



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

**Spring 2020 Version (15 April 2020)**

**THS Website:**

**<https://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>**

**Summary of changes made in this version:**

- 1- Addition of two categories to the THS method of supply
- 2- Modification to the text under criterion M3 in order to clarify the reference check process.
- 3- Various typographical revisions

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

- 1.2.1 Public Works and Government Services Canada (PWGSC) invites interested suppliers to respond to the Request for Supply Arrangements (RFSA) for Temporary Help Services (THS) within the National Capital Region (NCR).

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

Suppliers are reminded of the importance of reading this document in its entirety, as well as all documents incorporated by reference.

Two pilot projects have been introduced in the THS method of supply, launched on 1<sup>st</sup> August 2019. The first pilot project is to promote greater opportunities for self-identified indigenous suppliers (including PSAB registered businesses) and to increase the diversity of suppliers from other underrepresented groups (such as women, people with disabilities and visible minorities), in federal government procurement. Refer to PART 1, Article 2.6 for details. The second project introduces the Right-fit Basis of Selection. Under specific circumstances, users have the option of choosing the lowest priced bid or the one representing the best value within a certain price band. Refer to PART 6B, Article 6.2 for details. These pilot projects will be monitored closely for a year in order to establish a permanent framework.

By submitting an arrangement, suppliers are acknowledging that they agree to the process as well as the terms and conditions as described in this solicitation.

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

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

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

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

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

Beginning with the Period 4 refresh, categories 14.9 Nurse and 14.10 Psychologist were added to Stream 14.

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

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

Canada reserves the right to conduct the evaluation of arrangements in cycles, not less than quarterly. Arrangements received over a calendar year will be evaluated in accordance with the schedule below. The schedule may require a revision due to operational requirements, in which case suppliers will be advised. More information with regards to the evaluation of arrangements may be disclosed on the Buy and Sell RFSA Notice, under the section "Important Information". Canada reserve the right to also conduct ad hoc refresh cycles to cover any operational needs.

#### Quarterly Submission and Evaluation Periods

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

- 1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) only; it is excluded from the North American Free Trade Agreement (NAFTA) and is not covered under the World Trade Agreement on Government Procurement (WTO-AGP) or the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA).

### 1.3 Security Requirements

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

[TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca)

4. For additional information on security requirements, Suppliers should refer to the Industrial Security Program (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

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

### 1.5 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to Part 6A, 6.11 - Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

### 1.6 Key Terms

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

**Data Collection Component (DCC):** the part of the CPSS where suppliers can input and submit data as part of a response to a solicitation.

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

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

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## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 250 calendar days

### 2.2 Submission of Arrangements

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

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

2.2.3 Prior to submitting an Arrangement, suppliers must have:

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

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

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

It is important to note that all members of a Joint Venture (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.

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

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



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

Suppliers can contact the CPSS ePortal team directly for any enrolment questions at [TPSGC.SSPC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.SSPC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca).

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

2.2.5 One legal entity may participate in the submission of:

- i. one arrangement from the legal entity alone; or
- ii. one arrangement from the legal entity alone and one arrangement from the legal entity in a joint venture with another legal entity; or
- iii. two arrangements in joint venture with other legal entities

If a legal entity participates in more than two arrangements, Canada will choose at its discretion which two arrangements to consider. If a legal entity chooses to participate in two arrangements, each arrangement must be a separate submission. Each arrangement will be evaluated independently without regard to other arrangements submitted and, therefore, every arrangement submitted must be complete.

### 2.3 Enquiries - Request for Supply Arrangements

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

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer.

Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada. Enquiries received at quarterly refreshes may not be distributed to all suppliers.

### 2.4 Former Public Servant - Notification

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

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

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## 2.5 Federal Contractors Program for Employment Equity - Notification

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

## 2.6 Underrepresented Suppliers – Notification

THS is participating in a pilot project to promote greater inclusiveness and opportunities for participation of Indigenous owned businesses (including PSAB registered businesses) and businesses owned by other underrepresented groups (i.e. women, persons with disabilities and visible minorities) to participate in federal government procurement. In the THS system, Indigenous owned businesses (including PSAB registered businesses) and other underrepresented groups will have the opportunity to self-identify when submitting their arrangement; they will be referred to the Certification - Diverse Status section of the CPSS system to check their underrepresented profile. For THS purposes, a diverse supplier is the same as the Indigenous supplier and the other underrepresented supplier as defined below. Other underrepresented groups may be considered in the future.

### Underrepresented supplier

An underrepresented supplier is a business owned or led (i.e., operated or controlled) by an underrepresented group (i.e. Indigenous People, women, persons with disabilities, visible minorities).

### Underrepresented Supplier Ownership

Ownership, operation or control means an enterprise that is subject to 51% majority control and effective management of the business by an underrepresented supplier.

### Underrepresented Group Definitions

#### Women

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

### Indigenous Supplier

An Indigenous Supplier is an entity which simultaneously complies with three criteria:

1. It is owned or led (controlled or operated) in majority (51%) by one or many individual(s) of Canadian Indigenous heritage whether Inuit, Métis or First Nation, whether Status or non-status, whether registered or non-registered, whether on or off-reserve and whether registered under PSAB or not. The word Indigenous is here understood in a similar way as for the purpose of the Aboriginal Business and Entrepreneurship Development program of CIRNA (<https://www.aadnc-aadnc.gc.ca/eng/1375201178602/1375202816581> and <https://www.aadnc-aadnc.gc.ca/eng/1100100033216/1100100033220>), and
2. It is owned or led (controlled or operated) in majority (51%) by one or many a Canadian citizen or legal resident of Canada, and
3. The entity physically resides in Canada

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## Persons with Disabilities

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

## Visible Minorities

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

## The pilot project in the Centralized Professional Services System (CPSS)

Within the Centralized Professional Services System (CPSS), these underrepresented suppliers will be referred to as diverse suppliers, and will have the opportunity to voluntarily self-identify when submitting their arrangement.

When the system’s “Identified Users” generate the bidder’s list for their individual requirements, 5 underrepresented suppliers will randomly be included in the list, ensuring at least 5 underrepresented suppliers are invited to bid on every solicitation. 3 of the underrepresented suppliers chosen will be low volume suppliers. A Joint Venture (JV) consisting of at least 1 underrepresented supplier with lead responsibilities, will be considered a diverse supplier.

## Low Volume Suppliers:

THS will monitor business volume on a regular basis. Underrepresented suppliers with business volume of less than \$50,000.00 annually under the THS method of supply will be flagged as a “low volume supplier” in the CPSS e-portal.

## 2.7 Applicable Laws

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

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

## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Technical Arrangement and Certifications**

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

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

Although Delegated Contacts may input data, only the Main Supplier Contact can submit the electronic arrangement. The supplier must use the <Submit Response> button and not just <Save> to submit the arrangement.

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

### **3.2 Financial Arrangement**

There is no financial arrangement required for this solicitation.

### 3.3 Submission Grid

Column A	Column B	Column C	Column D
Description of DCC	New THS Supplier	Existing THS Supplier	Reference Point in RFSA Document
Company Information	DCC	DCC	Attachment A
Regional Information	DCC	DCC	Attachment A
Contact Information	DCC	DCC	Attachment A
Local Offices	DCC	DCC	Attachment A
Language Preferences for Identified Users communication	DCC	DCC	Attachment A
M1 Minimum Months in Business	DCC+	DCC	Attachment A
M2 Identification of Streams and Categories	DCC	DCC	Attachment A
M3 Newly Substantiated Categories <b>References must be provided in the DCC.</b>	DCC	DCC	Attachment A
Services Offering for a Supply Arrangement	DCC	DCC	Attachment A
<b>Certifications</b>			
Security	DCC	DCC	Attachment A
Federal Contractors Program for Employment Equity	N/A	N/A	Attachment A
Former Public Servant	DCC	DCC	Attachment A
PSAB Aboriginal Certification	DCC+	DCC+	Attachments A and B
Grandfather Certification	N/A	DCC+	Attachments A and B
Work Force Reduction Program	DCC	DCC	Attachments A
Integrity Provisions – Associated Information	DCC+	DCC+	Attachments A and B
Security Sponsorship	DCC+	DCC+	Attachments A and B
Diverse Supplier Self-Attestation	DCC+	DCC+	Attachments A and B
Supplier's Statement	DCC+	DCC+	Attachments A and B

DCC: Data Collection Component

DCC+: Additional information will be requested by email after bid closing

N/A: Not applicable

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the mandatory technical evaluation criteria, certifications, and other requirements.
- b) An evaluation team composed of representatives of Canada will evaluate the arrangements in a two-step evaluation approach. Step 1 consists of evaluating the arrangements submitted in the DCC. Step 2 consists of evaluating information requested by email outside of the DCC, if undertaken.
- c) When THS requests clarification, verification, or additional information, the Supplier will have 2 business days (longer if specified in writing) to provide the requested information. Failure to meet this requirement may result in the Arrangement being declared non-responsive.

### 4.2 Evaluation Criteria

#### 4.2.1 Mandatory Technical Criteria

Number	Mandatory Technical Criterion	Submission Instructions
<b>M1</b>	The Supplier or each member of a JV must have done business as the same legal entity for a minimum of 24 months prior to the closing date of this solicitation or of the quarterly refresh being submitted against.	Suppliers must complete the DCC of the CPSS ePortal following the instructions in Attachment A.  At the request of the THS team, Suppliers must provide documents as proof (letters of incorporation, tax returns, etc.) by email.  Current THS Suppliers will not be requested to provide proof.
<b>Si M2</b>	In a bid to add new categories to their supply arrangement, any Existing THS Supplier must confirm the validity of all streams and categories previously substantiated in an earlier refresh bidding opportunity, and provide a Grandfather Certification to Canada.	At the request of the THS team, Existing THS Suppliers must provide a signed Grandfather Certification by email.  There is no need for Existing THS Suppliers to input streams and categories previously substantiated in an earlier refresh bidding opportunity as they should carry-over automatically within the DCC.

<p><b>M3</b></p>	<p>For each category to be substantiated, the Supplier must demonstrate that they have provided similar services to those described on the THS web site by addressing the following:</p> <ul style="list-style-type: none"> <li>• one (1) contract for services that closely match the category description must be submitted for each category;</li> <li>• one (1) reference who can substantiate the contract information provided; and</li> <li>• the services must have been provided within the last 5 years prior to the quarterly refresh closing date.</li> </ul> <p><b>Joint Ventures:</b></p> <ul style="list-style-type: none"> <li>• One or more members must have independently provided the services for each category they submit an offer.</li> <li>• In order to qualify for the whole stream members, as a whole entity or individually, must qualify for a minimum of 3 categories within that stream. Or at least 1 of the categories under the proposed stream.</li> </ul> <p><b>References:</b></p> <p>Suppliers must complete the DCC of the CPSS ePortal following the instructions in Attachment A – Section F. The Supplier must provide a reference for each category who can substantiate the contract information provided. The same reference may be used for multiple categories.</p> <p>References must not be individuals who have been at any time:</p> <ul style="list-style-type: none"> <li>• employed by the Supplier</li> <li>• sub-contracted by the Supplier</li> <li>• on the Supplier's Board of Directors</li> </ul> <p>For references provided to Canada, the Supplier should inform these references that Canada may contact them by email to verify the information provided. Canada may contact the references using the email addresses provided by the Supplier and these references will have 7 calendar days to respond (longer if specified and authorized by Canada).</p>	<p>If the reference responds “No” or “Unable” to the request the category will be deemed non-responsive.</p> <p>If no response is received from the email address in the “E-mail 1” field by the due date given by Canada, and if the Supplier has not provided a second reference in the “E-mail 2” field, the Supplier will be given the opportunity to provide an alternate reference within two business days. If the Supplier has already provided a second reference in the “E-mail 2” field, Canada will contact that alternate reference.</p> <p>If the alternate reference responds “No” or “Unable” to the request within a time frame decided by Canada, the category will be deemed non-responsive.</p> <p>If an email address results in an undeliverable email being returned, the Supplier will have the opportunity to correct the e-mail address within two business days.</p> <p>If no response is received from the reference or the alternate reference, Canada may decide to accept the bid where contract information can be otherwise validated.</p> <p><b>Stream Qualification:</b></p> <p>Suppliers have the following options to qualify for streams:</p> <ul style="list-style-type: none"> <li>• Qualify for 3 or more categories and be qualified for all categories within that stream by marking those categories as either “Newly Offered” or ‘Currently Substantiated’*;</li> <li>• Qualify for 3 or more categories but indicate that they are not interested in supplying any of the remaining categories within that stream by marking those categories as ‘Not Offered’*.</li> <li>• Qualify for less than 3 categories and be restricted to supplying only those categories within a stream.</li> </ul> <p>Suppliers must complete the DCC of the CPSS ePortal following the instructions in Attachment A –Section F Mandatory Criteria in Stream Information.</p> <p>*The onus is on the bidder to ensure they follow the instructions to receive the appropriate categories &amp; streams.</p>
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#### 4.2.2 Other Mandatory Requirements

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

i. Security Requirement

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

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

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

[TSPGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TSPGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca)

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

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

ii. Physical Office Address

The Supplier must maintain a physical street address that is not a Post Office Box. The Supplier must have a phone number and a professional email address.

#### 4.2.3 Quarterly Refresh Additions

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

#### 4.3 Basis of Selection

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

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

#### 4.4 Financial Viability

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



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA). The certifications listed below must be completed through the DCC per instructions in Attachment A. Evidence must be submitted when requested.

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

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

### **5.1 Security**

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

### **5.2 Federal Contractors Program for Employment Equity – not applicable**

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

### **5.3 Former Public Servant**

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

### **5.4 PSAB Aboriginal Suppliers**

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

Suppliers should ensure that they are listed in the Indigenous and Northern Affairs Canada's Aboriginal Business Directory at: <http://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>.

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

A Joint Venture (JV) consisting of a least 1 PSAB Aboriginal supplier with lead responsibilities, will be considered an aboriginal joint venture.

## **5.5 Work Force Reduction Program**

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

## **5.6 Grandfather Provision**

Existing THS Suppliers must provide a signed Grandfather Certification by email.

## **5.7 Integrity Provisions - Associated Information**

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

## **5.8 Security Sponsorship**

Suppliers may request that THS consider security sponsorship for the initial DOS clearance or to upgrade to the next level.

## **5.9 Underrepresented Suppliers**

In order to be considered an underrepresented\* supplier, the Supplier must certify compliance with the definition of underrepresented supplier in Section 2.6 and submit evidence when requested. To be considered an underrepresented JV, at least one member of the JV must certify as an underrepresented supplier and be identified as the JV lead (representative).

\* In the CPSS system, underrepresented suppliers are considered to be Diverse Suppliers (i.e. Indigenous peoples, women, persons with disabilities and visible minorities)

## **5.10 Supplier's Statement**

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

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

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

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

#### 6.2 Security Requirements

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

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

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

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

[2020](#) (Latest version inserted at time of SA issuance) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### 6.3.2 Supply Arrangement Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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## Quarter Period to be covered Due on or before

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

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

### 6.4 Term of Supply Arrangement

#### 6.4.1 Period of the Supply Arrangement

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

The period for awarding contracts under the Supply Arrangement begins \_\_\_\_\_.

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

#### 6.4.2 Delivery Points

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

### 6.5 Authorities

#### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

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

E-mail address: [TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca)

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

## 6.5.2 Supplier's Representative

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

[TPSGC.SSPC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.SSPC-CPSS.PWGSC@tpsgc-pwgsc.gc.ca)

## 6.5.3 Supplier's CPSS ePortal Information

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

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

## 6.6 Identified Users

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

## 6.7 On-going Opportunity for Qualification

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

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

### Quarterly submission and evaluation periods

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

## 6.8 Priority of Documents

If there is a discrepancy between the 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.

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

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 Vendor Performance

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

Resulting Supply Arrangements may be subject to the Vendor Performance Management Regime, where specific elements of the Work will be subject to performance evaluation. The Supplier may be required to collect, compile and present performance information and the Supplier will be evaluated on specific aspects of its performance.

The RFSA and any resulting Supply Arrangements will be amended to incorporate any resulting Vendor Performance Management Regime.

### 6.9.3 Physical Office Address

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

## 6.10 Applicable Laws

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

## **6.11 Transition to an e-Procurement Solution (EPS)**

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## ANNEX “A” – STREAMS AND CATEGORIES

The streams and categories each supplier is qualified for, form a part of their individual supply arrangement.

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

<https://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/sat-thc-26112018-eng.html>

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

The following is for demonstration purposes:

	Basis Of Payment	
Legal Name : A System Test PBN : 739226520PG9999 Reference # : 002-D	Supply Arrangement	
Tier 0		
National Capital Region (NCR)		
Stream 1 - Office Support Categories		
Category	Junior	Intermediate
1.1 Clerk, General	Yes	
1.2 Administrative Assistant, General		Yes
1.3 Executive Assistant		Yes
Stream 2 – Operational Services Categories		
Category	Junior	Intermediate
2.1 General Labourer	Yes	Yes
2.2 Trade Helper		Yes



## ANNEX “B”- VALIDATION FOR DIVERSE SUPPLIERS

### Background

THS is participating in a pilot program which intends on creating greater inclusiveness and opportunities for participation of Indigenous owned businesses (including PSAB registered businesses) and businesses owned by other underrepresented groups (e.g. women, persons with disabilities and visible minorities), in federal government procurement. In the THS system, underrepresented suppliers will have the opportunity to voluntarily, self-identify when submitting their arrangement; they will be referred to the Certification - Diverse Status section of the CPSS system to check their underrepresented profile. For THS purposes, a diverse supplier is the same as an underrepresented supplier as defined the THS RFSA, section 2.6.

Suppliers who self-attest must comply with the definitions found at article 2.6, in Part 2 of the RFSA. Diverse suppliers agree to furnish to Canada within 2 business days, such evidence as may be requested by Canada from time to time, corroborating this self-attestation. Such evidence will be open to audit during normal business hours by a representative of Canada, who may view the evidence to ensure compliance with the requirements.

### Validating supplier status:

1. During the evaluation period, which include quarterly refreshes, the THS Team will review supplier’s completed self-attestation forms and identify them as a diverse supplier;
2. The THS Team may conduct quarterly audits during the life cycle of the supply arrangements to validate that the information provided is true and to ensure suppliers are complying with the diverse requirements.

### Consequences

The consequences of making an untrue statement in the bid documents regarding the diverse status, or of not maintaining compliance with the requirements, may include, but are not limited to the following ramifications:

- Removal of Diverse status under the SA;
- Cancellation or suspension of the SA; and/or
- Termination of any contract awarded pursuant to the Diverse SA.

### What to provide to validate the diverse supplier status

The diverse supplier must provide acceptable evidence that their business is at least 51% owned or led (operated or controlled) by one of the four underrepresented groups listed.

**Acceptable evidence to validate supplier’s diverse status include, but is not limited to, the following:**

Acceptable evidence that is applicable for each diverse group			
Indigenous-owned supplier	Women-owned supplier	Persons with disabilities-owned supplier	Visible minority-owned supplier
<ul style="list-style-type: none"> <li>• PSAB Certification</li> <li>• Identification cards</li> </ul>	Official government documentation such as:	<ul style="list-style-type: none"> <li>• Registered medical</li> </ul>	<ul style="list-style-type: none"> <li>• Official government photo</li> </ul>

<p>such as Aboriginal status cards</p> <ul style="list-style-type: none"> <li>Supporting letters from band and tribal leaders</li> <li>Indigenous passport (e.g., Haudenosaunee passport)</li> </ul>	<ul style="list-style-type: none"> <li>Passport</li> <li>Driver's license</li> <li>Documentation that supports gender/name change to determine gender identity</li> </ul>	<p>doctor's note confirming disability</p> <ul style="list-style-type: none"> <li>Medical documentation such as official accessible parking permit for persons with disabilities</li> </ul>	<p>documentation such as:</p> <ul style="list-style-type: none"> <li>Passport</li> <li>Driver's license to determine non-Caucasian in race or non-white in color.</li> </ul>
<p>Evidence that is applicable across all diverse groups</p>			
<ul style="list-style-type: none"> <li>Verified media sources such as newspaper clippings, peer-reviewed online articles (e.g., online magazines or newspapers), or television segments that confirm supplier diversity;</li> <li>Existing membership or certification from other diverse supplier certifying organizations (e.g., CAMSC)</li> <li>Reference letters from community leaders, cultural centres, volunteerism, philanthropy, or from places of worship (e.g., church or mosque).</li> </ul>			

### How much evidence

For the purposes of the pilot project, suppliers will be asked to show up to two pieces of evidence to verify their diverse status. Additionally, suppliers may periodically be required to re-submit evidence.

No personal information will be kept on file by the THS team after Diverse Status has been verified.

In the cases where a diverse supplier identifies with two or more underrepresented groups (e.g., if a supplier identifies as a women-owned and Indigenous-owned business), they are still required to provide the appropriate evidence for each group.

### What to provide as evidence of 51% ownership, operation or control by diverse suppliers

Upon request, suppliers will be required to provide two pieces of evidence to demonstrate ownership or leadership. The following are examples of acceptable evidence:

- Bylaws;
- Incorporation documents;
- Shareholders' or members' register;
- Partnership agreements
- Joint venture agreements;
- Business name registration;
- Banking arrangements;
- Governance documents;
- Leases or contracts;
- Meeting minutes of Board of Directors and Management committees, etc.
- Delegation of authority for overall decision making

## B. BID SOLICITATION

### 6.1 Bid Solicitation Documents

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

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

The bid solicitation will contain as a minimum the following:

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

### 6.2 Bid Solicitation Process

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

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

	Non-competitive	Competitive Method #1	Competitive Method #2
<b>Contract Financial Limits</b>	\$40K including applicable taxes and travel  Multiple resources possible	\$400K including applicable taxes and travel (except when using Right-fit).  <b>Limit of 1 resource per contract</b>	\$1M including applicable taxes and travel (over \$1M with PSPC approval)  Multiple resources possible
<b>Contract Period</b>	The contract period must not exceed 48 weeks. Contracts can be amended to extend up to a maximum of 24 consecutive weeks beyond the limit of 48 consecutive weeks on the condition that the following conditions are met: <ul style="list-style-type: none"> <li>• The amendment to extend the duration of the assignment period must be issued after the first 40 consecutive weeks of the assignment period; and</li> <li>• The identified user must notify the THS Authority of the issued amendment</li> </ul>		

	by email within 2 business days of issuing the amendment.		
<b>Evaluation Criteria in addition to the Minimum Mandatory Criteria for the SA category</b>	No additional mandatory criteria.	Maximum of 2 additional mandatory criteria. No rated or asset criteria allowed.	Additional mandatory and rated criteria allowed.
<b>Basis of Selection</b>	Directed to one supplier provided they are responsive to the Minimum Mandatory Criteria for the SA category.	1. Lowest Price responsive 2. Right-fit * (see rules below)	1. Lowest Price responsive 2. Highest Combined Rating of Technical Merit & Price 3. Minimum Point Rated 4. Any other option <b>except</b> Right-fit
<b>Financial Criteria for Right-fit*</b>	N/A	Median Band from 20% below to 20% above median rate	N/A
<b>CPSS Search List of pre-qualified suppliers</b>  (expires at RFP issuance)	Identified User selects any supplier from the CPSS Search List	<ul style="list-style-type: none"> <li>• System randomly chooses 5 suppliers that are certified as diverse suppliers; 3 being low volume</li> <li>• System randomly chooses another 6 suppliers</li> <li>• Identified User chooses 0 to 4 additional suppliers</li> <li>• See rules for JV's under section 6.2.3 below.</li> </ul>	
<b>Solicitation Period</b>	N/A	1. Lowest price 48 hrs 2. Right-fit 96 hrs	Identified User's choice
<b>Bid Validity</b>	N/A	15 calendar days	60 calendar days
<b>Publication of Notice of Proposed Procurement (NPP)</b>	N/A	N/A	For requirements above \$400K

**\* Right-fit Selection Methodology:**

1. Right-fit can only be used when:
  - Competitive Method 1 is used; and
  - The requirement is below the CFTA threshold.  
 Refer to: <https://www.cfta-alec.ca/procurement/covered-procurement-thresholds/>
2. This selection methodology must be specified in the RFP and cannot be changed.

3. A band between -20% and +20% of the median total hourly rate will be used when 3 or more bids are responsive to the mandatory technical criteria. Any bids outside of this band will be considered non-responsive.
4. When only 2 bids are responsive to the mandatory technical criteria, the higher priced bid may be selected if the price is within 25% of the lowest priced.
5. Interviews may be administered to select the best resource among the bids meeting the rules above.
6. When only 1 bid is responsive to the mandatory technical criteria, the contracting officer should determine that the bid represents fair market value to Canada before awarding a contract.
7. One or more of the 5 justifications below must be used to determine the successful bidder and the justification for the selection must be retained in the file for audit purposes.
  - Right-fit justifications: Specialized education which will improve the quality of services to be provided
  - Additional Certifications which will improve the quality of services to be provided
  - Additional experience which will improve the quality of services to be provided
  - Knowledge of relevant government policies or procedures which will improve the quality of services to be provided
  - Better proficiency in one or both official languages which will improve the quality of the services to be provided.
8. Unsuccessful bidders must be advised of the results and the justification.

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

When a JV appears on the list of selected suppliers, the Identified Users must remove any of the individual JV members if they are also present on the list.

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

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

### **Interviewing Proposed Resources**

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

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

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

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

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## C. RESULTING CONTRACT CLAUSES

### 6.1 General

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

The Contract will contain as a minimum the following:

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

### 6.2 Closure of Government Offices

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

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

### 6.3 Staffing Arrangements

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

Greater than 18 and up to 20 weeks from the start of services:	2%
Greater than 16 and up to 18 weeks from the start of services:	4%
Greater than 14 and up to 16 weeks from the start of services:	6%
Greater than 12 and up to 14 weeks from the start of services:	8%
Greater than 10 and up to 12 weeks from the start of services:	10%
Greater than 8 and up to 10 weeks from the start of services:	12%
Greater than 6 and up to 8 weeks from the start of services:	14%
Greater than 4 and up to 6 weeks from the start of services:	16%
Greater than 2 and up to 4 weeks from the start of services:	18%
Greater than 0 and up to 2 weeks from the start of services:	20%

## Notes:

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

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

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

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

### 6.4 Termination Notification

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

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

### 6.5 Overtime

Overtime must not be performed under the Contract unless authorized in advance and in writing by the Identified User. Any request for payment must be accompanied by a copy of the overtime authorization, including any premium to be paid, and a report containing the details of the overtime performed pursuant to the written authorization.

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

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

### 6.6 Statutory Holidays

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

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

---

## 6.7 Replacement of Specific Individuals

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

## 6.8 Identification Protocol for Contractors and Resources

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

- a. Contractor resources who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify as a contractor resource prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor's Resource must be clearly identified at all times as being a Contractor; and
- c. If a contractor resource requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a contractor resource in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation.

If Canada determines that the Contractor Resource or the Contractor is in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have 2 working days to deliver the action plan to the Client or the Contracting Authority, and 10 working days to rectify the problem. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



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

Amd. No. - N° de la modif.  
See cover page/ voir page couverture  
File No. - N° du dossier  
022zn.EN578-172870

Buyer ID - Id de l'acheteur  
022ZN  
CCC No./N° CCC - FMS No./N° VME

---

## **6.9 Vendor Performance Management**

Any resulting contract awarded under the Supply Arrangement may be subject to the Vendor Performance Management Policy, where specific elements of the Work will be subject to performance evaluation. The Contractor may be required to collect, compile and present performance information and the Contractor will be evaluated on specific aspects of its performance.

## ATTACHMENT "A" – ELECTRONIC SUBMISSION INSTRUCTIONS

### Step by Step Instructions on submitting a THS arrangement through the Data Collection Component (DCC) the Centralized Professional Services System (CPSS).

The information seen in each of the screenshots is provided as an example only and is not intended to be a direct instruction on how the data is to be submitted to PWGSC.

#### A. Logging into the CPSS Supplier Module

1. Using the user-id and password supplied by the CPSS ePortal at the time of enrolment, log into the system at the following link:

<https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouvertureession-ShowLogin-Eng.action>

2. Once logged in, click on <Solicitation Dashboard> in the left hand navigational bar.
3. On the Solicitation Dashboard page, click on the corresponding solicitation number.
4. This opens up the THS online solicitation template that must be completed to submit an arrangement.

## B. The THS Online Bidding Template – Home Page:

**Note:** The submission can be saved anytime by clicking on <Save Response> at the bottom of the home page, allowing you to come back at any time prior to the closing date and time to complete your submission.

### Centralized Professional Services System

publisservice.pwgsc.gc.ca

PWGSC on Publisservice — Solutions for Government

Français
Home
Contact Us
Help
Search
Publisservice

[PWGSC @ Publisservice](#) > [CPSS - Maintenance Module](#) > [Solicitations](#) > [Solicitation Information](#) > [Template Home Page](#) > [Supplier Response - Home](#)

## Supplier Response - Home

EN578-172870

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

#### Designated Contacts

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

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

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

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

Contact One:

Contact Two:

[Add Designated Contact](#) Save Designated Contacts

#### Grandfather Certification

This item is addressed under the "Certifications" link.

#### Sections

Only the Main Contact may submit a response.

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

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

Table of Contents	Status
<a href="#">Company Information</a>	<input type="text" value="No progress"/>
<a href="#">Regional Information</a>	<input type="text" value="No progress"/>
<a href="#">Mandatory Criteria</a>	<input type="text" value="No progress"/>
<a href="#">Certifications</a>	<input type="text" value="No progress"/>
<a href="#">Services Offering for Supply Arrangement</a>	<input type="text" value="No progress"/>

**Solicitation will close: ET** Save Response Submit Response

[Return to Dashboard](#)

[Return to Home Page](#)

### C. Designated Contacts

1. The Main Supplier Contact may designate up to two other contacts who can enter and modify data for the bid submission, but only the Main Supplier Contact can submit the response.
2. To designate a contact, select a previously entered contact from the dropdown menu or click <Add Designated Contact> to create a new contact.
3. Once a selection is made, click <Save Designated Contacts>.
4. Newly created designated contacts will receive their credentials automatically.

### D. Company Information

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

1. Click on <Company Information>

#### Company Information

EN578-172870

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

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

##### Company Details

Legal Name:	Testing - Supplier's Legal Name
Operating Name:	
Procurement Business Number:	111222333PG6911
Address:	
Address Line 2:	
City:	Ottawa
Province/State/Territory:	Ontario
Postal Code:	
Country:	Canada
Telephone:	
Extn.:	
Fax:	
Website:	

What is the Legal Nature of the company?  
--- Please Select ---

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

Save

[Return to Response Home Page](#)

2. If necessary, edit your supplier profile.
3. All lines must be completed except "Extn," and "Fax".
4. Indicate the legal nature of your company.
5. Indicate what provincial/territorial applicable laws will govern this solicitation and any contracts awarded under it.
6. Click on <Save>.
7. Should the legal nature of your company be a Joint Venture, you will be brought to a page where you must enter each Joint Venture member. If the JV is a Diverse or PSAB Aboriginal JV, the JV lead (representative) must be a Diverse or PSAB Aboriginal supplier. Once all of the Joint Venture members have been entered, click on <Save>.

### Joint Venture Members

THS Test - RENEWAL - RENEWAL

- Your changes were saved. Because you identified your legal nature as a Joint Venture, you may now enter the Joint Venture members.

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

Please enter the Joint Venture Member's information below and click 'Save'. The Joint Venture Member(s) will appear in the table below.

#### Joint Venture Member

\* Fields marked with an asterisk are mandatory.

\* Legal Name:

Operating Name:

\* PBN (#####PG####):

What is the Legal Nature of the company?

Joint Venture Lead

[Company Information](#)  
[Return to Response Home Page](#)

8. Click on <Return to Response Home Page>.

## E. Regional Information

### 1. Region/Metropolitan Area Offerings

As this Supply Arrangement covers the National Capital Region only, check the box beside it and click on <Update>.

### Regional Information

EN578-172870

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

Please select the Regions and Metropolitan Areas that you wish to offer/provide and click 'Update'.  
The page will refresh and you must then scroll down to complete the Region/Metropolitan Area Contact Information, Local Offices, and Language Preference sections below.

#### Region/Metropolitan Area Offerings

Unselect All

Regions / Metropolitan Areas	SA
National Capital Region (NCR)	
National Capital Region (NCR)	<input checked="" type="checkbox"/>

[Return to Response Home Page](#)

## 2. Regional Contact Information

This contact information will be available for Identified Users to view once a Supply Arrangement has been awarded.

Select a name from the dropdown menu or click on <Add Regional Contact>. Once completed, click on <Update>.

## 3. Local Offices

It is not mandatory to complete this section

## 4. Language Preferences for Identified Users Communication

Select a language preference from the dropdown menu. The language preference will appear on an Identified User's search result.

## 5. Click on <Update>.

## 6. Click on <Return to Response Home Page>.

### Regional Contact Information

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

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

<b>Regions / Metropolitan Areas</b>	<b>Contact</b>
National Capital Region (NCR)	<input type="text" value="--- Please Select ---"/>

[Add Regional Contact](#)

---

### Local Offices

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

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

<b>Metropolitan Area</b>	<b>Office Name</b>
National Capital Region (NCR)	<input type="text" value="--- Please Select ---"/>

[Add New Local Office](#)

---

### Language Preferences for Client Communication

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

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

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

<b>Region / Metropolitan Area</b>	<b>Preference</b>
National Capital Region (NCR)	<input type="text" value="No Preference"/>


[Return to Response Home Page](#)

## F. Mandatory Criteria


The Mandatory Criteria include:

- i. Stream Information (this includes the selection of categories and the submitting of references); and
- ii. Number of Months in Business

### Mandatory Criteria EN578-172870

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

Mandatory Criterion
<a href="#">Stream Information</a>
<a href="#">Number of Months in Business</a>

 [Return to Response Home Page](#)

### i. Stream Information

1. Click on <Stream Information> to select the streams and categories you wish to offer.

### Instructions

Suppliers must read Mandatory Technical Criteria M2 and M3 of PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION of the THS RFSA document.

Full descriptions of the streams and categories can be found on the **THS web site** at:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

Current THS suppliers grandfathering categories can consult the "Grandfathering Streams Reference" document on the **THS web site** at:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

**Stream 1 - Office Support Categories**

Status :

**Stream 2 - Operational Services Categories**

Status :

2. Indicate the streams you wish to offer and which you do not by selecting one of the following dropdown selections:

- **Newly Offered** = Applies to new suppliers AND current suppliers who wish to add this stream to their arrangement.
- **Not Offered** = Applies to suppliers who will not be offering any categories under this stream.



- In addition, streams will appear as **Currently Offered** to Existing THS Suppliers if they already have a substantiated category or categories within it. These streams can still be modified for the purposes of adding new or additional categories, if applicable.
3. Once completed, click on <Save>.
  4. The page will refresh and display <View Categories...> for all offered streams.

Suppliers must read Mandatory Technical Criteria M2 and M3 of PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION of the THS RFSA document.

Full descriptions of the streams and categories can be found on the **THS web site at:**  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

Current THS suppliers grandfathering categories can consult the "Grandfathering Streams Reference" document on the **THS web site at:**  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

---

**Stream 1 - Office Support Categories**

Status : Newly offered  [View Categories for Stream 1 - Office Support Categories](#)

---

**Stream 2 - Operational Services Categories**

Status : --- Please Select ---

5. Click on <View Categories....> to see all the categories for that stream.
6. Select the <Status> of each category by using the dropdown menu.

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

**For CURRENTLY OFFERED Streams (for Existing THS Suppliers):**

- **Newly Substantiated** = Applies to categories for which references are being provided.
- **Currently Substantiated** = Applies to all categories for which a current THS supplier is qualified (all Grandfathered categories). These are usually carried over by the system, but must be confirmed by the Supplier.

Click "Save" once all selection are completed.

**Stream: 1 Office Support Categories**

**Instructions - General**

Suppliers must read Mandatory Technical Criteria M2 and M3 of PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION of the THS RFSA document. [Hide](#)

Full descriptions of the streams and categories can be found on the **THS web site at:**  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

Current THS suppliers grandfathering categories can consult the "Grandfathering Streams Reference" document on the **THS web site at:**  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>

Category	Status
1.1 Clerk, General	<span>Newly substantiated</span> <input type="button" value="v"/>
1.2 Administrative Assistant, General	<span>Newly substantiated</span> <input type="button" value="v"/>
1.3 Executive Assistant	<span>Not offered</span> <input type="button" value="v"/>

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

- **Not Offered** = Applies to categories which are not being substantiated and when there is no intention of supplying these categories, even under the provisions described under the Stream Qualification section of M3.

**For NEWLY OFFERED Streams:**

- **Newly Substantiated** = Applies to categories for which references are being provided.
- **Not Offered** = Applies to categories which are not being substantiated and when there is no intention of supplying these categories, even under the provisions described under the Stream Qualification section of M3.

**A NOTE REGARDING “ADDITIONAL” CATEGORIES UNDER “M.3 – Stream Qualification”:**

- Under the terms of the M.3 criterion, any supplier who substantiates three categories successfully via references can be granted any and all additional categories within the same stream. In order for these “additional” categories to be granted, the Supplier **must** bid for them, either as ‘Newly Substantiated’ with references included, or as ‘Newly Substantiated’ without references included, or as ‘Currently Substantiated’. **It is highly recommended** that Suppliers bid ‘Newly Substantiated’ with references for as many categories as it can manage, in order to better their chances of substantiating the minimum of three via the reference check procedure.

7. Once all categories have a status entered, click on <Save> and the page will refresh.
8. For Newly Substantiated categories, the system will prompt users to “Substantiate Reference”

**Stream: Stream X - Example**

**Instructions - General**

Category	Status
Example 1	<div style="border: 1px solid #ccc; padding: 2px;">           Newly substantiated <span style="float: right;">▼</span> </div> <div style="text-align: center; background-color: yellow; padding: 2px; margin-top: 5px;"> <b>Substantiate Reference</b> </div>

9. Click on <Substantiate Reference> in order to enter the mandatory reference information.

**Note:** Mandatory Criterion M3 allows for a Supplier who qualifies for 3 or more categories to be considered qualified for all categories within a stream, but the more categories that are bid with complete reference information, the greater the odds Canada may substantiate three categories.

10. Complete the fields and click on <Update the reference>

Click on <Back to Categories>.

Please complete the fields below to substantiate this category:

Category References
Client (Government Department / Company Name): <input type="text"/>
Contact Name: <input type="text"/>
Position: <input type="text"/>
Telephone: <input type="text"/>
E-Mail: <input type="text"/>
E-Mail 2 <input type="text"/>
Contract/Project Reference #: <input type="text"/>
<input type="button" value="Update the reference"/>

[⏪ Back to Categories](#)  
[⏪ Return to Response Home Page](#)

## ii. Number of Months in Business

1. Click on <Number of months in business>.
2. Enter the date of establishment for your company. In the case of a JV, enter the date of the JV inception. Each member's number of months in business must be at least 24 months.
3. As THS no longer has a paper submission, "N/A" can be entered into <Page Reference>.
4. Click on <Save>.
5. Click on <Return to Response Home Page>.

## G. Certifications

Click on <Certifications> to view the following Certifications:

EN578-172870/A

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

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

Certifications
<a href="#">Security</a>
<a href="#">Federal Contractors Program for Employment Equity</a>
<a href="#">Former Public Servant</a>
<a href="#">Aboriginal Supplier</a>
<a href="#">Grandfather Certification</a>
<a href="#">Work Force Reduction Program</a>
<a href="#">Integrity Provisions - Associated Information</a>
<a href="#">Security Sponsorship</a>
<a href="#">Diverse Status</a>
<a href="#">Supplier's Statement</a>

[⏪ Return to Response Home Page](#)

### 1. Security

- i. Click on <Security>.
- ii. Indicate the highest security clearance level currently held by your company. This is the corporate security level and not a personnel security clearance. *(If you are unsure of your company security clearance, please contact the Industrial Security Sector Service Centre at 1-866-368-4646 or [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca))*
- iii. Click on <Save>.
- iv. Click on <Return to Certifications>.
- v. If the nature of your company is that of a Joint Venture - indicate the highest common security level of all members.

EN578-172870

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

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

**Testing - Supplier's Legal Name**

DOS/FSC Security Clearance:

NATO Security Clearance:

Protected/Classified Document Safeguarding:

NATO Document Safeguarding:

CISD File Number:

[⏪ Return to Certifications](#)

[⏪ Return to Response Home Page](#)

## 2. Federal Contractors Program for Employment Equity

This certification no longer applies and does not need to be completed.

## 3. Former Public Servant

- i. Click on <Former Public Servant>.
- ii. Indicate whether or not the supplier is a Former Public Servant in receipt of a pension.
- iii. If yes, indicate the name of the Public Servant, Date of Termination and a brief explanation.
- iv. Click on <Save>.
- v. Click on <Return to Certifications>.

### Former Public Servant

EN578-172870

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

\* Fields marked with an asterisk are mandatory.

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

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

Please select... ▼

Name of Public Servant:

Date of Termination (YYYY-MM-DD):

Explanation:

Save

[Return to Certifications](#)

[Return to Response Home Page](#)

## 4. PSAB Aboriginal Supplier

- i. Click on <Aboriginal Supplier>.
- ii. Indicate whether or not you wish to declare as an Aboriginal Supplier.
- iii. If yes, indicate the "Legal Nature" and the "Number of employees".
- iv. An Aboriginal JV must include a minimum of one certified Aboriginal supplier.
- v. Click on <Save>.
- vi. Click on <Return to Certifications>.

### Aboriginal Supplier

EN578-172870

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

\* Fields marked with an asterisk are mandatory.

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

Do you wish to declare as an Aboriginal Supplier?\*

Please select... ▼

Legal Nature?

Please select... ▼

Number of Employees

Please select... ▼

Save

[Return to Certifications](#)

[Return to Response Home Page](#)

### 5. Grandfather Certification

If you do not currently have a THS standing offer or supply arrangement, this certification does not apply and it can be left blank.

- i. Click on <Grandfather Certification>.
- ii. Indicate whether the supplier agrees to the statement.
- iii. Click on <Save>.
- iv. Click on <Return to Certifications>.

### Grandfather Certification EN578-172870

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

\* Fields marked with an asterisk are mandatory.

#### Instructions

Applicable only to existing THS suppliers who want to grandfather their information into their current submission.

By selecting "I agree", the Supplier is certifying that upon request, it will submit via email the completed Grandfather Certification from Attachment B of the THS RFS document.

I agree to the statement above

[Return to Certifications](#)

[Return to Response Home Page](#)

### 6. Work Force Reduction Program

- i. Click on <Work Force Reduction Program>.
- ii. Indicate whether or not the supplier received a lump sum payment as a Former Public Servant pursuant to the terms of a Work Force Reduction Program.
- iii. If yes, complete the remaining fields.
- iv. Click on <Save>.
- v. Click on <Return to Certifications>.

### Work Force Reduction Program EN578-172870

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

\* Fields marked with an asterisk are mandatory.

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

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

Please select...

Name of Former Public Servant:

Conditions of lump sum payment incentive:

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

Amount of lump sum payment:

Rate of pay on which lump sum payment is based:

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

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

Number of weeks of lump sum payment:

#### Contract Details

Please enter a contract number and amount for each contract subject to the Work Force Reduction Program.

#	Contract Number	Contract Amount (Professional Fees)
1	Contract Number: <input type="text"/>	Contract Amount: <input type="text"/>

[Return to Certifications](#)

[Return to Response Home Page](#)

## 7. Integrity Provisions – Associated Information

- i. Click on <Integrity Provisions – Associated Information>.
- ii. Indicate whether or not the supplier agrees to the statement.
- iii. Click on <Save>.
- iv. Click on <Return to Certifications>.

### Integrity Provisions - Associated Information

EN578-172870

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

\* Fields marked with an asterisk are mandatory.

#### Instructions

**Integrity Provisions - Associated Information**

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

I agree to the statement above

Save

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

## 8. Security Sponsorship

This certification must be completed by suppliers who wish to obtain their initial security clearance of DOS or by suppliers who wish to upgrade their current security clearance.

It is recommended that if sponsorship is needed to also inform THS at [TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca) as early as possible.

- i. Click on <Security Sponsorship>.
- ii. Indicate whether or not the supplier requires Security Sponsorship.
- iii. If yes, indicate the security clearances needed.
- iv. Click on <Save>.
- v. Click on <Return to Certifications>.
- vi. If the supplier is a Joint Venture, indicate the need for sponsorship for all JV members, if applicable.

### Security Sponsorship

EN578-172870

Does supplier require a Security Sponsorship?\*

Please select... ▼

**Requested Security Clearances**

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

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

NATO Security Clearance:  
Please select... ▼

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

NATO Document Safeguarding:  
Please select... ▼

Save

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

## 9. Diverse Status

In the CPSS system, underrepresented suppliers are considered to be Diverse Suppliers (i.e. Indigenous peoples, women, persons with disabilities and visible minorities)

- i. Click on <Diverse Status>.
- ii. Indicate whether or not the supplier agrees to the statement.
- iii. Click on <Save>.
- iv. Click on <Return to Certifications>.

### Certification - Diverse Status

EN578-172870/A

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

#### Diverse Status

Mandatory for suppliers seeking qualification for Diverse Supplier.

By selecting "I agree", the Supplier is certifying that upon request, it will submit via email the completed Diverse Supplier Self-Attestation Form from Attachment B of the THS RFSA document.

I Agree

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

## 10. Supplier's Statement (all suppliers)

- i. Click on <Supplier's Statement>.
- ii. Indicate whether or not the supplier agrees to the statement.
- iii. Click on <Save>.
- iv. Click on <Return to Certifications>.

### Certification - Supplier's Statement

EN578-172870/A

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

#### Supplier's Statement (All suppliers)

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

By selecting "I agree", the Supplier is certifying that upon request, it will submit via email the completed "Supplier's Statement Certification" from Attachment B of the THS RFSA document.

I Agree

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

Once all the certifications have been completed and saved, click on <Return to Response Home Page>.



## H. Services Offering for Supply Arrangement

1. On the home page, click on <Services Offering for Supply Arrangement>.
2. Click on 'National Capital Region' and the Streams and Categories previously identified will be displayed with the levels of expertise associated with each category.

3. The levels are defaulted to YES. If you are not offering all levels under a category, click on the dropdown menu and change the Yes to a No. If any changes were made, ensure that you click on <save>.
4. Click on <Return to Response Home Page>.

Category	Junior
1.1 Clerk, General	Yes ▾
1.2 Administrative Assistant, General	▾
1.3 Executive Assistant	▾
1.4 Receptionist	▾

## I. Submitting the Arrangement

1. Change the status of each item to "Completed".
2. Click on <Save Response>. Saving the response does not submit the response; **the Main Supplier Contact must click on <Submit Response>.**
3. A "Submission Receipt" Page will be displayed for your records.
4. An e-mail confirming receipt of your submission will also be sent to the Main Supplier Contact.
5. Click on <Return to Dashboard>.

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
<a href="#">Company Information</a>	Completed ▾
<a href="#">Regional Information</a>	Completed ▾
<a href="#">Mandatory Criteria</a>	Completed ▾
<a href="#">Certifications</a>	Completed ▾
<a href="#">Services Offering for Supply Arrangement</a>	Completed ▾

**Solicitation will close: ET**

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

## ATTACHMENT "B" - CERTIFICATIONS

### PSAB ABORIGINAL BUSINESS CERTIFICATION

**(Mandatory for suppliers seeking qualification for Aboriginal supply arrangement)**

PLEASE COMPLETE ONLY ONE OF THE TWO STATEMENTS BELOW:

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

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

#### 1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW

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

#### 2. PLEASE CHECK THE APPLICABLE BOX BELOW

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

#### 3. PLEASE CHECK THE APPLICABLE BOX BELOW

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

- 
4. The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this certification. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the certification.
  
  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: disqualification of the business from participating in future contracts under the Program (removal of Aboriginal status under the SA); 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.

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Signature of Authorized Representative:

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Date:

### GRANDFATHER CERTIFICATION

(Applicable to existing THS suppliers only)

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

- A. continues to meet all requirements pertaining to their electronic submission at the closing date of this solicitation; \_\_\_\_\_ (initial)
  
- B. all such information remains true, accurate and unchanged, and may be used for the purpose of this THS solicitation; \_\_\_\_\_ (initial)

\_\_\_\_\_  
Legal Name of Supplier

\_\_\_\_\_  
PBN used for this solicitation

\_\_\_\_\_  
Print Name of authorized representative

\_\_\_\_\_  
Signature and Date (YY-MM-DD)

## INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

### BOARD OF DIRECTORS FORM

Please indicate the legal nature of your company:

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

Please complete the following, if applicable:

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

## SECURITY SPONSORSHIP - CERTIFICATION

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

### **Information on Organization:**

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

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

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

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**DIVERSE SUPPLIER SELF-ATTESTATION FORM**  
**(Mandatory for suppliers seeking Diverse Supplier status)**

1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW (members of a JV must submit individual self-attestation forms for the same solicitation):

a) I, \_\_\_\_\_ (*Insert Name of duly authorized representative of business or joint venture*) hereby attests that:

i) \_\_\_\_\_ (*Insert legal name of Supplier*) currently has 51% majority control and effective management of the said business, and will continue to meet the definition of an underrepresented supplier as set out in THS RFSA, section 2.6 at all times throughout the duration of the THS SA, which I have read and understand.

ii) all diverse members of the business board or ownership members are aware of the contents of this self-attestation form and have given their consent to self-identify.

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

Women-owned? \_\_\_\_\_ Indigenous-owned? \_\_\_\_\_ Persons with Disabilities-owned? \_\_\_\_\_

Visible Minority-owned? \_\_\_\_\_

2. Self-attestation forms part of the THS diverse pilot project and is used to indicate that you are a member of one or more of the underrepresented groups. Your response to the self-attestation questions is voluntary and the personal information provided will inform Public Services and Procurement Canada of your diverse suppliers' status in the THS tool. The personal information will not be shared with third parties outside government and identification of diverse suppliers' status in the THS tool will be visible only to Public Services and Procurement Canada.

3. If you choose to self-declare, the aforementioned business agrees to immediately provide to Canada, such evidence as may be requested by Canada from time to time, corroborating this self-attestation. Such evidence will be open to audit during normal business hours by a representative of Canada who may view the evidence, to ensure compliance with the requirements. The aforementioned business agrees to provide information requested by Canada with respect to the self-attestation.

4. I understand that making an untrue statement in the bid documents, during the solicitation process whether verbally or in writing, and/or not complying with the requirements, namely failing to produce evidence that is satisfactory to Canada regarding the requirements of the self-attestation (as outlined in Annex B "Validation for Diverse Suppliers") may include any and all of the following:

1. Removal of Diverse status under the SA;
2. Cancellation or suspension of the SA; and/or
3. Termination of any contract awarded pursuant to the Diverse SA.

In the event that a contract is terminated for any reason mentioned previously, Canada may seek another contractor to complete the performance of the contract. Any additional costs incurred by Canada will be borne by the Supplier and/or all the members of the JV.

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Signature of Authorized Representative

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Date



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

Amd. No. - N° de la modif.  
See cover page/ voir page couverture  
File No. - N° du dossier  
022zn.EN578-172870

Buyer ID - Id de l'acheteur  
022ZN  
CCC No./N° CCC - FMS No./N° VME

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### SUPPLIER'S STATEMENT

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

Legal name of supplier: \_\_\_\_\_

PBN used for this solicitation: \_\_\_\_\_

Is the Supplier (check all that apply):

- A new supplier
- An existing THS Supplier

Signature of authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_