and fixtures

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Preparing conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems
- Conducting tests of machines, components and materials to determine performance, strength, response to stress, etc.
- Designing basic moulds, tools dies, jigs and fixtures
- Preparing schedules for mechanical maintenance programs

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Preparing conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for more complex machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems
- Conducting more complex tests of machines, designing more complex moulds, tools dies, jigs and fixtures components and materials to determine performance, strength, response to stress, etc.
- Designing more complex moulds, tools dies, jigs and fixtures
- Preparing standards for mechanical maintenance programs and the operations of mechanical plants
- Coordinating schedules for mechanical maintenance programs
- Coordinating activities of more junior technicians

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

4.3 Technician, Military Vehicle

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 12 months relevant experience

Typical duties may include:

- Performing routine repairs and maintenance
- Performing routine installation of equipment, components, etc.
- Conducting routine testing of basic parts or components
- Processing work orders

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Performing more complex repairs and maintenance
- Performing installation of more complex equipment, components, etc.
- Conducting more complex testing of basic parts or components
- Processing work orders

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Performing inspections of land equipment and related equipment
- Coordinating the performance of repairs and maintenance
- Coordinating the installation of equipment, components, etc.
- Coordinating the testing of parts, components, equipment or systems
- Preparing work orders, part request forms, etc.
- Preparing reports
- Preparing estimates of maintenance, and repair and overhaul requirements
- Coordinating activities of more junior technicians

4.4 Technologist, Mechanical Engineering

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the interpretation of conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems
- Assisting in the analysis of results from the testing of machines, components and materials to determine performance, strength, response to stress, etc.
- Assisting in the inspection of mechanical installations and construction projects

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Interpreting conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Assisting in the preparation of cost and material estimates, project schedules and reports
- Performing the analysis of results from the testing of machines, components and materials to determine performance, strength, response to stress, etc.
- Inspecting mechanical installations and construction projects

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Coordinating the preparation of and interpreting conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems
- Preparing cost and material estimates, project schedules and reports
- Coordinating the testing of and conducting the analysis of the results from the testing of machines, components and materials to determine performance, strength, response to stress, etc.
- Inspecting mechanical installations and construction projects
- Coordinating the inspecting mechanical installations and construction projects
- Coordinating the preparation of standards for mechanical maintenance programs and the operations of mechanical plants

4.5 Inspector, Mechanical

Senior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and experience

Experience: 36 months relevant experience.

Typical duties may include:

- Inspecting mechanical subassemblies, assemblies and finished products to specified requirements are met while products are being assembled or fabricated

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Checking final assembly for finish, labelling and packaging methods
- Checking mechanical dimensions
- Identifying and marking subassemblies, assemblies or finished products as being either acceptable or defective
- Returning faulty assemblies to production for repair
- Collecting, recording and summarizing inspection results
- Investigating equipment malfunction and instructing proper operation

4.6 Engineer, Mechanical

Junior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution.

Experience: 12 months relevant experience

Typical duties may include:

- Assisting in the research of design, operation and performance of power plants, systems, machines, components, and equipment
- Assisting in the investigation of electrical or electronic failures
- Assisting in the analysis of dynamics and vibrations of mechanical systems and structures
- Assisting in the investigation of mechanical failures or unexpected maintenance problems

Intermediate

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC).

Experience: 36 months relevant experience.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Conducting research into the design, operation and performance of power systems, machines, components, and equipment
- Assisting in the research of the design, operation and performance of power plants
- Assisting in the planning of projects including the preparation of material, cost and timing estimates
- Analyzing dynamics and vibrations of mechanical systems and structures
- Assisting in the inspection of the installation, modification and commissioning of mechanical systems at construction sites or industrial facilities
- Assisting in the planning, scheduling and co-ordination of work
- Assisting in the development of maintenance standards, schedules and programs
- Investigating mechanical failures or unexpected maintenance problems

Senior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 60 months relevant experience.

Typical duties may include:

- Coordinating the research into the design, operation and performance of power plants, systems, machines, components, and equipment
- Coordinating the planning of projects including the preparation of material, cost and timing estimates
- Analyzing dynamics and vibrations of mechanical systems and structures
- Coordinating the inspection of the installation, modification and commissioning of mechanical systems at construction sites or in industrial facilities
- Developing maintenance standards, schedules and programs
- Providing guidance to industrial maintenance crews
- Coordinating the investigation into mechanical failures or unexpected maintenance problems
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents for industrial construction or maintenance
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

4.7 Machinist

Intermediate

Minimum Mandatory Criteria:

Education: Current and valid trade certification.

Experience: 12 months experience as a certified machinist.

Typical duties may include:

- Studying specifications, drawings or sample parts to determine the machining operation needed
- Calculating dimensions and tolerances and preparing working sketches if necessary
- Setting up and operating tools, including lathes, drills and milling machines - both manual and computer numerical control (CNC), to perform precision machining operations
- Performing precision machining operations such as sawing, turning, milling, boring, etc.
- Fitting and assembling machined metal parts and subassemblies
- Verifying dimensions of products for accuracy and conformance to specifications using precision measuring instruments

Senior

Minimum Mandatory Criteria:

Education: Current and valid trade certification.

Experience: 36 months experience as a certified machinist.

Typical duties may include:

- Studying specifications, drawings or sample parts to determine the machining operation needed
- Calculating dimensions and tolerances and preparing working sketches if necessary
- Setting up and operating tools, including lathes, drills and milling machines - both manual and computer numerical control (CNC), to perform precision machining operations
- Performing precision machining operations such as sawing, turning, milling, boring, etc.
- Fitting and assembling machined metal parts and subassemblies
- Verifying dimensions of products for accuracy and conformance to specifications using precision measuring instruments
- Coordinating activities of other machinists

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

4.8 Millwright

Junior

Minimum Mandatory Criteria:

Education: Current and valid apprenticeship as a millwright.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the installation, alignment and moving stationary industrial machinery and mechanical equipment
- Assisting in the inspection and examination machinery and equipment to detect and investigate irregularities and malfunctions
- Assisting in the assembling of machinery and equipment prior to installation
- Operating machine tools required during set up of machinery

Intermediate

Minimum Mandatory Criteria:

Education: Current and valid trade certification.

Experience: 12 months experience as a certified millwright.

Typical duties may include:

- Reading diagrams and schematic drawings to determine work procedures
- Installing, aligning and moving stationary industrial machinery and mechanical equipment according to layout plans
- Operating hoisting and lifting devices as necessary to position machinery and parts during installation
- Inspecting and examining machinery and equipment to detect and investigate irregularities and malfunctions
- Assembling machinery and equipment prior to installation
- Operating machine tools required during set up of machinery
- Constructing foundations for machinery

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Current and valid Millwright Journeyman Certificate.

Experience: 36 months relevant experience.

Typical duties may include:

- Reading diagrams and schematic drawings to determine work procedures
- Installing, aligning and moving stationary industrial machinery and mechanical equipment according to layout plans
- Operating hoisting and lifting devices as necessary to position machinery and parts during installation
- Inspecting and examining machinery and equipment to detect and investigate irregularities and malfunctions
- Assembling machinery and equipment prior to installation
- Operating machine tools required during set up of machinery
- Constructing foundations for machinery
- Coordinating the work of junior and intermediate millwrights

4.9 Stationary Engineer and Auxiliary Equipment Operator

Junior

Minimum Mandatory Criteria:

Education: Current and valid provincial or territorial certification or licensing as a 4th Class Stationary (Operating) Engineer.

Experience: 6 months relevant experience

Typical duties may include:

- Operating automated or computerized control systems, stationary engines and auxiliary equipment such as boilers, turbines, generators, pumps, compressors, pollution control devices and other equipment to provide heat, ventilation, refrigeration, light and power
- Cleaning and lubricating generators, turbines, pumps and compressors and performing other routine equipment maintenance duties using appropriate lubricants and hand, power and precision tools
- Maintaining a daily log of operation, maintenance and safety activities

Intermediate

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Current and valid provincial or territorial certification or licensing as a 3rd Class Stationary (Operating) Engineer.

Experience: 24 months relevant experience.

Typical duties may include:

- Operating automated or computerized control systems, stationary engines and auxiliary equipment such as boilers, turbines, generators, pumps, compressors, pollution control devices and other equipment to provide heat, ventilation, refrigeration, light and power
- Monitoring and inspecting plant equipment, computer terminals, switches, valves, gauges, alarms, meters and other instruments to measure temperature, pressure and fuel flow, to detect leaks or other equipment malfunctions and to ensure plant equipment is operating at maximum efficiency
- Analyzing and recording instrument readings and equipment malfunctions
- Troubleshooting and performing corrective action and minor repairs to prevent equipment or system failure
- Cleaning and lubricating generators, turbines, pumps and compressors and performing other routine equipment maintenance duties using appropriate lubricants and hand, power and precision tools
- Maintaining a daily log of operation, maintenance and safety activities
- Assisting in the development of operation, maintenance and safety procedures

Senior

Minimum Mandatory Criteria:

Education: Current and valid provincial or territorial certification or licensing as a 2nd Class Stationary (Operating) Engineer.

Experience: 60 months relevant experience.

Typical duties may include:

- Operating automated or computerized control systems, stationary engines and auxiliary equipment such as boilers, turbines, generators, pumps, compressors, pollution control devices and other equipment to provide heat, ventilation, refrigeration, light and power
- Monitoring and inspecting plant equipment, computer terminals, switches, valves, gauges, alarms, meters and other instruments to measure temperature, pressure and fuel flow, to detect leaks or other equipment malfunctions and to ensure plant equipment is operating at maximum efficiency
- Analyzing and recording instrument readings and equipment malfunctions

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Troubleshooting and performing corrective action and minor repairs to prevent equipment or system failure
- Assisting in the development of operation, maintenance and safety procedures

4.10 Technician, Industrial Instrument

Junior

Minimum Mandatory Criteria:

Education: Certificate or diploma in a relevant discipline from a post-secondary Canadian institution or an acceptable combination of education, training and experience

Typical duties may include:

- Inspecting and testing the operation of basic instruments and systems to diagnose faults
- Repairing and adjusting basic system components
- Removing and replacing defective parts
- Calibrating basic components and instruments according to specifications

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Inspecting and testing the operation of more complex instruments and systems to diagnose faults
- Repairing and adjusting more complex system components
- Removing and replacing defective parts
- Calibrating more complex components and instruments according to specifications

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma, or degree in a relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Inspecting and testing the operation of complex instruments and systems to diagnose faults
- Repairing and adjusting complex system components
- Removing and replacing defective parts
- Calibration complex components and instruments according to specifications
- Coordinating the activities of junior technicians

4.11 Technologist, Industrial Instrument

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the inspection and test operations of instruments and systems
- Assisting in the calibration of components and instruments

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Assisting in the determination of tests and maintenance procedures for instruments used in the measuring and control of different variables in manufacturing and processing
- Performing inspection and test operations of instruments and systems

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Performing in the calibration of components and instruments

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Determining test and maintenance procedures for instruments used in the measuring and control of different variables in manufacturing and processing
- Coordinating of inspection and test operations of instruments and systems
- Coordinating the calibration of components and instruments

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 5 – Computer Services Categories

5.1 Computer, Application Support

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and relevant work experience.

Experience: 12 months relevant experience.

Typical duties may include:

- Adding new functionality, documenting functionality and changes
- Responding to 1st level support calls and providing accurate responses
- Opening and closing of trouble tickets
- Participating in the maintenance of a knowledge base of problems and solutions
- Providing new staff with system orientation
- Contributing to processing and procedural documentation
- Tracking inventory of hardware and software

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in computer science or other relevant field from a recognized post-secondary institution

Experience: 24 months relevant experience

Typical duties may include:

- Providing problem recognition, isolation, research, resolution and follow-up
- Providing 2nd level technical support
- Providing systems administration duties such as creating and maintaining network accounts, performing basic security back-ups
- Escalating more complex problems to senior support personnel to expedite resolution
- installing, maintaining and troubleshooting computers, printer hardware and software
- Troubleshooting and resolving network problems
- Creating problem and resolution logs for help desk activities

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Training and mentoring more junior Computer Application Support personnel

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in computer science or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Coordinating emerging technology application specifications
- Serving as a user support liaison between vendors, information systems technicians, and end-user departments
- Providing training expertise and direction in the area of emerging technology and special application support
- Emulating or reproducing technical problems encountered by users
- Providing advice and training to users in response to identified difficulties
- Recommending and implementing complex security requirements
- Providing business systems, network and Internet support to users in response to identified difficulties
- Collecting, organizing and maintaining a problems and solutions log for use by others
- Verifying accuracy and completeness of work performed
- Designing, configuring and deploying server-based file systems and applications
- Identifying, researching, and resolving complex technical problems
- Recommending new products or processes which support and enhance the user groups business activities
- Planning or participating in the implementation of a department wide system upgrades

5.2 Computer, Website Support

Junior

Minimum Mandatory Criteria:

Education:

- Secondary school diploma
- Successful completion of additional courses in computer science, web design, or other relevant field, or an acceptable combination of education, training and experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 12 months relevant experience.

Typical duties may include:

- Performing HTML, DHTML, XML conversions
- Performing basic web design
- Preparing Word, WordPerfect, PDF, Excel or Quattro Pro Spreadsheets, tables, charts and other documents required for web publishing using applications such as Homesite, Dreamweaver, Adobe Acrobat, Snag it, etc.
- Performing changes updates and uploads and maintenance of the departmental web sites

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in computer science, web design or other relevant field from a recognized post-secondary institution

Experience: 24 months relevant experience

Typical duties may include:

- Performing HTML, DHTML, XML conversions
- Performing more complex web design
- Preparing Word, WordPerfect, PDF, Excel or Quattro Pro Spreadsheets, tables, charts and other documents required for web publishing using applications such as Homesite, Dreamweaver, Adobe Acrobat, Snag it, etc.
- Developing new websites
- Conducting research on websites for information on best practices
- Performing changes updates and uploads and maintenance of the departmental web sites
- Gathering user requirements

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in computer science, web design or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Creating functional specifications
- Verifying accuracy and completeness of work performed
- Providing technical advices to clients regarding web site needs
- Coordinating web site development in specialized fields (communication, scientific, etc.)

5.3 Telecommunications Analyst (TCA)

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in telecommunications, information technology or computer science from a recognized post-secondary institution or an acceptable combination of education, training and experience.

Experience: 6 months relevant experience

Typical duties may include:

- Monitoring the design, implementation and operations start-up of proposed telecommunication systems in accordance with instructions
- Assisting in the maintenance and monitoring of existing telecommunication, audiovisual and information control systems to ensure ongoing connectivity and functionality
- Assisting in the evaluation of the robustness of telecommunication systems at the server level or higher
- Assisting in the evaluation system compatibility of technical requirements for content streaming, audio and video conferencing, Web conferencing, etc
- Assisting in the analysis of user requirements
- Participating in researching of alternative solutions
- Assisting in the preparation of specifications related to the functional requirements
- Assisting in the development of recommendations
- Assisting in the writing of technical specifications, schedules and technical reports

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in telecommunications, information technology or computer science from a recognized post-secondary institution.

Experience: 36 months telecommunications, informatics, computer science or other relevant experience.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Maintaining and monitoring existing telecommunication systems to ensure ongoing connectivity and functionality
- Evaluating and ensuring robustness of systems at the server level or higher
- Analyzing system compatibility for technical requirements such as WAN or wireless systems compatibility for content streaming, audio and video conferencing, Web conferencing, etc.
- Analyzing user requirements
- Reviewing general specifications for telecommunication systems
- Developing broad system alternatives
- Identifying the administrative, operational, economic and technical feasibility of alternative solutions
- Assisting in the preparation of technical specifications, schedules and technical reports related to the functional requirements of the client department's application
- Assisting in the development and presentation of recommendations
- Assisting in the development of current, long range and strategic information technology and information management plans
- Setting up and operation of standard test equipment to diagnose, test and analyze the performance of basic electrical components, assemblies and systems
- Analyzing electrical specifications, network architecture and engineering changes
- Assisting in maintaining audio visual, information technology control systems and network inter connectivity

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in telecommunications, information technology or computer science from a recognized post-secondary institution.

Experience: 60 months telecommunications, informatics, computer science or other relevant experience.

Typical duties may include:

- Developing comprehensive telecommunication system alternatives
- Coordinating the development of alternative solutions and determining associated policy and organizational change requirements
- Analyzing, evaluating and determining implementation costs of telecommunication alternatives based on impact and cost/benefit considerations
- Developing and presenting formal recommendations to senior levels
- Coordinating the preparation of specifications related to the functional requirements of the client department's application
- Monitoring the design, implementation and operation start-up of the proposed system to ensure compliance with established goals, objectives and milestones
- Setting up and operating standard test equipment to diagnose, test and analyze the performance of more complex electrical components, assemblies and systems

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Coordinating the development of information and implementation programs and materials for telecommunications systems and services
- Developing current, long range and strategic information technology and information management plans
- Coordinating and monitoring telecommunication projects

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 6 – Architectural and Design Services Categories

6.1 Interior Designer

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma or an acceptable combination of education, training and experience in a relative field

Experience: 6 months relevant experience.

Typical duties may include:

- Assisting in the planning two-dimensional space
- Assisting in the development of three-dimensional designs
- Assisting in the recording of movements (churn) within the space
- Assisting senior interior design or architecture staff

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in Interior Design from a recognized program or an acceptable combination of education, training and experience.

Experience: 24 months relevant experience.

Typical duties may include:

- Planning two-dimensional space
- Developing three-dimensional designs
- Assisting in the selection and application of colour, light, materials, and electrical and mechanical elements
- Recording movements (churn) within the space
- Designing space and layout in a building and performing the necessary calculations

Senior

Minimum Mandatory Criteria:

Education: Diploma or degree in Interior Design from a recognized program.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 60 months relevant experience.

Typical duties may include:

- Reviewing data ref movements (churn) within the space
- Selecting and applying colour, light, materials, and electrical and mechanical elements
- Coordinating the design and layouts of buildings
- Coordinating work performed by various trades
- Applying relevant laws, codes, standards and regulations
- Client Engagement
- Dealing directly with client requirements

6.2 Technician, Architectural

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Preparing basic manual and CAD (computer-assisted design) drawings and specifications
- Assisting in the construction of architectural and display models, and three dimensional virtual models of architectural designs

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Preparing more complex manual and CAD (computer-assisted design) drawings and specifications

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Constructing basic architectural and display models, and three dimensional virtual models of architectural designs
- Assisting in the development of architectural designs

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Assisting in the development of architectural designs
- Preparing of manual and CAD (computer-assisted design) drawings and specifications
- Constructing architectural and display models, and three dimensional virtual models of architectural designs
- Coordinating and inspecting the activities of drafters and more junior technicians

6.3 Technologist, Architectural

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the development of basic architectural designs
- Assisting in the analysis of building codes, by-laws, space requirements, site requirements and other technical documents and reports
- Assisting in the preparation of manual and CAD (computer-assisted design) drawings and specifications
- Assisting in the construction of basic architectural and display models, and three dimensional virtual models of architectural designs

Intermediate

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Assisting in the development of more complex architectural designs
- Analyzing building codes, by-laws, space requirements, site requirements and other technical documents and reports
- Preparing manual and CAD (computer-assisted design) drawings and specifications
- Assisting in the preparation of cost estimates and listings from conceptual drawings and instructions
- Constructing more complex architectural and display models, and three dimensional virtual models of architectural designs
- Overseeing specific phases of construction projects

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Assisting in the development of architectural designs
- Reviewing the analysis of building codes, by-laws, space requirements, site requirements and other technical documents and reports
- Preparing cost estimates and listings from conceptual drawings and instructions
- Constructing architectural and display models, and three dimensional virtual models of architectural designs
- Coordinating and inspecting the activities of drafters, technicians and more junior technologists
- Overseeing construction projects

6.4 Engineer, Architectural

Junior

Minimum Mandatory Criteria:

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution.

Experience: 12 months relevant experience

Typical duties may include:

- Assisting in the design of buildings or building sections, preparation of specifications
- Assisting in the development of models of buildings and building systems
- Assisting in the resolution of problems
- Assisting in the execution of studies
- Writing reports
- Performing design drafting

Intermediate

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 36 months relevant experience

Typical duties may include:

- Designing of buildings or building sections, preparation of specifications
- Developing of models of buildings and building systems
- Performing studies
- Performing design drafting
- Preparing specifications
- Assisting in the operation of pilot projects
- Performing quality control functions
- Interpreting and evaluating situations and data
- Researching problems and developing solutions
- Assisting in the planning, scheduling and co-ordination of work
- Assisting in the preparation of detailed estimates
- Writing reports

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 60 months relevant experience

Typical duties may include:

- Designing of buildings or building sections, preparation of specifications
- Developing of models of buildings and building systems
- Performing studies
- Coordinating the operation of pilot projects
- Coordinating quality control functions
- Interpreting and evaluating situations and data
- Resolving problems
- Preparing detailed estimates
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work.

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 7 – Miscellaneous Engineering/Technology Services Categories

7.1 Engineer, Aerospace

Junior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution

Experience: 12 months relevant experience

Typical duties may include:

- Assisting in the design and development of components used in aerospace vehicles (such as aircraft, spacecraft, missiles and satellites) or systems (such as space-based communication systems)
- Assisting in the development of computer simulations of aerospace vehicles, systems and components using advanced mathematical modeling
- Assisting in the preparation of specifications for materials and processes to be used in aerospace manufacturing, maintenance, repair or modification
- Assisting in the development of operational specifications, maintenance schedules and manuals for operators
- Assisting in the development of the technical phases of logistical and operational support for aerospace vehicles and systems
- Assisting in the investigation of structural, component or system failures

Intermediate

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 36 months relevant experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Designing and developing components used in aerospace vehicles (such as aircraft, spacecraft, missiles and satellites) or systems (such as space-based communication systems)
- Developing and conducting computer simulations on components used in aerospace vehicles and systems using advanced mathematical modeling
- Preparing specifications for materials and processes to be used in aerospace manufacturing, maintenance, repair or modification
- Developing operational specifications, maintenance schedules and manuals for operators
- Investigating structural or other component or system failures

Senior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 60 months relevant experience

Typical duties may include:

- Designing and developing aerospace vehicles (such as aircraft, spacecraft, missiles and satellites) or systems (such as space-based communication systems)
- Developing and conducting computer simulations of complete aerospace vehicles and systems using advanced mathematical modeling
- Preparing specifications for materials and processes to be used in aerospace manufacturing, maintenance, repair or modification
- Coordinating the manufacturing, assembly modification, repair and overhaul of aerospace vehicles or systems
- Coordinating the ground and flight tests of aerospace vehicles
- Developing the technical phases of logistical and operational support for aerospace vehicles and systems
- Investigating and reporting on structural or other component or system failures
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

7.2 Engineer, Biological

Junior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution

Experience: 12 months relevant experience

Typical duties may include:

- Assisting in the design of equipment or processes, prototypes
- Assisting in the resolution of problems
- Assisting in the troubleshooting of complex equipment
- Assisting in the execution of studies
- Writing reports
- Performing design drafting

Intermediate

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC).

Experience: 36 months relevant experience

Typical duties may include:

- Designing of equipment or processes and specifications
- Performing studies
- Assisting the development of prototypes
- Preparing specifications
- Assisting in the operation of pilot projects or plants
- Performing quality control functions
- Interpreting and evaluating situations and data
- Researching problems and developing solutions

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Troubleshooting complex equipment
- Assisting in the planning, scheduling and co-ordination of work
- Assisting in the preparation of detailed estimates
- Performing design drafting
- Writing reports

Senior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 60 months relevant experience

Typical duties may include:

- Designing of equipment or processes
- Coordinating the preparation of specifications
- Performing studies
- Coordinating the development of prototypes and the operation of pilot projects or plants
- Coordinating the troubleshooting of complex equipment
- Coordinating quality control functions
- Interpreting and evaluating situations and data
- Resolving problems
- Preparing detailed estimates
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

7.3 Engineer, Chemical

Junior

Minimum Mandatory Criteria:

Education:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution.

Experience: 12 months relevant experience

Typical duties may include:

- Assisting in the conducting of economic and technical feasibility studies
- Assisting in the research in the development or improvement of chemical engineering processes, reactions and materials
- Assisting in the evaluation of chemical processes, technology and equipment
- Assisting in the determination of production specifications
- Assisting in the design and testing of chemical processes, plants and equipment

Intermediate

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC).

Experience: 36 months relevant experience.

Typical duties may include:

- Conducting economic and technical feasibility studies
- Conducting research into the development or improvement of chemical engineering processes, reactions and materials
- Evaluating chemical process, technology and equipment
- Determining production specifications
- Designing and testing of chemical processes and equipment
- Assisting in the design and testing of chemical plants
- Assisting in the co-ordination of the construction, modification, operation and maintenance of pilot plants, processing units or processing plants
- Assisting in the planning, scheduling and co-ordination of work
- Assisting in the establishment operating procedures and quality control strategies and the operation of quality control programs, to ensure consistency and adherence to standards for raw materials, products and waste products or emissions
- Assisting in the development of guidelines and specifications for the handling of dangerous chemicals, environmental protection
- Assisting in the development of standards for foods, materials or consumer goods

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Minimum Mandatory Criteria:

Education:

Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

Experience: 60 months relevant experience.

Typical duties may include:

- Conducting economic and technical feasibility studies
- Coordinating the research into the development or improvement of chemical engineering processes, reactions and materials
- Coordinating the evaluating chemical process, technology and equipment
- Coordinating the designing and testing of chemical processes, equipment and plants
- Coordinating the construction, modification, operation and maintenance of pilot plants, processing units or processing plants
- Coordinating the establishment operating procedures and quality control strategies and the operation of quality control programs, to ensure consistency and adherence to standards for raw materials, products and waste products or emissions
- Developing guidelines and specifications for the handling of dangerous chemicals, environmental protection
- Developing standards for foods, materials or consumer goods
- Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

7.4 Technician, Civil Engineering

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Assisting in the performance of field surveys
- Assisting in the performance of inspections
- Conducting basic testing of construction materials
- Assisting in the inspection of construction materials

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Performing field surveys
- Performing basic inspections
- Conducting more complex testing of construction materials
- Inspecting construction materials

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Coordinating field surveys
- Assisting in inspections or technical investigations that provide data for engineering projects
- Coordinating the inspection and testing of construction materials
- Coordinating the work of more junior technicians

7.5 Technician, Drafting

Junior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the development and preparation of engineering drawings, plans, diagrams or layouts
- Operating computer-assisted design (CAD) and drafting workstations

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Developing, preparing and editing engineering drawings, plans, diagrams or layouts from design sketches
- Operating computer-assisted design (CAD) and drafting workstations

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Developing, preparing and editing more complex engineering drawings, plans, diagrams or layouts from design sketches
- Operating computer-assisted design (CAD) and drafting workstations
- Coordinating the work of more junior technicians

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

7.6 Technician, Geomatics

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Compile data from aerial photographs, survey notes, records, reports and other maps
- Assisting in the operation of digitized stereoscopic plotting and computer graphics equipment to provide three-dimensional optical models of terrain, to trace maps, and to prepare charts and tables
- Monitoring recording quality
- Performing data entry and editing activities

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Compile data from aerial photographs, survey notes, records, reports and other maps
- Generating maps and related graphs and charts using digital mapping techniques, computer interactive graphics, etc.
- Preparing topographic maps, aerial-photograph mosaics and related charts
- Operating digitized stereoscopic plotting and computer graphics equipment to provide three-dimensional optical models of terrain, to trace maps, and to prepare charts and tables
- Adjusting monitoring recording quality
- Operating analog or computer-based remote sensing, interpretive equipment to prepare images, graphic and alphanumeric reports, maps and charts from airborne or satellite data

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Performing maintenance operations to systems following pre-determined calibration procedures

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Compile data from aerial photographs, survey notes, records, reports and other maps
- Coordinating the generation of maps and related graphs and charts using digital mapping techniques, computer interactive graphics, etc.
- Inspecting final compositions for accuracy and completeness
- Preparing topographic maps, aerial-photograph mosaics and related charts
- Operating digitized stereoscopic plotting and computer graphics equipment to provide three-dimensional optical models of terrain, to trace maps, and to prepare charts and tables
- Operating airborne remote sensing equipment which produce images of large areas of the earth, coastline or of the atmosphere
- Monitoring recording quality and adjusting equipment as required
- Operating analog or computer-based remote sensing, interpretive equipment to prepare images, graphic and alphanumeric reports, maps and charts from airborne or satellite data
- Operating specialized computer hardware and software and peripheral equipment to model, manage, analyze and display geospatial data
- Coordinating data entry and editing activities
- Coordinating maintenance operations to systems following pre-determined calibration procedures
- Coordinating the activities of more junior technicians

7.7 Technologist, Civil Engineering

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Assisting in the development of engineering designs and drawings from preliminary concepts and sketches
- Assisting in inspections that provide data for engineering projects

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months of relevant experience.

Typical duties may include:

- Developing engineering designs and drawings from preliminary concepts and sketches
- Assisting in the preparation of construction specifications, cost and material estimates, project schedules and reports
- Performing inspections or technical investigations that provide data for engineering projects
- Performing analysis of results from the inspection and testing of construction materials
- Assisting in the monitoring and inspection of construction projects

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Developing engineering designs and drawings from preliminary concepts and sketches
- Preparing construction specifications, cost and material estimates, project schedules and reports
- Coordinating field surveys, inspections or technical investigations that provide data for engineering projects

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Coordinating the inspection and testing of construction materials and performing the required analysis
- Coordinating, monitoring and inspecting construction projects
- Coordinating the activities of technicians and more junior technologists

7.8 Technologist, Drafting

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Preparing engineering designs and drawings from data supplied by various sources
- Operating computer-assisted design (CAD) and drafting workstations
- Producing drawing sets

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Developing, preparing and editing engineering designs and drawings from data supplied by various sources
- Operating computer-assisted design (CAD) and drafting workstations
- Producing drawing sets

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Developing, preparing and editing engineering designs and drawings from data supplied by various sources
- Operating computer-assisted design (CAD) and drafting workstations
- Producing design sketches, drawing sets and document packages
- Verifying design drawings to ensure conformance to specifications and drawing sets
- Writing technical reports
- Assisting in the preparation of construction specifications, costs and material estimates
- Producing 3D solid models
- Coordinating the work of technicians and junior technologists

7.9 Technologist, Geomatics

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the examination and interpretation of topographic maps, aerial-photograph mosaics and related charts
- Assisting in the inspection of recorded images
- Assisting in the verification of the integrity and accuracy of data contained in remote sensing image analysis systems

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Assisting in the planning of map content, format and design
- Examining and interpreting of topographic maps, aerial-photograph mosaics and related charts
- Inspecting the quality of recorded images
- Assisting in the development of specialized analog and computer software specific routines to customize and integrate image analysis
- Assisting in the verification of the integrity and accuracy of data contained in remote sensing image analysis systems
- Assisting in the development of specialized computer software routines, Internet based GIS, database, and business applications to customize geographic information

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Planning map content, format and design
- Coordinating the generation of maps and related graphs and charts using digital mapping techniques, computer interactive graphics, etc.
- Inspecting final compositions for accuracy and completeness
- Examining and interpreting topographic maps, aerial-photograph mosaics and related charts
- Coordinating the inspection of the quality of recorded images
- Developing specialized analog and computer software specific routines to customize and integrate image analysis
- Verifying the integrity and accuracy of data contained in remote sensing image analysis systems
- Developing specialized computer software routines, internet based GIS, database, and business applications to customize geographic information
- Working with external organizations on data transfer and system compatibility issues
- Coordinating the work of technicians and junior technologists

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 8 – Financial Services Categories

8.1 Auditor

Audit tasks relate to the daily internal operations of the government's departments and agencies.

Junior

Minimum Mandatory Criteria:

Education: Must possess or be in the process of obtaining a degree/diploma in finance or accounting.

Experience: 6 months experience performing financial audits

Typical duties may include:

- Providing support to senior auditing staff
- Performing data retrieval and compilation functions
- Reviewing financial management and accounting transactions
- Performing financial systems information extraction
- Providing audit process analysis
- Assisting with preparations and requirements for program review—and program audit-related tasks and functions

Intermediate

Minimum Mandatory Criteria:

Education:

- degree or diploma in finance or accounting: **OR**
- professional audit or accounting designation, i.e. CA, CMA, CGA, CPA, CIA or CFE
Secondary

Experience: 36 months experience performing financial audits

Typical duties may include:

- Providing substantive support and analysis of auditing functions
- Performing data retrieval and compilation, including integrity checks
- Providing reporting, provisioning and analysis functions
- Delivering preliminary audit plans
- Performing financial audits

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Performing financial systems interaction and data manipulation and analysis
- Performing research and collecting input to contribute to program review–and program audit–related tasks and functions
- Providing strategic audit process analysis and restructuring advice

Senior

Minimum Mandatory Criteria:

Education:

- degree or diploma in finance or accounting: **AND**
- professional audit or accounting designation, i.e. CA, CMA, CGA, CPA, CIA or CFE
Secondary

Experience: 60 months experience performing financial audits

Typical duties may include:

- Providing clients with advice and guidance concerning audit initiatives (including audit principles, objectives and scope) and relevant audit policies
- Conducting research and consultations with other stakeholders to identify expectations
- Preparing and reviewing working papers as evidence for observations
- Developing processes to manage audit committee business, briefings and materials
- Providing advice concerning accountability for projects within an audit context or framework
- Providing advice regarding effective audit and management practices
- Providing advice concerning accountability for projects within an audit context or framework
- Performing complex financial audits or coordinating financial audit activities
- Evaluating and reporting on the adequacy of departmental financial control practices
- Performing program review and program audit related tasks and functions
- Advising and contributing to other reporting capabilities (MAF, RPP, DPR, etc.)
- Performing IM/IT governance audit tasks

8.2 Evaluation Analyst

Evaluation Analysts apply a systematic approach to conducting evaluations of federal programs and services.

Junior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or undergraduate field degree (economics, sociology or statistics) from a recognized post-secondary institution

Experience: 6 months experience in program evaluation

Typical duties may include:

- Assisting in the development of evaluation plans and evaluation approaches
- Assisting in the assessment of a program's evaluation readiness
- Researching, collecting and analyzing data
- Performing information reviews
- Drafting templates and other preparatory tasks.

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or undergraduate field degree (economics, sociology or statistics) from a recognized post-secondary institution

Experience: 36 months experience in program evaluation

Typical duties may include:

- Collecting data (literature reviews, document reviews, interviews)
- Applying appropriate data gathering and analysis techniques
- Synthesizing data collection and preparing data analyses
- Preparing drafts of related documents
- Identifying, assembling and effectively using information from multiple sources
- Analyzing information and extracting critical elements
- Assisting in the development of evaluation plans and evaluation approaches

Senior

Minimum Mandatory Criteria:

Education:

- University degree with acceptable specialization in economics, sociology, behavioural sciences or statistics; **OR**
- Professional designation in evaluation or performance measurement from a recognized institution

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 60 months experience developing and conducting program evaluations or performance measurement frameworks

Typical duties may include:

- Analyzing evaluation results, extracting key elements and formulating appropriate findings
- Initiating evaluation design (questions and methods) for the evaluation framework
- Developing performance measures and indicators
- Providing advice on risk management; identifying risk; and assessing, rating and developing risk mitigation strategies
- Recognizing the strategic use of evaluation methods, anticipating problems and making appropriate adjustments
- Utilizing statistical software
- Monitoring the evaluation study throughout the evaluation and the contract life cycle
- Developing logic models, evaluation plans and frameworks, and performance measurement strategies
- Assessing the quality of evaluation studies and providing strategic advice
- Presenting evaluation findings
- Proposing strategic recommendations
- Participating in the conduct and assessment of research, evaluation or performance management activities
- Analyzing research and evaluation studies using quantitative and qualitative research methods
- Providing advice to management to support departmental evaluation, performance measurement, monitoring accountability and reporting

8.3 Financial Management

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in accounting, finance, commerce or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

Typical duties may include:

- Collecting cost data and preparing regular and special reports concerning cost recovery and product pricing
- Assisting in the design, development and implementation of new or revised financial policies, systems and procedures
- Assisting in the conduct of studies to improve the financial reporting systems for client departments and agencies

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Performing research to correct errors in data systems
- Writing reports and preparing statistics on budget commitments, expenditures, revenues and forecasts
- Identifying and analyzing information
- Maintaining the financial accounting systems and procedures
- Providing management with financial and accounting information

Intermediate

Minimum Mandatory Criteria:

Education: Diploma or degree in accounting, finance, commerce or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience.

Typical duties may include:

- Designing and developing cost accounting systems
- Providing analysis of costing for use in negotiations with third parties and to resolve problems
- Planning expenditures and resource utilization
- Preparing variance analysis, expenditure forecasts and special reports on project costs
- Undertaking financial analyses of the institution's input to such items as Multi-year Operational Plans, Main Estimates and Public Accounts
- Coordinating the reconciliation of balances in reciprocal accounts in central and departmental systems
- Recommending the approval of credit notes to clients and recommending the release of payments to creditors
- Administering departmental revenue and refund control accounting policies, systems and procedures
- Implementing departmental procedures and policies for the preparation of estimates, budget forecasting, financial planning, control and accounting
- Evaluating effectiveness of the implementation of financial reporting systems
- Developing reporting systems to meet the needs of managers for budgetary operating and capital expenditures, person-year information and other requirements
- Conducting studies relating to the development of financial policies, systems and procedures
- Preparing year-end financial statements
- Operating and maintaining financial, material and person-year information systems

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education:

- Diploma or degree in accounting, finance, commerce or other relevant field from a recognized post-secondary institution; **AND**
- Current and valid certification as a CA, CGA, or CPA

Experience: 60 months relevant experience

Typical duties may include:

- Providing advice regarding the financial implication of changes to programs and operations
- Providing management with advice and guidance on all matters pertaining to accounting, financial reporting and financial control
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies
- Promoting acceptance of accounting practices, systems and procedures
- Formulating proposals for new government regulations, policies and guidelines pertaining to financial and operational management practices and systems
- Developing revisions to existing government regulations, policies and guidelines pertaining to financial and operational management practices and systems
- Coordinating the implementation, maintenance, evaluation and operation of departmental accounting, financial reporting and financial control policies, systems and procedures
- Coordinating departmental responses to the reports of the Auditor General and to other reports
- Monitoring Grants and Contributions agreements to ensure that all terms and conditions are met and make recommendations for payment
- Coordinating the design, development and control of a comprehensive (computer-oriented) system of account classification
- Coordinating the reconciliation of balances in reciprocal accounts in central and departmental systems
- Directing the preparation of financial management and accounting reports

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 9 – Procurement Services Categories

9.1 Materiel Management

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months experience in the materiel management field

Typical duties may include:

- Assisting in the development of Statements of Work
- Monitoring inventory levels
- Initiating requests to replenish current inventories of basic items
- Assisting in the distribution of assets
- Assisting in the disposal of surplus assets

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 36 months experience in the materiel management field

Typical duties may include:

- Preparing Statements of Work
- Developing or managing the development of technical requirements of goods to be purchased
- Monitoring inventory levels of assets
- Initiating requests to replenish current inventories of more complex items
- Communicating with procurement personnel regarding issues at all stages of the procurement process, including post-contractual stages
- Managing the distribution of assets
- Managing the disposal of surplus assets

Senior

Minimum Mandatory Criteria:

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Secondary school diploma

Experience: 60 months experience in the materiel management field

Typical duties may include:

- Coordinating the development of specifications for material, equipment or products
- Preparing complex Statements of Work
- Coordinating the monitoring of inventory levels of assets
- Coordinating requests to replenish current inventories of more complex items
- Communicating with procurement personnel regarding issues at all stages of the procurement process, including post-contractual stages
- Coordinating or managing the distribution of complex assets
- Coordinating or managing the disposal of surplus complex assets
- Providing materiel management personnel with guidance regarding life cycle strategies, asset disposal, etc.

9.2 Procurement

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months experience in the procurement field

Typical duties may include:

- Assisting in the preparation of complex bid documents, including Requests for Supply Arrangements, Standing Offers and Proposals
- Preparing basic bid documents, including Invitations to Tender and Requests for Quotations
- Purchasing with the SAP (Systems, Applications and Products) procurement program
- Negotiating price and delivery
- Advising senior personnel on vendor performance issues
- Assisting in the negotiation of solutions with contractors to obtain compliance

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree from a recognized post-secondary institution in a relevant field

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 36 months experience in the procurement field

Typical duties may include:

- Preparing more complex types of bid documents, including Requests for Supply Arrangements, Standing Offers, and Proposals
- Evaluating Statements of Work for completeness and adherence to procurement regulations
- Developing bid evaluation criteria
- Evaluating bids against mandatory requirements
- Negotiating pricing, delivery, etc. prior to award
- Recommending the award of contracts or issuance of standing offers or supply arrangements
- Performing contract management tasks

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree from a recognized post-secondary institution in a relevant field

Experience: 60 months experience in the procurement field

Typical duties may include:

- Preparing complex types of bid documents, including Supply Arrangements, Requests for Standing Offers and Requests for Proposals
- Evaluating Statements of Work for completeness and adherence to procurement regulations
- Developing bid evaluation criteria
- Evaluating bids against mandatory requirements
- Negotiating pricing, delivery, etc. prior to award
- Recommending the award of contracts or issuance of Standing Offers or Supply Arrangements
- Performing contract management tasks
- Assisting in the development of procurement policies and procedures
- Providing advice regarding potential procurement strategies and post-contractual issues

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 10 – Communication Services Categories

10.1 Communications

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months relevant experience

Typical duties may include:

- Performing research required to draft content for various communication vehicles
- Assisting in the maintenance of Internet and Intranet page content
- Arranging interviews
- Assisting in the preparation of educational or publicity programs

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 36 months relevant experience

Typical duties may include:

- Drafting or editing content for internal and external audiences including brochures, speeches, reports, presentations, press releases, Internet and intranet sites
- Assisting in the planning and implementation of strategic communications plans
- Coordinating interviews and news conferences

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree from a recognized post-secondary institution in a relevant field

Experience: 60 months relevant experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Developing and editing the content and style of Internet and intranet sites
- Coordinating meetings, ceremonies and publicity events for internal and external audiences
- Preparing and delivering educational and publicity programs
- Acting as spokesperson and answering written and oral inquiries
- Coordinating the planning and implementation of strategic communications plans

10.2 Editor

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in English, writing, journalism or other related field from a recognized post-secondary institution

Experience: 6 months relevant experience

Typical duties may include:

- Assigning correct project code or other document control information
- Reading and editing simple materials prior to publishing or broadcasting to detect and correct errors in spelling, grammar and syntax
- Assisting in the planning and preparation of page layouts, and article, photograph or illustration positioning

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in English, writing, journalism or other related field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Planning and preparing page layouts and positioning articles and photographs or other illustrative materials
- Reading and editing more complex materials prior to publishing or broadcasting to detect and correct errors in spelling, grammar and syntax
- Shortening or lengthening material as space or time requires
- Conferring with authors, writers and others regarding revisions to materials

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Verifying facts, dates and statistics using standard reference sources

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in English, writing, journalism or other related field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Applying and verifying the application of federal government standards to materials
- Reading and evaluating manuscripts or other materials submitted for publication
- Planning and maintaining production schedules for publications
- Reviewing and approving proofs submitted by the composing room
- Initiating or approving the editing of articles, handbooks, manuals and web site content production
- Coordinating the activities of other editors

10.3 Marketing

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months relevant experience

Typical duties may include:

- Helping to direct a media campaign
- Assisting in product presentations
- Participating in trade shows
- Providing client support
- Performing basic market assessment, cold calling, and client follow-up

Intermediate

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in marketing, business administration or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Directing an organized media campaign
- Participating in trade shows
- Providing product presentation to clients either alone or as part of a team
- Providing client orientation or training sessions

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in marketing, business administration or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Coordinating a team of marketing resources
- Coordinating corporate sales
- Coordinating public relations campaigns
- Coordinating marketing strategies

10.4 Media Monitor

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months relevant experience

Typical duties may include:

- Gathering newspaper and magazine clippings from local, regional and national publications on a variety of issues
- Researching stories and information

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in communications, journalism or other related field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Summarizing information gathered from newspaper and magazine clippings on local, regional and national events
- Monitoring and summarizing media coverage of local, regional and national events from news broadcasts, news web sites, discussion groups, Usenet postings, Internet sites, etc.

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in communications, journalism or other related field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Interpreting information from various media sources as it relates to current policies, initiatives, etc.
- Preparing notes and responses for spokespersons prior to media interviews
- Analyzing publication summaries from more junior media monitors
- Providing media summaries that highlight key trends and noteworthy reports to senior officials
- Coordinating with senior officials or management to ensure quick and effective responses to all media requests
- Coordinating the activities of more junior media monitors

10.5 Writer (non-technical)

Junior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in English or French or both, writing, literature, journalism or other related field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience.

Typical duties may include:

- Performing background research
- Using established writing methods to create rough drafts of departmental newsletters, memos and other correspondence
- Making changes to documents as marked after review by editors or more senior writers
- Checking citations and references

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in English or French or both, writing, literature, journalism or other related field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing more in-depth background research
- Using established writing methods to create first drafts of more complex publications
- Making changes to documents as marked after review by editors or more senior writers
- Checking citations and references

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in English or French or both, writing, literature, journalism or other related field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Planning, organizing and conducting a complete writing project, including the selection of information sources
- Creating complex publications such as press releases, speeches and Memoranda to Cabinet
- Coordinating writing projects, including defining the project scope, and developing plans and strategies
- Identifying potential issues, sensitive information, the nature of information to be disclosed, etc.

10.6 Technical Writer

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in the area of specialization from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Reviewing specifications, notes and drawings
- Performing additional research
- Participating in interviews with stakeholders
- Creating rough drafts of basic manuals, user guides or other documents
- Making changes to documents as marked after review by editors or more senior technical writers

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in the area of specialization from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Interviewing and meeting with stakeholders to gather further information or for clarification purposes
- Reviewing and analyzing specifications, notes, drawings and other technical resources

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Creating drafts of more complex manuals, user guides or other documents
- Making changes to documents as marked after review by editors or more senior technical writers

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in the area of specialization from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Interviewing and meeting with stakeholders to gather further information or for clarification purposes
- Reviewing and analyzing specifications, notes, drawings and other technical resources
- Creating complex manuals, user guides or other documents
- Coordinating writing projects, including defining the project scope, and developing plans and strategies
- Identifying potential issues, sensitive information, the nature of information to be disclosed, etc.
- Providing guidance to more junior technical writers

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 11 – Library Services Categories

11.1 Librarian/Archivist

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in archival studies, library science or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the planning and performance of studies related to library services, operations, equipment and programs
- Assisting in the development of library policy, procedures, collections and library applications
- Providing information on archival standards using specialized reference tools and automated retrieval systems
- Arranging, describing and cataloguing documentary heritage fonds and collections
- Assisting in the development of systems to access library collections
- Providing reference services

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in archival studies, library science or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Planning and performing studies related to library services, operations, equipment and programs
- Developing library applications
- Developing systems to access library collections
- Performing systems analysis of computerized library systems
- Developing online resources
- Assisting in the development and maintenance of the library collection
- Recommending publications for acquisition

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Obtaining translations of foreign language material

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in archival studies, library science or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Coordinating studies related to library services, operations, equipment and programs
- Coordinating the development and utilization of library applications
- Coordinating the development and maintenance of the library collection
- Coordinating the development and maintenance of a circulation system
- Developing and maintaining communication with libraries and information service providers
- Providing advice on cataloguing and cataloguing systems matters
- Coordinating the design, implementation and expansion of library services

11.2 Library Technician

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in archival studies, library science or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Providing support services to users of library systems
- Assisting clients in locating and using resources
- Providing information using specialized reference tools and automated retrieval systems
- Cataloguing material
- Verifying bibliographic information
- Putting archival materials on microfilm
- Applying standards and policies for storage of archival materials

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Applying Library of Congress Classification or Dewey Decimal systems
- Participating in the maintenance of specific library systems

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in archival studies, library science or other relevant field from a recognized post-secondary institution.

Experience: 36 months relevant experience

Typical duties may include:

- Removing material that is no longer relevant
- Codifying and classifying archival materials
- Implementing and updating disposal plans
- Transferring materials from current to semi-current status or putting them into permanent storage
- Requesting interlibrary loans
- Assigning subjects and keywords to materials
- Analyzing and indexing materials
- Cataloguing, classifying material and assigning subject headings
- Implementing and updating classifications
- Processing material acquisitions
- Assisting in the development of inventories, forms and finding aids
- Assisting library users to access books, films, photographs, maps, documents, electronic materials and other library materials
- Performing manual and online reference searches and making interlibrary loans for users
- Participating in the implementation and maintenance of specific library systems

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in archival studies, library science or other relevant field from a recognized post-secondary institution.

Experience: 60 months relevant experience

Typical duties may include:

- Providing specialized services in library systems to departmental libraries

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Researching information and electronic data processing systems in support of the planning, design, development and maintenance of library systems and services
- Assisting in systems analysis of computerized library systems
- Conducting research on telecommunications and information technology which is relevant for the provision of library services
- Assisting in the development of the library collection
- Assisting in the development of online resources

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 12 – Human Resources Management Categories

12.1 Human Resources, Classification

Familiarity with benchmark rating systems, classification categories, competency appraisal measures and various classification systems, such as the Hay Method and the Universal Classification System (UCS), is required.

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Performing background research related to current and previous descriptions and classifications
- Scheduling interviews with employees, supervisors, etc.
- Preparing organizational charts for relativity purposes
- Entering data in spreadsheets and databases
- Assisting in the creation, distribution and collection of sample questionnaires

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Answering or referring questions from employees with regard to classification issues
- Participating in the coordination of classification committees
- Consulting with the supervisors of positions being reclassified to determine the accuracy of the purported job descriptions
- Assisting in the review of benchmark decisions
- Recomposing benchmark descriptions to reflect updates in organizational activities
- Providing training in classification policies and priorities

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution.

Experience: 60 months relevant experience

Typical duties may include:

- Reviewing benchmark decisions and advising senior staff of their resulting impact on classification decisions
- Advising or debriefing employees on the status of sensitive classification actions
- Coordinating departmental classification strategies
- Coordinating classification committees
- Advising senior officials regarding classification activities
- Coordinating training in classification policies and priorities

12.2 Human Resources, Compensation

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Helping to conduct analyses, research and preliminary investigations
- Providing research and documentation services
- Updating and maintaining personnel files
- Scheduling interviews with employees, supervisors, etc.

Intermediate

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing background research related to current and previous descriptions and classifications
- Answering or referring questions from employees with regard to classification issues
- Preparing organizational charts for relativity purposes
- Entering and manipulating data in spreadsheets, databases and the HRMS
- Assisting in the creation, distribution and collection of sample questionnaires

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Providing advice on compensation issues, trends and strategic directions to clients, unions, central agencies and other stakeholders
- Conducting research and analysis or preliminary investigations into compensation agreements, benefits programs or collective agreements
- Preparing reports summarizing findings from research or investigations
- Investigating issues raised by employees and managers
- Evaluating and modifying benefits policies, systems or procedures to ensure that they are current, competitive and compliant with legal requirements
- Administering and reviewing employee benefits programs

12.3 Human Resources, Employment Equity

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 6 months relevant experience

Typical duties may include:

- Maintaining and updating a human resources management system
- Selecting, validating and inputting information
- Assisting in the research of employee equity matters

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Researching employee equity matters
- Maintaining and updating a human resources management system
- Selecting, validating and inputting information
- Preparing statistical tables and reports with respect to employment equity programs
- Organizing employment equity awareness sessions
- Participating in the investigation of employment equity complaints
- Conducting research into employee equity matters

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Developing and delivering formal training in employment equity
- Participating in Canadian Human Rights Act Employment Equity audits
- Leading short-term project teams on employment equity plans and activities
- Updating medium and long-term employment equity plans and monitoring progress
- Ensuring policies are in place, effective, functional and up-to-date
- Coordinating the investigation of employment equity complaints
- Setting the direction for policies and procedures related to employment equity goals

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Anticipating employment equity issues, trends, strategies and directions
- Providing management with advice on related policies, guidelines, directives and standards

12.4 Human Resources, General

Junior

Minimum Mandatory Criteria:

Education:

- Secondary school diploma; **AND**
- Successful completion of additional courses in human resources, public or business administration or other relevant field, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Updating and maintaining personnel files
- Assisting in the development of solutions
- Conducting research into human resources issues
- Assisting in the development and presentation of training programs

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Creating, updating and maintaining personnel files
- Assisting in the analysis and formulation of organizational development strategies
- Providing managers and employees with basic advice and guidance on HR issues, policy application, processes and requirements
- Analyzing requirements and developing strategies and options to meet objectives
- Delivering personnel training programs
- Conducting research into various human resources issues

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Assisting in the development, coordination and implementation of HR policies, procedures, guidelines and information management systems

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Providing advice on human resources issues to clients, unions, central agencies and other stakeholders
- Developing, coordinating and implementing HR policies, procedures, guidelines and information management systems
- Consulting with clients to develop and recommend HR strategies
- Recommending the modification or the development of policies, systems and procedures
- Delivering presentations on strategic human resources issues
- Coordinating the planning, development and implementation of HR service delivery and monitoring frameworks
- Negotiating service level requirements
- Monitoring and evaluating human resources programs
- Contributing to the development of departmental HR policies and strategic human resources directions

12.5 Human Resources, Staff and Labour Relations

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Researching labour relations matters
- Collecting forms and processing documents

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Researching labour relations matters
- Arranging meetings with union and management representatives
- Assisting in the preparation of reports for policy development and labour negotiations
- Providing advice on the interpretation of policies and collective agreements for basic issues
- Participating in labour relations training

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Assisting in the management of grievance procedures
- Consulting with local or national union and management representatives on matters relating to working conditions, disciplinary issues and problem resolution
- Providing input into policy development and labour negotiations
- Coordinating the implementation of collective agreements, national policies and directives in a manner consistent with organizational objectives
- Coordinating consultations with union and management representatives on matters relating to employees (e.g. working conditions, disciplinary issues, dispute resolution)
- Providing advice with respect to grievances, conciliation or arbitration cases
- Providing advice on the interpretation of policies and collective agreements for complex issues
- Participating in and preparing for arbitration hearings
- Coordinating labour relations training

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

12.6 Human Resources, Staffing

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Drafting documents such as job postings and job descriptions
- Attending job fairs, conferences and networking events
- Notifying applicants of results and presenting option of Informal Discussion
- Participating in the screening of candidates by conducting reference checks, obtaining further information or verifying information in resumes and identifying discrepancies in the information collected

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Preparing or verifying documents such as job postings and job descriptions and
- Attending job fairs, conferences and networking events
- Participating in candidate interviews using rating guides, behavioural and skill assessment techniques
- Consulting with clients to identify current and prospective staffing requirements
- Coordinating the placement of ads and coordinating activities with ad agencies
- Assisting in the administration of Priorities through the Public Service Commission
- Performing and evaluating reference checks, obtaining further information or verifying information in resumes, and identifying discrepancies in the information collected
- Assisting in the enforcement of HR policies
- Taking part in integrating new employees

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Making recommendations on the screening, recruiting, hiring and termination policies
- Addressing areas of concern such as retention, under-representation and shortages
- Leading and supporting recruiting initiatives to creatively source candidates
- Advising employees and management personnel regarding HR policies
- Developing or revising screening, recruiting and hiring policies
- Coordinating recruitment campaigns
- Implementing creative sourcing strategies as needed for difficult-to-fill positions
- Educating managers on legal implications in hiring

12.7 Human Resources, Succession Planning

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Generating basic database reports
- Sending and receiving employee performance and related documentation from managers and supervisors
- Maintaining a skills inventory database
- Identifying and monitoring employees' length of employment and possible retirement plans

Intermediate

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Assisting in the preparation of alternate career tracks for suitable employees
- Identifying areas with and without potential candidates for succession
- Advising managers regarding succession plans and skills inventories
- Making changes to succession programs
- Developing profiles and skills inventories
- Coordinating with training, development and career path personnel to provide training to high-potential employees in identified areas to be improved
- Coordinate training and development opportunities

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in human resources, organizational behaviour, social sciences or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Conducting meetings concerning succession plans and skills inventories with managers
- Recommending the modification of existing or the development of new policies, systems and procedures
- Coordinating the development of profile and skill inventory databases
- Consulting with clients to identify strategic succession issues
- Monitoring and evaluating succession program effectiveness and coordinating changes

12.8 Organizational Design

Junior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in organizational behaviour, organizational design or other relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Documenting workflow
- Assisting in the review of existing work processes and organizational structures
- Assisting in the implementation of organizational changes

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in organizational behaviour, organizational design or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing basic analysis of business functional requirements to identify information, procedures and decision flows
- Assisting in the review of existing work processes and organizational structures
- Disseminating information on organizational policies and procedures
- Assisting in prototyping of potential solutions
- Assisting in implementing organizational changes

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in organizational behaviour, organizational design or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Identifying the required modifications to processes
- Prototyping potential solutions and analyzing costs, associated risks and potential options
- Assisting in the development of policies and procedures for organizational design

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Reviewing existing work processes and organizational structures and providing assessment as to their efficiency and effectiveness
- Compiling, assessing and disseminating organizational design analysis
- Providing senior officials with advice on developing and integrating new organizational models or modifying current models
- Coordinating the implementation of organizational changes

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 13 – Policy and Advisory Services

13.1 Access to Information and Privacy

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the analysis, review and response to straightforward requests under the *Privacy Act*
- Assisting in the processing of complaints under the *Access to Information Act* or *Privacy Act*
- Preparing of reports requiring compilation of data

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 36 months relevant experience

Typical duties may include:

- Performing analyses and reviews, and preparing responses to straightforward requests under the Access to Information Act
- Processing complaints under the Access to Information Act or Privacy Act
- Assisting in the preparation of Privacy Act Assessments
- Assisting in the provision of advice for privacy and ATI management and oversight functions, including liaison with Offices of Primary Interest (OPIs)
- Assisting in the review of sensitive or complex files
- Conducting training sessions for employees

Senior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Secondary school diploma

Experience: 60 months relevant experience

Typical duties may include:

- Preparing Privacy Impact Assessments
- Analyzing, processing, researching and preparing responses to sensitive ATIP requests
- Providing recommendations regarding the exemption or exclusion of information to be released
- Reviewing sensitive/complex files, including personnel harassment complaints and discipline files
- Updating departmental contributions to Info Source
- Coordinating the activities of ATIP team members
- Conducting, coordinating and managing consultations with various federal departments and agencies
- Coordinating the defence of decisions on complaints submitted to the Information or Privacy Commissioner
- Providing advice and guidance to senior management, departments and agencies
- Performing detailed quality control on a variety of documents produced by ATIP teams, including requests, information disclosures, guidelines and workplace tools

13.2 Economics

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in economics or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

Typical duties may include:

- Performing basic research to explain and forecast economic behaviour and patterns
- Assisting in the preparation of forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc.
- Assisting in the preparation of reports

Intermediate

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in economics or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing basic analysis of factors that determine economic growth, employment, wages, etc.
- Assisting in the preparation of forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc.
- Assisting in the development of models to analyze, explain and forecast economic behaviour and patterns
- Preparing reports

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in economics or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Performing more complex research to explain and forecast economic behaviour and patterns
- Performing analyses of factors that determine economic growth, employment, wages, etc.
- Monitoring economic data to assess effectiveness of monetary and fiscal policy
- Preparing forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc.
- Developing models to analyze, explain and forecast economic behaviour and patterns
- Advising senior officials on policies to increase economic activities
- Advising senior officials on the effectiveness of fiscal and monetary policies
- Advising senior officials on the exchange of goods and services among nations
- Forecasting production and consumption of renewable resources
- Forecasting the supply, consumption and depletion of non-renewable resources
- Providing guidance to managers and information on the development and preparation of the Results-based Management and Accountability Framework (RMAF), Risk-Based Audit Framework (RBAF), Departmental Performance Reports (DPPs) and Reports on Plans and Priorities (RPPs)

13.3 Official Languages

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

All levels require proficiency in both official languages.

Junior

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 6 months relevant experience

Typical duties may include:

- Compiling data
- Processing Official Languages requests and complaints
- Assisting in the presentation of Official Languages Act training sessions

Intermediate

Minimum Mandatory Criteria:

Education: Secondary school diploma

Experience: 36 months relevant experience

Typical duties may include:

- Processing and assisting in the review and response to Official Languages requests and complaints
- Preparing documents responding to requests and complaints for review and approval prior to release
- Assisting in the presentation of Official Languages Act training sessions

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in French, English, policy or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Analyzing, reviewing and responding to Official Languages requests and complaints

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Defending decisions concerning complaints
- Conducting Official Languages Act training sessions for employees
- Providing guidance and recommendations to senior officials
- Participating in and advising planning committees on Official Languages issues
- Conducting, coordinating and managing consultations with various federal departments and agencies

13.4 Policy

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Performing research and gathering documents to assist in the preparation of policy content
- Preparing notes based on research
- Assisting in the tracking, monitoring and documentation of issues related to specific policies

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 36 months relevant experience

Typical duties may include:

- Assisting in the preparation of documents on current and emerging issues, including briefing materials, position papers, speaking points and policy research, etc.
- Tracking, monitoring and documenting issues related to specific policies
- Analyzing ongoing policy initiatives and data
- Assisting in policy review

Senior

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 60 months relevant experience

Typical duties may include:

- Preparing documents on current and emerging issues, including briefing materials, position papers, speaking points and policy research
- Identifying data and information requirements to determine the implications of policy proposals and developments on a specific department or agency
- Analyzing the effect of policy strategies and positions on initiatives
- Assisting in the development of policy positions and strategy options or advice
- Participating in interdepartmental briefings and consultations on policy
- Participating in long-term policy tracking and analysis
- Providing strategic policy planning and implementation advice to senior officials
- Providing analysis and interpretation of policy options
- Overseeing or participating in the development of policy positions
- Coordinating the actions of policy team members

13.5 Program Administration

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Conducting background research and collecting information
- Assisting in the preparation of briefings, reports, and presentations
- Participating in teams or working groups involved in analyzing, developing and coordinating program-related strategies and initiatives

Intermediate

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Conducting background research and collecting information
- Assisting in the preparation of briefings, reports and presentations
- Participating in teams or working groups involved in analyzing, developing and coordinating program-related strategies and initiatives
- Monitoring program components

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Planning, developing, managing and delivering specific well-defined public-directed programs, projects and services
- Initiating and maintaining contacts with representatives of other departments, other levels of government, industry, public sector organizations and associations, special interest groups and the public
- Analyzing trends and developments in major high-profile projects
- Monitoring program activities against legislative and policy requirements to ensure compliance
- Developing strategic, business and operational plans with senior officials
- Assisting in the formulation of strategic and corporate priorities and objectives
- Anticipating trends and developments in major high-profile projects
- Providing advice on program-related issues, trends and strategic directions to internal and external clients

13.6 Risk Management

Junior

Minimum Mandatory Criteria:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution, or an acceptable combination of education, training and experience

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the assessment of the current risk management status within an organization
- Assisting in the assessment of the current challenges, opportunities, capacity, practices and culture within an organization
- Assisting in the development of department-wide risk management strategies
- Assisting in the identification of a department's risk profile, including key risk areas, risk tolerance, ability and capacity to mitigate risks and learning needs

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Identifying threats and opportunities through ongoing internal and external environmental scans, analyses and adjustments
- Providing an assessment of the current risk management status within an organization
- Providing an assessment of the current challenges, opportunities, capacity, practices and culture within an organization
- Assisting in the development of and providing support for department-wide risk management strategies
- Assisting in the identification of a department's risk profile, including key risk areas, risk tolerance, ability and capacity to mitigate risks, and learning needs

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Analyzing and interpreting data on threats and opportunities identified through internal and external environmental scans, analyses and adjustments
- Performing research and analysis on risk management activities, such as the development of improved risk methodologies
- Providing senior officials with strategic advice and assistance related to risk management
- Analyzing risks and performing gap analyses
- Reporting on risk management and risk profiles
- Preparing and doing presentations
- Providing direction as to the implementation of risk management strategies to assist departmental managers to effectively integrate risk mitigation methodologies into the design and implementation of programs, policies and initiatives
- Preparing briefings on highly sensitive and high-profile government, corporate, and portfolio risk issues
- Providing advice concerning dormant risks
- Conceptualizing, planning and managing multiple, complex and concurrent risk management initiatives

13.7 Socioeconomics

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in socio-economics, sociology, economics or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in basic research
- Assisting in the preparation of reports
- Assisting in the analysis of data

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in socio-economics, sociology, economics or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Performing research to evaluate the impact of departmental and interdepartmental programs, policies, initiatives and services
- Performing research into the potential impact of new programs, policies or initiatives
- Researching the potential impact of new or revised substantive agreements
- Conducting socio-economic studies relevant to the client program area
- Analyzing data generated from research
- Preparing reports on the findings of research

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in socio-economics, sociology, economics or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Analyzing research conducted to evaluate the relevance, success and cost-effectiveness of departmental and interdepartmental programs, policies, initiatives and services for senior officials
- Performing and analyzing the results of research into the potential impact of new programs, policies or initiatives
- Performing and analyzing the results of research into the potential impact of new or revised trade agreements
- Preparing reports on research findings
- Evaluating the results of complex studies
- Presenting the results of research conducted to senior officials
- Providing senior officials with advice on the potential impact, from a socio-economic perspective, of new programs, policies, initiatives, trade agreements, etc.

13.8 Sociology

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in sociology or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Performing basic research, including compiling information
- Assisting in the performance of interviews aimed at producing data
- Assisting in the preparation of reports

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in sociology or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing research to evaluate the relevance, success and cost-effectiveness of departmental and interdepartmental programs, policies, initiatives and services
- Performing research into the potential impact of new programs, policies or initiatives
- Performing interviews as part of research initiatives
- Analyzing data generated from interviews and other research
- Preparing reports on research findings
- Conducting sociological studies relevant to the client program area

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in sociology or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Presenting the results of research conducted to evaluate the relevance, success and cost-effectiveness of departmental and interdepartmental programs, policies, initiatives and services to senior officials
- Evaluating the results of complex studies
- Providing advice to senior officials on the potential impact, from a sociological perspective, of new programs, policies and initiatives

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

13.9 Special Advisor

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in the relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience.

Typical duties may include:

- Assisting in the identification and research of policies and procedures that will serve to strengthen the department's operations
- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the department's daily operations
- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in the relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience.

Typical duties may include:

- Identifying, researching, developing and suggesting the implementation of policies and procedures that will serve to strengthen the department's operations
- Assisting in the monitoring and evaluation in long-term strategic areas as well as the department's daily operations
- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions

Senior

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in the relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience.

Typical duties may include:

- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the department's daily operations
- Reviewing and proposing amendments to legislation and guidelines concerning governance, performance reporting and risk management
- Reviewing and providing advice regarding public agency direction, planning and performance
- Identifying, researching, developing and suggesting the implementation of policies and procedures that will serve to strengthen the department's operations
- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions
- Providing guidance to managers and information on the development and preparation of the Results-based Management and Accountability Framework (RMAF), Risk-Based Audit Framework (RBAF), Departmental Performance Reports (DPPs) and Reports on Plans and Priorities (RPPs)

13.10 Statistics

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in statistics or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience.

Typical duties may include:

- Performing basic research
- Applying basic statistical theories to data
- Preparing summaries
- Assisting in the development of statistical models

Intermediate

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in statistics or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience.

Typical duties may include:

- Performing complex research
- Applying complex statistical theories to data
- Preparing reports
- Developing statistical models to explain specific behaviours
- Applying statistical theory and methods

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in statistics or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience.

Typical duties may include:

- Developing complex statistical models
- Conducting research using complex statistical models
- Applying complex statistical theories and methods to data
- Advising senior officials on the impact of statistical research and models on programs and policies
- Advising senior officials on the practical applications of statistics

13.11 Strategist

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in business administration, commerce, sociology, political science, communications or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Performing research and gathering documents
- Monitoring media coverage and the public environment on issues and initiatives
- Assisting in the strategic planning process, its development, coordination and communication

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in business administration, commerce, sociology, political science, communications or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing research and preparing reports
- Assisting in the development of strategies in support of sensitive issues and initiatives
- Monitoring and analyzing media coverage and the public environment on issues and initiatives

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in business administration, commerce, sociology, political science, communications or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Providing advice to senior officials
- Reviewing relevant documents and reports, and conducting interviews and consultations with decision-makers on issues and initiatives
- Developing strategies in support of sensitive issues and initiatives
- Presenting reports and assessments that provide advice to senior officials
- Analyzing, interpreting and analyzing strategic intelligence
- Coordinating the development of strategies in support of sensitive issues and initiatives

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Developing strategies in support of sensitive issues and initiatives
- Communicating advice and coordinating the establishment, dissemination and implementation of strategic planning processes

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Stream 14 – Health and Scientific Services Categories

14.1 Epidemiologist

Junior

Minimum Mandatory Criteria:

Education: Undergraduate degree in epidemiology, biology, chemistry, biochemistry or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

Typical duties may include:

- Reviewing data on current research projects
- Conducting research to update current research projects
- Conducting basic research on specific research topics or projects
- Conducting basic tests in support of research projects
- Tabulating data from studies, research projects, etc.

Intermediate

Minimum Mandatory Criteria:

Education: Undergraduate degree in epidemiology, biology, chemistry, biochemistry or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

- Performing statistical analyses of data generated from studies, research projects, etc.
- Assisting in the conducting of studies, research projects, etc.
- Assisting in the evaluation of the design of surveillance programs for human diseases
- Assisting in the evaluation of the design of screening or sampling programs for health products and food
- Assisting in the evaluation of the design, scope and scale of studies
- Assisting in the investigation of disease outbreaks
- Assisting in the development of statistical models to test hypotheses

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Minimum Mandatory Criteria:

Education: Graduate degree in epidemiology, public health or science from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Evaluating the design of surveillance programs for human diseases
- Evaluating the design of screening or sampling programs for health products and food
- Evaluating the design, scope and scale of studies
- Conducting the evaluation of quantitative and qualitative data and providing statistical relevance to that data
- Coordinating the activities of research projects, studies, etc.
- Investigating disease outbreaks
- Developing statistical models to test specific hypotheses
- Performing strategic planning and development of research projects, studies, etc.
- Advising senior officials on the potential impact of research projects, studies, etc. on current and proposed programs and policies
- Advising senior officials on the results of investigations into disease outbreaks and the potential impact of such outbreaks

14.2 Biologist

Junior

Minimum Mandatory Criteria:

Education: Undergraduate degree in biology, microbiology, botany, zoology or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience.

Typical duties may include:

- Performing basic tests in support of studies, experiments or research projects
- Helping to conduct field studies
- Performing basic research
- Compiling data resulting from studies, experiments or research projects
- Assisting in the classification of plant and animal specimens

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Intermediate

Minimum Mandatory Criteria:

Education: Undergraduate degree in biology, microbiology, botany, zoology or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience.

Typical duties may include:

- Performing more complex tests in support of studies, experiments or research projects
- Performing more complex research
- Conducting field studies
- Helping to plan and conduct studies, experiments or research projects
- Assisting in the analysis of data resulting from studies, experiments or research projects, including the preparation of reports
- Classifying plant and animal specimens

Senior

Minimum Mandatory Criteria:

Education: Graduate degree in biology, microbiology, botany, zoology or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Performing complex tests required by studies, experiments or research projects
- Performing complex research
- Conducting field studies
- Planning and conducting specific studies, experiments or research projects
- Analyzing the data resulting from specific studies, experiments or research projects
- Studying and classifying plant and animal specimens
- Advising senior officials on the potential impact of studies, experiments or research projects on current and proposed programs and policies

14.3 Technologist, Biological

Junior

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: Diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 12 months relevant experience

Typical duties may include:

- Performing biological, microbiological and biochemical tests in support of quality control in various fields
- Assisting in field research and surveys
- Assisting in the conducting of operational programs (e.g. fish hatchery, greenhouse and livestock production programs)

Intermediate

Minimum Mandatory Criteria:

Education: Diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Performing biological, microbiological and biochemical laboratory testing and analyses in support of quality control in various fields
- Assisting in the performance of experimental procedures required as part of research projects in areas such as agriculture, plant breeding, animal husbandry, biology, etc.
- Performing field research and surveys
- Assisting in the environmental monitoring and compliance activities for the protection of natural resources
- Conducting operational programs (e.g. fish hatchery, greenhouse and livestock production programs)

Senior

Minimum Mandatory Criteria:

Education: diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Typical duties may include:

- Conducting more complex biological, microbiological and biochemical laboratory tests and analyses in support of quality control in various fields
- Performing experimental procedures required as part of research projects in areas such as agriculture, plant breeding, animal husbandry, biology, etc.
- Coordinating field research and surveys required to collect data and samples
- Conducting environmental monitoring and compliance activities for the protection of natural resources
- Coordinating operational programs (e.g. fish hatchery, greenhouse and livestock production programs)
- Analyzing data and preparing reports
- Coordinating the activities of technicians and more junior technologists

14.4 Technician, Biological

Junior

Minimum Mandatory Criteria:

Education: diploma, or degree in a relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Performing basic biological, microbiological and biochemical tests
- Collecting data and samples of water, soil, plant and animal populations

Intermediate

Minimum Mandatory Criteria:

Education: diploma, or degree in a relevant discipline from a post-secondary Canadian institution

Experience: 36 months relevant experience.

Typical duties may include:

- Performing more complex biological, microbiological and biochemical tests
- Collecting data and samples of water, soil, plant and animal populations
- Assisting in the operation of programs (e.g. fish hatchery, greenhouse and livestock production programs)

Senior

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Minimum Mandatory Criteria:

Education: diploma or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Performing complex biological, microbiological and biochemical tests
- Collecting data and samples of water, soil, plant and animal populations
- Conducting environmental monitoring and compliance activities for the protection of natural resources
- Conducting operational programs (e.g. fish hatchery, greenhouse and livestock production programs)
- Coordinating the activities of more junior technicians

14.5 Chemist

Junior

Minimum Mandatory Criteria:

Education: Undergraduate degree in chemistry, biochemistry or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience

Typical duties may include:

- Performing basic tests in support of studies, experiments or research projects
- Assisting in environmental sampling and data collection
- Performing basic research
- Compiling data resulting from studies, experiments or research projects

Intermediate

Minimum Mandatory Criteria:

Education: Undergraduate degree in chemistry, biochemistry or other relevant field from a recognized post-secondary institution

Experience: 36 months relevant experience

Typical duties may include:

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TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Performing more complex tests in support of studies, experiments or research projects
- Performing more complex research
- Conducting environmental sampling and data collection
- Assisting in analyses to identify and quantify environmental toxic agents
- Helping to plan and conduct studies, experiments or research projects
- Assisting in the analysis of data resulting from studies, experiments or research projects, including the preparation of reports
- Assisting in the analysis of programs that ensure quality control of raw materials, chemical intermediaries, etc.

Senior

Minimum Mandatory Criteria:

Education: Graduate degree in chemistry, biochemistry or other relevant field from a recognized post-secondary institution

Experience: 60 months relevant experience

Typical duties may include:

- Performing complex tests required by studies, experiments or research projects
- Coordinating environmental sampling and data collection
- Performing the analysis to identify and quantify environmental toxic agents
- Conducting fundamental and applied research
- Planning and conducting specific studies, experiments or research projects
- Analyzing the data resulting from specific studies, experiments or research projects
- Advising senior officials on the potential impact of studies, experiments or research projects on current and proposed programs and policies

14.6 Technologist, Chemical

Junior

Minimum Mandatory Criteria:

Education: Certificate, diploma or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Assisting in the analysis of results from chemical tests

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Compiling records of experimental or analytical results
- Assisting in the conducting programs of sampling of raw materials, chemical intermediates and products
- Assisting in the analysis of samplings of raw materials, chemical intermediates and products

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Performing the analysis of results from chemical experiments and tests
- Interpreting compiled records of experimental or analytical results
- Conducting programs of sampling of raw materials, chemical intermediates and products
- Performing the analysis of samplings of raw materials, chemical intermediates and products
- Assisting in the operation of experimental chemical or petrochemical pilot plants
- Assisting in air and water quality assessments
- Assisting in environmental monitoring and protection activities

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Performing the analysis of results from more complex chemical experiments and tests
- Interpreting compiled records of experimental or analytical results
- Developing and coordinating programs of sampling and analysis to maintain quality standards of raw materials, chemical intermediates and products
- Assisting in the development of chemical engineering processes
- Assisting in studies of chemical engineering construction, inspection, and maintenance

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

- Operating experimental chemical or petrochemical pilot plants
- Coordinating air and water quality testing and assessments, environmental monitoring and protection activities
- Assisting in the development of standards
- Assisting in the design and fabrication of experimental apparatus
- Coordinating the activities of technicians and more junior technologists

14.7 Technician, Chemical

Junior

Minimum Mandatory Criteria:

Education: diploma, or degree in a relevant discipline from a post-secondary Canadian institution.

Experience: 6 months relevant experience

Typical duties may include:

- Conducting simple chemical tests
- Operating laboratory equipment and apparatus
- Preparing solutions of gas, liquid, or reagents
- Compiling records of test results

Intermediate

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in a specific relevant discipline from a post-secondary Canadian institution.

Experience: 36 months relevant experience.

Typical duties may include:

- Setting up and conducting more complex chemical tests
- Operating laboratory equipment and apparatus
- Preparing solutions of gas, liquid, or reagents
- Conducting sampling and testing of raw materials, chemical intermediates and products
- Conducting air and water quality testing
- Compiling records of test results

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Senior

Minimum Mandatory Criteria:

Education: Certificate, diploma, or degree in the related discipline from a post-secondary Canadian institution.

Experience: 60 months relevant experience.

Typical duties may include:

- Setting up and conducting chemical experiments and tests
- Operating and maintaining laboratory equipment and apparatus
- Preparing solutions of gas, liquid, or reagents
- Compiling records of experimental or analytical results
- Coordinating programs of sampling and testing of raw materials, chemical intermediates and products
- Coordinating air and water quality testing, chemical tests, etc
- Fabricating experimental apparatus
- Coordinating the work of more junior technicians

14.8 Toxicologist

Junior

Minimum Mandatory Criteria:

Education: Undergraduate degree in life sciences such as biology, biochemistry or other relevant field from a recognized post-secondary institution

Experience: 6 months relevant experience.

Typical duties may include:

- Performing basic tests in support of studies, experiments or research projects
- Assisting in environmental sampling and data collection
- Performing basic research
- Compiling data resulting from studies, experiments or research projects

Intermediate

Minimum Mandatory Criteria:

Education: Undergraduate degree in life sciences such as biology, biochemistry or other relevant field from a recognized post-secondary institution

ANNEX A - REQUIREMENT

TYPICAL DUTIES AND MINIMUM MANDATORY CRITERIA

Experience: 36 months relevant experience.

Typical duties may include:

- Performing more complex tests in support of studies, experiments or research projects
- Performing more complex research
- Conducting sampling and data collection
- Assisting in the analysis required to identify and quantify toxic agents
- Helping to plan and conduct studies, experiments or research projects
- Assisting in the analysis of data resulting from studies, experiments or research projects, including the preparation of reports

Senior

Minimum Mandatory Criteria:

Education: Graduate degree in toxicology from a recognized post-secondary institution

Experience: 60 months relevant experience.

Typical duties may include:

- Performing complex tests required by studies, experiments or research projects
- Coordinating sampling and data collection
- Performing analyses to identify and quantify toxic agents
- Conducting fundamental and applied research
- Planning and conducting specific studies, experiments or research projects
- Analyzing the data resulting from specific studies, experiments or research projects
- Advising senior officials on the potential impact of studies, experiments or research projects on current and proposed programs and policies

STREAM EQUIVALENCY FOR QUALIFICATION

OLD STREAMS	OLD CLASSIFICATIONS	NEW STREAM & CATEGORY
STREAM 1	All junior clerks	STREAM 1 – 1.1 Clerk, General
	Clerk, Accounting	STREAM 1 – 1.5
	Clerk, Access to Information & Privacy (ATIP)	STREAM 1 – 1.1 and 1.2
	Clerk, Compensation	STREAM 1 – 1.6
	Clerk, Data Entry	STREAM 1 – 1.7
	Clerk, Finance	STREAM 1 – 1.8
	Clerk, General Office	STREAM 1 – 1.1 and 1.2
	Clerk, Human Resources	STREAM 1 – 1.9
	Clerk, Legal	STREAM 1 – 1.10
	Clerk, Library	STREAM 1 – 1.11
	Clerk, Mailroom	STREAM 1 – 1.12
	Clerk, Records Management	STREAM 1 – 1.13
	Clerk, Research	STREAM 1 – 1.14
	Desktop Publishing/Graphics	STREAM 1 – 1.15
	Driver	STREAM 1 – 1.16
	Project Administrator	STREAM 1 – 1.17
	Receptionist or Switchboard Operator	STREAM 1 – 1.4
	Secretary	STREAM 1 – 1.1 and 1.2
	Secretary, Legal	STREAM 1 – 1.1 and 1.2
STREAM 2	Administrative Services	STREAM 1 – 1.2
	Executive Assistant	STREAM 1 – 1.3
STREAM 3	Building Technician	STREAM 2 – 2.3
	Building Superintendents	STREAM 2 – 2.4
	Construction Site Coordinator	STREAM 2 – 2.5
	General Labourer	STREAM 2 – 2.1
	Trade Helper	STREAM 2 – 2.2
	Stores Services Personnel	STREAM 2 – 2.6

OLD STREAMS	OLD CATEGORIES	NEW STREAM & CATEGORY
STREAM 4	Assembler and Fabricator, Electronics	STREAM 3 – 3.3
	Assembler, Mechanical	STREAM 4 – 4.1
	Computer, Application Support	STREAM 5 – 5.1
	Computer, Website Support	STREAM 5 – 5.2
	Electrician	STREAM 3 – 3.1
	Engineer, Aerospace	STREAM 7 – 7.1
	Engineer, Architectural	STREAM 6 – 6.4
	Engineer, Biological	STREAM 7 – 7.2
	Engineer, Chemical	STREAM 7 – 7.3
	Engineer, Electrical	STREAM 3 - 3.2
	Engineer, Mechanical	STREAM 4 – 4.6
	Inspector, Electronics	STREAM 3 – 3.4
	Inspector, Mechanical	STREAM 4 – 4.5
	Interior Designer	STREAM 6 – 6.1
	Designing Services	STREAM 6 – 6.1
	Machinist	STREAM 4 – 4.7
	Millwright	STREAM 4 – 4.8
	Stationary Engineer and Auxiliary Equipment Operator	STREAM 4 – 4.9
	Technician, Architectural	STREAM 6 – 6.2
	Technician, Biological	STREAM 14 – 14.4
	Technician, Chemical	STREAM 14 – 14.7
	Technician, Civil Engineering	STREAM 7 – 7.4
	Technician, Drafting	STREAM 7 – 7.5
	Technician, Electrical and Electronics Engineering	STREAM 3 – 3.5
	Technician, Geomatics	STREAM 7 – 7.6
	Technician, Industrial Instrument	STREAM 4 – 4.10
	Technician, Mechanical Engineering	STREAM 4 – 4.2
	Technician, Military Vehicle	STREAM 4 – 4.3
	Technologist, Architectural	STREAM 6 – 6.3
	Technologist, Biological	STREAM 14 – 14.3
	Technologist, Chemical	STREAM 14 – 14.6
	Technologist, Civil Engineering	STREAM 7 – 7.7
	Technologist, Drafting	STREAM 7 – 7.8
	Technologist, Electrical and Electronics Engineering	STREAM 3 - 3.6
	Technologist, Geomatics	STREAM 7 – 7.9
	Technologist, Industrial Instrument	STREAM 4 – 4.11
	Technologist, Mechanical Engineering	STREAM 4 – 4.4
	Telecommunications Analyst (TCA)	STREAM 5 – 5.3

OLD STREAMS	OLD CATEGORIES	NEW STREAM & CATEGORY
STREAM 5		
Sub a	Auditor	STREAM 8 – 8.1
Sub a	Evaluation Analyst	STREAM 8 – 8.2
Sub a	Financial Management	STREAM 8 – 8.3
Sub b	Materiel Management	STREAM 9 – 9.1
Sub b	Procurement	STREAM 9 – 9.2
Sub c	Communications Officer	STREAM 10 – 10.1
Sub c	Editor	STREAM 10 – 10.2
Sub c	Marketing	STREAM 10 – 10.3
Sub c	Media Monitor	STREAM 10 – 10.4
Sub c	Writer	STREAM 10 – 10.5
Sub c	Writer, Technical	STREAM 10 – 10.6
Sub d	Librarian/Archivist	STREAM 11 – 11.1
Sub d	Library Technician	STREAM 11 – 11.2
Sub e	Human Resources, Classification	STREAM 12 – 12.1
Sub e	Human Resources, Compensation	STREAM 12 – 12.2
Sub e	Human Resources, Employment Equity	STREAM 12 – 12.3
Sub e	Human Resources, General	STREAM 12 – 12.4
Sub e	Human Resources, Staff and Labour Relations	STREAM 12 – 12.5
Sub e	Human Resources, Staffing	STREAM 12 – 12.6
Sub e	Human Resources, Succession Planning	STREAM 12 – 12.7
Sub e	Organizational Design	STREAM 12 – 12.8
Sub f	Access to Information and Privacy (ATIP)	STREAM 13 – 13.1
Sub f	Economics	STREAM 13 – 13.2
Sub f	Official Languages	STREAM 13 – 13.3
Sub f	Policy	STREAM 13 – 13.4
Sub f	Program Administration	STREAM 13 – 13.5
Sub f	Risk Management	STREAM 13 – 13.6
Sub f	Socioeconomics	STREAM 13 – 13.7
Sub f	Sociology	STREAM 13 – 13.8
Sub f	Special Advisor	STREAM 13 – 13.9
Sub f	Statistics	STREAM 13 – 13.10
Sub f	Strategist	STREAM 13 – 13.11
Sub g	Epidemiologist	STREAM 14 – 14.1
Sub g	Scientific, Biologist	STREAM 14 – 14.2
Sub g	Scientific, Chemist	STREAM 14 – 14.5
Sub g	Scientific, Toxicologist	STREAM 14 – 14.8

Import

Non-Competitive - Bid Solicitation under Temporary Help Services Supply Arrangements

Method 1

Administrative Assistant, General

For Public Services and Procurement Canada (PSPC)

This Bid Solicitation is issued against the Temporary Help Services Supply Arrangement, EN578-172870. All terms and conditions of the Temporary Help Services Supply Arrangement apply and are incorporated into any resulting contract(s).

The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).

Section A - General Information and Instructions

Part 1 - General Information

Client Information

Federal Department Users :		File No. :
Public Services and Procurement Canada (PSPC)		ABC123-456-789
Title of Requirement :		
Administrative Assistant, General		
Contracting Authority :	Telephone No. :	E-Mail Address :
THS	613-999-8745	abc@tpsgc-pwgsc.gc.ca

Security Information

Before award of a contract, the following conditions must be met :

- a. the Bidder must meet the security requirements as indicated in the Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Annex A - Statement of Work and the resulting Contract Clauses;

Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

Statement of Work

The work to be performed is detailed in Annex A - Statement of Work.

Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

Applicable Laws :

Part 2 - Bidder Instructions

Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2004](#) (2016-04-04) Standard Instructions - Goods or Services - Non Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01 Integrity Provisions - Bid of Standard Instructions ([2003](#) or [2004](#)) incorporated by reference above is deleted in its entirety and replaced with the following :

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

Submission of Bid

Bids must be submitted only to the address or email below, by the date and time indicated in this section of the bid solicitation :

Mailing address and/or email address :

abc@tpsgc-pwgsc.gc.ca

Bid closing date and time :

Date :	Time :	Time Zone :
2018-06-08	8:00:00 PM	Eastern Daylight Time UTC-4

Part 3 - Evaluation Procedures and Basis of Selection

List of Suppliers Invited to Bid

Company A
Company B
Acme Placement

Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

Part 4 - Requirement

Additional SACC Manual Clauses

A9126C Non-disclosure Agreement

4008 Personal Information

Other SACC Manual Clauses

Add / Delete	Effective Date	ID	Title

Payments

Firm hourly rates

Method of Payment

Monthly Payment

Authorized Travel and Living

Canada will reimburse the authorized Travel and Living expenses :

for services performed outside 100 km of the Contractor's Facilities

for services performed outside 100 km of the Work Location

for services performed outside of the Metropolitan area

Canada will reimburse the authorized Travel Time

Estimated Travel and Living Expenses (including Travel Time, if applicable):

Contract Period

Estimated Contract Period from : 2018-07-03 to : 2018-09-28 Option to Extend the Contract Period

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to additional period(s) of _____.

Resource Requirements

Choose Stream : Office Support Categories

Contract Period

Add / Delete	Category	Level of Expertise	Estimated Level of Effort (days)	Linguistic Profile	Required Level(s) of Security	Number of Resources
	1.2 Administrative Assistant, General	Intermediate	63	English	Not required	1

Statement of Work

Background

PSPC is developing a new method of supply for Temporary Help Services (THS). The development of this new tool represents a significant increase in workload for approximately 3 months. In order to complete this requirement, PSPC requires the support of an Administrative Assistant.

Reference Documents

Requirements

Scope of Work

The Administrative Assistant will be supporting the Provisional Labour Services Division to prepare and post solicitation documents on the Federal Government electronic tendering site, host industry days, respond to enquiries and prepare reports.

Category Requirements

Tasks

[Choose / Remove Predefined Tasks](#)

[Add Custom Tasks](#)

[Split Tasks](#)

- Assisting in the preparation of correspondence, reports, statements and other documents;
- Maintaining office supplies inventory;
- Processing of applications and forms;
- Maintaining databases, spreadsheets, and inventory information;
- Inputting and updating changes to meeting and appointment schedules;
- Arranging for telephones, e-mail accounts and equipment for new personnel;
- Answering queries from the general public;
- Using electronic reference tools for the purposes of researching and resolving client inquiries;
- Assembling and disseminating correspondence and briefing materials;
- Maintaining office equipment and arranging for service;
- Completing courier forms and dispatching couriers; and
- Processing and tracking correspondence (internal and external).

Acceptance Criteria

Work will be supervised and accepted by the Manager of the Division.

Mandatory Technical Evaluation Criteria

MT1: 36 months demonstrated experience working in an office environment.

Constraints

Support provided by Canada

Section B - Bidder's Response

[This section must be filled for every Bidder's Response]

Bidder's Information

Name of Bidder :	SA Number :
Harry	E60ZT-18002X/XXX
Name of Authorized Signatory of Bidder :	Title of Authorized Signatory of Bidder :
Harry	President
Email of Authorized Signatory of Bidder :	Telephone of Authorized Signatory of Bidder :
harry@gmail.com	613-555-6666
Procurement Business Number (PBN) :	GST / HST # :
654987	123654987
Applicable Laws :	
Ontario	

Contractor's Representative under the contract

Name :	E-mail :	Telephone :
Bill	bill@gmail.com	613-555-9999

Education and Experience

By providing a response to this bid solicitation, the Bidder certifies that all the information provided in the response and supporting material submitted with its response, particularly the information pertaining to education achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as identified in the CPSS ePortal? Yes No

Signature

Date

Save As

Technical Bid - Company A

1. Office Support Categories

1.2 Administrative Assistant, General

Proposed Resource Name	Level of Expertise	Linguistic Profile	Minimum Security Level	PWGSC Security File Number
Jane Smith	Intermediate	English	Reliability	

Minimum Mandatory Criteria for each Category under the Supply Arrangement

Jane Smith

Relevant Education to the Resource Category

College

Specialization

Business-Commerce

Academic Institution

Manor College

Canada may request proof of education during the technical evaluation for validation purpose.

Professional Certification

Canada may request proof of professional accreditations during the technical evaluation for validation purpose.

Months of Relevant Experience

Add / Delete	Start Date (YYYY-MM)	End Date (YYYY-MM)	Project Description
	2006-04	2016-11	Office Assistant, Book Keeper
Cumulative number of months:		128	

Financial Bid - Company A					
Contract Period					
Category	Level of Expertise	Estimated level of Effort (Hours)	Hourly rate	Number of Resources	Total
1.2 Administrative Assistant, General	Intermediate	472.5	20	1	\$9,450.00
Sub-Total					\$9,450.00
Total Evaluated Price					
Contract Period :					\$9,450.00
Total Evaluated Price :					\$9,450.00
Applicable sales taxes :	Ontario		13.000%	Estimated Taxes :	\$1,228.50
Estimated Travel and Living Expenses :					\$0.00
Estimated Total :					\$10,678.50

Validate Form

Save Form

Create Bid

Section C - Resulting Contract Clauses

1. Security Requirement

Security Requirement for Canadian Supplier : PWGSC File Common PS-SRCL # 1

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS** , granted or approved by CISD/PWGSC.
3. The Contractor may remove PROTECTED information or assets from the work site(s) as required by this Contract, but is NOT **AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT**. The Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable);
 - b. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

General Conditions

2010B General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Supplemental General Conditions

4008 (2008-12-12), Personal Information, apply to and form part of the Contract.

4. Term of Contract

Period of the Contract

The work is to be performed during the period of 2018-07-03 to 2018-09-28.

5. Authorities

Contracting Authority

The Contracting Authority for the Contract is :

Name : THS

Telephone : 613-999-8745

E-mail address : abc@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Project Authority (optional)

The Project Authority for the Contract is :

Name : Harry
Telephone : 613-555-6666
E-mail address : harry@gmail.com

Contractor's Representative

Name : Bill
Telephone : 613-555-8888
E-mail address : bill@gmail.com

6. Payment

Basis of Payment - Firm hourly rates

The Contractor will be paid the firm hourly rates as determined in the Basis of Payment in Annex B, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Estimated Cost:

Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$10,578.50. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum :

- a. when it is 75% committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the work.
- whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7. Method of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by :

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be sent by e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any documents that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the Supplemental General Conditions;
 - o 4008 (2008-12-12), Personal Information;
- c. the General Conditions 2010B (2016-04-04) - Professional Services (Medium Complexity);
- d. Annex A - Statement of Work;
- e. Annex B - Basis of Payment;
- f. Annex C - Security Requirements Check List;
- g. the Contractor's bid

12. Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract, and those premises are inaccessible because of the evacuation or closure of government offices, the Contractor will be paid for no more than 1 working week, at the rates in the Contract provided that the Contractor submits with its invoice a certification, countersigned by the affected resource, stating that:

- o the Contractor has not received any other payment from any other client for the period of the closure; and
- o the affected resource will be paid at the rate they are entitled to had the services been provided.

13. Staffing Arrangements

A transfer fee will be payable to the Contractor by the Identified User when the "office" where the THS Resource has been assigned during the contract period hires the resource without competition, either on a casual, term or indeterminate basis, prior to the passage of up to 20 calendar weeks measured from the start of services under the contract regardless of a change of duties.

Greater than 18 and up to 20 weeks from the start of services: 2%

Greater than 16 and up to 18 weeks from the start of services: 4%

Greater than 14 and up to 16 weeks from the start of services: 6%

Greater than 12 and up to 14 weeks from the start of services: 8%

Greater than 10 and up to 12 weeks from the start of services: 10%

Greater than 8 and up to 10 weeks from the start of services: 12%

Greater than 6 and up to 8 weeks from the start of services: 14%

Greater than 4 and up to 6 weeks from the start of services: 16%

Greater than 2 and up to 4 weeks from the start of services: 18%

Greater than 0 and up to 2 weeks from the start of services: 20%

Notes:

“Office” is interpreted as an organization in a department, agency, or crown corporation under the supervision of a Director General or equivalent. Where there is no DG or equivalent level, the next highest rank is applicable.

Transfer fees apply whether the contract is active or not (i.e.: terminated, expired) at the time the resource is hired by the Identified User.

Transfer fees are based on the annualized salary offered to the temporary help resource. For the purposes of this clause, annualized salary offered to the THS Resource means the starting annual salary of the position offered by the department to the THS Resource in effect at the time of the offer. This does not include any subsequent performance / incentive pay, bilingual bonus, collective agreement increases or other increases that may occur.

For example, a THS resource being offered a casual, term or indeterminate employment starting at level 1 increment-PG 2 salary would have an annualized salary of \$50,502. Where the position is instead based on an hourly rate, then this hourly rate would be annualized, multiplied by 1950 (7.5 hour day), and further multiplied by the appropriate transfer fee percentage. (e.g. \$18.00/hour x 1950 hours = \$35,100 and if hired at the 5 week mark \$35,100 x 16% = \$5,616 transfer fee).

14. Termination Notification

When a Contract is terminated (with the exception of default) before its expiry and the estimated contract period was 3 months or longer, the Identified User must provide the Contractor with a minimum of 7 calendar day's written notice.

If the required notification is not provided, the Identified User will pay a fee based on 7.5 hours per day at the rate charged by the Contractor for each remaining day of the required notice. No written notification is required if the Contract naturally expires.

15. Overtime

Overtime 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.

- In Ontario, overtime is payable for time worked in excess of 44 hours in a week.
- In Quebec, overtime is payable for time worked in excess of 40 hours in a week.

16. Statutory Holidays

When an Identified User's office is closed due to a statutory holiday, the Contractor will not be paid for that day and the resource must not report for work.

When an Identified User's office is open on a day normally recognized as a statutory holiday, it is the Contractor's decision whether to allow the resource to work or not. Agreement between the Contractor and the Identified User should be documented in advance of the holiday.

17. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with qualifications and experience which equal or exceed those of the named individual in the Contract. The replacement must be acceptable to Canada.

3. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- a. the name, qualifications and experience of the proposed replacement; and
- b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

18. Identification for Contractors and Resources

The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements :

- a. Contractors who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if they are a Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor; and
- c. If a Contractor requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a Contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;
- d. If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

Annex A - Statement of Work
For Public Services and Procurement Canada (PSPC)
Administrative Assistant, General

2. Reference Documents			
3. Scope of Work			
The Administrative Assistant will be supporting the Provisional Labour Services Division to prepare and post solicitation documents on the Federal Government electronic tendering site, host industry days, respond to enquiries and prepare reports.			
4. Requirements			
Streams and Categories	Level of Expertise	Linguistic Profile	Number of resources
1. Office Support Stream			
1.2 Administrative Assistant, General	Intermediate	English	1
5. Tasks & Qualifications			
Administrative Assistant, General (Intermediate)			
Tasks:			
<ul style="list-style-type: none"> • Assisting in the preparation of correspondence, reports, statements and other documents; • Maintaining office supplies inventory; • Processing of applications and forms; • Maintaining databases, spreadsheets, and inventory information; • Inputting and updating changes to meeting and appointment schedules; • Arranging for telephones, e-mail accounts and equipment for new personnel; • Answering queries from the general public; • Using electronic reference tools for the purposes of researching and resolving client inquiries; • Assembling and disseminating correspondence and briefing materials. 			

Annex B - Basis of Payment

Contract Period (2018-07-03 to 2018-12-31)			
Category	Level of Expertise	Number of Resources	Hourly Rate
Administrative Assistant, General	Intermediate	1	\$20.00
Option Period			
Category	Level of Expertise	Number of Resources	Hourly Rate
			\$0.00

For the purpose of this contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave.

Annex C - Security Requirement

(In a separate file attachment)