

N° de l'arrangement - Supply Arrangement No.
E60ZT-18TSPS/C

N° de la modif. - Amd. No.
000

Id de l'acheteur - Buyer ID
015ZT

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COMPONENT I – REQUEST FOR SUPPLY ARRANGEMENT (RFSA)

PART 1 - GENERAL INFORMATION

1. Summary

This solicitation is to satisfy the Government of Canada's requirement for the provision of non-IT-related task-based professional services at or above the North American Free Trade Agreement (NAFTA) threshold to locations throughout Canada, excluding locations in areas subject to any of the Comprehensive Land Claims Agreements.

Note: the NAFTA threshold changes every two years and can be found on the Treasury Board of Canada Secretariat's website: <https://www.canada.ca/en/treasury-board-secretariat.html>.

The supply arrangements (SA) resulting from this RFSA solicitation may be used by Identified Users to fulfill their individual requirements. Only "pre-qualified suppliers" awarded a SA via this RFSA solicitation and qualified for the relevant Region, Metropolitan Area, Category, Level of Expertise and requirement-specific security clearance will be eligible to provide the requested services to the Identified Users.

Changes affecting the Task and Solutions Professional Services (TSPS) Method of Supply are being implemented throughout this RFSA. Bidders are reminded of the importance of reading this document in its entirety, as well as all documents incorporated by reference. By submitting a bid, Bidders are acknowledging that they agree to the process, terms and conditions described in this RFSA.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement, (NAFTA), the Canadian Free Trade Agreement (CFTA), the Canada-European Union Comprehensive Economic and Free Trade Agreement, the Canada – Chile Free Trade agreement, the Canada – Colombia Free Trade agreement, the Canada – Honduras Free Trade agreement, the Canada – Korea Free Trade agreement, the Canada – Panama Free Trade agreement, the Canada – Peru Free Trade agreement and the Canada – Ukraine Free Trade agreement.

This Request for Supply Arrangement (RFSA) has two components:

Component I and Attachment A to Component I provide the information that Bidders need in order to submit a bid to this solicitation.

Component II and its Annexes detail the terms and conditions of a resulting SA.

2. Designation as Set Aside

Part of this procurement may be designated by one or more Identified Users as set-aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). In these specific cases, (i) the procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Under Article 800: Aboriginal Peoples of the Canadian Free Trade Agreement (CFTA), the CFTA does not apply to any measure adopted or maintained with respect to Aboriginal peoples. When the procurement has been set aside for Aboriginal business under PSAB, the entire procurement process is not subject to the CFTA, and the procurement no longer falls under the jurisdiction of the Canadian International Trade Tribunal (CITT).

To be considered as an Aboriginal Business under the PSAB, see Part 5 of Component I of this RFSA.

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3. Streams and Categories

This RFSA covers the following Streams:

- Stream 1: Human Resource Services;
- Stream 2: Business Services / Change Management Services;
- Stream 3: Project Management Services;
- Stream 4: Real Property Project Management Services; and
- Stream 5: Technical Engineering and Maintenance Services (TEMS)

Each Stream is further subdivided into "Categories". Descriptions of the general definitions for all TSPS Task-Based Streams and Categories are available at the TSPS – Streams and Categories page: <http://www.tpsgc-pwgc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html>. Canada reserves the right to add, modify or remove Streams and Categories in future refreshes or re-competitions of the Task-based SA.

Bids will be evaluated on a Stream and Category basis. It is not necessary to bid for all Streams or for all Categories in a Stream to be issued a SA. However, in the case of the supply arrangement, a minimum number of Categories is required in order for a Stream to be successfully deemed compliant. Details of the required number of Categories per Stream and per Tier are explained in Part 4 - Technical Evaluation – Mandatory criteria for the Supply Arrangement.

4. Tiers

In regards to the SAs resulting from this solicitation, all five (5) Streams are structured according to the following Tiers:

- Tier 1: Requirements valued at the NAFTA threshold up to and including \$3.75 million
- Tier 2: Requirements valued at more than \$3.75 million

5. Period of Supply Arrangement

The resulting SAs shall be valid from the date of issuance to May 31, 2021 or until award of the new SAs following the next TSPS re-competition.

6. Regions/Metropolitan Areas

The following Regions and Metropolitan Areas may receive professional services under the SAs that result from this RFSA solicitation:

Regions:

- National Capital
- Atlantic
- Quebec
- Ontario
- Western
- Pacific
- Remote/Virtual Access: This is a separate region and does not include any of the other Regions or Metropolitan Areas. It is a region that is used when a Client has no preference in terms of where the work is performed

Metropolitan Areas:

- National Capital
- Halifax
- Moncton

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- Montreal
- Quebec City
- Toronto
- Calgary
- Edmonton
- Saskatoon
- Winnipeg
- Vancouver
- Victoria

In submitting a bid to this RFSA via the Data Collection Component (DCC) of Centralized Professional Services System (CPSS), Bidders will have the opportunity to select which Regions/Metropolitan Areas they wish to provide services to, should their bid result in the issuance of a SA.

Note to Bidders: The selection of any Region by the Bidder does not extend an offer of services to any Metropolitan Areas. Regions and Metropolitan Areas are considered exclusive of each other for the purpose of offering services and must be individually selected during the Bidder's response in the DCC of CPSS.

Bidders are encouraged to visit the Definitions of the Remote/Virtual Access, Regions and Metropolitan Areas page for more information: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrmm-dnzrma-eng.html>.

7. Minimum Security Requirement

Before the issuance of a SA, the Bidder must hold at minimum a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), PWGSC. For further details, consult Part 4 – Evaluation Procedures and Basis of Selection Article 5 – Security Requirement of this RFSA.

8. Debriefings

Bidders may request a debriefing on the results of the RFSA process. Bidders should make the request to the SA Authority within 15 working days of receipt of the results of the RFSA process. The debriefing may be done in writing or by telephone.

9. Related Services and Requirements Covered by Other Supply Arrangements

The mandatory method of supply for the provision of all task-based professional services (IT, non IT and Alternate Resolution Services (ADR)) below the North American Free Trade Agreement is the ProServices supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html>.

The mandatory method of supply for the provision of all IT-related task-based professional services at or above the North American Free Trade Agreement is the Task-Based Informatics Professional Services (TBIPS) supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/index-eng.html>.

The mandatory method of supply for the provision of all IT-related solutions-based professional services is the Solutions-Based Informatics Professional Services (SBIPS) supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spics-sbips-eng.html>.

The mandatory method of supply for the provision of all non-IT-related solutions-based professional services is the TSPS solutions-based supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spcts-tspc-eng.html>.

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10. Acronyms and Key Terms

ACRONYMS	
Buy and sell	Buyandsell.gc.ca
CETA	Canada-European Union Comprehensive Economic and Trade Agreement and Trade Agreement
CFTA	Canada Free Trade Agreement
CISD	Canadian Industrial Security Directorate
CLCSA	Comprehensive Land Claims Settlement Area
CPSS	Centralized Professional Services System
DCC	Data Collection Component
DOS	Designated Organizational Screening
FCP	Federal Contractors Program
FSC	Facility Security Clearance
MSC	Main Supplier Contact
NAFTA	North American Free Trade Agreement
NPP	Notice of Proposed Procurement
PSAB	Procurement Strategy for Aboriginal Business
PWGSC	Public Works and Government Services Canada
QUR	Quarterly Usage Report
RFP	Request for Proposal
RFSA	Request for Supply Arrangement
SA	Supply Arrangement
SRCL	Security Requirement Check List
TSPS	Task and Solutions Professional Services

Bidder:

A bidder is defined as either being a new company or an existing supplier who is submitting a bid for this solicitation.

Centralized Professional Services System (CPSS) ePortal:

The Centralized Professional Services System (CPSS) ePortal was created as a result of the Professional Services National Procurement Strategy and is where TSPS resides. CPSS is comprised of a Supplier Module, a Client Module and a Maintenance Module and offers access to both suppliers and government departments identified users to multiple methods of supply.

The Supplier Module allows a supplier, through a Main Supplier Contact, as defined below, to:

- create and manage Regional Contacts;
- input and submit data as part of a solicitation process;
- track the progress/status of data input against solicitation(s) and retrieve the data for use in refresh or re-competition solicitations;
- view and edit certain elements of information pertaining to that supplier's profile.

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Data Collection Component (DCC):

The DCC is part of the Supplier Module of CPSS and is used by Bidders to input data as part of the solicitation process. A dashboard is available to view information on current and upcoming invitations to bid for professional services.

Enrolment:

The process in which a Bidder creates a CPSS account and identifies a Main Supplier Contact (MSC). The MSC will receive credentials that enables access to the Supplier Module. Enrolment is conducted on-line and can be initiated by a supplier at any time, with a typical response time of minutes to receive credentials, where all the necessary information is received by Canada.

Instructions for enrolment in the CPSS Supplier Module are available at the Enrolment Instructions – Suppliers page:

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

Existing Supplier:

Refers to a Bidder that currently holds a valid Task-based SA under the TSPS Method of supply. Only a SA awarded during the 2018 TSPS re-competition –i.e. E60ZT-18TSPS/A or any of its refresh periods -- are considered valid.

Note: An Existing Supplier’s SA can be ‘Inactive’ for non-submission of the Quarterly Usage Report QUR, but that does not prevent that supplier from bidding as an Existing Supplier.

Identified User:

Identified Users (also called Clients or Federal Department Clients) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV, and V of the *Financial Administration Act*, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.

Main Supplier Contact (MSC):

The supplier representative within the CPSS ePortal. There is one MSC for every Procurement Business Number (PBN) enrolled in CPSS.

New Bidder:

Refers to a Bidder for this solicitation that does not currently hold a valid task-based SA under the TSPS method of supply.

Refresh (Applies to SAs only)

Refers to quarterly solicitations that allow New Bidders to bid for a SA and Existing Suppliers to qualify for more categories throughout the entire period of the SA (but not the standing offer (SO)). Existing Suppliers are not required to bid in a refresh solicitation in order to continue to provide the services for which they are currently qualified under their SA.

Re-competition:

Re-competition is a solicitation intended to replace the current SAs/SOs every eighteen months. Each such re-competition (a “re-competition solicitation”) requires all Existing Suppliers to submit a bid in order to continue to provide services under its resulting SA and/or SO.

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PART 2 - BIDDER INSTRUCTIONS

1. Submission of Bids

Bidders must obtain the Bid Solicitation document posted on the Government Electronic Tendering System (GETS), also known as the Buy and Sell Tenders site, and read it in its entirety. TSPS will only accept electronic submissions through the Data Collection component (DCC) of the Centralized Professional Services System (CPSS) ePortal.

Bidders who have an existing TSPS Supply Arrangement and want to add additional information to their existing supply arrangement must identify these additions through a bid submission.

2. Requirements prior to bidding

Bidders must have:

- a) a Procurement Business Number (PBN) which is registered with the Supplier Registration Information (SRI) system, and
- b) a Centralized Professional Services System (CPSS) supplier account in order to submit their electronic bid through the DCC.

2.1 Obtaining a PBN through the SRI system

a) Bidders must have a registered Procurement Business Number (PBN) with the Supplier Registration Information (SRI) system. To obtain a PBN, bidders can access the following website and register online: <https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJldGlvbj1yZWdpc3Rlci5pbmRybyZpZD03&lang=eng>

The SRI contact information is: Tel.: 1-800-811-1148

Email: TSPGC.PABPMEClient-APOSMEClient.PWGSC@tpsgc-pwgsc.gc.ca

b) In the case of a new bidder that is submitting as a Joint Venture (JV), a unique PBN representing the joint venture legal entity must be created in SRI and used when submitting a bid through the DCC. The business number (i.e. the first nine digits of the PBN) of the lead company is used to create a new PBN (i.e. account) for the JV. All members of the JV must have their own PBN, and the Legal Name field of the JV must show the names of all companies participating in the JV. The registration of a JV account must be done by contacting an SRI agent.

2.2 Enrolling in the Centralized Professional Services System (CPSS) ePortal

Instructions on how to enroll into the CPSS ePortal can be found at the following link: <http://www.tpsgcpwgsc.gc.ca/app-acq/spc-cps/iffpe-seeps-eng.html>

When enrolling into the CPSS ePortal, bidders are to ensure the correct spelling of their Legal Name and the accuracy of their PBN. The bidder's Legal Name, Mailing Address and PBN identified in CPSS should match what is in their SRI account.

Enrolment into the CPSS ePortal is not a bid submission, nor does it pre-qualify a bidder under a method

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of supply. Enrolment provides bidders/existing suppliers access to their CPSS Supplier Module account, where they can access their company's profile as well as submit a bid through the Data Collection Component (DCC).

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. TSPS will not delay or cancel any solicitation process due to a supplier's inability to access, modify or validate such credentials.

Bidders can contact the CPSS ePortal team directly for any enrolment questions at TSPGC.SSPC-CPSS.PWGSC@tspgc-pwgsc.gc.ca.

3. 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 <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by PWGSC.

Bidders who submit a bid agree to be bound by the clauses and conditions of the SA and any resulting contract(s).

3.1 Standard Acquisition Clauses and Conditions (SACC) Manual Clauses

M0019T (2007-05-25) - Firm Price and/or Rates (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/M/M0019T/5>)

S0030T (2014-11-27) - Financial Viability (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/S/S0030T/4>).

3.2 Standard Instructions

Applicable to the RFSA:

The 2008 (2018-05-22) Standard Instructions – Request for Supply Arrangements – Goods or Services (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/18>), are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of Standard Instructions – Request for Supply Arrangements – Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: two hundred and twenty (220) calendar days

4. Bid Validity Period

Bids received as a result this RFSA solicitation will remain valid for a period of not less than two hundred and twenty (220) calendar days from the closing date and time of the RFSA. Canada reserves the right to seek an extension of the bid validity period from all Bidders in writing before the end of the bid validity period. If the

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extension is not accepted by all Bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the RFSA.

5. Quarterly Refreshes

The bid solicitation has established periods (also known as “refreshes”) as demonstrated in the below table.

Periods	Opening Date (first business day of the month):	Closing Date (last business day of the month):	Estimated Award Date (Subject to Change)
Refresh Period 1	July 2019	September 2019	End of December 2019
Refresh Period 2	October 2019	December 2019	End of March 2020
Refresh Period 3	January 2020	March 2020	End of June 2020
Refresh Period 4	April 2020	June 2020	End of September 2020

Each refresh is assigned a period number which is reflected on the Solicitation Dashboard of the CPSS ePortal which will increase as refreshes pass. Each period (i.e. Refresh) will automatically close in the Data Collection Component of the CPSS ePortal as per the date and time indicated on the Solicitation Dashboard. Data cannot be submitted against a “closed” period.

Only those bidders who have submitted data by the closing date and time of a period will be evaluated.

Please note that the DCC will not allow a bidder to submit another bid to a subsequent period until the results of their previously submitted bid are published.

6. Procurement Business Number (PBN) and Legal Entity

For Existing Suppliers, the same PBN used in the currently valid SA must be used if submitting a bid under this RFSA refresh in order for existing data to be successfully grandfathered.

In the case of a Joint Venture, the PBN for each member of the joint venture must be identified in their bid, and a unique PBN for the joint venture legal entity must be identified, provided the bid is as a “New Bidder”. If the bid is being submitted as an Existing Supplier, the PBN already established for the JV entity must be used, and the constituent members must remain the same.

One legal entity may participate in the submission of:

- a) one bid from the legal entity alone, or
- b) one bid from the legal entity and one bid submitted in a joint venture, or
- c) two bids submitted in joint venture.

If a legal entity participates in more than two bids, Canada will choose in its discretion which two bids to consider.

Each bid will be evaluated independently without regard to other bids submitted and, therefore, every bid

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submitted must be complete.

All members of a joint venture must remain the same to be considered as an "Existing Supplier".

7. Submission of Bids

This is a paperless bid submission process. While Bidders normally have the option to submit their bid to Canada in writing directly, by mail, or by other means, due to the nature of this RFSA solicitation, bids must be submitted electronically through the DCC of the CPSS by the closing date and time of this solicitation. Bidders must obtain the Bid Solicitation document posted on the Government Electronic Tendering System (GETS), also known as the Buy and Sell Tenders site, and read it in its entirety. TSPS will only accept electronic submissions through the Data Collection component (DCC) of the Centralized Professional Services System (CPSS) ePortal.

After the solicitation closing date and time, Canada will send an email to the Bidders requesting the supporting information/documentation required to complete the bid evaluation. Failure by the Bidder to provide the required information/documentation by the due date stated in the email may result in their bid being declared non-responsive.

8. Enquiries – Bid Solicitation

All enquiries must be submitted in writing, using the TSPGC.SPTS-TSPS.PWGSC@tpsgc-pwgsc.gc.ca email address, no later than fifteen (15) calendar days before the RFSA closing date and time. Enquiries received after that time may not be answered.

Bidders 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 questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the reply to the question be provided to all Bidders through an amendment to this RFSA posted on Buyandsell.gc.ca. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

For more information regarding how to obtain the latest information about tender notices open to the public, Bidders are encouraged to visit the Follow Opportunities page on the Buy and Sell web site (<https://buyandsell.gc.ca/procurement-data/tenders/follow-opportunities>).

9. Applicable Laws

The 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.

However, Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the bid, by selecting an alternate Canadian province or territory in the DCC under the "Company Information" section. If no change is made, this acknowledges that the applicable

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laws specified are acceptable to the Bidder.

10. Federal Contractors Program for Employment Equity

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 Website (<https://www.canada.ca/en/employment-social-development.html>).

11. Former Public Servant – Notification

Professional 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, this bid solicitation will require the bidder to provide information that, were they to be a successful bidder, their status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to be reported on 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 (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/2012-2.html>) and the [Guidelines on the Proactive Disclosure of Contracts \(http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676\)](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676).

Also, this bid solicitation requires that a bidder submit information through the DCC regarding the bidder's status with respect to being a former public servant in receipt of a pension or a lump sum payment. If, as a result of this bid solicitation, a Supply Arrangement is issued, the name of the Supplier who is in receipt of a pension or a lump sum payment will be posted on the TSPS web site <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spcpcsaf-tspcupfps-eng.html>.

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PART 3 - BID PREPARATION INSTRUCTIONS

1. Technical Bid

1.1. Electronic Bid Submission

Bidders must submit their bid electronically through the Data Collection Component (DCC) of the CPSS ePortal by the closing date and time of this solicitation. The DCC allows bidders to save and re-submit their bid multiple times.

When a bid is submitted, the main supplier contact will receive a confirmation email that will confirm the receipt of the electronic submission. The last bid submitted by the bidder prior to the solicitation closing date and time and received by PWGSC will be the one that will be evaluated.

It is the bidder's responsibility to click the <Submit Response> button in order to submit their bid to PWGSC by the closing date and time of this solicitation. Only the Main Supply Contact can submit their electronic bid. Simply saving the bid does not constitute a submission.

TSPS will request by return email, all supporting documentation that is required to complete the bid evaluation sometime during the evaluation process.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process; Policy on Green Procurement, <https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/paecoif-pgptts-eng.html>. To assist Canada in reaching its objectives, bidders must submit their electronic bid submission online through the DCC of the CPSS ePortal.

1.2. Steps to submitting an electronic submission through DCC

Instructions regarding how to submit an electronic bid for this TSPS solicitation can be found at Attachment A of this document.

Submitting an electronic bid for this TSPS solicitation does not require the submission of individual resumes or resumes. If issued a Supply Arrangement, prequalified suppliers may be requested by Federal Department users to provide information on personnel (as well as resumes) during the Request for Proposal process.

2. Certifications

- a) Must be submitted electronically through the DCC; and
- b) Must be submitted by email upon request by Canada as detailed in Part 5.

Bidders that submit paper copies will still be required to submit the supporting information/documentation by email upon request by Canada.

For Existing Suppliers:

The following information/documentation may be requested by Canada during the bid evaluation period:

- a) Signed Bidder's Statement
- b) Signed Grandfather Certification
- c) Former Public Servant Certification, if applicable
- d) Aboriginal Certification, if applicable

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- e) Workforce Reduction Program, if applicable
- f) Integrity Provisions & Associated Information

For New Bidders:

The following information may be requested by Canada during the bid evaluation period:

- a) Proof of three years in business i.e. certificate of ownership, business registration, or tax returns; and
- b) Proof of compliance for Confirmation of Business Volume (financial certification, invoices, tax returns, etc.) as per M.4 of Part 4 - Technical Evaluation – Mandatory criteria

Canada may request the following certifications during the bid evaluation period:

- a) Signed Bidder's Statement
- b) Former Public Servant Certification, if applicable
- c) Aboriginal Business Certification, if applicable
- d) Workforce Reduction Program Certification, if applicable
- e) Integrity Provisions & Associated Information

This RFSA solicitation does not require the submission of individual resources or resumes. If awarded a SA, as part of a Request for Proposal prepared/issued by Identified Users of the CPSS ePortal, information on personnel may be required.

3. Financial Bid

There is no financial bid required with this solicitation.

4. Bid Submission Grid

The following Bid Submission Grid is provided to assist Bidders with their bid preparation and submission. As the status and circumstances of each Bidder is unique, it is the responsibility of each Bidder to read all documents related to this RFSA and to ensure that all mandatory requirements are met. Where in the Grid the symbol « & » is used, the Bidder must submit the information/documentation requested through both methods.

The following descriptions are provided:

- a) "INPUT IN DCC" indicates that the Bidder must input information into the DCC and ensure to click the <Submit> button.
- b) "CONFIRM IN DCC" indicates that the Existing Supplier must validate carried over information before ensuring to click the <Submit> button.
- c) "PROVIDE UPON REQUEST" indicates that the Bidder must provide the information/documentation by email upon request by Canada.

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Column A	Column B	Column C
	New TSPS Bidder:	Existing TSPS Supplier:
	Is not an Existing Supplier (not a current Task-Based SA Holder).	IS applying for additional Tier(s), Stream(s), and/or Categories, or is otherwise modifying Technical Response already on file from the previous TSPS Solicitation.
Company information (Supplier Profile)	INPUT IN DCC	CONFIRM IN DCC
Regional Information (Region & Metropolitan Area selection)	INPUT IN DCC	CONFIRM IN DCC & INPUT IN DCC (for any new regions)
M.1 - Months in Business	INPUT IN DCC & PROVIDE UPON REQUEST	N/A
M.2 – Streams & Categories	INPUT IN DCC	INPUT IN DCC (for new Streams and Categories)
M.3 - References Substantiation	INPUT IN DCC	INPUT IN DCC (for new Streams and Categories)
M.4 – Confirmation of Business Volume – Financial Certification	INPUT IN DCC & PROVIDE UPON REQUEST	CONFIRM IN DCC & PROVIDE UPON REQUEST
Services Offering for SA (Levels of Expertise for Categories)	INPUT IN DCC	INPUT IN DCC (for new Streams and Categories)
Security	DCC	CONFIRM IN DCC
Federal Contractors Program for Employment Equity	N/A	N/A
Former Public Servant Certification (if applicable)	INPUT IN DCC	INPUT IN DCC
Aboriginal Business Certification (where appropriate)	INPUT IN DCC (& PROVIDE UPON REQUEST if applicable)	INPUT IN DCC (& PROVIDE UPON REQUEST if applicable)
Grandfather Certification	N/A	INPUT IN DCC & PROVIDE UPON REQUEST
Work Force Reduction Program Certification (where appropriate)	INPUT IN DCC	INPUT IN DCC
Integrity Provisions / Code Of Conduct	INPUT IN DCC & PROVIDE UPON REQUEST	INPUT IN DCC & PROVIDE UPON REQUEST
Request for Security Sponsorship	INPUT IN DCC (if desired)	INPUT IN DCC (if desired)
Bidder's Statement	INPUT IN DCC & PROVIDE UPON REQUEST	INPUT IN DCC & PROVIDE UPON REQUEST

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the RFSa and the technical criteria. All elements of this RFSa solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory".

Although the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has been successful in all the previous steps. Canada may conduct steps of the evaluation in parallel.

An evaluation team composed of representatives of Canada will evaluate the bids. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

2. Requesting Information/Clarification from Bidders

During the course of the evaluation, bidders will be requested to provide information as deemed necessary by TSPS in order to fully evaluate the bidder's electronic submission. Such items may include but are not limited to:

- Proof of years in business (new bidders only)
- Bidder's Statement
- Grandfather Certification (existing bidders only)
- Proof of Security
- Aboriginal Certification
- Integrity Provisions
- Invoices and/or contracts

TSPS reserves the right to request additional information in order to validate a bidder's submission. If TSPS seeks clarification or verification from the bidder about its bid, the bidder will have two working days or a longer period if specified in writing by TSPS to provide the necessary information to TSPS. Failure to meet this deadline may result in the bid or a part thereof being declared non-compliant.

An extension can be requested from TSPS if the bidder explains why one is needed. However, discretion remains with TSPS to decide to grant the extension or not.

3. Technical Evaluation – Mandatory criteria

The technical evaluation criteria for the provision of a SA are included below. All Bidders must meet the mandatory requirements.

By submitting a bid, Bidders are indicating that they consider themselves to be fully compliant in accordance with the mandatory requirements of Part 4 - Technical Evaluation – Mandatory criteria and will agree to the SA terms and conditions identified in Component II of this RFSa if an SA is issued to them.

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Existing Suppliers, through the submission of the Grandfather Certification, are not required to re-qualify for any Categories for which they already have a Task-based TSPS SA, although they must otherwise comply with the requirements of this RFSA solicitation to maintain previously awarded categories.

Example 1, Company ABC is an Existing SA Supplier for 3 Categories in Stream 2 and does not wish to supply more Categories. The Existing SA Supplier would not have to provide references under M.3, but still needs to complete the DCC including compliance with the Grandfathering Certification.

Example 2, Company XYZ is an Existing SA Supplier for 6 Categories in Stream 2 and wishes to supply more Categories in the same Stream. The Existing Supplier must comply with the mandatory criteria M.2 and M.3 for the additional Categories under Stream 2.

Example 3, Company 123 is an Existing SA Supplier for 6 Categories in Stream 2 and wishes to supply more Categories in the same Stream and to apply for Categories in a new Stream (Stream 1). The Existing Supplier must comply with the mandatory criteria M.2 and M.3 for the additional Categories under Stream 2 and for the new Categories under Stream 1.

Bidders that have indicated that they wish to provide for both Tiers, and who meet the Mandatory Criteria of Tier 2 will be considered to have met the Mandatory Criteria of Tier 1.

The following definitions apply to the evaluation of bids:

An "Outside Client" is any legal entity that is not a parent, a subsidiary or an affiliate of the Bidder, a member of a joint venture with the Bidder or any other entity that does not deal at arm's length with the Bidder.

A "Project" is a contractual agreement between the Bidder and an Outside Client under which the Bidder has provided professional services to the Outside Client.

The Mandatory Requirements are as follows:

- M.1 Minimum Years in Business
- M.2 Streams and Categories
- M.3 References Substantiation
- M.4 Confirmation of Business Volume – Financial Certification

M.1 Minimum Years in Business

In the case of Bidders who are Existing Suppliers, Canada does not require a demonstration of this requirement.

New Bidders must have carried on business as the same legal entity for a minimum of three (3) years as of the closing date of this RFSA solicitation.

M.1.1 The New bidder must have carried on business as the same legal entity for a minimum of three (3) years by the closing date and time of this solicitation, or by the closing date and time of the quarterly refresh that the bidder is submitting against.

To demonstrate this requirement, a bidder must:

- a) Complete the 'Minimum Years in Business' section of the DCC of the CPSS ePortal

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- b) At TSPS request, provide documented proof of its years in business (such as a certificate of incorporation, business registration or tax returns).

M.1.2 If the New Bidder is a joint venture, each member of the joint venture must meet the minimum of three (3) years in business by the closing date and time of the quarterly refresh that the bidder is submitting against. The JV must demonstrate this by the same manner as **M.1.1** above.

M.1.3 If the New Bidder has been incorporated or otherwise created less than three (3) years by the closing date and time of the quarterly refresh that the bidder is submitting against as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities, Canada will consider the three (3) year minimum requirement to be met if the New Bidder demonstrates to Canada's satisfaction that:

- a) the New Bidder has been incorporated or otherwise created as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities;
- b) the corporate change was solely for tax or other purposes unrelated to the business of the other legal entities and does not affect the ability of the New Bidder to carry on the business that had been carried on by the other legal entities;
- c) the New Bidder has carried on the business of all of the other legal entities in the normal course, uninterrupted from and after the date of the corporate change;
- d) the New Bidder, at the closing date and time of the quarterly refresh that the bidder is submitting against, maintains the same assets, undertaking, operational capability, skills and resources as the other legal entities had maintained before the corporate change; and
- e) each of the other legal entities carried on business, uninterrupted and in the normal course, for at least three years.

In these circumstances, Canada may require a legal opinion from an independent law firm stating that the New Bidder meets all of the above requirements. Canada reserves the right to require other details and material to verify that the above requirements are met. If Canada is not satisfied that the above requirements have been met, the bid will be considered non-responsive. Canada reserves the right to request proof of any information provided. If the information cannot be validated, the bid will be considered non-responsive.

M.2 Identifications of Streams and Categories

The bidder must identify the TSPS Streams and Categories that they wish to include as part of their electronic submission through the DCC of the CPSS ePortal, based on the type of work that their company offers that closely matches the services outlined for that Category as described via the [TSPS – Streams and Categories](#) web page.

The Professional Services must have been previously provided by the same legal entity submitting a bid to this solicitation to an outside Client within the last five (5) years immediately to the closing date and time of the quarterly refresh that the bidder is submitting against.

M.2.1 To be awarded a Stream within an applicable Tier, the Bidder:

- a) must be found compliant in at least two (2) substantiated Categories within a single Stream in order for the bid to be considered responsive for that Stream for Tier 1.
- b) must be found compliant in at least four (4) substantiated Categories within a single Stream in order for the

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bid to be considered responsive for that Stream for Tier 2.

M.2.2 For each Newly Substantiated Category, New Bidders must provide in the DCC of CPSS, a reference who can substantiate that the Professional Services were provided by the same legal entity submitting a bid to this solicitation within the last five (5) years from the closing date and time of the quarterly refresh that the bidder is submitting against, as per M.3 below.

M.2.3 For each Newly Substantiated Category, Existing Suppliers bidding for additional categories must provide in the DCC of CPSS, a reference who can substantiate that the Professional Services were provided by the same legal entity submitting a bid to this solicitation within the last five (5) years prior to the closing date and time of the quarterly refresh that the bidder is submitting against as required, as per M. 3 below.

For all currently held Categories being grandfathered, Existing Suppliers must submit via email upon request by Canada, the Grandfather Certification in Part 5 to Component 1 of this RFSA.

An Existing Supplier cannot (and is not required to) re-substantiate a grandfathered category currently held if that Category was awarded previously. For example: If an Existing Supplier is currently qualified for a Category 1.1, the DCC of CPSS will not allow the Existing Supplier to re-qualify for 1.1 and should automatically identify Category 1.1 as 'Currently Substantiated'.

An Existing Supplier may substantiate a Category currently held and previously awarded as 'Unsubstantiated' under a valid SA. The reference submitted for such a Category will be contacted by Canada, and the result of the reference check may prevail over the status awarded in any previous TSPS solicitation.

M.2.4 Separate from the Categories awarded to a Bidder as a result of the reference check process identified in M.2.2 and M.2.3 above, a Bidder may also propose to offer Unsubstantiated Categories in each Stream for which it provides no reference information in its bid. Unsubstantiated Categories will be accepted for inclusion into the Bidder's arrangement in accordance with the following process:

- a) the minimum number of Newly Substantiated Categories specified in M.2.1 (a) or (b) above must be met;
- b) the Newly Unsubstantiated Categories will not be counted towards the minimum number of Categories required to qualify for a Stream specified in M.2.1 above;
- c) Newly Unsubstantiated Categories can only be awarded against Categories substantiated through this RFSA bid process; and
- d) in any given Stream, the number of Unsubstantiated Categories accepted will be no more than 50% of the number of Newly Substantiated Categories substantiated through this RFSA bid process.

In their bid, a Bidder must prioritize (i.e. rank) their requested Unsubstantiated Categories in the DCC. Should the number of Categories substantiated through reference checks made during this solicitation's evaluation process not be sufficient to allow for all Unsubstantiated Categories to be awarded, only the Unsubstantiated Categories with the highest ranked priority will be awarded. Options for rankings are presented in the DCC from 1 to 10, with 1 being the highest.

Example:

The Bidder wishes to be considered for the SA Tier 1 and Tier 2 for Stream 2, and provides reference information for a total of six Categories intended for substantiation, and requests three (3) Unsubstantiated Categories. The result of the reference check process produces only three (3) substantiating references (i.e. three (3) compliant Categories). As a result, the

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Bidder will not be considered for Tier 2 in that particular Stream, since the minimum number of Substantiated Categories required for Tier 2 is four (4) (see M.2.1 above).

Since the Bidder also bid for SA Tier 1, then it will be considered for that Stream under Tier 1, because the three (3) Substantiated Categories meet the minimum number of Categories required for Tier 1. The 50% ratio will result in one (1) Unsubstantiated Category (no more than 50% of the three (3) substantiated Categories = one (1) Unsubstantiated Category). Thus, only the Unsubstantiated Category with the highest priority (ranking of 1) will be awarded. The two (2) Unsubstantiated Categories with the lowest priority as submitted by the Bidder will not be considered for award.

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

For each Newly Substantiated Category the bidder must provide one (1) reference to substantiate the Category, with a 2nd reference email address as a backup. References:

- a) cannot be individuals who have been employed by or acted as a consultant for the Bidder;
- b) cannot relate to work performed in whole or in part to a past or present 'casual' or 'term' employment entered into by the Bidder;
- c) cannot relate to work performed in whole or in part as a present or former government employee;
- d) must be able to substantiate that the Professional Services were provided by the same legal entity submitting a bid to this solicitation within the last five years immediately prior to the closing date and time of this RFSA solicitation;
- e) must be able to substantiate that the Professional Services were provided by the same legal entity submitting a bid to this solicitation, and;

In the case of Joint Ventures:

- f) must be able to substantiate the Professional Services were provided by at least one (1) member of a Joint Venture.

The Bidder must input the following information in the DCC of CPSS (see Attachment A of Component I for additional navigation instructions):

M.3.1 The Bidder must substantiate each 'Newly Substantiated' Category as follows:

For each 'Newly Substantiated' category that is indicated in the bidder's bid, information on one (1) contract that closely matches the category description provided on the TSPS website <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html> is to be provided through the DCC of the CPSS ePortal. TSPS will conduct the substantiation of references by email verifications only.

Under the heading "Category References", the Bidder must complete the following fields;

- I. Client (Government Department/Company Name),
- II. Contact Name
- III. Position
- IV. Telephone
- V. Primary E-mail Address

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- VI. Alternate E-mail Address
- VII. Contract/Project Reference #

Note: with the exception of bullet 'VI', bullets 'I' through 'VII' will refer to the reference that Canada will contact. Should no response be received, the second email address (bullet 'VI') will be contacted. The second email address can be from an alternate email address for the first reference (e.g. a work email address versus a personal email address) or an email address of a completely separate individual representing the same project.

Under the field "Contract/Project Reference #", the Bidder must insert the title of the Project along with the contract/call up number which matches the title of the Project.

M.3.2 For the evaluation of each Newly Substantiated Category, substantiating information will be obtained based on an e-mail similar to the example below sent to the reference indicated in the bid. **Bidders are encouraged to inform their references that PWGSC may be contacting them via email to validate the information during the bid evaluation period.** Additionally, references should be informed to expect the correspondence to be in both of Canada's official languages.

The content of the substantiating e-mail may be as per the following:

Hello,

Public Works and Government Services Canada (PWGSC) has received a bid from **[SUPPLIER LEGAL NAME] (o/a [SUPPLIER OPERATION NAME])** in an effort to pre-qualify in the Task and Solutions Professional Services (TSPS) method of supply. Your name has been provided as a reference.

A response to this e-mail is requested by **[7 DAYS FROM CURRENT DATE]**. If you have received either a similar reference request in the past from PWGSC or a current request for some of these same services from the ProServices method of supply, please be aware that a separate response or re-confirmation is still required in this instance.

Please answer the following:

1. Were the services identified in the below table provided by the company within the **last 5 years**? (Yes/No: _____)
2. Did you receive an invoice from the company for the services identified in the below table? (Yes/No: _____)
3. Were the services provided by the bidder for the category(ies) indicated in the below table similar to the TSPS category(ies) descriptions, as found at the following hyperlink: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html> ? (A Yes, No or Unable response is required to be input into the below table for each of the identified category(ies)).

[REFERENCE TABLE ENGLISH]

Note: The text below the column titled "Contract/Reference number"

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appears exactly as the bidder input it into their bid and therefore may not appear translated. Also, a response of 'Unable' should be used if you:

- *are or have been employed by the bidder,*
- *acted as a consultant to the bidder, or*
- *are on the Bidder's Board of Directors.*

Your response will be used to determine bid compliancy and may be shared with the bidder during a debriefing. Not responding to this email may render a portion of the bid or the bid in its entirety as non-compliant.

Should you have any questions at all regarding the above process please do not hesitate to send them in writing by return e-mail (TPSGC.SPTS-TSPS.PWGSC@tpsgc-pwgsc.gc.ca).

Thank you,

M.3.3 The response received from a reference will be used to determine the compliancy of each Category, as follows:

- a) The reference indicates a "Yes" relating to the Category requested: This substantiates the Category and the Bidder's SA will include that Category if all other requirements are met.
- b) The reference indicates a "No" or an "Unable" relating to a category requested, the reference verification will end and the category will be deemed non-compliant.
- c) In the event that no response is received from the 1st reference by the due date stated in the original email, an email will be sent to the 2nd reference requesting that they respond to the questions stated. If no response is received to the second request by the time and date indicated in the email, that particular category will not be included in the Bidder's SA should one be awarded.
- d) In the event information is received via return email that the original email sent to the 1st reference was improper, or the email address is no longer valid, or the 1st reference is absent for a time beyond the response due date required by PWGSC, the evaluation team will send the email to the 2nd reference in accordance with article c) above. If information is received via return email that the email sent to the 2nd reference was invalid or the 2nd reference is absent, the reference check process will end. The Bidder will be deemed non-compliant in that Category and the Category will not be included in the resulting SA should one be awarded. The Bidder can re-apply for that Category at a refresh solicitation.
- e) In the event both references decline the reference substantiation process for that Category, the Bidder will be deemed non-compliant in that category. The Bidder can re-apply for the Category at the next refresh solicitation.

M.4 Confirmation of Business Volume – Financial Certification

For existing Bidders, Canada does not require that it demonstrate this requirement.

M.4.1. Within the last five (5) years prior to the closing date and time of the quarterly refresh that the bidder is submitting against, New Bidders must have invoiced a gross business volume in sales in the amount of at least:

- a) \$500,000 CDN in the case of the SA Tier 1 and/or;

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- b) \$1,000,000 CDN in the case of the SA–Tier 2.

To demonstrate this mandatory requirement, the Bidder must:

- i) Certify that it meets this mandatory requirement through its online DCC submission in CPSS by the closing date and time of the quarterly refresh that the bidder is submitting against; and
- ii) Submit via e-mail upon request by Canada, the signed M.4 Financial Declaration from either its Chief Financial Officer or the New Bidder's duly authorized representative.

M.4.2 If the New Bidder is a joint venture, the Business Volume requirement and proof of compliance can be met by a total of the gross business volume of the joint venture members.

For example, if JV Member 1 has invoiced a gross business volume in sales of \$300,000 CDN within the last five (5) years preceding the closing date of the RFSA solicitation, and JV Member 2 has invoiced a gross business volume in sales of \$250,000 CDN within the last five (5) years prior to the closing date and time of the quarterly refresh that the bidder is submitting against, their JV has met the mandatory criteria.

M.4.3 PWGSC reserves the right to verify that this Financial Certification was true as of the closing date and time of the quarterly refresh that the bidder is submitting against by requesting additional financial information from the New Bidder or by other means, at any time prior to SA award or during their performance, and that untrue statements may result in the bid being declared non-responsive or any other action which Canada may consider appropriate, including the suspension, withdrawal or set-aside of the Supplier's SA once the SA has been awarded.

4. Financial Evaluation

There is no financial evaluation requested in order for a SA to be awarded.

5. Security Requirement

Before issuance of a supply arrangement, the following conditions must be met:

- a) The Bidder must hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), PWGSC; and,
- b) Joint venture Bidders must have a Designated Organization Screening (DOS) as well, for each member.

Canada will not delay the issuance of any SA to allow Bidders to obtain the required clearance. Bidders are reminded to obtain the required security clearance promptly.

Bidders who have not yet received their DOS clearance from CISD by the date that the SA Authority has issued any SA as a result of this solicitation may be considered non-responsive to this solicitation's requirements for the issuance of a SA.

However, should a Bidder receive its required clearance while all other requirements of the solicitation have been met and its bid is still valid, Canada will consider awarding a SA to that Bidder.

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Bidders may request that TSPS consider security sponsorship for their company for the initial DOS clearance or to upgrade the bidder to the next security level. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after bid closing by sending the request to the following email address: TSPGC.spts-tsp.PWGSC@tspgc-pwgsc.gc.ca. If sponsorship is anticipated, the bidder is encouraged to contact TSPS as soon as possible so that the process can be started. There is no need for the bidder to wait for the solicitation to close before advising TSPS of the need to be sponsored.

TSPS will not consider security sponsorship of Foreign-Based Bidders. Foreign Bidders must hold a valid security clearance from their host country before they can request a Canadian equivalency. A Foreign Bidder that does not have a security clearance in its own country will first need to obtain a security clearance from their respective government and provide proof to the SA Authority.

Note to Bidders:

In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four (4) members holding a valid Facility Security Clearance (FSC) at the Secret level and one (1) member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the secret level issued by CISD.

5.1 Security Requirement for Contracts

Contracts issued under a SA resulting from this RFSA solicitation are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual Request for Proposal issued by Clients. Standardized SRCL's are accessible through the CPSS web site as [Common Security Requirement Checklists \(http://www.tspgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html\)](http://www.tspgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html), but other SRCLs may be used. Each Request for Proposal will identify the SRCL that will apply to any resulting contract.

6. Basis of Selection

Bids that do not comply with each and every mandatory requirement applicable to the SA may be considered non-responsive. The evaluation steps are below:

Step 1 – Technical Evaluation:

Each bid will be reviewed to determine if it complies with the requirements of the bid solicitation and meets all mandatory requirements of Part 4 - Technical Evaluation – Mandatory criteria to be declared responsive to the requirement for a SA.

Step 2 - Supplier Selection and Issuance of SA

Each technically responsive arrangement will be recommended for the issuance of a SA against the terms stated in Component II – RESULTING SUPPLY ARRANGEMENT, BID SOLICITATION AND MODEL RESULTING CONTRACT CLAUSES.

Where an Aboriginal Supplier qualifies for both an Aboriginal and non-Aboriginal SA, only one SA will be awarded. These SA's can be used for both Aboriginal and non-Aboriginal Client searches.

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All Bidders will be notified by email regarding the outcome of this RFSA solicitation.

7. Corporate Changes to Suppliers

New Supplier: If an existing supplier creates a new entity as a result of a corporate change that occurred less than three years before the closing date of the specific quarter that is currently opened, (identified in Part 2 – Supplier Instructions, item 5 of the Request for Supply Arrangement solicitation as well as item 4.3 of the Supply Arrangement), Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:

1. the three years minimum requirement to be met for the new entity, and
2. the transfer of a Supply Arrangement, and
3. allowing the carry-over of existing information already on file, if applicable,

Existing Suppliers: If an existing supplier undergoes a corporate change, Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:

1. the transfer of a Supply Arrangement, and
2. allowing the carry-over of existing information already on file, if applicable,

The new/existing supplier must certify to all of the following:

- a) The corporate change was solely for tax or other purposes unrelated to the business of the other legal entities;
- b) The corporate change does not affect the ability of the new/existing supplier to carry on the business that had been carried on by the previous legal entity or entities;
- c) The new/existing supplier has carried on the business on behalf of all of the other legal entity or entities involved, uninterrupted from the date of the corporate change;
- d) The new/existing supplier maintains the same assets, undertakings, operational capability, skills and resources as the other legal entity or entities had maintained before the corporate change;
- e) The other legal entity or entities has or have each carried on business, uninterrupted and in the normal course, for at least three years;
- f) The new/existing supplier did not reorganize or restructure due to bankruptcy;
- g) The new/existing supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; and
- h) The new/existing supplier is security cleared to the same level as the other legal entity or entities.

In order for the information from one Supply Arrangement to be transferred to the new/existing supplier, the new/existing supplier must submit an electronic bid through the Centralized Professional Services System (CPSS) ePortal (<https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouvertureession-ShowLogin-Eng.action>).

The timeline to process the transfer of information from one Supply Arrangement to the new/existing supplier in the CPSS e-Portal may take up to six months as the submission will be evaluated along with all other bids submitted under the quarter that is being evaluated. However, if the new/existing supplier has agreed to absorb the cost involved in processing the transfer of information from one Supply Arrangement to the new/existing supplier, then this can be requested through the ProServices method of supply and will cost \$3,000 with an anticipated 2 to 4 week turn around.

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PART 5 - CERTIFICATIONS

Bidders must submit the required certifications to be issued a SA:

- a) electronically through the DCC of CPSS; and
- b) via e-mail upon request by Canada.

Canada may declare a bid non-responsive if the required certifications are not completed and submitted as requested. Compliance with the certifications is subject to verification by Canada during the bid evaluation period before the issuance of a SA, and after such issuance. The SA Authority will have the right to ask for additional information to verify a Bidder's compliance with the certifications before such issuance. The bid may be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the SA Authority for additional information may also render the bid non-responsive.

Unless expressly provided otherwise during the evaluation period, any certification required to be made by the Bidder must be made by the representative on behalf of the JV.

MANDATORY CERTIFICATIONS REQUIRED PRECEDENT TO ISSUANCE OF A SUPPLY ARRANGEMENT

1. Grandfather Certification (Existing Suppliers only)
2. Bidder's Statement
3. Aboriginal Business Certification
4. Former Public Servant
5. Federal Contractors Program (FCP) for Employment Equity
6. Work Force Reduction Program Certification
7. Integrity Provisions & Associated Information

Note to Bidders: The Certifications section within the DCC also provides Bidders with the ability to enter Security information and a Request for Security Sponsorship; however, neither is considered a Certification for the purposes of this RFSA Solicitation.

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1. Grandfather Certification (Existing Suppliers only)

Existing Suppliers who wish to rely on information already on file with the SA Authority to demonstrate compliance in their bid:

- a) must submit this certification through the DCC of CPSS, by the closing date and time of this RFSA; and
- b) may be requested to provide this signed certification to Canada by email sometime during the bid evaluation period.

The Bidder certifies that, with respect to each and every mandatory requirement, for its SA:

- i. it continues to meet these mandatory requirements, as of the date of bid closing; _____ (initial)
- ii. all previously submitted information remains true, accurate and unchanged, and may be used for the purposes of this RFSA ; _____ (initial)
- iii. since the date the mandatory requirements were first met (as evidenced by the date of issuance of the SA) the Bidder has continuously met, as of the date of the bid closing, all of the qualifications necessary to remain a pre-qualified supplier of the Services; _____ (initial) and
- iv. no SA has been canceled by PWGSC or withdrawn by the Bidder _____ (initial).

Corporate Changes to Suppliers

New Supplier: If an existing supplier creates a new entity as a result of a corporate change that occurred less than three years before the closing date of the specific quarter that is currently opened, (identified in Part 2 – Supplier Instructions, item 5 of the Request for Supply Arrangement solicitation as well as item 4.3 of the Supply Arrangement), Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:

1. the three year minimum requirement to be met for the new entity, and
2. the transfer of a Supply Arrangement, and
3. allowing the carry-over of existing information already on file, if applicable,

Existing Suppliers: If an existing supplier undergoes a corporate change, Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:

1. the transfer of a Supply Arrangement, and
2. allowing the carry-over of existing information already on file, if applicable,

The new/existing supplier must certify to all of the following:

- a) The corporate change was solely for tax or other purposes unrelated to the business of the other legal entities;
- b) The corporate change does not affect the ability of the new/existing supplier to carry on the business that had been carried on by the previous legal entity or entities;
- c) The new/existing supplier has carried on the business on behalf of all of the other legal entity or entities involved, uninterrupted from the date of the corporate change;

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- d) The new/existing supplier maintains the same assets, undertakings, operational capability, skills and resources as the other legal entity or entities had maintained before the corporate change;
- e) The other legal entity or entities has or have each carried on business, uninterrupted and in the normal course, for at least three years;
- f) The new/existing supplier did not reorganize or restructure due to bankruptcy;
- g) The new/existing supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; and
- h) The new/existing supplier is security cleared to the same level as the other legal entity or entities.

In order for the information from one Supply Arrangement to be transferred to the new/existing supplier, the new/existing supplier must submit an electronic bid through the Centralized Professional Services System (CPSS) ePortal (<https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouvertureession-ShowLogin-Eng.action>).

The timeline to process the transfer of information from one Supply Arrangement to the new/existing supplier in the CPSS e-Portal may take up to six months as the submission will be evaluated along with all other bids submitted under the quarter that is being evaluated. However, if the new/existing supplier has agreed to absorb the cost involved in processing the transfer of information from one Supply Arrangement to the new/existing supplier, then this can be requested through the ProServices method of supply and will cost \$3,000 with an anticipated 2 to 4 week turn around.

2. Bidder's Statement

All Bidders:

- a) must agree and submit the Bidder's Statement through the DCC of CPSS by the end date and time of this RFSA; and
- b) may be requested by Canada to provide this signed certification by email sometime during the bid evaluation process.

We certify that all statements made with regard to these requirements are accurate and factual, and we are aware that PWGSC reserves the right to verify any information provided in this regard. Untrue statements may result in the Bidder's bid and any SA resulting from this RFSA Solicitation being declared non-compliant in its entirety, existing Suppliers becoming ineligible to receive further solicitations, and any other action which Canada may consider appropriate.

Legal Name: _____

PBN used for this solicitation: _____

Is the Bidder:

- A New Bidder
- An Existing Supplier (Existing Task-Based SA Holder only)

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3. Aboriginal Business Certification

Bidders seeking to qualify for an Aboriginal SA must complete the certification in the DCC of CPSS by the closing date and time of the quarterly refresh that the bidder is submitting against.

TSPS may request the following information sometime during the bid evaluation process:

<p>ABORIGINAL BUSINESS CERTIFICATION (MANDATORY FOR SUPPLIERS SEEKING QUALIFICATION FOR ABORIGINAL SA)</p> <p>PLEASE CHECK ONE OF THE TWO (2) BOXES BELOW</p> <p>I, _____ (<i>Insert Name of duly authorized representative of business</i>), want to be considered as an Aboriginal and Non-Aboriginal Supplier. []</p> <p>I, _____ (<i>Insert Name of duly authorized representative of business</i>), want to be considered as an Aboriginal supplier only. []</p> <p>1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW</p> <p>(a) I, _____ (<i>Insert Name of duly authorized representative of business</i>) hereby certify that _____ (<i>Insert name of Supplier</i>) meets, and will continue to meet throughout the duration of the Aboriginal SA, the requirements for this program as set out in the "Requirements for the Set-Aside Program for Aboriginal Business", which document I have read and understand.</p> <p>(b) The aforementioned business agrees to ensure that any subcontractor it engages with respect to any contract awarded under any resulting Aboriginal SA will, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for Aboriginal Business."</p> <p>(c) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with this program.</p>
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PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW	
2. []	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. []	The Aboriginal business or businesses have:
OR []	fewer than six full-time employees
	six or more full-time employees

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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.

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 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:

4. Former Public Servant

Bidders must submit this certification through the DCC of CPSS by the closing date and time of the quarterly refresh that the bidder is submitting against.

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.

If, as a result of this RFSA, an SA is issued, the name of the Bidder and Former Public Servant will be posted on the TSPS web site. This information will also be on 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.

5. Federal Contractors Program (FCP) for Employment Equity

Please note that the Federal Contractor's Program for Employment Equity certification no longer applies to the list of Task and Solutions Professional Services method of supply mandatory certifications as it has changed to a notification and can be found under Part 2, Item 7: Federal Contractor's Program for Employment Equity Notification of this solicitation. Although this certification can still be found in the DCC of the CPSS ePortal, it does not require any input by the bidder (i.e. it can be left blank). <https://www.canada.ca/fr/emploi-developpement-social.html>

6. Work Force Reduction Program

Bidders must submit this certification through the DCC of CPSS by the RFSA closing date and time.

As a result of programs to reduce the public service, Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of the Early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction

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Program, the Executive Employment Transition Program and any other current and future similar programs implemented by Treasury Board.

7. Integrity Provisions & Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/18> The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

All Bidders:

- a) must submit this certification through the DCC of CPSS by the RFSA closing date and time; and
- b) may be requested to provide related documentation to the TSPS team by email sometime during the bid evaluation period, such as:
 - i) Bidders who are corporate entities, including those bidding as joint ventures, must provide a complete list of names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
 - ii) Bidders submitting a bid as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
 - iii) Bidders submitting a bid as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

If the required names have not been received by the time the evaluation is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply may render the bid non-responsive. Providing the information detailed above to Canada is a mandatory requirement for issuance of a SA and any resulting contract.

By submitting a bid the Bidder is certifying that:

- I. it has read and understands the Code of Conduct for Procurement;
- II. it has read and understands the Ineligibility and Suspension Policy; and
- III. more importantly:
 - a) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - b) it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - c) it has provided, as instructed in the solicitation, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - d) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - e) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

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Where a Bidder is unable to provide any of the certifications required, it must submit a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

Canada may declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after issuance of the SA that the Bidder provided a false or misleading certification or declaration, Canada may cancel the SA and terminate for default any resulting contracts. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for issuance of a SA for providing a false or misleading certification or declaration.

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COMPONENT II – RESULTING SUPPLY ARRANGEMENT, BID SOLICITATION AND MODEL RESULTING CONTRACT CLAUSES

PART A – SUPPLY ARRANGEMENT (SA)

1. Supply Arrangement

The Task-Based Professional Services Supply Arrangement (SA) the mandatory method of supply for the provision of task-based, non-informatics professional Services at or above the North American Free Trade Agreement (NAFTA) threshold. It covers five core areas of expertise that are commonly and nationally used: Human Resources Services; Business Consulting/Change Management; Project Management; Real Property Project Management Services; and Technical Engineering and Maintenance Services (TEMS).

Tasks are finite work assignments that require one or more consultants to complete. A task involves a specific start date, a specific end date and set deliverables. Tasks are usually not large projects, although they may be subsets of a larger project. Tasks may require highly specialized work to be performed requiring a rare or unique skill or knowledge for a short period of time.

The SA encompasses only those Services described in Annex A «Streams», which are further identified in the case of each specific SA holder in Annex C– Qualified Categories at issuance of the SA.

In addition to the Clauses and Conditions enumerated in Section 3 below, contracts resulting from this SA can, at the discretion of Identified Users, incorporate: Task Authorizations, various security requirements, options to extend the contract (within the scope of the applicable Tier), & Limitations of Expenditure & Liability.

2. Security Requirement

The Supplier must, at all times during the performance of the SA hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), PWGSC. The SA Authority may verify the Supplier's security clearance with CISD of PWGSC at any time during the period of the SA.

The requirements to be procured under this SA are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual bid solicitation. Each bid solicitation will identify the SRCL that will apply to any resulting contract.

Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC.

In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the secret level issued by CISD.

- a) Additional security checks may be conducted by the Identified User.

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3. Standard Clauses and Conditions

All clauses and conditions identified in the SA 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) issued by PWGSC: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

[2020](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/16) (2017-09-21 General Conditions - Supply Arrangement - Goods or Services (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/16>), apply to and form part of the SA.

3.1 Resulting Contract Clauses

The conditions of any contract awarded under this SA will be in accordance with Part C – Resulting Contract Clauses.

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 SA.

The Supplier must provide this data in accordance with the reporting requirements detailed at: [Quarterly usage report instructions](#). If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report. Canada reserves the right to change the "NIL" reporting procedure at any time.

The quarterly reporting periods are defined as follows:

Quarter	Period 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

Failure to provide fully completed quarterly reports in accordance with the above instructions may result in the suspension or cancellation of the SA and the application of a vendor performance corrective measure.

4. Term of the Supply Arrangement

4.1 Period of the Supply Arrangement

The SA is valid from date of SA issuance and ends on May 31, 2021 or when the new SAs are issued following the next TSPS re-competition. Canada may, by notice in writing to all SA suppliers and by posting on the <https://buyandsell.gc.ca/> cancel this SA or its Categories or Stream(s) by giving all SA suppliers at least 30 calendar days' notice of the cancellation.

4.2 Ongoing Opportunity to Qualify

Opportunities for additional bidding may be made available by Canada during which a Supplier may choose to submit a bid containing an entirely new bid, or may propose to modify its SA by adding Categories. Participation in the refresh solicitations is entirely optional and not required to maintain any TSPS SA.

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This schedule may require a revision due to operational requirements, in which case Suppliers will be advised.

TSPS Calendar			
Periods	Opening Date (first business day of the month)	Closing Date (last business day of the month)	Estimated Award Date (Subject to change)
Refresh Period 1	July	September	December
Refresh Period 2	October	December	March
Refresh Period 3	January	March	June
Refresh Period 4	April	June	September

Please note that the DCC will not allow a bidder to submit another bid to a subsequent period until the results of their previously submitted bid is published.

All SAs whether issued during a refresh solicitation period or a re-competition will be replaced when a re-competition solicitation occurs. Therefore, all Suppliers must submit an arrangement bid before the closing date of a re-competition solicitation in order to provide services under their resulting SA.

5. Authorities

5.1 Supply Arrangement (SA) Authority

The SA Authority is:

Supply Team Leader,
Online Professional Services Division
Public Works and Government Services Canada
Acquisitions Branch, Procurement Systems Modernization Directorate
Address: 10 Wellington Street
Terrasses de la Chaudière, 5th Floor
Gatineau, Quebec K1A 0H4
Facsimile: 819-956-8303
E-mail address: tpsgc.spts-tsps.pwgsc@tpsgc-pwgsc.gc.ca

The SA Authority (or its authorized representative) is responsible for the issuance of the SA, its administration and its revision, if applicable. Upon the issuance of an arrangement solicitation under the SA by a Client (Federal Department User), that Client's Contracting Authority is responsible for any contractual issues relating to the contract solicited. Any changes to the SA must be authorized in writing by the SA Authority.

The SA Authority is the main delegated authority on behalf of Canada and the Minister for the administration and management of this SA. The SA Authority will act as the overall maintainer of the TSPS SA pre-qualified Supplier's list and will be responsible for ensuring the administration of all SAs.

5.2 Supplier's Representative

This individual is the central point of contact for the Supplier on all matters pertaining to this SA. The Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole responsibility to ensure

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that the information related to the Supplier Representative is correct. If a replacement or a new Supplier Representative is required, the Supplier will:

- a. inform CPSS by e-mail at tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca, and
- b. inform the SA Authority by e-mail at tpsgc.spts-tsps.pwgsc@tpsgc-pwgsc.gc.ca :

and provide the following information:

- Name
- Telephone Number
- E-mail

The Supplier may designate another individual to represent the Supplier for administrative and technical purposes under any contract resulting from this SA.

5.3 Supplier's Information

Suppliers are responsible for the maintenance of their tombstone data in CPSS. Suppliers must also safeguard the credentials released to the Main Supplier Contact (MSC) and Supplier's Contacts that enable access to the Supplier Module of CPSS.

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. Identified Users (Clients)

Subject to signing a Master Level User Agreement, the Identified Users (also called Clients) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV, and V of the *Financial Administration Act*, R.S., 1985, c. F-11 and any other party for which the Department of PWGS has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.

Canada may, at any time, withdraw authority from any of the Identified Users to use the SA.

7. Priority of Documents

If there is a discrepancy between the wordings 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.

- 1) the articles of the Supply Arrangement;
- 2) the general conditions [2020](#) (2017-09-21), General Conditions – Supply Arrangement – Goods or Services;
- 3) Annex C – Qualified Categories;
- 4) Annex A – Streams and Categories;
- 5) Annex B – TSPS Generic Security Requirements Checklists (SCRLs); and
- 6) the Bidder's bid received in response to this Request for Supply Arrangement

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8. Certifications

8.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the 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 or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada retains the right to terminate any resulting contract for default and suspend or cancel the SA.

9. Applicable Laws

The 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, Canada. Unless otherwise stipulated in the Supplier's bid or resulting contract.

10. Suspension or Cancellation of qualification by Canada

In addition to the circumstances identified in 2020 09 of the General Conditions 2020 (2017-09-21), Canada may, by sending written notice to the Supplier, suspend or cancel the SA where the Supplier has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this SA, or where the Supplier is in default in carrying out any of its obligations under this SA.

11. Aboriginal Business Certification (if applicable)

11.1 Where an Aboriginal Business Certification has been provided, the Supplier warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.

11.2 If such a Certification has been provided, the Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all reasonably required facilities for any audits.

11.3 Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

12. Delivery Requirements within a Comprehensive Land Claims Area

The SA is not to be used for deliveries within a Comprehensive Land Claims Area (CLCA). All requirements for delivery within a CLCA are to be submitted to the Department of Public Works and Government Services Canada for individual processing.

13. Environmental Considerations

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As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Suppliers should:

- a) Regarding paper consumption:
 - Provide and transmit draft reports, final reports, other documents and arrangements in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Identified User.
 - Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security Requirements).
- b) Regarding travel requirements:
 - The Supplier is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
 - Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the [PWGSC Accommodation directory](#), which includes Eco-Rated properties. When searching for accommodation search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
 - Use of public/green transit where feasible.

14. Insurance Requirement

14.1 Insurance Requirements for Stream 1, Stream 2 and Stream 3 Categories under Tier 1

The Supplier is responsible for deciding if insurance coverage is necessary to fulfill its obligation under any contract resulting from this SA, and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Supplier is at its own expense and for its own benefit and protection. It does not release the Supplier from or reduce its liability under the contract.

14.2 Insurance Requirement for Stream 4 and Stream 5 Categories under Tier 1 and All Streams and Categories under Tier 2

14.2.1 The Supplier must maintain the following insurance requirements for the duration of any contract resulting from this SA. Compliance with the insurance requirements does not release the Supplier from or reduce its liability under the contract.

The Supplier is responsible for deciding if additional insurance is required, such as but not limited to liability and error insurance, to fulfill its obligations under the contract and to comply with applicable laws. Any additional insurance taken out is the responsibility of the Supplier as well as for its benefit and protection.

The Supplier must forward to the Contracting Authority within ten (10) working days after the date of award of the contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Supplier must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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14.2.2 The Supplier must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of any contract resulting from this SA, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Supplier's performance of the contract. The interest of Canada should read as follows: Canada, as represented by PWGSC.
- b) Bodily Injury and Property Damage to third parties arising out of the operations of the Supplier.
- c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Supplier and/or arising out of operations that have been completed by the Supplier.
- d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e) Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual provisions.
- g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
- i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) calendar days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the contract.
- l) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Québec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower

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Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Supplier's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Supplier's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

14.2.3 In addition to the insurance requirements detailed in 14.2.2 above:

The Supplier must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of any contract resulting from this SA, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the contract.

The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) calendar days written notice of cancellation.

15. Travel and Living

The Travel and Living expenses are calculated differently between the Regions and Metropolitan areas and this may affect the total cost of a professional services contract as a result of an arrangement solicitation under the SA. Accordingly, if any contract resulting from a solicitation under this SA permits payment to a Contractor in its Basis of Payment for Travel and Living expenses, such expense will only be reimbursed in accordance with the information provided at [Supply Arrangement Travel and Living Information](#).

16. Regions and Metropolitan Areas

[Definitions of the Remote/Virtual Access, Regions and Metropolitan Areas \(http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dzrrrm-dnzrma-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dzrrrm-dnzrma-eng.html) are incorporated by reference into this SA. For the purposes of this SA, the Remote/Virtual Access is to be considered as another Region.

The following Regions and Metropolitan Areas may receive professional services under this SA where a Supplier is qualified to do so:

Regions:

- National Capital Region
- Atlantic
- Quebec
- Ontario
- Western
- Pacific

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- Remote/Virtual Access: This is a separate Region and does not include any of the other Regions or Metropolitan Areas. It is a zone that is used when a Client has no preference in terms of where the work is performed.

Metropolitan Areas:

- National Capital
- Halifax
- Moncton
- Montreal
- Quebec City
- Toronto
- Calgary
- Edmonton
- Saskatoon
- Winnipeg
- Vancouver
- Victoria

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PART B - BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the High Complexity (HC) bid solicitation template based on the estimated dollar value and complexity of the requirements. The HC template is available 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). A model RFP and resulting contract clauses for use for Identified Users is available.

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; and,
- i) resulting contract clauses

2. Bid Solicitation Process

2.1 General

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

A bid solicitation will be posted on Buyandsell (or as applicable with a GoC web-based electronic procurement tool) or will be e-mailed directly to Supplier, depending on the selection methodology selected by the Client. Both methods of selection require that a notice of proposed procurement (NPP) be published simultaneously on Buyandsell with the issuance of the invitation to suppliers.

Canada may consolidate requirements across Clients and award Contracts on a periodic basis to receive best or better pricing.

2.2 Identification of Contract Authorities

Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Tier 1 or Tier 2 Requirement Limitations described below. All contracts for Clients without authority to contract under Tier 1 or Tier 2 will be managed by PWGSC.

Tier 1: Requirements whose value is equal to or greater than the NAFTA threshold up to and including \$3.75M: client or PWGSC

Tier 2: Requirements greater than \$3.75M: PWGSC and any other department that may have this delegation.

2.3 Tier 1 Requirement Limitations:

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Clients may award contracts to Suppliers qualified in the applicable Stream(s) only in accordance with the following:

Note: clients must use [ProServices](#) for requirements valued below the NAFTA threshold (applicable taxes included)

- i. **Requirements whose value is equal to or greater than the NAFTA Threshold (applicable taxes included):**
Clients may issue a contract to a Supplier satisfying the requirement particulars as set out in the bid solicitation in accordance with the following (a minimum of fifteen Suppliers, unless specified in writing by TSPS, must be invited via e-mail to submit a bid):
 - a) selecting by name ten Suppliers from the CPSS Client Module, with the additional five randomly selected by the CPSS Client Module, or
 - b) selecting more than ten Suppliers from the Client Module, in which case five additional Suppliers will be randomly selected by the CPSS Client Module, or
 - c) selecting less than ten Suppliers from the Client Module, in which case the CPSS Client Module will randomly select a number of Suppliers that, in addition to the Suppliers selected by the Client, will total fifteen, or
 - d) if the number of Suppliers that meet the requirement is less than fifteen, all Suppliers will be automatically selected by the CPSS Client Module, and
 - e) the Client will publish a [Notice of Proposed Procurement \(NPP\)](#) on Buy and sell in which the Client identifies those invited Suppliers as per (a) through (d) above.

ii. **No Limit to Invitation Process:**

There is no limit to the maximum number of Suppliers that may be invited to submit a bid under Tier 1. Suppliers may not submit a bid in response to a solicitation unless they have been invited to do so. However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five calendar days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement process. In no circumstance will such an invitation require Canada to extend a bid closing date. Where additional invitations are made during the solicitation process, they may not be reflected in a bid solicitation amendment.

iii. **Minimum Period to Submit Proposal:**

Each Tier 1 bid solicitation issued will provide Suppliers with a minimum fifteen calendar days to submit their bid, which may be extended based upon a requirement's complexity.

PWGSC reserves the right to decrease the minimum period for specific requirements.

2.4 Tier 2 Requirements:

Tier 2 requirements will be managed in accordance with the following:

- i. **Tier 2 Invitation of Suppliers:** Canada will invite through Buy and Sell all qualified Tier 2 Suppliers to submit a bid in response to a bid solicitation.
- ii. **Minimum Period to Submit Bid:** Each Tier 2 bid solicitation will provide qualified Suppliers with a minimum of twenty calendar days to submit their bid, which may be extended based on a requirement's complexity.

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- iii. **Category Not Offered Under Tier 1:** For Tier 1 requirements where no SA for a specific Category exists and where a Tier 2 SA exists for that Category and level, PWGSC may act as the Contracting Authority and invite qualified Tier 2 Suppliers to submit a bid in accordance with the processes stated in the Tier 1 requirement (as per 2.3 paragraph).

PWGSC reserves the right to decrease the minimum period to submit a bid for specific requirements.

2.5 Disclosing of Incumbent Information

By submitting a bid, the Supplier agrees that during a solicitation under this SA, if the Supplier has performed services for Canada under any current or past TSPS instrument, Canada may disclose such fact (including the previous contract value and date of issuance) during any such solicitation for replacement or follow-on services.

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PART C - RESULTING CONTRACT CLAUSES

All clauses and conditions identified 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 PWGSC.

A model RFP and resulting contract clauses document is available for use for Identified Users of the TSPS SA. Individual resulting contract clauses may be modified to suit individual Client requirements, however the conditions of any contract awarded under the TSPS task-based SA will be in accordance with the following:

1. General Conditions – Higher Complexity - Services

The conditions of any contract awarded under this Supply Arrangement will be in accordance with: 2035 (Client enters date) General Conditions - Higher Complexity – Services.

2. Professional Services

- a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- b) If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

3. Reorganization of Client

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

4. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a) 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, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able

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to gain access to the premises.

5. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6. Joint Venture Contractor

The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: (list all the joint venture members named in the Contractor's bid).

With respect to the relationship among the members of the joint venture Contractor, each member agree, represents and warrants (as applicable) that:

- a) _____ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the contract;
- b) By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- c) All payments made by Canada to the representative member will act as a release by all the members.

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way.

All the members are jointly and severally or solitarily liable for the performance of the entire contract.

The Contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject of the assignment provisions of the General Conditions.

Note to Supplier: this article will be deleted if the supplier awarded the contract is not a joint venture. If the supplier is a joint venture this clause will be completed with the data provided in its bid.

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Annex A - Streams and Categories

Details of the general service definitions for the TSPS Task-Based Streams and Categories are available at the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html>.

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Annex B - TSPS Generic Security Requirements Check Lists (SRCLs)

The list and details of the pre-approved SRCL's for professional services is available for download from the Common Centralized Professional Services SRCL CPSS page: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>.

Note: SA refers to the Supply Arrangement.

Note to Bidder: It is mandatory to have a minimum security clearance of DOS Reliability prior to issuance of a TSPS Supply Arrangement. Should your company require sponsorship at the minimum DOS Reliability level, it is suggested suppliers send an email request to the TSPS general email account at tpsgc.spts-tsps.pwgsc@tpsgc-pwgsc.gc.ca as soon as possible.

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Annex C - Qualified Categories

Annex C to Component II (SA): Qualified Categories

Annex C to Component II will be completed and attached to the TSPS Supply Arrangement upon award.

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Attachment A to Component I Step by Step Guide to Bidding Online

Via the
Centralized Professional Services System (CPSS) ePortal.

This step-by-step guide is provided to explain how to enter a bid submission to this solicitation using the Data Collection Component (DCC) of the CPSS ePortal.

The online bidding process should only be undertaken by the bidder **after** a complete review of the entire Request for Supply Arrangement (RFSA) solicitation document.

Please Note: The information seen in each of the captured images below is provided as examples only and is not intended to be a comprehensive representation of how a bidder's information might display, or what bid specific data is to be submitted to Public Works and Government Services Canada (PWGSC).

Log into the Supplier Module of the CPSS ePortal

1. Bidders must log into CPSS via the [Supplier Credential Verification login](https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouvertureession-ShowLogin-Eng.action?lang=eng) (<https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouvertureession-ShowLogin-Eng.action?lang=eng>) using the Supplier Main Contact (SMC) User ID and password supplied to you by the CPSS ePortal at the time of enrolment.

2. Bidders who have trouble logging in must contact the CPSS team directly for enrolment questions or assistance: tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca

3. Once logged in, from the Welcome Screen, click on the 'Solicitation Dashboard' (highlighted in **Fig. 1.a**)

4. From the 'Open Solicitations' section of the Solicitation Dashboard page, click on the link of the current opportunity for the Task-based supply arrangement (solicitation and/or period number as determined by the current tender notice posted on BuyandSell.gc.ca).

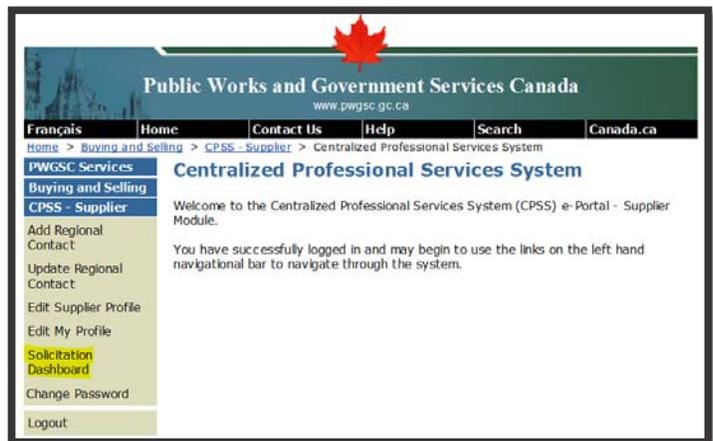


Fig. 1.a

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The 'Supplier Response – Home' page

The 'Supplier Response – Home' page (**Fig. 2.a** and **Fig. 2.b**), also sometimes called the 'Response Home Page', is broken into the following areas:

'Designated Contacts', where, if desired by the bidder, a Supplier Main Contact can give login accounts to other persons from their company in order for them to help work on this bid response. However, please note: only the Supplier Main Contact (SMC) account holder can submit the bid.

'Grandfather Certification', where no action from the bidder is required.

'Sections', which contains links leading to all the data submission pages needed to enter mandatory bid information.

At the bottom of the 'Response Home Page' are the 'Save Response' and 'Submit Response' buttons. The 'Submit Response' button is only visible to the Supplier Main Contact (SMC) account holder.

'Save Response' may be clicked at any time to save your progress.

'Submit Response' can only be successfully clicked by the Supplier Main Contact (SMC) account holder after all of the Statuses in the Table of Contents have been set to 'Completed'.

Please note: 'Completed' statuses are not set automatically by the system, but manually by the bidder when they decide they have completed work in a given section.

The screenshot shows the 'Supplier Response - Home' page. At the top right, it says 'SPTS Démo / TSPS Démo'. Below the header, there is a blue box with an information icon and the text: 'Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.' Below this is the 'Designated Contacts' section. It contains instructions: '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.' There is an 'Important Note: Only the Main Contact may submit a response.' Below this are two dropdown menus for 'Contact One' and 'Contact Two', both currently showing '--Select a contact--'. There is a link 'Add Designated Contact' and a 'Save Designated Contacts' button. Below this is the 'Grandfather Certification' section, which states: 'This item is addressed under the "Certifications" link.'

Fig. 2.a

The screenshot shows the 'Sections' section of the 'Supplier Response - Home' page. It contains the text: '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.' Below this is an 'Important Note: Clicking the "Save Response" button below does not submit the response to PWGSC.' There is a 'Table of Contents' with two columns: 'Table of Contents' and 'Status'. The rows are: 'Tiers' (No progress), 'Company Information' (No progress), 'Regional Information' (No progress), 'Mandatory Criteria' (No progress), 'Certifications' (No progress), 'Financial Rates for Standing Offer' (No progress), and 'Services Offering for Supply Arrangement' (No progress). Below the table is a 'Solicitation will close: 2019-03-22 02:00 PM ET' and two buttons: 'Save Response' and 'Submit Response'. At the bottom, there are two links: 'Return to Dashboard' and 'Return to Home Page'.

Fig. 2.b

Choose Which Components/Tiers to Offer

From the 'Supplier Response – Home' page, click the 'Tiers' link to proceed to the 'Tiers' page (**Fig. 3.a**)

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1. Select either the SA Tier 1, and/or SA Tier 2, or both, depending on what you wish to offer. Definitions of the Tiers utilized by TSPS can be found in **Section 4 of Component 1, Part 1 – General Information**.

2. Click 'Save'.

3. Click 'Return to Response Home Page' at the bottom of the page.

4. Back on the 'Response Home Page', set the Status indicator for the Tiers Section to 'Complete' and click the 'Save Response' button.

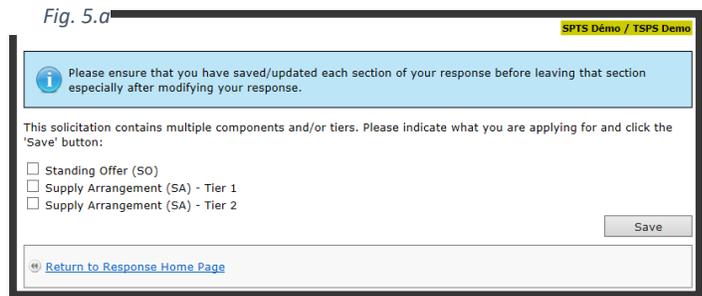


Fig. 3.a

Confirm Your Company Information

From the 'Supplier Response – Home' page, click the 'Company Information' link to proceed to the 'Company Information' page (**Fig. 4.a**)

Please note: Much of the information on this page will have already been provided by you during your self-enrolment into the CPSS ePortal.

1. Select the Legal Nature of your company from the dropdown, if it is not already present as greyed-out information from a previous bid.
2. Select the province or territory applicable to your company, if it is not already present as greyed-out information.
3. If you self-identified during enrolment as a Joint Venture, click on 'Enter your joint venture information' to enter the information for each JV member.

4. Click the 'Save' button.

5. Click 'Return to Response Home Page' at the bottom of the page.

6. Back on the 'Response Home Page', set the Status indicator for the 'Company Information' section to 'Complete' and click the 'Save Response' button.

A screenshot of the 'Company Information' page. At the top right, it says 'SPTS Démo / TSPS Démo'. Below that is a blue information box with a white 'i' icon and the text: 'Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.' Below the information box, there is a paragraph: '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.' Below this paragraph is a section titled 'Company Details' with the following fields: 'Legal Name: Testing - Supplier's Legal Name', 'Operating Name:', 'Procurement Business Number: 111222333PG1207', 'Address:', 'Address Line 2:', 'City: Ottawa', 'Province/State/Territory: Ontario', 'Postal Code:', 'Country: Canada', 'Telephone:', 'Extn.:', 'Fax:', 'Website:'. Below these fields is a dropdown menu with the text: 'What is the Legal Nature of the company?' and the selected option: '--- Please Select ---'. Below the dropdown menu is another paragraph: 'What province/territory applicable laws will govern this solicitation and any contracts awarded under it? Note: The default selection is the province of Ontario.' Below this paragraph is another dropdown menu with the selected option: 'Ontario'. At the bottom right of the form is a 'Save' button.

Fig. 4.a

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Choose Which Regions to Offer

From the 'Supplier Response – Home' page, click the 'Regional Information' link to proceed to the 'Regional Information' page.

1. At the top of the page, select the Region and Metropolitan Areas to which you to provide Professional Services (Fig. 5.a). Use the 'Select All' button to quickly select all Region and Metropolitan Areas, if so desired.

Please note: Selecting a Region such as 'Ontario' does not mean that Metropolitan Areas like Toronto or the National Capital Region (NCR) are automatically selected as well. Neither will it cause your company to appear in Toronto or NCR searches performed by client departments, should a supply arrangement be awarded. Make sure to select all Regions and Metropolitan Areas to which you wish to offer your services.

2. Click 'Update'.

3. Scroll down to "Regional Contact Information" (Fig. 5.b).

4. Select from the dropdowns the contact person for each of the Regions and Metropolitan and click "Update". Regional Contacts must be submitted for all Regions/Metropolitan Areas. Important: if no regional contact is assigned for a specific Region/Metropolitan Area, the search results for that Region/Metropolitan Area will not have contact information displayed for your company. It remains the supplier's responsibility to ensure that regional contacts have been selected for all Regions and Metropolitan Areas for which they wish to offer their services.

5. If an additional Regional Contact needs to be created in the dropdown, use the 'Add Regional Contact' link located beneath the dropdowns. The person whose name and e-mail address are provided will be sent login credentials by the CPSS ePortal upon the award of an SA.

Regions / Metropolitan Areas	SA Tier 1
Atlantic	<input checked="" type="checkbox"/>
Halifax	<input checked="" type="checkbox"/>
Moncton	<input checked="" type="checkbox"/>
Quebec	<input checked="" type="checkbox"/>
Quebec City	<input checked="" type="checkbox"/>
Montreal	<input checked="" type="checkbox"/>
National Capital Region (NCR)	<input checked="" type="checkbox"/>
National Capital Region (NCR)	<input checked="" type="checkbox"/>
Ontario	<input checked="" type="checkbox"/>
Toronto	<input checked="" type="checkbox"/>
Western	<input checked="" type="checkbox"/>
Winnipeg	<input checked="" type="checkbox"/>
Saskatoon	<input checked="" type="checkbox"/>
Edmonton	<input checked="" type="checkbox"/>
Calgary	<input checked="" type="checkbox"/>
Pacific	<input checked="" type="checkbox"/>
Vancouver	<input checked="" type="checkbox"/>
Victoria	<input checked="" type="checkbox"/>
Remote/Virtual Access	<input checked="" type="checkbox"/>

Fig. 5.a

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	LastName, FirstName
Halifax	LastName, FirstName
Moncton	LastName, FirstName
Quebec	LastName, FirstName
Quebec City	LastName, FirstName
Montreal	LastName, FirstName
National Capital Region (NCR)	LastName, FirstName
Ontario	LastName, FirstName
Toronto	LastName, FirstName
Western	LastName, FirstName
Winnipeg	LastName, FirstName
Saskatoon	LastName, FirstName

Fig. 5.b

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6. Click 'Update'

7. Scroll down to 'Local Offices' (Fig. 5.c). Local Office information is applicable to Metropolitan Areas only and it is not mandatory.

8. Assign a local office from the dropdown menu beside the appropriate Metropolitan Area. If an additional Local Office needs to be created in the dropdown, use the 'Add New Local Office link located beneath the dropdowns.

9. Click 'Update'.

10. Scroll down to 'Language Preferences for Client Communication' (Fig. 5.d) and select the language preference from the drop down menus for each Region/Metropolitan Area.

11. Click 'Update.'

Please note: The Regional Contact, Local Office, and Language Preference information entered in these steps can be modified by the Bidder at any time after award, by logging into the CPSS ePortal with the Supplier Main Contact (SMC) account during the term of their supply arrangement. However, Regions and Metropolitan Areas themselves cannot be added except via a solicitation bid submission (either during a Refresh period or a full Re-competition).

12. Click 'Return to Response Home Page.'

13. Back on the 'Response Home Page', set the Status indicator for the 'Regional Information section to 'Complete' and click the 'Save Response' button.

Metropolitan Area	Office Name
Halifax	--- Please Select ---
Moncton	--- Please Select ---
Quebec City	--- Please Select ---
Montreal	--- Please Select ---
National Capital Region (NCR)	Ottawa

Fig. 5.c

Region / Metropolitan Area	Preference
Atlantic	No Preference
Halifax	No Preference
Moncton	No Preference
Quebec	No Preference
Quebec City	No Preference
Montreal	No Preference
National Capital Region (NCR)	French
Ontario	No Preference
Toronto	No Preference

Fig. 5.d

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Create a Bidding Group or Bidding Groups

From the 'Supplier Response – Home' page, click the 'Mandatory Criteria' link to proceed to the 'Mandatory Criteria Groups' page (Fig. 6.a)

1. If the intent is to bid for the same Streams and Categories under both SA Tiers, click the boxes for both Tiers and then click 'Add'. This will create a bidding Group 1 (see Fig. 6.b).
2. If the intent is to bid for different Streams or Categories between Components or Tiers -- e.g. three streams in SA Tier 1– the Bidder can create a Group for SA Tier 1 and a Group for SA Tier 2.

Please note: When more than one bidding group is created, mandatory criteria must be entered separately for each group.

3. Groups may be edited, if needed, using the 'Click here to edit...' link.

Please note: existing suppliers may find a bidding group or bidding groups carried over in a fixed state from earlier bids. In this case, the 'Click here to edit' link may either be no longer available, or unresponsive.

4. From the 'Mandatory Criteria Groups' page, click the 'Group 1' link to proceed to the 'Mandatory Criteria Group 1' page (see Fig. 6.c).

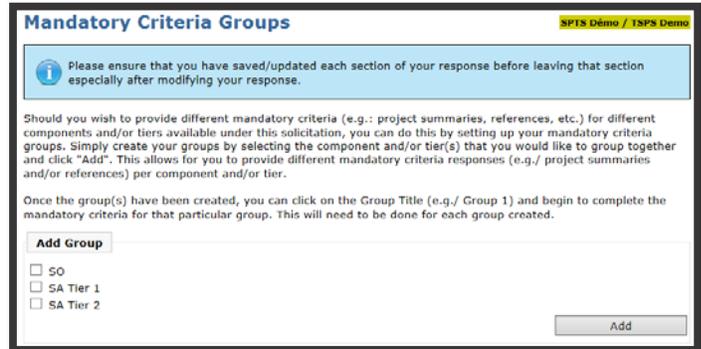


Fig. 6.a

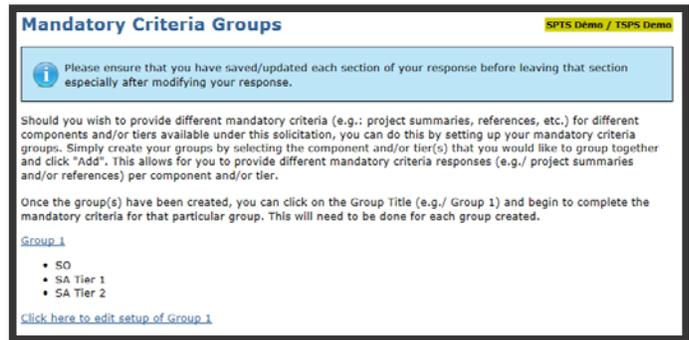


Fig. 6.b

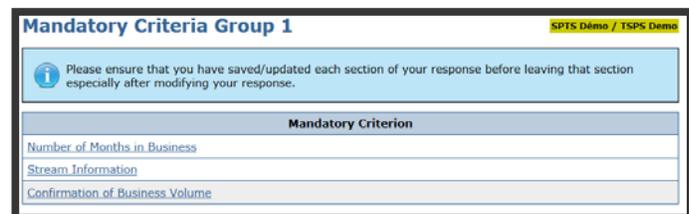


Fig. 6.c

Enter Your Months in Business

1. From the 'Mandatory Criteria Group 1' page, click the 'Number of Months in Business' link to continue to the 'Number of Months in Business' page (Fig. 7.a).

2. As per **Mandatory Criteria M.1 of Part 4 - Technical Evaluation – Mandatory criteria**, New Bidders must have carried on business as the same legal entity for a minimum of three (3) years as of the closing date of the RFSA solicitation. Enter the date the Bidder's business was established in the space provided.

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3. In the Page Reference field enter "None". TSPS has a paperless submission process.

4. If the New Bidder is a joint venture, enter the date the JV was established and the information requested for each JV member. Each member of the joint venture must meet the 3 years in business requirement.

5. Click 'Save'.

6. Click 'Return to Mandatory Criteria'.

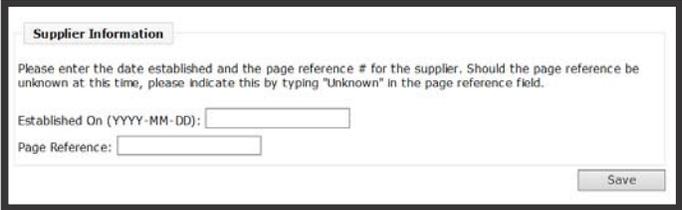


Fig. 7.a

Select Streams to Offer

From the 'Mandatory Criteria Group 1' page, click the 'Stream Information' link to proceed to the 'Stream and Categories Selections' page (Fig. 8.a)

1. Read the instructions on the page beneath the 'Instructions' header.

2. Scroll down to the 5 Stream selection dropdowns (Fig. 8.b)

3. For each of the five Streams, New Bidders must select either 'Newly Offered' or 'Not Offered'. New Bidders must never select 'Currently Offered'.

4. For each of the five Streams, Existing Suppliers must select either 'Newly Offered', 'Currently Offered' or 'Not Offered'. Some streams may already be marked as 'Currently Offered', being carried over from earlier bids.

5. When all 5 Streams have a status, click 'Save'. A notice should appear at the top of the page: 'The Stream information was successfully updated.'

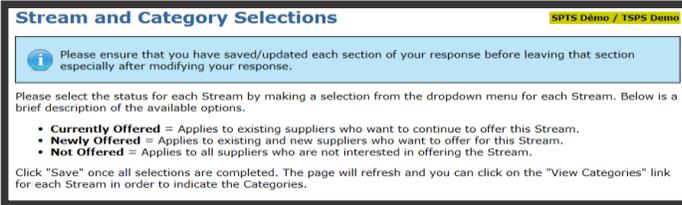


Fig. 8.a

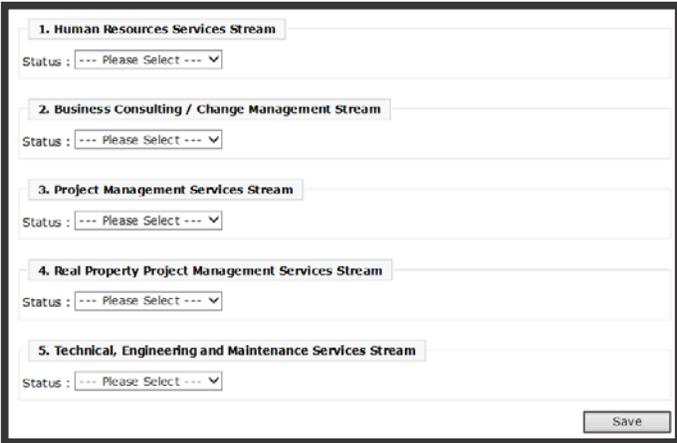


Fig. 8.b

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6. Scroll down. 'View Categories' links should now be available beside each Stream being offered (in the example found at **Fig. 8.c**, links are available next to Streams 1 and 3, where 'Newly Offered' has been selected)

The screenshot shows a web form with five sections, each representing a service stream. Each section has a title, a status dropdown menu, and a 'View Categories' link. The status for Stream 1 and Stream 3 is 'Newly offered', while the others are 'Not offered'. A 'Save' button is located at the bottom right of the form.

Stream ID	Stream Name	Status	View Categories Link
1	Human Resources Services Stream	Newly offered	View Categories for 1. Human Resources Services Stream
2	Business Consulting / Change Management Stream	Not offered	
3	Project Management Services Stream	Newly offered	View Categories for 3. Project Management Services Stream
4	Real Property Project Management Services Stream	Not offered	
5	Technical, Engineering and Maintenance Services Stream	Not offered	

Fig. 8.c

Select Categories to Offer – New Bidders

From the 'Stream and Categories Selections' page, click a Stream's 'View Categories' link to proceed to the 'Categories' page (Fig. 9.a)

1. Read the instructions on the page beneath the 'Instructions – General' header.
2. Scroll down to the Category selection dropdowns (the example used in Fig. 9.b is for Stream 1)

The screenshot shows the 'Categories' page. At the top, there is a header with the text 'E60ZT-16TSPS/8 - period: 2 - Refresh D (Tasks/Tâches)'. Below the header is a blue box with an information icon and the text: 'Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.' Below this is another blue box with the text: 'Please select the status for each Category by making a selection from the dropdown menu. Below is a brief description of the available options.'

Fig. 9.a

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3. For every Category you wish to substantiate, select 'Newly Substantiated' from its dropdown. **Please note:** Take careful note of the minimum number of Categories required to be awarded a Stream as specified in **Mandatory Criteria M.2.1 of Part 4 - Technical Evaluation – Mandatory criteria.** (For example, bidding for only one Newly Substantiated Category within a Stream means that regardless of whether or not the Category is substantiated by its reference, both the Stream and that Category will be found non-compliant during an evaluation, as the minimum number of Categories needed to validate the Stream cannot be achieved.)

4. For all other Categories, New Bidders must select either 'Not Offered' or 'Newly Unsubstantiated'.

5. For any 'Newly Unsubstantiated' Category, an award rank must be assigned via the dropdown that appears in the 'Additional Rank' column (**Fig. 9.c**). This will determine in which order Newly Unsubstantiated Categories, if any, are awarded.

6. When all Categories have a selected status in their dropdowns, click 'Save' at the bottom of the page.

7. 'Substantiate Reference' links will appear next to each Category that has been selected as 'Newly Substantiated' (**Fig. 9.c**)

Please note: 'Newly Unsubstantiated' Categories are awarded only under the conditions specified in **Mandatory Criteria M.2.4 of Part 4 - Technical Evaluation – Mandatory criteria.** For example, in the bid seen under **Fig. 9.c**, Category 1.7 would not be awarded during an evaluation. In order for 3 'Newly Unsubstantiated' Categories to be awarded during a bid, 6 Newly Substantiated Categories would need to be bid for and be found compliant during the evaluation. At best two 'Newly Unsubstantiated' Stream 1 Categories could be awarded under this bid, and that would require all four 'Newly Substantiated' Categories to be substantiated and found compliant during the evaluation.

Category	Status	Additional Rank
1.1 Human Resources Consultant	--- Please Select ---	
1.2 Organizational Design and Classification Consultant	--- Please Select ---	
1.3 Employment Equity Consultant	--- Please Select ---	
1.4 Employee Relation Consultant	--- Please Select ---	
1.5 Compensation Consultant	--- Please Select ---	
1.6 HR Information System Consultant	--- Please Select ---	
1.7 Leadership Development Consultant	--- Please Select ---	
1.8 Staffing Consultant	--- Please Select ---	
1.9 HR Policy Development Consultant	--- Please Select ---	
1.10 HR Assistant Consultant	--- Please Select ---	

Save

Category	Status	Additional Rank
1.1 Human Resources Consultant	Newly substantiated Substantiate Reference	
1.2 Organizational Design and Classification Consultant	Newly substantiated Substantiate Reference	
1.3 Employment Equity Consultant	Newly unsubstantiated	1
1.4 Employee Relation Consultant	Newly substantiated Substantiate Reference	
1.5 Compensation Consultant	Newly substantiated Substantiate Reference	
1.6 HR Information System Consultant	Newly unsubstantiated	2
1.7 Leadership Development Consultant	Newly unsubstantiated	3
1.8 Staffing Consultant	Not offered	
1.9 HR Policy Development Consultant	Not offered	
1.10 HR Assistant Consultant	Not offered	

Save

Fig. 9.c

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Select Categories to Offer – Existing Suppliers

From the 'Stream and Categories Selections' page, click a Stream's 'View Categories' link to proceed to its 'Categories' page (**Fig. 10.a**)

1. Read the instructions on the page beneath the 'Instructions – General' header.

2. Scroll down to the Category selection dropdowns (the example used in **Fig. 10.b** is for Stream 1.) If this is a Stream that was previously awarded to the bidder, all previously awarded Categories will carry over.

3. For every new Category you wish to substantiate, select 'Newly Substantiated' from its dropdown.

4. If you wish to bid to substantiate a Category that you were previously awarded as unsubstantiated, change that Category's dropdown from 'Currently Unsubstantiated' to 'Currently Unsubstantiated – now Substantiated' from its dropdown. As per **Mandatory Criteria M.2.3 of Part 4 - Technical Evaluation – Mandatory criteria**, the result of the reference check will prevail over the status awarded in any previous TSPS solicitation.

5. If you wish to add a Newly Unsubstantiated Category, select 'Newly Unsubstantiated' from its dropdown.

Please note: 'Newly Unsubstantiated' Categories are awarded only under the conditions specified in **Mandatory Criteria M.2.4 of Part 4 - Technical Evaluation – Mandatory criteria** and **are not awarded against Categories that were awarded in previous solicitations.**

6. For any additional 'Newly Unsubstantiated' Category, an award rank must be assigned via the dropdown in the 'Additional Rank' column. This will determine in which order Newly Unsubstantiated Categories, if any, are awarded.

7. For any Categories not being bid for, select 'Not Offered'.

8. When all Categories have a status, click 'Save'

9. 'Substantiate Reference' links will appear next to each Category that has been selected as 'Newly Substantiated' or 'Currently Unsubstantiated – now Substantiated'.

The screenshot shows the top of the 'Categories' page. It includes a title bar with 'Categories' and a yellow notification bar with the text 'E60ZT-16TSPS/B - period : 2 - Refresh D (Tasks/Tâches)'. Below this is a blue information box with a white 'i' icon and the text: 'Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.' Below the information box is a paragraph: 'Please select the status for each Category by making a selection from the dropdown menu. Below is a brief description of the available options.'

Fig. 10.a

Category	Status	Additional Rank
1.1 Human Resources Consultant	Newly substantiated	
	Substantiate Reference	
1.2 Organizational Design and Classification Consultant	Currently substantiated	
1.3 Employment Equity Consultant	Currently substantiated	
1.4 Employee Relation Consultant	Currently unsubstantiated - now substantiated	
	Substantiate Reference	
1.5 Compensation Consultant	Currently substantiated	
1.6 HR Information System Consultant	Newly substantiated	
	Substantiate Reference	
1.7 Leadership Development Consultant	Newly substantiated	
	Substantiate Reference	
1.8 Staffing Consultant	Newly substantiated	
	Substantiate Reference	
1.9 HR Policy Development Consultant	Currently unsubstantiated	
1.10 HR Assistant Consultant	Not offered	

Fig. 10.b

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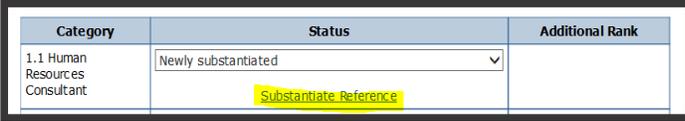
N° de réf. du client - Client Ref. No.
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Enter Reference Information

1. From the 'Categories' page, click the 'Substantiate Reference' link for the first Category you wish to provide with reference information. (the example used in Fig. 11.a is for Stream 1, Category 1.)



Category	Status	Additional Rank
1.1 Human Resources Consultant	Newly substantiated	

Fig. 11.a

2. On the 'Category - Substantiation' page for the Category in question (Fig. 11.b), enter the reference information in the fields provided as per Mandatory Criteria M.3 and M.3.1 of Part 4 - Technical Evaluation – Mandatory criteria.

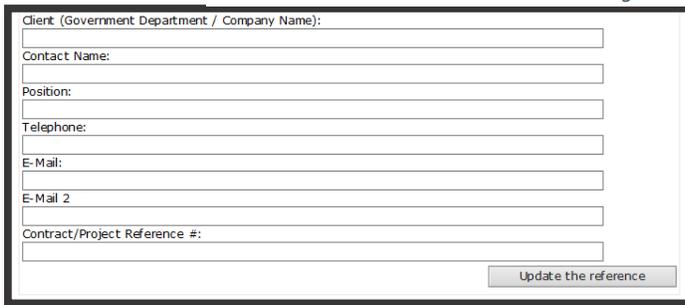


Fig. 11.b

Please Note: In choosing their references and inputting information, bidders are strongly encouraged to consider the sample text of the substantiating e-mail available at Mandatory Criteria M.3.2 of Part 4 - Technical Evaluation – Mandatory criteria.

3. In the 'Client (Government Department / Company Name)' field, enter the client information for the reference who contracted with your company for the services in question.
4. In the 'Contact Name' field, enter the name for the reference who contracted with your company for the services in question.
5. In the 'Position' field, enter the position or title for the reference, if any.
6. In the 'Telephone' field, enter the telephone number for the reference, if any.
7. In the 'E-mail' field, enter the Primary E-mail Address for the reference.
8. In the 'E-mail 2' field, enter an Alternate E-mail Address. As per Mandatory Criteria M.3.1 of Part 4 - Technical Evaluation – Mandatory criteria, this can be an alternate e-mail address for the reference or an e-mail address for a separate individual representing the same project. If no alternate e-mail address is available, Bidders are encouraged to repeat the e-mail address inputted in the first 'E-mail' field.
9. In the 'Contract/Project References #' field, enter the title of the project or contract.
10. Click on the 'Update the reference' button'.
11. At the bottom of the page, click on either 'Back to Categories' (if there remain Categories within the same Stream that need reference information added to them) or 'Return to Response Home Page'.

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Confirm Business Volume

From the 'Mandatory Criteria Group 1' page, click the 'Confirmation of Business Volume – Financial Declaration' link to proceed to the 'Confirmation of Business Volume – Financial Declaration' page.

1. Read the instructions on the page.
2. Indicate via the checkbox whether or not your company meets the stated criteria.
3. Click 'Save'.
4. Click 'Return to Response Home Page'.

Enter Certifications

From the 'Response Home Page' click on the link called "Certifications" to visit the 'Certifications' page (**Fig. 12.a**). Complete each certification according to the directives contained within **Part 5 – Certifications**.

1. Security

- a) Click on the "Security" link.
- b) Indicate the highest organizational security clearance level that is currently held by your company, or by the member companies of your Joint Venture. (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. Foreign-based bidders should please contact the designated security organization within their native country).

c) If your company does not currently have security clearance, these fields should indicate "None".

d) Click the "Save" button.

e) Click the "Return to Certifications" link.

Please Note: if this is a bid from a Joint Venture, the JV's security clearance level that must be indicated is that of the highest security level shared by all members of the Joint Venture constituent members independently. For example, if a JV is made up of three organizations, two of which are cleared at FSC Top-Secret, and one of which is cleared as DOS-Reliability, the JV's security level is considered to be DOS-Reliability.

3. Federal Contractors Program for Employment Equity

Certifications E60ZT-16TSPS/B - period: 2 - Refresh D (Tasks/Tâches)

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](#)

[Return to Response Home Page](#)

Fig. 12.a

N° de l'arrangement - Supply Arrangement No. E60ZT-18TSPS/C	N° de la modif. - Amd. No. 000	Id de l'acheteur - Buyer ID 015ZT
N° de réf. du client - Client Ref. No. E60ZT-18TSPS/C	N° du dossier - File No. E60ZT-18TSPS/C	FMS No/ N° VME - CCC No/N° CCC

Although this certification link is accessible, it does not apply to this solicitation and can be left blank.

4. Former Public Servant

- a) Click on the "Former Public Servant" link.
- b) Indicate whether or not the Bidder is a Former Public Servant in receipt of a pension.
- c) If you answered "yes", provide the name of the Public Servant, Date of Termination and a brief explanation. Existing Suppliers may have carried-over information.
- d) Click the "Save" button.
- e) Click the "Return to Certifications" link.

5. Aboriginal Supplier

- a) Click on the "Aboriginal Supplier" link.
- b) Indicate whether or not you wish to declare as an Aboriginal Supplier.
- c) If you answered "yes", indicate the "Legal Nature" and the "Number of Employees".
- d) Click the "Save" button.
- e) Click the "Return to Certifications" link.

6. Grandfather Certification

Please Note: this certification applies only to Existing Task-based SA Holders under TSPS. If you do not hold an existing task-based SA under TSPS, this certification does not apply to you and may be left blank.

- a) Click on the "Grandfather Certification" link.
- b) Read the text and indicate via the checkbox whether or not you agree to the statement.
- c) Click the "Save" button.
- d) Click the "Return to Certifications" link.

7. Work Force Reduction Program

- a) Click on the "Work Force Reduction Program" link.
- b) Indicate whether or not the Bidder received a lump sum payment as a Former Public Servant pursuant to the terms of a Work Force Reduction Program.
- c) If you answered "yes", complete the remaining fields. Existing Suppliers may have carried-over information.
- d) Click the "Save" button.

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N° de réf. du client - Client Ref. No. E60ZT-18TSPS/C	N° du dossier - File No. E60ZT-18TSPS/C	FMS No/ N° VME - CCC No/N° CCC

e) Click the "Return to Certifications" link.

8. Integrity Provisions – Associated Information

a) Click on the "Integrity Provisions – Associated Information" link.

b) Read the text and indicate via the checkbox whether or not you agree to the statement.

c) Click the "Save" button.

d) Click the "Return to Certifications" link.

9. Security Sponsorship

a) Click on the "Security Sponsorship" link.

b) If your company is based in Canada and wishes to be sponsored to obtain either a Designated Organization Screening (DOS) at the Reliability level, or an upgrade to an existing organizational security level, click "Yes" underneath 'Does supplier require a Security Sponsorship?'. Otherwise, click "No".

c) If your company requires a sponsorship, select the appropriate security clearances. Information about the limits of the TSPS security sponsorship procedure can be found in Section 5 of Component 1, Part 4 – Evaluation Procedures and Basis of Selection).

d) Click the "Save" button.

e) Click the "Return to Certifications" link.

10. Bidder's Statement

a) Click on the "Bidder's Statement" link.

b) Read the text and indicate via the checkbox whether or not you agree to the statement.

c) Click the "Save" button.

d) Click the "Return to Certifications" link.

Click 'Return to Response Home Page.'

Back on the 'Response Home Page', set the Status indicator for the 'Certifications' section to 'Complete' and click the 'Save Response' button.

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Offer Levels of Service for the Supply Arrangement

1. From the 'Response Home Page' click on the link called 'Services Offering for Supply Arrangement' to visit the 'Services Offering for Supply Arrangement' page (in the example provided at **Fig. 14.a**, both tiers are being bid for).

2. All of the regions selected by the bidder on the Regional Information page will be displayed.

3. Click the first link displayed at the top of the listings (in the example provided at **Fig. 14.a**, this is the Atlantic region).

4. Beneath the listing of links will appear a list of all Categories. **By default, all levels (Junior, Intermediate, Senior) for the Categories being bid for are set automatically to 'Yes' (Fig 14.b).**

5. If you wish to offer all levels (Junior, Intermediate, Senior) no action is required on this page, and no other Regions or Metropolitan Areas need to be checked. Scroll to the bottom of the page and click 'Save'. Then click 'Return to Response Home Page'. Do not continue with the steps below.

6. If you wish to remove a level for a Category or for multiple Categories (meaning that you would not wish to be invited to bid on client department Requests for Proposals involving that Category), select 'No' from the requisite dropdowns and click 'Save' at the bottom of the page. You have now set the levels for the first Region or Metropolitan Area and can proceed to the next Region on Metropolitan Area by clicking on its link from the listing, or:

7. If you wish to copy the configuration of offered levels to all other Regions and Metropolitan Areas, click the 'Copy Information' link available just beneath the list of links. You will be prompted to select the "Source" Region or Metropolitan Area with the configuration of offered services.

Services Offering for Supply Arrangement SPTS Démo / TSPS Demo

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

Please click on a Region or Metropolitan Area in the list below to see the categories that you previously identified under Stream Information within the Mandatory Criteria section.

The page will refresh based on your selection and you will have the ability to make changes if desired. If changes are made, you must scroll to the bottom of the page and click 'Save'.

Regions/Metropolitan Areas

Tier 1	Tier 2
<ul style="list-style-type: none">Atlantic<ul style="list-style-type: none">HalifaxMonctonQuebec<ul style="list-style-type: none">Quebec CityMontrealNational Capital Region (NCR)<ul style="list-style-type: none">National Capital Region (NCR)Ontario<ul style="list-style-type: none">TorontoWestern<ul style="list-style-type: none">WinnipegSaskatoonEdmontonCalgaryPacific<ul style="list-style-type: none">VancouverVictoriaRemote/Virtual Access	<ul style="list-style-type: none">Atlantic<ul style="list-style-type: none">HalifaxMonctonQuebec<ul style="list-style-type: none">Quebec CityMontrealNational Capital Region (NCR)<ul style="list-style-type: none">National Capital Region (NCR)Ontario<ul style="list-style-type: none">TorontoWestern<ul style="list-style-type: none">WinnipegSaskatoonEdmontonCalgaryPacific<ul style="list-style-type: none">VancouverVictoriaRemote/Virtual Access

Copy Information

Fig. 14.a

Category	Junior	Intermediate	Senior
Human Resources Consultant	Yes	Yes	Yes
Organizational Design and Classification Consultant	Yes	Yes	Yes
Employment Equity Consultant	Yes	Yes	Yes
Employee Relation Consultant	Yes	Yes	Yes
Compensation Consultant	Yes	Yes	Yes

Fig. 14.b

Source Region/Metropolitan Area
Atlantic

Destination Regions/Metropolitan Areas

SA Tier 1	SA Tier 2
<input type="checkbox"/> Atlantic <ul style="list-style-type: none"><input checked="" type="checkbox"/> Halifax<input checked="" type="checkbox"/> Moncton	<input checked="" type="checkbox"/> Atlantic <ul style="list-style-type: none"><input checked="" type="checkbox"/> Halifax<input checked="" type="checkbox"/> Moncton
<input checked="" type="checkbox"/> Quebec <ul style="list-style-type: none"><input checked="" type="checkbox"/> Quebec City<input checked="" type="checkbox"/> Montreal	<input type="checkbox"/> Quebec <ul style="list-style-type: none"><input type="checkbox"/> Quebec City<input type="checkbox"/> Montreal
<input checked="" type="checkbox"/> National Capital Region (NCR) <ul style="list-style-type: none"><input checked="" type="checkbox"/> National Capital Region (NCR)	<input type="checkbox"/> National Capital Region (NCR) <ul style="list-style-type: none"><input type="checkbox"/> National Capital Region (NCR)
<input checked="" type="checkbox"/> Ontario <ul style="list-style-type: none"><input checked="" type="checkbox"/> Toronto	<input type="checkbox"/> Ontario <ul style="list-style-type: none"><input type="checkbox"/> Toronto
<input checked="" type="checkbox"/> Western <ul style="list-style-type: none"><input checked="" type="checkbox"/> Winnipeg<input checked="" type="checkbox"/> Saskatoon<input checked="" type="checkbox"/> Edmonton<input checked="" type="checkbox"/> Calgary	<input type="checkbox"/> Western <ul style="list-style-type: none"><input type="checkbox"/> Winnipeg<input type="checkbox"/> Saskatoon<input type="checkbox"/> Edmonton<input type="checkbox"/> Calgary
<input checked="" type="checkbox"/> Pacific <ul style="list-style-type: none"><input checked="" type="checkbox"/> Vancouver<input checked="" type="checkbox"/> Victoria	<input type="checkbox"/> Pacific <ul style="list-style-type: none"><input type="checkbox"/> Vancouver<input type="checkbox"/> Victoria
<input checked="" type="checkbox"/> Remote/Virtual Access	<input type="checkbox"/> Remote/Virtual Access

Copy

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8. Once the "Source" is selected, the list of Region and Metropolitan Areas will reload with check boxes next to them. In the example at **Fig. 14.c**, the Atlantic Region, being the "Source" Region, is greyed out, and all of the Regions and Metropolitan Areas with checks next to them will have the configuration copied to them. Any or all Regions or Metropolitan Areas can be selected.

Fig. 14.c

9. Click 'Copy'. A message will display: "Your rates have been saved." After having used the 'Copy' function, you can still edit any Region on Metropolitan Area's offered levels by clicking on 'Return to Services Offering for Supply Arrangement'. Otherwise, click "Return to Response Home Page".

10. Back on the 'Response Home Page', set the Status indicator for the 'Services Offering for Supply Arrangement' section to 'Complete' and click the 'Save Response' button.

Submit Your Bid

Once all information is completed and all Sections have had their Status indicators set to 'Complete', the bid is ready to be submitted. (**Fig 15.a**).

1. Click "Save Response." (**At this point you have NOT SUBMITTED the bid!**).

2. Click on the 'View/Export Current Draft Response' to see an HTML copy of your bid. At the top of the page there will be a 'Get PDF Version' link. Click the 'Get PDF Version' link in order to save a PDF of your bid content to your computer.

3. If you're on the page containing the HTML copy of your bid, click back to the 'Response Home Page.'

4. **Click "Submit Response" to send the bid to PWGSC.**

5. You should automatically receive a confirmation e-mail at the e-mail address associated with the Main Supplier Contact User ID.

Fig. 15.a

If you do not, contact the CPSS Team directly for assistance: tpsgc.sspc-cpsc.pwgsc@tpsgc-pwgsc.gc.ca

6. Before the closing date and time of the solicitation it is possible to re-enter your bid for the purposes of changing information and resubmitting the bid.

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
Tiers	Completed
Company Information	Completed
Regional Information	Completed
Mandatory Criteria	Completed
Certifications	Completed
Financial Rates for Standing Offer	Completed
Services Offering for Supply Arrangement	Completed

Solicitation will close: 2019-03-22 02:00 PM ET

Save Response Submit Response