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THIS RFSA IS THE CONTINUATION OF THE QUARTERLY BID SOLICITATIONS OF THE RFSA  
E60ZT-18TSPS/A  
AS A RESULT OF THE METHOD OF SUPPLY NOW BEING PERPETUAL.

## COMPONENT I – REQUEST FOR SUPPLY ARRANGEMENT (RFSA)

### PART 1 - GENERAL INFORMATION

#### 1. Summary

This solicitation is to satisfy the Government of Canada's requirement for the provision of non-IT-related task-based professional services at or above the Canada Korea Free Trade Agreement (CKFTA) threshold to locations throughout Canada, excluding locations in areas subject to any of the Comprehensive Land Claims Agreements. This Request for Supply Arrangement (RFSA) solicitation covers the Task and Solution Professional Services (TSPS) task based requirements. TSPS (task based) is a mandatory method of supply that offers federal departments the ability to compete their requirements to pre-qualified suppliers.

Note: the CKFTA threshold changes every two years and can be found on the Treasury Board of Canada Secretariat's website: <https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/contracting-policy-notice-2019-4-trade-agreements-thresholds-update.html>.

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

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), Canada Korea Free Trade Agreement, (CKFTA), the Canadian Free Trade Agreement (CFTA), the Canada-European Union Comprehensive Economic and Free Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada – Chile Free Trade agreement, the Canada – Colombia Free Trade agreement, the Canada – Honduras Free Trade agreement, the Canada – Panama Free Trade agreement, the Canada – Peru Free Trade agreement and the Canada – Ukraine Free Trade agreement.

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

- **Component I and Attachment A to Component I** include the necessary information to submit a bid in response to this RFSA.
- **Component II and its Annexes** detail the terms and conditions of a resulting SA.

#### 2. Period of the resulting Supply Arrangements

The resulting Supply Arrangements will be valid from the date of issuance to December 31, 2100 or until such time Canada chooses to re-compete the Supply Arrangement or no longer deems the Supply Arrangements necessary.

### **3. Aboriginal Set Aside**

The resulting Supply Arrangements from this solicitation can be used by Federal Department Users for requirements containing an Aboriginal set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB).

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

### **4. Comprehensive Land Claims Agreements**

The resulting Supply Arrangements do not include services to locations in areas subject to any of the Comprehensive Land Claims Agreements (CLCA).

### **5. Who can submit a bid**

This bid solicitation allows the below groups to submit a bid:

#### **5a. New bidders**

New bidders capable of meeting the requirements of this bid solicitation.

#### **5b. Existing suppliers**

Suppliers who currently hold a TSPS Task-based Supply Arrangement (SA) and wish to add new streams/categories to their current SA.

Note that Existing suppliers do not need to submit a bid in response to this solicitation to retain the previously awarded Streams and Categories on their current TSPS Task-based SA.

### **6. Streams and Categories**

This RFSA covers the following Streams:

Stream 1: Human Resource Services;  
Stream 2: Business Services / Change Management Services;  
Stream 3: Project Management Services;  
Stream 4: Real Property Project Management Services;  
Stream 5: Technical Engineering and Maintenance Services (TEMS); and  
Stream 6: Health Services

Each Stream is further subdivided into "Categories". A full description of the streams and categories can be found on the [TSPS web site: https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tspsc-eng.html](https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tspsc-eng.html)

Canada reserves the right to add, modify or remove Streams and Categories in future refreshes or re-competitions.

### **7. Tiers**

In regards to the SAs resulting from this solicitation, all six (6) Streams are structured according to the following Tiers:

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

### **8. Regions and Metropolitan Areas**

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

**Regions: Metropolitan Areas**  
Atlantic: Halifax, Moncton

Quebec: Montreal, Quebec City  
National Capital: National Capital Region  
Ontario: Toronto  
Pacific: Vancouver, Victoria  
Western: Calgary, Edmonton, Saskatoon, Winnipeg  
Remote/Virtual Access

Definitions of the Regions/Metropolitan Areas can be found at the following link:

<https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzrma-eng.html>

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

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

## 9. Minimum Security Requirement

Before the issuance of a SA, the Bidder must hold at minimum a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). If the bidder does not hold this minimum security clearance, TSPS will sponsor the bidder, upon request, in order to obtain this security clearance. TSPS will not consider security sponsorship of foreign bidders. Foreign bidders must hold a valid security clearance from their host country before they can request a Canadian equivalency. A foreign bidder that does not have a security clearance in its own country will first need to obtain a security clearance from their respective government and provide proof to the Supply Arrangement Authority.

Additional security information can be found in Part 4, article 5, Security Requirement of this solicitation document.

## 10. Debriefings

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

## 11. Related Services and Requirements Covered by Other Supply Arrangements

- The mandatory method of supply for the provision of all task-based professional services (IT, non IT and Alternate Resolution Services (ADR)) below the Canada-Korea Free Trade Agreement (CKFTA) is the ProServices supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html>.
- The mandatory method of supply for the provision of all IT-related task-based professional services at or above the Canada Korea Free Trade Agreement is the Task-Based Informatics Professional Services (TBIPS) supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbips/index-eng.html>.
- The mandatory method of supply for the provision of all IT-related solutions-based professional services is the Solutions-Based Informatics Professional Services (SBIPS) supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spics-sbips-eng.html>.

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

## 12. 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 Component 2 Part A - 17. Transition to an e-Procurement Solution (EPS).

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

## 13. Acronyms and Key Terms

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

### Bidder:

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

### Centralized Professional Services System (CPSS) ePortal:

The Centralized Professional Services System (CPSS) ePortal was created as a result of the Professional Services National Procurement Strategy and is where TSPS resides. CPSS is comprised of a Supplier Module, a Client Module and a Maintenance Module.

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

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

#### **Data Collection Component (DCC):**

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

#### **Enrolment:**

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

**Instructions for enrolment in the CPSS Supplier Module are available at the Enrolment Instructions – Suppliers page:** <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/iffpe-seeps-eng.html>.

#### **Existing Supplier:**

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

For existing suppliers, the same PBN used in the currently valid SA must be used if submitting a bid under a quarterly submission in order for existing data to be successfully grandfathered. In the case of a Joint Venture, if the bid is being submitted as an existing supplier, the PBN already established for the JV entity must be used, and the Joint Venture members must remain the same.

#### **Federal Department User:**

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

#### **Legal entity:**

A legal entity is an individual, company, or organization that has legal rights and obligations, identified by a unique Procurement Business Number (PBN).

Example of types of entities:

- 1) Sole Proprietorship
- 2) Partnership
- 3) Corporation
- 4) Joint Venture

#### **Main Supplier Contact (MSC):**

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

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**Mailing Address:**

An address where the business is held, which includes a combination of a building/house number (which sometimes includes a unit number, suite number and a street name (P.O. Boxes does not apply)

**New Bidder:**

Refers to a Bidder for this solicitation that has a valid procurement business number (PBN), but does not currently hold a valid task-based SA under the TSPS method of supply. In the case of a Joint Venture that is a new bidder, a unique PBN for the joint venture legal entity must be identified.

**Outside Client:**

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

**Project:**

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

**Quarter**

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

**Re-competition:**

Re-competition is a solicitation intended to replace the current SAs. Each such re-competition (a "re-competition solicitation") requires all Existing Suppliers to submit a bid in order to continue to provide services under its resulting SA.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Submission of Bids

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

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

### 2. Requirements prior to bidding

Bidders must have:

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

#### 2.1 Obtaining a PBN through the SRI system

- a) Bidders must have a registered Procurement Business Number (PBN) with the Supplier Registration Information (SRI) system. To obtain a PBN, bidders can access the following website and register online:  
<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJldGlvdj1yZWdpc3Rlci5pbmRybyZpZD03&lang=eng>

The SRI contact information is:

Tel.: 1-800-811-1148

Email: [BPMEclient.OSMEclient@tpsgc-pwgsc.gc.ca](mailto:BPMEclient.OSMEclient@tpsgc-pwgsc.gc.ca)

- b) In the case of a new bidder that is submitting as a Joint Venture (JV), a unique PBN representing the joint venture legal entity must be created in SRI and used when submitting an electronic bid. The business number (i.e. the first nine digits of the PBN) of the lead company is used to create a new PBN (i.e. account) for the JV.

All members of the JV must have their own PBN, and the Legal Name field of the JV must show the names of all companies participating in the JV. The registration of a JV account must be done by contacting an SRI agent.

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

Instructions on how to enroll into the CPSS ePortal can be found at the following link:

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

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

Enrolment into the CPSS ePortal is not a bid submission, nor does it pre-qualify a bidder under a method of supply. Enrolment provides bidders/existing suppliers access to their CPSS Supplier Module account, where they can access their company's profile as well as submit a bid through the Data Collection Component (DCC).

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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.

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

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

### 3. 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>) issued by PWGSC.

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 Standard Instructions – Request for Supply Arrangements – Goods or Services**, are incorporated by reference into and form part of the RFSa. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1>

Subsection 5.4 of 2008, Standard Instructions – Request for Supply Arrangements – Goods or Services, is amended as follows:

Delete: 60 days  
Insert: 250 days

### 4. Bid Validity Period

For the purpose of this quarterly RFSa solicitation, bids received will remain valid for a period of not less than two hundred and fifty (250) calendar days from the closing date and time of the quarter (see table below). If the evaluation of the bids received under the current quarter are not completed within this timeframe, TSPS reserves the right to seek an extension of the bid validity period from all Bidders in writing before the end of the bid validity period. If the extension is not accepted by all Bidders, TSPS will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the RFSa.

### 5. Quarterly periods

The bid solicitation has established periods (also known as “quarters”), which align with the Government of Canada's fiscal year quarters, as demonstrated in the below table.

FY Quarter:	Opening Date (first business day of the month):	Closing Date (last business day of the month):	Estimated Award Date (Subject to Change)
Q1	April	June	End of September
Q2	July	September	End of December
Q3	October	December	End of March
Q4	January	March	End of June

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

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

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

## **6. Number of bid submissions per legal entity**

One legal entity may participate in the electronic bid submission against a quarterly bid solicitation in the following manner:

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

No more than two bids submitted from the same legal entity is permitted in response to a quarterly bid solicitation. If a legal entity participates in more than two bids within the same quarter, Canada will choose in its discretion which two bids to consider.

At no time will bid submissions against this RFSA process result in a legal entity being awarded more than two supply arrangements that do not align with this clause.

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

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

## **8. 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

## 9. Enquiries – Bid Solicitation

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

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

Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the reply to the question be provided to all Bidders through an amendment to this RFSA posted on Buyandsell.gc.ca. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

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

## 10. 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. However, suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the bid, by selecting an alternate Canadian province or territory in their electronic submission under the "Company Information" section. If no change is made, this acknowledges that the applicable laws specified are acceptable to the Bidder.

## 11. Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Technical Bid

#### 1.1. Electronic Bid Submission

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

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

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

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

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

#### 1.2. Steps to submitting an electronic submission

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

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

### 2. Financial Bid

There is no financial bid required with this solicitation.

### 3. Certifications

Bidders must submit the required Certifications via email upon request by TSPS, as detailed in Part 5.

#### 4. Bid Submission Grid

The following Bid Submission Grid is provided to assist the New Bidders and the Existing Suppliers with their bid preparation and submission.

The following descriptions are provided:

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

Column A	Column B	Column C
Description of DCC bid item:	New TSPS Bidder:	Existing TSPS Supplier:
	Is not an Existing Supplier (not a current Task-Based SA Holder).	Is an Existing Supplier who is currently a Task-based SA Holder.
Company information (Supplier Profile)	INPUT IN DCC	CONFIRM IN DCC
Regional Information (Region & Metropolitan Area selection)	INPUT IN DCC	CONFIRM IN DCC & INPUT IN DCC (for any new regions)
<b>Technical Bid</b>		
M.1 - Months in Business	INPUT IN DCC & PROVIDE UPON REQUEST	N/A
M.2 – Streams & Categories	INPUT IN DCC	INPUT IN DCC (for new Streams and Categories)
M.3 - References Substantiation	INPUT IN DCC	INPUT IN DCC (for new Streams and Categories)
M.4 – Confirmation of Business Volume – Financial Certification	INPUT IN DCC & PROVIDE UPON REQUEST	CONFIRM IN DCC & PROVIDE UPON REQUEST
Services Offering for SA (Levels of Expertise for Categories)	INPUT IN DCC	INPUT IN DCC (for new Streams and Categories)
<b>Certifications</b>		
Security	DCC	CONFIRM IN DCC
Federal Contractors Program for Employment Equity	N/A	N/A
Former Public Servant Certification (if applicable)	INPUT IN DCC	INPUT IN DCC
Aboriginal Business Certification (where appropriate)	INPUT IN DCC (& PROVIDE UPON REQUEST if applicable)	INPUT IN DCC (& PROVIDE UPON REQUEST if applicable)
Grandfather Certification	N/A	INPUT IN DCC & PROVIDE UPON REQUEST
Work Force Reduction Program Certification (where appropriate)	INPUT IN DCC	INPUT IN DCC
Integrity Provisions / Code Of Conduct	INPUT IN DCC & PROVIDE UPON REQUEST	INPUT IN DCC & PROVIDE UPON REQUEST
Request for Security Sponsorship	INPUT IN DCC (if desired)	INPUT IN DCC (if desired)
Bidder's Statement	INPUT IN DCC & PROVIDE UPON REQUEST	INPUT IN DCC & PROVIDE UPON REQUEST

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

Each bid will be reviewed. To be considered compliant, a bid must meet all mandatory requirements of this RFSA.

A bid which does not meet the mandatory requirements will be considered non-compliant and the Bidder will not be awarded a Supply Arrangement.

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

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

By submitting a bid, bidders are indicating that they consider themselves to be fully compliant in accordance with the mandatory requirements of this RFSA, and agree to the Supply Arrangement terms and conditions identified in Component II – RESULTING SUPPLY ARRANGEMENT, BID SOLICITATION AND MODEL RESULTING CONTRACT CLAUSES.

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

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

### 2. Requesting Information/Clarification from Bidders

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

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

TSPS reserves the right to request additional information in order to validate a bidder's submission. Should a copy of a specific contract/project be requested, the bidder must submit the requested copy and indicate the parts thereof which demonstrate compliance of the type of work that their company offers as per the tasks outlined for that category.

The bidder will have two working days (or a longer period if specified in writing by TSPS) to provide the necessary information to TSPS. Failure to meet this deadline may result in the bid or a part thereof being declared non-compliant.

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

### 3. Technical Evaluation – Mandatory criteria

The mandatory technical evaluation criteria to prequalify for a Supply Arrangement are included below. Please consult Attachment A - “**Step by Step Guide on submitting a bid through the DCC**” for instructions on how to address the mandatory criteria in the DCC of the CPSS ePortal.

Bidders must identify which Tier they wish to offer in their electronic bid.

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

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

The Mandatory Requirements are as follows:

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

#### M.1 Minimum Years in Business

The bidder must have carried on business as the same legal entity for a minimum of three (3) years by the closing date and time of the quarterly bid solicitation that the bidder is submitting against. If the bidder is a joint venture, at least one member of the joint venture must meet the three years in business requirement as stipulated above.

To demonstrate this requirement, a bidder must:

- a) Complete the ‘Minimum Years in Business’ section of the DCC of the CPSS ePortal
- b) At TSPS request, provide documented proof of its years in business (such as a certificate of incorporation, business registration or tax returns). In the case of Existing Suppliers, TSPS will not request the documented proof.

**M.1.1** If the New Bidder has been incorporated or otherwise created less than three (3) years by the closing date and time of the quarterly bid solicitation that the bidder is submitting against as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities, Canada will consider the three (3) year minimum requirement to be met if the New Bidder demonstrates to Canada’s satisfaction that:

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

years.

Canada reserves the right to require other details and material to verify that the above requirements are met. If Canada is not satisfied that the above requirements have been met, the bid will be considered non-responsive. Canada reserves the right to request proof of any information provided. If the information cannot be validated, the bid will be considered non-responsive.

## M.2 Identifications of Streams and Categories

The bidder must identify the TSPS Streams and Categories that they wish to include in their electronic bid submission through the DCC of the CPSS ePortal based on the type of work that their company offers. A full description of the streams/categories can be found on the TSPS web site at: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsc-tpscc-eng.html>.

To demonstrate the requirement in the DCC of the CPSS ePortal, the New bidder or the Existing Supplier who wishes to add additional streams and/or categories to its Current SA, must:

1. Identify the **Streams** as applicable to their submission
  - a) Identify any new Streams as 'Newly Offered'  
Note: For existing suppliers who already are compliant in certain Streams, the DCC will automatically indicate those streams as 'Currently Offered'. No change is required.
  - b) Identify any Streams that are not being offered as 'Not Offered'.
2. Identify the **Categories** within the Streams identified above as applicable to their submission
  - a) Identify any new Categories as 'Newly Substantiated'  
Note: For existing suppliers who already are compliant in certain Categories, the DCC will automatically indicate those categories as 'Currently Substantiated'. No change is required.
  - b) Identify any Categories that are not being offered as 'Not Offered'.

### M.2.1 Identification of Unsubstantiated Categories

Separate from the Categories awarded to a Bidder as a result of the reference check process identified in M.3, a Bidder may also propose to offer Unsubstantiated Categories in each Stream for which it provides no reference information in its bid. Unsubstantiated Categories will be accepted for inclusion into the Bidder's arrangement in accordance with the following process:

- a) in any given Stream, the number of Newly Unsubstantiated Categories accepted will be no more than 50% of the number of Newly Substantiated Categories substantiated through this quarterly bid solicitation (i.e. the bid that is currently being evaluated).
- b) two Newly Substantiated Categories under a given Stream are found to be compliant in this quarterly bid solicitation;

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

Example:

A new Bidder wishes to be considered for the SA Tier 1 and Tier 2 for Stream 2, and provides reference information for a total of six Categories intended for substantiation, and requests three (3) additional Unsubstantiated Categories. The result of the reference check process produces only three (3) newly substantiated categories. The 50% ratio will result in one (1) Unsubstantiated Category (no more than 50% of the three (3) newly substantiated Categories = one (1) Unsubstantiated Category. Thus, only the Unsubstantiated Category with the highest priority (ranking of 1) will be awarded. The two (2) Unsubstantiated Categories with the lower priority as submitted by the Bidder will not be considered for award.

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

For each 'Newly Substantiated' category, the bidder must provide reference information, (i.e. an individual who TSPS can contact) through the DCC of the CPSS ePortal that can substantiate (validate) that the bidder has done work (i.e. performed the services) that are similar to those indicated in the TSPS description of each of the categories identified under M.2. The same is to apply to joint venture bidders, where at least one member can provide the reference substantiation required.

An Existing Supplier may substantiate a Category currently held and previously awarded as 'Unsubstantiated' under a valid SA. The reference submitted for such a Category will be contacted by Canada as per the process outlined in M3, and the result of the reference check may prevail over the status awarded in any previous TSPS solicitation.

The following is information that applies to this mandatory:

1. The reference who is identified for each category must have received an invoice from the bidder for the services rendered.
2. The services must have been performed by the bidder within the last five (5) years prior to the closing date and time of the quarterly bid solicitation.
3. The reference cannot be an individual:
  - a) who has been employed by the bidder;
  - b) who has acted as a consultant for the bidder;
  - c) from the bidder's Board of Directors;
  - d) who is a parent, a subsidiary or an affiliate of the Bidder;
  - e) who is a member of a joint venture with the bidder or any other entity that does not deal at arm's length with the bidder;
  - f) who is a family member of the bidder; or
  - g) who has received volunteer work from the bidder
4. References must be from an "Outside Client" (an Outside Client is any legal entity that is not a parent, subsidiary or an affiliate of the Bidder, a member of a joint venture with the Bidder or any other entity that does not deal at arm's length with the Bidder.
5. For each 'Newly Substantiated' category that is indicated in the bidder's bid, information on one (1) contract/project that closely matches the category description provided on the TSPS website (<http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html>) is to be provided through the DCC of the CPSS ePortal. TSPS will conduct the substantiation of references by email verifications only.

To demonstrate the requirement for 'Newly Substantiated' categories, a bidder must:

- a) Input all mandatory information (as per the data fields indicated below) for each category in the DCC of the CPSS ePortal:

- i. Client (Government Department/Company Name) [Mandatory]
- ii. Contact Name [Mandatory]
- iii. Position
- iv. Telephone [Mandatory]
- v. E-Mail [Mandatory]
- vi. E-Mail 2
- vii. Contract/Project Reference # [Mandatory]

The bidder has the opportunity to provide two email addresses which TSPS will use to contact the reference in order to validate that the bidder has performed the services for that category. The second email address can be an alternate email address for the first email address provided (i.e. a work email address versus a home email address), OR an E-Mail address for a completely different individual representing the same contract/project reference #. If the bidder does not have a second email address to provide, the bidder is encouraged to use the email address used in the first email field for the E-Mail 2 field.

- 6. The same reference information can be used by bidders to substantiate multiple categories.
- 7. Bidders are strongly encouraged to inform their references that TSPS will be contacting them via email (as per the process detailed below) to validate the information during the bid evaluation process.
- 8. A single category being found 'compliant' will result in the award of a supply arrangement provided all other mandatory criteria has been met.
- 9. Work completed as a sub-contractor can be used to substantiate a category. In this case, the client who is identified for each category must have received an invoice from the bidder for the services rendered.
- 10. TSPS reserves the right to request a copy of the invoice and/or copy of the contract that was applicable to the contract/project reference # identified in the reference information for specific categories identified in the DCC of the CPSS ePortal.
- 11. For the evaluation of each newly substantiated category an email, similar to the example below, will be sent to the reference(s) indicated in the bid. The bidder will also be copied on the email that is sent to the reference(s) with the intent being that the bidder can follow up with their reference(s) to ensure a response is provided to TSPS. The Bidder cannot respond on behalf of the reference.

Hello,

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

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

Please answer the following:

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

**[REFERENCE TABLE ENGLISH]**

*Note: The text below the column titled "Contract/Reference number" appears exactly as the bidder input it into their bid and therefore may not appear translated. Also, a response of 'Unable' should be used if you:*

- are or have been employed by the bidder,
- acted as a consultant to the bidder,
- are on the Bidder's Board of Directors,
- are a parent, a subsidiary or an affiliate of the Bidder,
- are a member of a joint venture with the Bidder or any other entity that does not deal at arm's length with the Bidder,
- are a family member of the Bidder, or
- received volunteer work from the bidder.

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

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

Thank you,

**M.3.1** The response received from a reference will be used to determine the compliancy of each Category, as follows:

- a) If the reference indicates a "Yes" relating to the Category requested: This substantiates the Category and the Bidder's SA will include that Category if all other requirements are met.
- b) The reference indicates a "No" or an "Unable" relating to a category requested, the reference verification will end and the category will be deemed non-compliant.
- c) If the bidder provided only the 1st reference email (i.e. no 2nd reference email was provided in the bid), and no response is received from the 1st reference by the due date stated in the original email, the reference verification process will end and the category will be deemed non-compliant.
- d) In the event that no response is received from the 1st reference by the due date stated in the original email, an email will be sent to the 2nd reference requesting a response (if a 2nd reference email was provided by the bidder). If no response is received from the second reference by the time and date indicated in the email, the reference verification process will end and the category will be deemed non-compliant.
- e) If information is received via return email that the email sent to the 1st or 2nd reference was improper or the

email address is no longer valid and results in an undeliverable email being received by TSPS, the bidder will be contacted to provide an alternative email address for the same reference for that specific category.

- f) If information is received via return email that the 1st reference is absent for a period of time that is beyond the response date in the reference email, the evaluation team will send the email to the 2nd reference after the due date stated in the original email. If information is received via return email that the email sent to the 2nd reference is absent for a period of time beyond the response date stated in the reference email, the reference check process will end and the category will be deemed non-compliant.
- g) No individual identified in an 'out of office' reply will be used to substantiate a category for the bidder.
- h) For all categories deemed non-compliant, those categories will not be included in the resulting supply arrangement.
- i) There will be no follow up emails sent to the references requesting a response. The bidder can re-apply at the next quarterly bid solicitation.

#### **M.4 Confirmation of Business Volume – Financial Certification**

An existing supplier who holds an SA for Tier 1 only and wishes to submit an offer for Tier 2 will be required to demonstrate that they meets the Tier 2 requirement.

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

- a) \$500,000 CDN in the case of the SA–Tier 1 and/or;
- b) \$1,000,000 CDN in the case of the SA–Tier 2.

To demonstrate this requirement, the Bidder must:

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

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

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

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

#### **4. Financial Evaluation**

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

## 5. Security Requirement

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

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

A bidder who is awaiting completion of the security clearance process is not “fully compliant” and cannot be issued a Supply Arrangement. In this case, the bidder’s supply arrangement will be inactive until the supplier obtains its security clearance. TSPS will consider issuing a Supply Arrangement to this Supplier, once the required clearance is received and provided actions relating to this supplier have not occurred.

If the security clearance has not been obtained by the time of the next re-competition process for TSPS, the supplier holding the inactive supply arrangement will return to the designation of a “New Bidder” for the submission of a bid in response to a re-competition solicitation.

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

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

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

### 5.1 Security Requirement for Contracts

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

## 6. Basis of Selection

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

The evaluation steps are below:

### Step 1 – Technical Evaluation:

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

### Step 2 - Supplier Selection and Issuance of SA

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

Where an Aboriginal Supplier qualifies for both an Aboriginal and non-Aboriginal SA, only one SA will be awarded. For research purposes in CPSS by clients departments, this SA can be used for both Aboriginal and non-Aboriginal.

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

## 7. Corporate Changes to Suppliers

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

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

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

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

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

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

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

N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
E60ZT-18TSPS/D

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- g) The new/existing supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; and
- h) The new/existing supplier is security cleared to the same level as the other legal entity or entities.

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

The timeline to process the transfer of information from one Supply Arrangement to the new/existing supplier in the CPSS e-Portal may take up to six months as the submission will be evaluated along with all other bids submitted under the quarter that is being evaluated.

## PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and related documentation prior to being issued a Supply Arrangement. TSPS may declare a bid non-compliant if the required certifications are not completed and submitted by the date requested by TSPS.

The bid may also be deemed overall non-compliant if any certification made by the bidder is untrue, whether made knowingly or unknowingly.

Compliance with the certifications bidders provide to TSPS is subject to verification by TSPS during the evaluation period (before issuance of a Supply Arrangement) as well as any time after issuance of a Supply Arrangement. The Supply Arrangement Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before issuance of a Supply Arrangement.

Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Supply Arrangement Authority for additional information may render the bid submission overall non-compliant and in the case of an active supply arrangement, may result in the supply arrangement being deactivated.

The certifications listed hereunder are required as part of the electronic bid submission of this bid solicitation. All Certifications can be found within the 'Certifications' link below the Table of Contents on the front page of the electronic bid. Bidders are required to input information and submit through the CPSS e-Portal Data Collection Component. Also, additional information to substantiate these certifications may be requested by TSPS during the bid evaluation period, all of which is explained below:

### a) Security

A minimum Designated Organizational Screening (DOS) must be held by the bidder before being awarded a TSPS supply arrangement.

To provide information for this certification, the bidder must:

- i. Complete the fields applicable to this certification in the DCC of the CPSS ePortal. See Attachment A to Component I, for instructions.

Should the bidder require sponsorship in order to obtain the minimum DOS clearance, the bidder should read the 'Sponsorship Certification' in bullet (h) of this section.

### b) Federal Contractor's Program for Employment Equity Certification – Not applicable

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

### c) Former Public Servant Certification

This bid solicitation requires that a bidder submit information through the DCC regarding the bidder's status with respect to being a former public servant in receipt of a pension. If, as a result of this bid solicitation, a Supply Arrangement is issued, the name of the Supplier and the Former Public Servant who is in receipt of a pension will be posted on the TSPS web site.

To demonstrate compliance with this certification, all bidders must:

- i. Answer the question to confirm if the bidder is a former public servant. If yes, complete the remainder of these fields within this certification in the DCC of the CPSS ePortal (See Attachment A to Component 1 – Step by Step guide)
- ii. Provide, upon request by TSPS, additional information with regard to the Former Public Servant Status.

Also refer to Part 2, Item 7 for more information on the Former Public Servant – Notification.

#### d) Aboriginal Supplier Certification

In accordance with the Procurement Strategy for Aboriginal Business (PSAB) announced on March 27, 1996, requirements designated by federal government departments as set aside under PSAB will be restricted to qualified Aboriginal businesses. Even though a procurement is set aside under PSAB, all applicable procurement policies and procedures must be followed.

Bidders should also 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>. Additional information on becoming an Aboriginal supplier can also be found at the above mentioned link.

To demonstrate compliance with this certification, the bidder must:

- i. Answer the question to confirm if the bidder is an Aboriginal bidder. If yes, complete the remainder of these fields within this certification in the DCC of the CPSS ePortal (See Attachment A to Component 1 – Step by Step guide)
- ii. Complete and provide when requested by TSPS the Aboriginal Certification that can be found below:

#### **ABORIGINAL BUSINESS CERTIFICATION**

**(MANDATORY FOR SUPPLIERS SEEKING QUALIFICATION FOR ABORIGINAL SA)**

**PLEASE CHECK ONE OF THE TWO (2) BOXES BELOW**

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

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

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

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

<b>PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW</b>	
2. <input type="checkbox"/>	<i>The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,</i>
OR <input type="checkbox"/>	<i>The aforementioned business is a joint venture between two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business</i>
3. <input type="checkbox"/>	<i>The Aboriginal business or businesses have:</i>
<input type="checkbox"/>	<i>fewer than six full-time employees</i>
OR <input type="checkbox"/>	<i>six or more full-time employees</i>
4. <i>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.</i>	
5. <i>It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the Program; and/or termination of any contract awarded pursuant to the Aboriginal SA. In the event that a contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.</i>	

Signature of Authorized Representative:

Date:

#### e) Grandfather Certification

The Grandfather certification is applicable to:

- 1) existing Suppliers who wish to rely on information previously submitted to demonstrate compliance in their electronic bid, or
- 2) new/existing suppliers who wish to grandfather existing information into their electronic bid submission as a result of a change in corporate structure.

To demonstrate agreement with this certification, the bidder must:

- i. Select the checkbox applicable to this certification in the DCC of the CPSS ePortal, (See Attachment A to Component 1 – Step by Step guide)
- ii. Sign and provide the certification below to TSPS by email upon request during the bid evaluation period.

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

- i. *it continues to meet these mandatory requirements, as of the date of bid closing;*  
\_\_\_\_\_ (initial)
- ii. *all previously submitted information remains true, accurate and unchanged, and may be used for the purposes of this RFSA ;* \_\_\_\_\_ (initial)

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*iii. since the date the mandatory requirements were first met (as evidenced by the date of issuance of the SA) the Bidder has continuously met, as of the date of the bid closing, all of the qualifications necessary to remain a pre-qualified supplier of the Services; \_\_\_\_\_ (initial) and*

*iv. no SA has been canceled by PWGSC or withdrawn by the Bidder \_\_\_\_\_ (initial).*

*v. Optional: that it continues to meet these mandatory requirements, as of the date of bid closing in relation to the 'Corporate Changes to Suppliers' clause \_\_\_\_\_ (initial).*

\_\_\_\_\_  
*Legal Name of Bidder*

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

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of authorized representative*

\_\_\_\_\_  
*Date (AA-MM-JJ)*

**f) Work Force Reduction Program**

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

To demonstrate compliance with this certification, all bidders must:

- i. Answer the question to confirm if the bidder is a former public servant in receipt of a lump sum payment. If yes, complete the remainder of these fields within this certification in the DCC of the CPSS ePortal (See Attachment A to Component 1 – Step by Step guide)
- ii. Provide if requested by TSPS, additional information concerning this certification.

**g) Integrity Provisions – Associated Information**

By submitting a bid, the bidder certifies that the bidder and its affiliates are in compliance with the provisions in the **2008 Standard Instructions**, Section 01: Integrity Provisions - Arrangement <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1>

Bidders who are corporate entities, including those bidding as joint ventures, must provide a complete list of names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;

Bidders submitting a bid as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;

Bidders submitting a bid as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

To demonstrate agreement with this certification, all bidders must:

- i. Select the checkbox applicable to this certification in the DCC of the CPSS ePortal (See Attachment A to Component 1 – Step by Step guide)
- ii. Provide when requested by TSPS the Integrity Provisions information found below:

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## Integrity Provisions – Associated Information

### PROSERVICES INTEGRITY PROVISIONS – ASSOCIATED INFORMATION BOARD OF DIRECTORS FORM

Please indicate the legal nature of your company:

☐

**Incorporated:** Bidders who are incorporated must provide a complete list of names of all individuals who are currently on the bidder's Board of Directors.

☐

**Sole Proprietorship:** Bidders submitting a bid as a sole proprietorship must provide the name of the owner.

☐

**Joint Venture (JV):** Bidders submitting a bid as a joint venture (JV) must provide the complete address of each JV member as well as a complete list of names of all individuals who are currently on each of the JV members Board of Directors. Should one of the JV members be a sole proprietor, the name of the owner must be provided. NOTE: Individual forms are to be completed for each JV member.

☐

**Other:** Bidders submitting a bid as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

Please complete the following, if applicable:

Legal name:

PBN number:

Legal name of JV member (if applicable):

PBN number of the JV member (if applicable):

Address:

City:

Province:

Postal Code:

#### Board of Directors (first and last name)

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Signature of Authorized Representative:

Date:

#### **h) Security Sponsorship**

Bidders may request that TSPS consider security sponsorship for their company for initial DOS clearance or to upgrade the bidder to the next security level. Such sponsorship is only available for one level of upgrade at a time.

To request security sponsorship, the bidder must:

- i. Complete the fields applicable to this certification in the DCC of the CPSS ePortal (See Attachment A to Component 1 – Step by Step guide)
- ii. Provide when requested by TSPS the Security Sponsorship Certification that can be found below:

#### **Security Sponsorship – Certification**

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

##### **Information on Organization:**

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

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

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

If the bidder is a joint venture, sponsorship can be requested for individual joint venture members.

Note: This request can be made at any time before or after bid closing by sending the request to the following email address: [TPSGC.SPTS-TSPS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.SPTS-TSPS.PWGSC@tpsgc-pwgsc.gc.ca). If sponsorship is anticipated, the bidder is encouraged to contact TSPS as soon as possible so that the process can be started. There is no need for the bidder to wait for the solicitation to close before advising TSPS of the need to be sponsored.

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### **i) Bidder's Statement**

The bidder's Statement is a certification whereby bidders are certifying that all the information being provided in their electronic submission is true.

To demonstrate agreement with this certification, the bidders must:

- i. Select the checkbox applicable to this certification in the DCC of the CPSS ePortal (See Attachment A to Component 1 – Step by Step guide)
- ii. Provide when requested by TSPS the Bidder's Statement below:

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

Legal Name: \_\_\_\_\_

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

Is the Bidder:

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

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

### PART A – SUPPLY ARRANGEMENT (SA)

#### 1. Supply Arrangement

The Task-Based Professional Services Supply Arrangement (SA) is the mandatory method of supply for the provision of task-based, non-informatics professional Services at or above the Canada Korea Free Trade Agreement (CKFTA) threshold. It covers six core areas of expertise that are commonly and nationally used: Human Resources Services; Business Consulting/Change Management; Project Management; Real Property Project Management Services; Technical Engineering and Maintenance Services (TEMS); and Health Services. Note that the Health Services Stream is not part of the mandatory services categories, therefore it is not mandatory to use this method of supply to obtain those services.

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

The SA encompasses only those Services described under the Streams and category. Details of the general service definitions for the TSPS Task-Based Streams and Categories are available at the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html>. Those services are further identified in the case of each specific SA holder in Annex C– Qualified Categories at issuance of the SA.

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

#### 2. Security Requirement

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

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

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

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

Additional security checks may be conducted by the Federal Department User.

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### 3. Standard Clauses and Conditions

All clauses and conditions identified in the SA and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by PWGSC: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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

#### 3.1 Changes to the Supply Arrangement

As a result of the SA being perpetual, from time to time, PWGSC may also amend any part of the Supply Arrangement as a result of a policy notification, legislation, or procedural change. Any such change will not affect existing contracts in place prior to the date of change. Notification of such change will be sent to suppliers via a generic email. Should a supplier not be in agreement with such modifications, and no longer wishes to be considered for requirements issued under the Supply Arrangement framework as a result of the changes, the supplier will notify the Supply Arrangement Authority and this supplier will no longer be on the list of qualified suppliers.

#### 3.2 Resulting Contract Clauses

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

#### 3.3 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SA.

The Supplier must provide this data in accordance with the reporting requirements detailed at: Quarterly usage report instructions (<https://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" report. Canada reserves the right to change the "NIL" reporting procedure at any time.

The quarterly reporting periods are defined as follows:

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

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

### 4. Term of the Supply Arrangement

#### 4.1 Period of the Supply Arrangement

The SA is valid from date of SA issuance and ends on December 31, 2100. Canada may, by notice in writing to all SA suppliers and by posting on the Buyandsell.gc.ca website (<https://buyandsell.gc.ca/procurement-data/tenders>) cancel this SA or its Categories or Stream(s) by giving all SA suppliers at least 30 calendar days' notice of the cancellation.

#### 4.2 Ongoing Opportunity to Qualify

Ongoing opportunities enable the supplier to qualify for additional Categories to be added to its SA. Participation in the refresh solicitations is entirely optional and not required to maintain any TSPS SA.

This schedule may require a revision due to operational requirements, in which case Suppliers will be advised via the CPSS supplier dashboard.

<b>FY Quarter</b>	<b>Opening Date (first business day of the month):</b>	<b>Closing Date (last business day of the month):</b>	<b>Estimated Award Date (Subject to Change)</b>
Q1	April	June	End of September
Q2	July	September	End of December
Q3	October	December	End of March
Q4	January	March	End of June

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

## 5. Authorities

### 5.1 Supply Arrangement (SA) Authority

The SA Authority is:

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

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

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

### 5.2 Supplier's Representative

This individual is the central point of contact for the Supplier on all matters pertaining to this SA. The Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole responsibility to ensure that the information related to the Supplier Representative is correct. If a replacement or a new Supplier Representative is required, the Supplier will:

- inform CPSS by e-mail at [tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca), and
- inform the SA Authority by e-mail at [tpsgc.spts-tsps.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.spts-tsps.pwgsc@tpsgc-pwgsc.gc.ca) :

and provide the following information:

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- Name
- Telephone Number
- E-mail

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

### 5.3 Supplier's Information

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

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

## 6. Federal Department Users

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

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

## 7. Priority of Documents

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

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

## 8. Certifications

### 8.1 Compliance

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

## **9. Applicable Laws**

The SA and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada. Unless otherwise stipulated in the Supplier's bid or resulting contract.

## **10. Suspension or Cancellation of qualification by Canada**

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

If an identified user (also known as a client department) notifies the SA Authority that they have terminated a contract for default with a pre-qualified supplier, under General Conditions – Supply Arrangement – Goods or Services 2020 09 1(b), the SA Authority may do the following:

- 1) First default: provide a written warning to the pre-qualified supplier, outlining the repercussions should this happen again.
- 2) Second default: suspend the SA of the pre-qualified Supplier for a period of three months upon written notification to the pre-qualified Supplier. The written notification will indicate the date on which the suspension will be complete.
- 3) Third default: suspend the SA of the pre-qualified Supplier for a period of six months upon written notification to the pre-qualified Supplier. The written notification will indicate the date on which the suspension will be complete, and in the case of multiple suspensions, confirm the number of suspensions the pre-qualified Supplier has already received;

Once each suspension is over, the pre-qualified Supplier will be advised in writing that their SA will be re-activated.

If Canada gets notified of a fourth default, Canada will terminate the SA with the pre-qualified Supplier who now becomes a former pre-qualified supplier. The former pre-qualified supplier must then wait one year before they may apply to pre-qualify under the SA. For the purpose of re-qualification, they are considered to be a 'new bidder'. As a 'new bidder', the former pre-qualified supplier must substantiate that they meet all the mandatory criteria outlined in the Request for Supply Arrangement (RFSA) documentation.

## **11. Aboriginal Business Certification (if applicable)**

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

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

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

## **12. Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs).

Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of this Supply Arrangement.

## **13. Environmental Considerations**

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

a) Regarding paper consumption:

- Provide and transmit draft reports, final reports, other documents and arrangements in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Federal Department User.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

b) Regarding travel requirements:

- The Supplier is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the [PWGSC Accommodation directory](#), which includes Eco-Rated properties. When searching for accommodation search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Use of public/green transit where feasible.

## **14. Insurance Requirement**

### **14.1 Insurance Requirements for all categories under Stream 1, 2 and 3 - Tier 1**

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

### **14.2 Insurance Requirement for all categories under Stream 4, 5 and 6 – Tier 1 and all categories under Streams 1 to 6 – Tier 2**

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

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

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

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

The Commercial General Liability policy must include the following:

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

For the province of Québec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,

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284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

#### **14.2.3 Errors and Omissions Liability Insurance for all categories under Stream 4 and 5 Tier 1 and for all categories under Streams 1 to 5 Tier 2**

In addition to the insurance requirements detailed in 14.2.2 above:

1. The Supplier must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of any contract resulting from this SA, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the contract.
3. The following endorsement must be included:

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

#### **14.2.4 Medical Malpractice Liability Insurance for all categories under Stream 6 - Tier 1 and 2**

In addition to the insurance requirements detailed in 14.2.2 above:

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.

3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

#### **14.2.5 Nursing Malpractice Liability Insurance for categories 6.1, 6.2, 6.3 and 6.4 under Stream 6 - Tier 1 and 2**

In addition to the insurance requirements detailed in 14.2.2 and 14.2.4 above:

Throughout the duration of the Contract, the Contractor must maintain in full force and effect a policy of comprehensive general liability insurance to include coverage for any negligence, malpractice and medical professional liability by its resources, officers, servants, agents' representatives that could arise in the performance or non-performance of this Contract.

The Contractor must provide a duplicate of notices of any nature or kind relating to the policy, including but not limited to notices of:

- a. legal proceeding resulting from actions against the insured under the insurance coverage;
- b. cancellation;
- c. changes of material risk; or
- d. breached of statutory conditions,

and be sent by registered mail by the Contractor or the Insurer to Canada.

The Contractor must ensure that the Contract Nurses delivering the services to be performed under this Contract maintain malpractice and liability insurance.

#### **15. Travel and Living**

The Travel and Living expenses are calculated differently between the Regions and Metropolitan areas and this may affect the total cost of a professional services contract as a result of an arrangement solicitation under the SA. Accordingly, if any contract resulting from a solicitation under this SA permits payment to a Contractor in its Basis of Payment for Travel and Living expenses, such expense will only be reimbursed in accordance with the information provided at Supply Arrangement Travel and Living Information (<https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rsama-satli-eng.html>)

#### **16. Regions and Metropolitan Areas**

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

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

##### **Regions: Metropolitan Areas**

- National Capital: National Capital Region
- Atlantic: Halifax, Moncton
- Québec: Montreal, Québec City
- Ontario: Toronto
- Western: Calgary, Edmonton, Saskatoon, Winnipeg

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

#### **17. 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.

## PART B - BID SOLICITATION

### 1. Bid Solicitation Documents

Federal Department Users will use the High Complexity (HC) bid solicitation template based on the estimated dollar value and complexity of the requirements. The HC template is available in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>). A model RFP and resulting contract clauses for use for Federal Department Users is also available for the clients to use.

The bid solicitation will contain as a minimum the following:

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

### 2. Bid Solicitation Process

#### 2.1 General

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

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

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

#### 2.2 Identification of Contract Authorities

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

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

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

#### 2.3 Tier 1 Requirement Limitations:

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

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

**i. Requirements whose value is equal to or greater than the CKFTA Threshold (applicable taxes included):**

Clients may issue a contract to a Supplier satisfying the requirement particulars as set out in the bid solicitation in accordance with the following (a minimum of fifteen Suppliers, must be invited via e-mail to submit a bid):

- a) selecting by name ten Suppliers from the CPSS Client Module, with the additional five randomly selected by the CPSS Client Module, or
- b) selecting more than ten Suppliers from the Client Module, in which case five additional Suppliers will be randomly selected by the CPSS Client Module, or
- c) selecting less than ten Suppliers from the Client Module, in which case the CPSS Client Module will randomly select a number of Suppliers that, in addition to the Suppliers selected by the Client, will total fifteen, or
- d) if the number of Suppliers that meet the requirement is less than fifteen, all Suppliers will be automatically selected by the CPSS Client Module, and
- e) the Client will publish a Notice of Proposed Procurement (NPP) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/4/75/15>) on the Buyandsell website in which the Client identifies those invited Suppliers as per (a) through (d) above.

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

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

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

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

PWGSC reserves the right to decrease the minimum period for specific requirements. These requests must be in writing and sent to the SA Authority for approval.

**2.4 Tier 2 Requirements:**

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

- i. **Tier 2 Invitation of Suppliers:** PWGSC and any other department that may have this delegation will invite via email all qualified Tier 2 Suppliers to submit a bid in response to the bid solicitation.
- ii. a notice of proposed procurement (NPP) will be published simultaneously on the Buyandsell website in which the Client identifies those invited Suppliers.
- iii. **Minimum Period to Submit Bid:** Each Tier 2 bid solicitation will provide qualified Suppliers with a minimum of twenty calendar days to submit their bid, which may be extended based on a requirement's complexity.

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

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requests must be in writing and sent to the SA Authority for approval

## **2.5 Disclosing of Incumbent Information**

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

## PART C - RESULTING CONTRACT CLAUSES

All clauses and conditions identified by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by PWGSC.

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

### 1. General Conditions – Higher Complexity - Services

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

### 2. Professional Services

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

### 3. Reorganization of Client

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

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

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

## 5. Time Verification

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

## 6. Joint Venture Contractor

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

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

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

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

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

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

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

## 7. Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **Annex A**

### **Task-Based Supply Arrangement - Streams and Categories**

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

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## **Annex B**

### **TSPS Generic Security Requirements Check Lists (SRCLs)**

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

Note: SA refers to the Supply Arrangement.

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

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## **Annex C - Qualified Categories**

### **Annex C to Component II (SA): Qualified Categories**

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

## Attachment A to Component I Step by Step Guide on submitting a TSPS bid online

### via the Centralized Professional Services System (CPSS) ePortal.

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

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

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

### Log into the Supplier Module of the CPSS ePortal

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

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

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

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

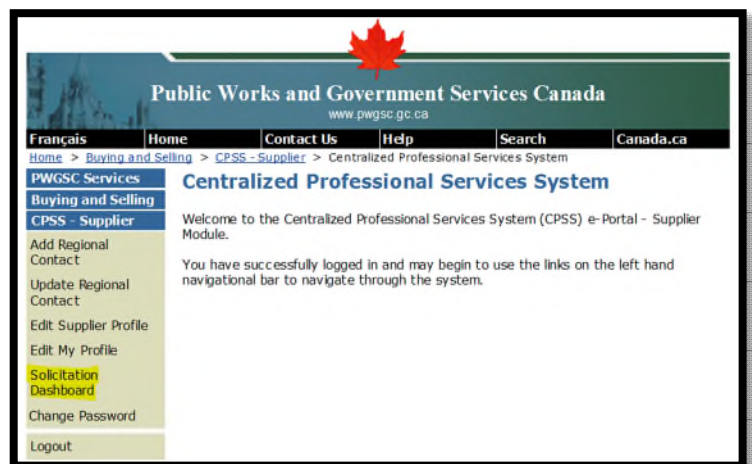


Fig. 1.a

## The 'Supplier Response – Home' page

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

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

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

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

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

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

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

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

**Supplier Response - Home** SPTS Démo / TSPS Demo

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

**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.

Fig. 2.a

**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="#">Tiers</a>	No progress
<a href="#">Company Information</a>	No progress
<a href="#">Regional Information</a>	No progress
<a href="#">Mandatory Criteria</a>	No progress
<a href="#">Certifications</a>	No progress
<a href="#">Financial Rates for Standing Offer</a>	No progress
<a href="#">Services Offering for Supply Arrangement</a>	No progress

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

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

Fig. 2.b

### Choose Which Components/Tiers to Offer

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

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

2. Click 'Save'.

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

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

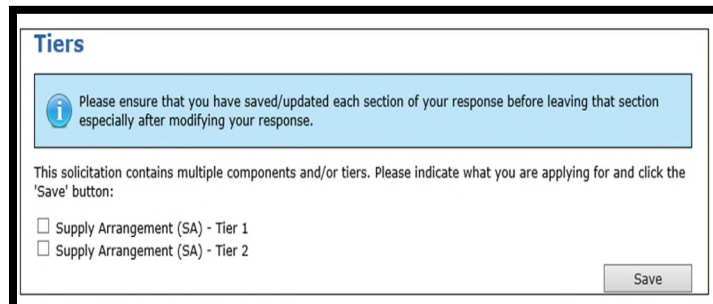


Fig. 3.a

### Confirm Your Company Information

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

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

1. Select the Legal Nature of your company from the dropdown, if it is not already present as greyed-out information from a previous bid.

2. Select the province or territory applicable to your company, if it is not already present as greyed-out information.

3. If you self-identified during enrolment as a Joint Venture, click on 'Enter your joint venture information' to enter the information for each JV member.

4. Click the 'Save' button.

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

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

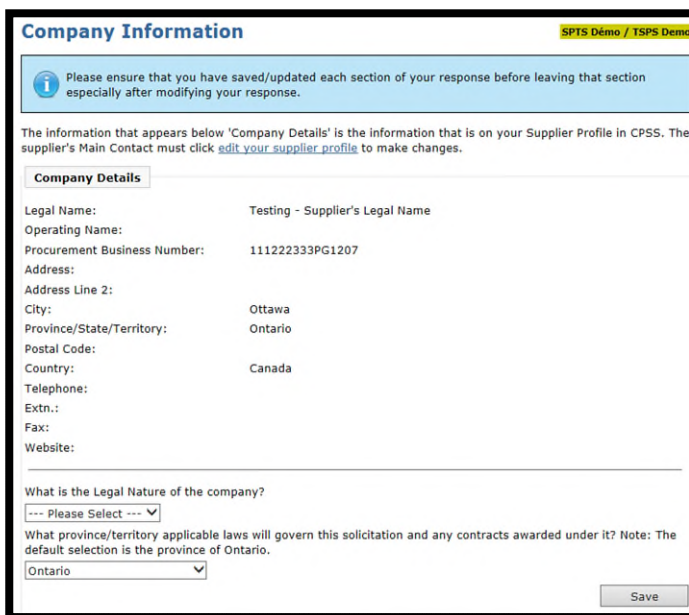


Fig. 4.a

## Choose Which Regions to Offer

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

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

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

2. Click 'Update'.

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

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

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

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

[Update](#)

Fig. 5.a

Regions / Metropolitan Areas	Contact
Atlantic	Last Name, First Name
Halifax	Last Name, First Name
Moncton	Last Name, First Name
Quebec	Last Name, First Name
Quebec City	Last Name, First Name
Montreal	Last Name, First Name
National Capital Region (NCR)	Last Name, First Name
Ontario	Last Name, First Name
Toronto	Last Name, First Name
Western	Last Name, First Name
Winnipeg	Last Name, First Name
Saskatoon	Last Name, First Name

[Edit](#)

Fig. 5.b

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

N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
E60ZT-18TSPS/D

N° du dossier - File No.  
E60ZT-18TSPS/D

FMS No/ N° VME - CCC No/N° CCC

6. Click 'Update'

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

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

9. Click 'Update'.

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

11. Click 'Update.'

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

12. Click 'Return to Response Home Page.'

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

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

Fig. 5.c

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

Fig. 5.d

## Create a Bidding Group or Bidding Groups

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

1. If the intent is to bid for the same Streams and Categories under both SA Tiers, click the boxes for both Tiers and then click 'Add'. This will create a bidding Group 1 (**Fig. 6.b**).

2. If the intent is to bid for different Streams or Categories between Components or Tiers -- e.g. three streams in SA Tier 1-- the Bidder can create a Group for SA Tier 1 and a Group for SA Tier 2.

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

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

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

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

**Mandatory Criteria Groups**

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

Should you wish to provide different mandatory criteria (e.g.: project summaries, references, etc.) for different components and/or tiers available under this solicitation, you can do this by setting up your mandatory criteria groups. Simply create your groups by selecting the component and/or tier(s) that you would like to group together and click "Add". This allows for you to provide different mandatory criteria responses (e.g./ project summaries and/or references) per component and/or tier.

Once the group(s) have been created, you can click on the Group Title (e.g./ Group 1) and begin to complete the mandatory criteria for that particular group. This will need to be done for each group created.

**Add Group**

☐ SA Tier 1  
☐ SA Tier 2

Add

Fig. 6.a

**Mandatory Criteria Groups**

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

Should you wish to provide different mandatory criteria (e.g.: project summaries, references, etc.) for different components and/or tiers available under this solicitation, you can do this by setting up your mandatory criteria groups. Simply create your groups by selecting the component and/or tier(s) that you would like to group together and click "Add". This allows for you to provide different mandatory criteria responses (e.g./ project summaries and/or references) per component and/or tier.

Once the group(s) have been created, you can click on the Group Title (e.g./ Group 1) and begin to complete the mandatory criteria for that particular group. This will need to be done for each group created.

Group 1

- SA Tier 1
- SA Tier 2

[Click here to edit setup of Group 1](#)

Fig. 6.b

**Mandatory Criteria Group 1** SPTS Demo / TSPS Demo

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="#">Number of Months in Business</a>
<a href="#">Stream Information</a>
<a href="#">Confirmation of Business Volume</a>

Fig. 6.c

## Enter Your Months in Business

1. From the 'Mandatory Criteria Group 1' page, click the 'Number of Months in Business' link to continue to the 'Number of Months in Business' page (**Fig. 7.a**).
2. As per **Mandatory Criteria M.1 of Part 4 - Technical Evaluation – Mandatory criteria**, New Bidders must have carried on business as the same legal entity for a minimum of three (3) years as of the closing date of the RFSA solicitation. Enter the date the Bidder's business was established in the space provided.
3. In the Page Reference field enter "None". TSPS has a paperless submission process.
4. If the New Bidder is a joint venture, enter the date the JV was established and the information requested for each JV member. Each member of the joint venture must meet the 3 years in business requirement.
5. Click 'Save'.
6. Click 'Return to Mandatory Criteria'.

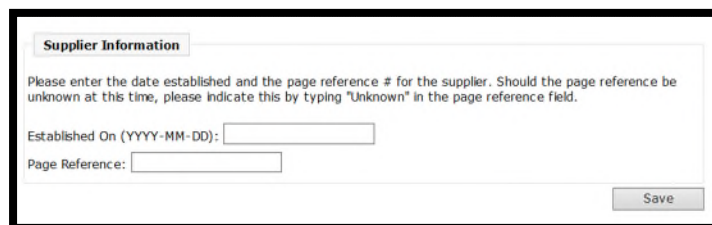


Fig. 7.a

## Select Streams to Offer

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

1. Read the instructions on the page beneath the 'Instructions' header.
2. Scroll down to the 5 Stream selection dropdowns (**Fig. 8.b**)
3. For each of the five Streams, New Bidders must select either 'Newly Offered' or 'Not Offered'. New Bidders must never select 'Currently Offered'.
4. For each of the five Streams, Existing Suppliers must select either 'Newly Offered', 'Currently Offered' or 'Not Offered'. Some streams may already be marked as 'Currently Offered', being carried over from earlier bids.
5. When all 5 Streams have a status, click 'Save'. A notice should appear at the top of the page: 'The Stream information was successfully updated.'

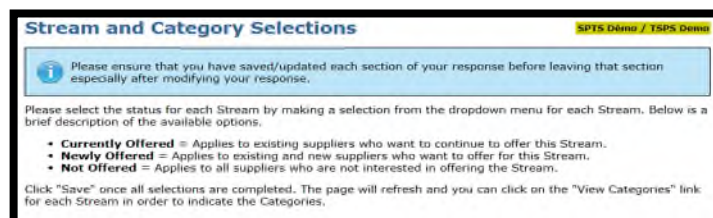


Fig. 8.a

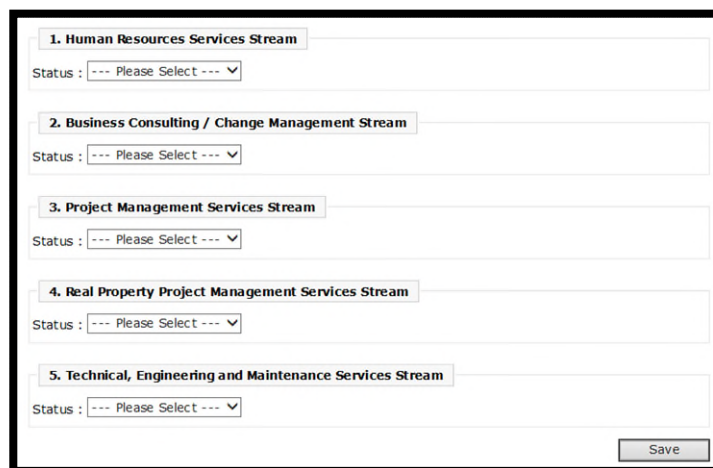


Fig. 8.b

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

N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
E60ZT-18TSPS/D

N° du dossier - File No.  
E60ZT-18TSPS/D

FMS No/ N° VME - CCC No/N° CCC

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

1. Human Resources Services Stream  
Status : Newly offered [View Categories for 1. Human Resources Services Stream](#)

2. Business Consulting / Change Management Stream  
Status : Not offered

3. Project Management Services Stream  
Status : Newly offered [View Categories for 3. Project Management Services Stream](#)

4. Real Property Project Management Services Stream  
Status : Not offered

5. Technical, Engineering and Maintenance Services Stream  
Status : Not offered

Save

Fig. 8.c

### Select Categories to Offer – New Bidders

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

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

2. Scroll down to the Category selection dropdowns (the example used in **Fig. 9.b** is for Stream 1)

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

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

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

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

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

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

Fig. 9.a

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

Save

Fig. 9.b

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

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

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

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

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

Save

Fig. 9.c

### Select Categories to Offer – Existing Suppliers

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

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

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

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

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

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

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

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

Fig. 10.a

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

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

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

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

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

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

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

[Save](#)

Fig. 10.b

## Enter Reference Information

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

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

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

3. In the 'Client (Government Department / Company Name)' field, enter the client information for the reference who contracted with your company for the services in question.

Category	Status	Additional Rank
1.1 Human Resources Consultant	Newly substantiated <a href="#">Substantiate Reference</a>	

Fig. 11.a

Client (Government Department / Company Name):  
 Contact Name:  
 Position:  
 Telephone:  
 E-Mail:  
 E-Mail 2:  
 Contract/Project Reference #:

[Update the reference](#)

Fig. 11.b

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

N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
E60ZT-18TSPS/D

N° du dossier - File No.  
E60ZT-18TSPS/D

FMS No/ N° VME - CCC No/N° CCC

---

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

### **Confirm Business Volume**

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

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

## Enter Certifications

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

### 1. Security

a) Click on the "Security" link.

b) Indicate the highest organizational security clearance level that is currently held by your company, or by the member companies of your Joint Venture. (If you are unsure of your company security clearance, please contact the Industrial Security Sector Service Centre at 1-866-368-4646 or [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca). Foreign-based bidders should please contact the designated security organization within their native country).

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

d) Click the "Save" button.

e) Click the "Return to Certifications" link.

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

### 3. Federal Contractors Program for Employment Equity

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

### 4. Former Public Servant

a) Click on the "Former Public Servant" link.

b) Indicate whether or not the Bidder is a Former Public Servant in receipt of a pension.

c) If you answered "yes", provide the name of the Public Servant, Date of Termination and a brief explanation. Existing Suppliers may have carried-over information.

d) Click the "Save" button.

e) Click the "Return to Certifications" link.

Fig. 12.a

#### 5. Aboriginal Supplier

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

#### 6. Grandfather Certification

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

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

#### 7. Work Force Reduction Program

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

#### 8. Integrity Provisions – Associated Information

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

#### 9. Security Sponsorship

N° de l'arrangement - Supply Arrangement No.  
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N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
E60ZT-18TSPS/D

N° du dossier - File No.  
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a) Click on the "Security Sponsorship" link.

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

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

d) Click the "Save" button.

e) Click the "Return to Certifications" link.

#### 10. Bidder's Statement

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

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

c) Click the "Save" button.

d) Click the "Return to Certifications" link.

Click 'Return to Response Home Page.'

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

## Offer Levels of Service for the Supply Arrangement

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

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

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

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

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

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

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

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

Fig. 14.a

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

Fig. 14.b

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

N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
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9. Click 'Copy'. A message will display: "Your rates have been saved." After having used the 'Copy' function, you can still edit any Region on Metropolitan Area's offered levels by clicking on 'Return to Services Offering for Supply Arrangement'. Otherwise, click "Return to Response Home Page".

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

Source Region/Metropolitan Area	
Atlantic	
Destination Regions/Metropolitan Areas	
SA Tier 1	SA Tier 2
<input type="checkbox"/> Atlantic	<input checked="" type="checkbox"/> Atlantic
<input checked="" type="checkbox"/> Halifax	<input checked="" type="checkbox"/> Halifax
<input checked="" type="checkbox"/> Moncton	<input checked="" type="checkbox"/> Moncton
<input checked="" type="checkbox"/> Quebec	<input type="checkbox"/> Quebec
<input checked="" type="checkbox"/> Quebec City	<input type="checkbox"/> Quebec City
<input checked="" type="checkbox"/> Montreal	<input type="checkbox"/> Montreal
<input type="checkbox"/> National Capital Region (NCR)	<input type="checkbox"/> National Capital Region (NCR)
<input checked="" type="checkbox"/> National Capital Region (NCR)	<input type="checkbox"/> National Capital Region (NCR)
<input checked="" type="checkbox"/> Ontario	<input type="checkbox"/> Ontario
<input checked="" type="checkbox"/> Toronto	<input type="checkbox"/> Toronto
<input checked="" type="checkbox"/> Western	<input type="checkbox"/> Western
<input checked="" type="checkbox"/> Winnipeg	<input type="checkbox"/> Winnipeg
<input checked="" type="checkbox"/> Saskatoon	<input type="checkbox"/> Saskatoon
<input checked="" type="checkbox"/> Edmonton	<input type="checkbox"/> Edmonton
<input checked="" type="checkbox"/> Calgary	<input type="checkbox"/> Calgary
<input checked="" type="checkbox"/> Pacific	<input type="checkbox"/> Pacific
<input checked="" type="checkbox"/> Vancouver	<input type="checkbox"/> Vancouver
<input checked="" type="checkbox"/> Victoria	<input type="checkbox"/> Victoria
<input checked="" type="checkbox"/> Remote/Virtual Access	<input type="checkbox"/> Remote/Virtual Access
<input type="button" value="Copy"/>	

Fig. 14.c

N° de l'arrangement - Supply Arrangement No.  
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N° de la modif. - Amd. No.  
001

Id de l'acheteur - Buyer ID  
015ZT

N° de réf. du client - Client Ref. No.  
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## Submit Your Bid

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

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

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

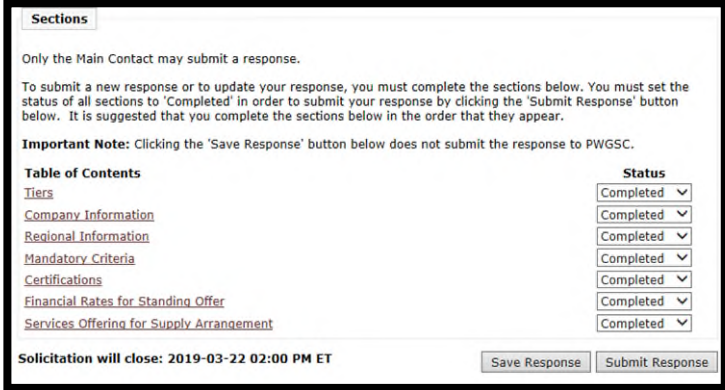
3. If you're on the page containing the HTML copy of your bid, click back to the 'Response Home Page.'

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

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

**If you do not, contact the CPSS Team directly for assistance:** [tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca)

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



The screenshot shows the 'Sections' tab of a bid submission form. It includes instructions on how to submit a response and a table of sections with their status. The status for all sections is 'Completed'.

Table of Contents	Status
<a href="#">Tiers</a>	Completed
<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="#">Financial Rates for Standing Offer</a>	Completed
<a href="#">Services Offering for Supply Arrangement</a>	Completed

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

Save Response Submit Response

Fig. 15.a