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STEP BY STEP GUIDE ON SUBMITTING A TSPS BID ONLINE VIA THE CENTRALIZED PROFESSIONAL SERVICES SYSTEM (CPSS) EPORTAL.57

THIS RFSA E60ZT-16TSSB/E IS THE CONTINUATION OF THE QUARTERLY BID SOLICITATIONS OF THE RFSA E60ZT-16TSSB/D

COMPONENT I – REQUEST FOR SUPPLY ARRANGEMENT (RFSA)

PART 1 – GENERAL INFORMATION

1. Summary

This RFSA is to satisfy the Government of Canada's requirements for the provision of non-IT-related solution-based professional services, of any dollar value, to locations throughout Canada, excluding locations in areas subject to any of the Comprehensive Land Claims Agreements. This RFSA covers solution-based requirements. TSPS (solution-based) is a mandatory method of supply (MoS) that offers federal departments the ability to compete their requirements to pre-qualified suppliers.

The supply arrangements (SA) resulting from this RFSA may be used by Federal Departments Users (clients) to fulfill their individual requirements. Only pre-qualified suppliers awarded a SA via this RFSA and qualified for the relevant Region, Metropolitan Area, Stream, Indigenous status (if applicable) and requirement-specific security clearance will be eligible to provide the requested services to the Federal Departments.

Changes affecting the TSPS MoS (solution-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, the Canada – Ukraine Free Trade agreement and the Canada-UK Trade Continuity Agreement (Canada-UK TCA).

This 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 any resulting SA under this RFSA.

2. Period of the resulting Supply Arrangements

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

3. Indigenous Set Aside

The resulting SAs from this RFSA can be used by Federal Department Users for requirements containing an Indigenous set aside under the federal government's Procurement Strategy for Indigenous Business (PSIB).

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

4. Comprehensive Land Claims Agreements

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA 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 the resulting supply arrangements.

5. Who can submit a bid

This RFSA allows the below groups to submit a bid:

5a. New bidders

New bidders capable of meeting the requirements of this RFSA.

5b. Existing suppliers

Suppliers who currently hold a TSPS solution-based SA and wish to add one or more new Streams, regions, metropolitan areas, and/or tier to their current SA.

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

6. Streams

This RFSA covers the following Streams:

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

Details of the definitions for the TSPS solution-based Streams are available at the [TSPS - Streams page \(https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html)

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

7. Tiers

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

- Tier 1: Requirements valued up to and including \$3.75 million (travel and living, amendments, applicable taxes included)
- Tier 2: Requirements valued at more than \$3.75 million (travel and living, amendments, applicable taxes included)

8. Regions and Metropolitan Areas

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

Regions:	Metropolitan Areas
Atlantic:	Halifax, Moncton
Quebec:	Montreal, Quebec City

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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-dnzmra-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 Contract Security Program (CSP), 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 RFSA.

10. Debriefings

Bidders may request a debriefing on the results of the 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 Mandatory Supply Arrangements

- ProServices: 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>.
- TBIPS: 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-tbps/index-eng.html>.
- SBIPS: The mandatory method of supply for the provision of all IT-related solution-based professional services for any dollar value is the solution-based Informatics Professional Services (SBIPS) supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spics-sbips-eng.html>.
- TSPS Task-based: The mandatory method of supply for the provision of all non-IT-related task-based

professional services at or above the Canada-Korea Free Trade Agreement (CKFTA) is the TSPS task-based supply arrangement: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-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 SA that is issued under this RFSA, refer to Component II Part A - 17. Transition to an e-Procurement Solution (EPS).

The Government of Canada's press release (<https://www.canada.ca/en/public-services-procurement/news/2018/07/government-of-canada-awards-contract-for-electronic-procurement-solution.html>) provides additional information.

13. Applicability of COVID-19 vaccination requirements to individual solicitations

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a vaccination requirement pursuant to the COVID-19 Vaccination Policy for Supplier Personnel.

14. 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
CSP	Contract Security Program
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
FSC	Facility Security Clearance
GETS	Government Electronic Tendering System
MoS	Method of Supply
MSC	Main Supplier Contact
NPP	Notice of Proposed Procurement
PSIB	Procurement Strategy for Indigenous 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 bidder or an existing Supplier who is submitting a bid against this RFSA.

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Centralized Professional Services System (CPSS) ePortal:

The [Centralized Professional Services System \(CPSS\) ePortal](#) was created as a result of the [National Goods and Services 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 (MSC), as defined below, to:

- 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.

Note to Bidders: 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 solution-based SA under the TSPS MoS. Only a SA awarded during the 2016 TSPS re-competition E60ZT-16TSSB or any of its quarterly refreshes is considered valid and its holder an Existing Supplier.

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:

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- 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.

New Bidder:

Refers to a Bidder for this RFSA that has a valid procurement business number (PBN), but does not currently hold a valid solution-based SA under the TSPS MoS. 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 Streams 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:

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

Solution-based Professional Services:

A 'solution-based' professional services requirement is not related to one or more specific tasks; they are services provided in response to situations where Federal Department Users are unable to resolve a business problem and require a solution from a supplier as to how to resolve this business problem from start to finish. The supplier would be expected to determine the team composition and provide a complete solution to this business problem, manage the overall solution and accept responsibility for the outcome. Each solution must have the following:

1. Initiation phase: demonstrates the steps taken in order to begin the process of developing the solution;
2. Planning phase: identifies the process and methodology used to organize the solution objectives and develop a strategy to achieve the objectives; and
3. Execution phase: outlines the steps that were used for implementation and the resulting deliverables or outcome of the solution.

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 solution-based SA and want to add one or more Streams, regions, metropolitan areas, and/or tier to their existing SA 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=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD03&lang=eng>

The SRI contact information is:

Tel.: 1-800-811-1148

Email: SAC-PAC@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.

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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 with a CPSS account in the Supplier Module, which is used to submit a bid through the Data Collection Component (DCC).

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.

3. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the 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 a bid to qualify for a supply arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the SA 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/1/2008/20>

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, 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, continue or not with the evaluation of the bids of those who have accepted the extension.

5. Quarterly periods

The RFSA 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

Each quarter is assigned a period number which is reflected on the Solicitation Dashboard of the CPSS ePortal, which will increase as quarters pass. Each period (i.e. Quarter) will automatically close in the DCC 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 at 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 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 for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program 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 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)

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- (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 edit, save and 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 solution-based RFSA solicitation can be found at Attachment A of this document.

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

2. 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:

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

email upon request by Canada.

Column A	Column B	Column C
Description of DCC bid item:	New TSPS Bidder:	Existing TSPS Supplier:
	bidders who do not currently hold a solution-based SA for any stream	bidders who currently hold a solution-based SA for at least one stream
Tiers	INPUT IN DCC	CONFIRM IN DCC
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 region)
Regional Contact Information	INPUT IN DCC	CONFIRM IN DCC & INPUT IN DCC (for any new region)
Local Offices	INPUT IN DCC	CONFIRM IN DCC & INPUT IN DCC (for any new region)
Language Preferences	INPUT IN DCC	CONFIRM IN DCC
Technical Bid – Mandatory Criteria		
M.1 – <u>Financial Certification</u>	INPUT IN DCC & PROVIDE UPON REQUEST	CONFIRM IN DCC <u>if new tier is being added</u>
M.2 – <u>Minimum Years in Business</u>	INPUT IN DCC & PROVIDE UPON REQUEST	N/A
M.3 - Project Summaries per Stream	INPUT IN DCC	INPUT IN DCC (for newly offered Streams)
M.4 – References Substantiation	INPUT IN DCC	INPUT IN DCC (for newly offered Streams)
Certifications		
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
Indigenous 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 - <u>Associated Information</u>	INPUT IN DCC & PROVIDE UPON REQUEST	INPUT IN DCC & PROVIDE UPON REQUEST
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 by the bidder 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
- Indigenous Business Certification
- Integrity Provisions
- Invoices and/or contracts

TSPS reserves the right to request additional information in order to validate information in a bidder's submission. Should a soft 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 definition of the Stream against which they are pre-qualifying under.

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 and must be electronically submitted through the DCC of the CPSS ePortal. Please consult 'Attachment A to Component I-Step by Step Guide on submitting a TSPS bid online via the Centralized Professional Services System (CPSS) ePortal' 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 up to and including \$3.75 million
- Tier 2: Requirements valued higher 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.

Existing Suppliers, through the submission of the Grandfather Certification, are not required to re-qualify for any Streams for which they already have a solution-based SA, although they must otherwise comply with the requirements of the solicitation.

The Mandatory Requirements are as follows:

- M.1 Financial Certification
- M.2 Minimum Years in Business
- M.3 Project Summaries per Stream
- M.4 Reference Checks

M.1 Financial Certification

In the case of Bidders who are Existing Suppliers, Canada does not require a demonstration of this requirement specific to the tier already pre-qualified under as it is covered under the Grandfather Certification. New bidders submitting a bid for the first time, or existing suppliers who are submitting a bid to request a new tier will need to meet the criteria below :

- **To qualify for Tier 1:** The Bidder must have earned a gross business volume in sales of at least CDN \$1 million in the last five years immediately prior to the closing date of this RFSA solicitation; and/or
- **To qualify for Tier 2:** the Bidder must have earned a gross business volume in sales of at least CDN \$2 million in the last five years immediately prior to the closing date of this RFSA solicitation.

To demonstrate this mandatory requirement, the Bidder must :

- a) certify that it meets this mandatory requirement through its online DCC submission in CPSS by this RFSA solicitation closing date and time; and
- b) at the request of TSPS, provide the signed M.1 Financial Declaration from either its Chief Financial Officer, Chief Executive Officer or the Bidder's duly authorized representative.

The Bidder acknowledges that PWGSC reserves the right to verify that this Financial Certification was true as of the closing date of this RFSA solicitation 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 an SA has been awarded.

If the Bidder is a joint venture, the Declaration must be provided by at least one member of the joint venture.

M.2 Minimum Months in Business

In the case of Bidders who are Existing Suppliers, Canada does not require a demonstration of this requirement as it is covered under the Grandfather Certification.

The new bidder must have carried on business as the same legal entity for a minimum of three (3) years by the closing date and time of 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 Months in Business' section of the DCC of the CPSS ePortal
- b) at the request of TSPS, provide documented proof of its years in business (such as a certificate of incorporation, business registration or tax returns).

M.2.1 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.3 Project Summaries per Stream

A "Project" is a contractual agreement between the Bidder and an Outside Client under which the Bidder has provided professional services to the Outside Client and has fulfilled all of the requirements of the project with regards to the specific Stream being examined.

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

A "Real Property Project" is a project involving strategic analysis, planning, acquisition, management, construction, renovation or disposal of real property. Real Property is land and building (including leases).

Different phases of a single professional services contract may be cited in more than one Project Summary if that contract was a multi-phase Project with specific deliverables and distinct phases and if those phases associated with the concerned Stream have all been completed during the 5 years prior to the RFSA solicitation closing date.

A full description of the streams can be found on the TSPS web site at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html>

All Bidders must submit their electronic submission through the CPSS – Supplier Module, DCC and must meet ALL of the following Mandatory Criteria listed as M.3a through M.3j and M4 for each Stream it is proposing.

Bidders are advised that:

- Failure to meet all criteria listed below will result in the Project being declared non-compliant;
- Should less than three (3) projects be deemed compliant, then the entire Stream will be declared non-compliant, as each Stream requires a minimum of three (3) compliant projects to be submitted;
- No less than three (3) and no more than five (5) projects are to be submitted per Stream. Proposed project summaries will be evaluated in order of presentation. Additional proposed project summaries above the maximum number will not be evaluated;
- Different phases of a single project must have a separate Project Summary in order for each of the phases to be considered as individual "projects";
- For a Joint Venture (JV), projects completed by any JV member will be evaluated as those of the JV Supplier;
- Bidders may submit a bid for Tier 1 in some Streams and for Tier 2 in other Streams;
- If a bidder wishes to submit a bid for services in only one Stream, it may do so.

To demonstrate this requirement, **New Bidders** must:

- a) provide all information addressing all criteria in "M.3 Mandatory Criteria" (a) through (j) above for the Stream(s)/Tier(s) applied for;
- b) indicate "Newly Offered" for each Stream
 - Click on link labelled 'View Stream Substantiate for Stream X' that appears beside the stream to access the project summary page,
- c) indicate "Not Offered" for all Streams they are not interested in offering.

NOTE: the option 'currently substantiated' is not to be used for new bidders

Existing Suppliers that wish to add an additional Stream(s) to an existing (or new) Tier must:

- a) provide all information addressing all criteria in "M.3 Mandatory Criteria" (a) through (j) above for the new Stream(s)/Tier(s) applied for;
- b) indicate "Newly Offered" for this/these Stream(s);
- c) verify that all "Currently Offered" Streams are properly carried-over; and
- d) indicate "Not Offered" for all Streams they are not interested in offering.

Mandatory	Description
M.3a Project Summary Number	<p>Enter the applicable Project Summary Number. The project summary number is the number that is assigned by the bidder for the project being submitted in the bid.</p> <p>If you wish to name the Project, you may enter a name or contract number in the Cross Reference field.</p>
M.3b Project Start Date	<p>The Bidder must provide the start date of the Project.</p>
M.3c Project End Date	<p>The End Date is the date the completed solution was provided to the Outside Client. Each of the projects submitted must have been completed within the last five (5) years prior to the RFSA refresh period closing date of which the bidder is submitting against.</p> <p>The end date of the project must fall within this five year period.</p>
M.3d Project Description	<p>The Bidder must provide a full description of the project/solution they provided.</p> <p>The description must provide an overall sense of the reason the project/solution was required.</p>
M.3e Total Dollar Value per Stream	<p>The total dollar value for this stream is the amount invoiced for the work under the project that is specific to the stream description.</p> <p>A project may be used for more than one Stream, provided that each portion of the project used for a particular Stream is a solution on its own. Only the dollar value for that particular portion of the project may be used as the project dollar value for the Stream. The total dollar value of that project/contract (or portion of it) may not be used elsewhere against another Stream.</p> <p>For example, a \$250,000 project can be used for Stream 1 and Stream 2, because the entire project contained a solution relating to Stream 1 and a solution relating to Stream 2. The Bidder is not to state \$250,000 for this project under Stream 1 and \$250,000 under Stream 2. The \$250,000 dollars will need to be divided accordingly amongst the two Streams.</p> <ul style="list-style-type: none"> • To qualify for a Stream in Tier 1: The Bidder must have billed <u>for the compliant projects, a total cumulative value</u> of a minimum of \$500,000,

	<p>excluding all taxes; and/or</p> <ul style="list-style-type: none"> • To qualify for a Stream in Tier 2: The Bidder must have billed <u>for the compliant projects, a total cumulative value</u> of a minimum of \$1,000,000, excluding all taxes.
M.3f Total Project Dollar Value	The total project dollar value is the total amount invoiced by the Supplier to provide the entire solution. The amount entered here should be equal to or higher than the value entered in for M3e.
M.3g Relation of Project to Stream	<p>For each project submitted, the Bidder must demonstrate it has provided solution-based professional services that closely match the services outlined in the applicable Stream as defined in Annex A "Streams", available at the following link: https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html.</p> <p>All Bidders are advised that only listing experience (i.e. copying and pasting the services from the Streams descriptions detailed in Annex A "Streams"), will not be considered for the purpose of the evaluation.</p>
M.3h Explanation of How Project is a Solution	<p>The Bidder must demonstrate that each project is a complete solution which includes information on the initiation, planning and execution of the solution.</p> <ul style="list-style-type: none"> • "Initiation" refers to the steps taken in order to begin the process of developing a solution. • "Planning" refers to the process and methodology used to organize the project objectives and develop a strategy to achieve the objectives. • "Execution" refers to the steps that were implemented and the resulting deliverables or outcome of the solution.
M.3i Certification that Project is a Professional Services Project	<p>The Bidder must provide a statement that:</p> <ol style="list-style-type: none"> 1) the Project submitted is a professional services Project, <u>and</u> 2) at least seventy percent (70%) of the Total Project Dollar Value of the solution, identified in M.3f is professional services. <p>For example: the total amount invoiced by the Supplier to provide the entire solution is \$1,000,000.</p> <ul style="list-style-type: none"> • \$300,000 was invoiced for Business Consulting services • \$400,000 was invoiced for Change Management services, and • \$300,000 was invoiced for the purchase of software and servers. <p>Since seventy percent (70%) of the project is considered to be professional services, it does meet the requirement of M.3i.</p>
M.3j Contact Information to Substantiate Project	The Bidder must provide one reference for each project. PWGSC will contact the reference in accordance with M.4 "Reference Check".

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	<p>The reference information should include:</p> <ul style="list-style-type: none">• Client (Government Department / Company name);• Contact Name;• Position;• Address;• City;• Province/State;• Postal Code/Zip Code;• Country;• Telephone;• Fax;• Primary E-Mail address; and• Alternate E-Mail address* <p>*Note: the alternate e-mail address for the reference can be an e-mail address for an another individual representing the same project, or an alternate email address for the same reference. If no alternate e-mail address is available, Bidders are encouraged to repeat the e-mail address inputted in the first 'Primary E-mail address' field.</p> <p>The reference must be an Outside Client for which the Bidder had a contract with to perform the services. An "Outside Client" is any legal entity that is not a parent, a subsidiary or an affiliate of the Bidder, a member of a joint venture with the Bidder or any other entity that does not deal at arm's length with the Bidder.</p> <p>The reference cannot be an individual:</p> <ol style="list-style-type: none">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; org) who has received volunteer work from the bidder
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For all currently held Streams being grandfathered, Existing Suppliers must submit via email upon request by Canada, the Grandfather Certification in Part 5 of this RFSA solicitation.

For the purpose of the mandatory technical criteria M.3 (a) through (j), the experience of the Bidder and its sub-contractors, affiliates, subsidiaries and suppliers will be considered if the experience was obtained working on a project billed to the Bidder.

The following examples demonstrate acceptable and non-acceptable experience for the purposes of the Mandatory Technical Criteria M.3 (a) through (j) above.

Scenario 1:

Company A (subcontractor) performs a part of the work and bills Company B (prime contractor). Company B in turn bills the outside Client for the entire work. Can company A claim the experience? Can Company B claim the experience?

- Company A (subcontractor) can only claim the experience for which they billed Company B. Company B can claim all experience because they were the prime contractor and billed the outside client for the work.

Scenario 2:

Company X performs work on a project that is related to the work done by Company B. Both companies bill the outside client independently of each other. Can Company X claim the experience of the entire project?

- Company X cannot claim work billed by Company B and vice versa. Company X can only claim the portion of the project completed by Company X.

Scenario 3:

A Joint Venture (JV) entity exists with two members. If one member within that Joint Venture (JV) entity completed and invoiced for work provided to an outside client on behalf of the JV entity, can both JV members claim this experience?

- Yes both JV members can claim this experience since it was work done under the JV entity.

Scenario 4:

If the Bidder is a subsidiary of a Parent Company, can the Bidder submit the Parent Company's experience?

- No, the Bidder cannot use the experience of their Parent Company. The experience submitted must be the Bidder's experience.

M.4 Reference Check

- a) Reference checks will occur only for those projects that meet all mandatory criteria M.3a through M.3j.
- b) The response received from a reference will be used to validate the project compliancy as follows:
 - i. The reference indicates a "Yes" to all questions being asked related to the project presented: this validates the information submitted for the project and the project will be deemed compliant if all other requirements are met.
 - ii. The reference indicates a "No" or "Unable" to some or all of the questions being asked related to the project presented: this does not validate the information submitted for the project and that particular project will be deemed non-compliant.
 - iii. In the event information is received via return email that the original email sent to the primary email address is no longer valid or that no response is received by the due date stated in the original email, the evaluation team will send an email to the alternate email

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address. If information is received via return email that the alternate email address is no longer valid or that no response is received by the time and date indicated in the email, that particular project will be deemed non-compliant.

TSPS will be conducting reference checks via email using text similar to what is provided below. The reference check will be sent to the reference indicated in the bid for a particular Stream.

Bidders are encouraged to inform their references that PWGSC may be contacting them via email to validate the information during the bid evaluation process.

The content of the email may be as per the following:

Public Services and Procurement Canada (PSPC) has received a bid from {Supplier Name} to pre-qualify for a solution-based Supply Arrangement under the Task and Solutions Professional Services (TSPS) method of supply.

Your name has been provided by {Supplier Name} as the main resource contact who could answer the following questions with regards to project summary {Project number}. Attached is a PDF document containing the description of the project submitted by the bidder.

A response to this email is requested by {Date}.

- 1) Was the project/contract completion date within the last five (5) years prior to the RFSA solicitation closing date of {Solicitation closing date}? (Yes, No, or Unable to answer)
- 2) Did you or your organization receive an invoice from {Supplier Name} (or from one member of the Joint Venture (JV), if the bidder is a JV) for the services provided under project/contract {Project Reference Number}? (Yes, No, or Unable to answer)
- 3) Does the professional services portion of the Project represent at least seventy percent (70%) of the contract dollar value of the solution? (Yes, No, or Unable to answer)
- 4) Based on the description of the project/contract attached, does it represent solution-based services in line with the below TSPS Stream of solution-based professional services? (Yes, No, or Unable to answer)

A "Yes", "No", or "Unable to answer" response is required to all four (4) questions above.

A response "Unable to answer" should be used if:

- a) you are or have been employed by the bidder,
- b) you acted as a consultant to the bidder,
- c) you are on the bidder's list of Board of Directors;
- d) you are a parent, a subsidiary or an affiliate of the Bidder;
- e) you 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;
- f) you are a family member of the bidder; or
- g) you have received volunteer work from the bidder.

Your response is necessary to determine whether or not these projects are compliant, and may be shared with the bidder during a debrief, if one is requested. Not responding to this e-mail may render a Stream as non-compliant.

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Should you have any questions regarding this reference substantiation process, please do not hesitate to contact the undersigned.

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 Contract Security Program (CSP), 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.

Should a re-competition occur, and the security clearance has not been obtained, 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 CSP 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 (4) 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 obtained a valid FSC at the secret level issued by CSP.

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-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.

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

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;

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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/Indiquerouvertureession-ShowLogin-Eng.action>).

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.

Certifications Precedent to Issuance of a Supply Arrangement

- a) Security;
- b) Federal Contractor's Program for Employment Equity Certification– Not applicable;
- c) Former Public Servant Certification, if applicable;
- d) Indigenous Business Certification, if applicable;
- e) Grandfather Certification (Existing Suppliers only);
- f) Work Force Reduction Program Certification, if applicable;
- g) Integrity Provisions and Associated Information;
- h) Security Sponsorship, if applicable; and
- i) Bidder's Statement.

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

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.

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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).

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) Indigenous Business Certification

In accordance with the Procurement Strategy for Indigenous Business (PSIB) announced on March 27, 1996, formerly known as the *Procurement Strategy for Aboriginal Business (PSAB)*, requirements designated by federal government departments as set aside under PSIB will be restricted to qualified Indigenous businesses. Even though a procurement is set aside under PSIB, 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 Indigenous Business Directory at [Eligibility for Indigenous procurement set aside \(sac-isc.gc.ca\)](http://Eligibility for Indigenous procurement set aside (sac-isc.gc.ca)). Additional information on becoming an Indigenous 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 Indigenous 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 Indigenous Business Certification that can be found below:

INDIGENOUS BUSINESS CERTIFICATION
(MANDATORY FOR SUPPLIERS SEEKING QUALIFICATION FOR INDIGENOUS SA)

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

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

I, _____ (*Insert Name of duly authorized representative of business*), want to be considered as an Indigenous 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 Indigenous SA, the requirements for this program as set out in the [Eligibility for Indigenous procurement set aside \(sac-isc.gc.ca\)](http://sac-isc.gc.ca), 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 Indigenous SA will, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for Indigenous Business."
- c) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with this program.

2. PLEASE CHECK THE APPLICABLE BOX BELOW

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

3. PLEASE CHECK THE APPLICABLE BOX BELOW

The Indigenous business or businesses have:

- fewer than six full-time employees
OR
- six or more full-time employees

4. The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this certification. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the certification.
5. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: 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 Indigenous SA. In the event that a contract is

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terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.

Signature of Authorized Representative:

Date:

e) Grandfather Certification (Existing Suppliers Only)

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

Legal Name of Bidder

PBN used for this solicitation

Print Name

Signature of authorized representative

Date (AA-MM-JJ)

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Applicable to New/Existing TSPS bidders (Suppliers) who have undergone a corporate change

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; _____ (initial)
- 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; _____ (initial)
- 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; _____ (initial)
- 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; _____ (initial)
- 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; _____ (initial)
- f) The new/existing supplier did not reorganize or restructure due to bankruptcy; _____ (initial)
- g) The new/existing supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; _____ (initial) and
- h) The new/existing supplier is security cleared to the same level as the other legal entity or entities. _____ (initial)

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

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 I – 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>

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 I – Step by Step guide)
- ii. Provide when requested by TSPS the Integrity Provisions information found below:

Integrity Provisions – Associated Information (TSPS-Solution)
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 I – 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 complete, date, sign and return the Application for Registration (AFR) for Canadian legal entities form.

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

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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. 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.

i) Bidder's Statement

The bidder's Statement is a certification whereby bidders are certifying that all the information being provided with respect to 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 I – 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 solution-based SA Holder only)

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

PART A – SUPPLY ARRANGEMENT (SA)

1. Supply Arrangement

The solution-based Professional Services Supply Arrangement (SA) is the mandatory method of supply for the provision of solution-based, non-informatics professional Services. It covers five core areas of expertise that are commonly and nationally used:

1. Human Resources Services;
2. Business Consulting/Change Management Services;
3. Project Management Services;
4. Real Property Project Management Services; and
5. Technical, Engineering and Maintenance Services (TEMS).

A 'solution-based' professional services requirement is not related to one or more specific tasks; they are services provided in response to situations where Federal Department Users are unable to resolve a business problem and require a solution from a supplier as to how to resolve this business problem from start to finish. The supplier would be expected to determine the team composition and provide a complete solution to this business problem, manage the overall solution and accept responsibility for the outcome. Each solution must have the following:

- a) Initiation phase: demonstrates the steps taken in order to begin the process of developing the solution;
- b) Planning phase: identifies the process and methodology used to organize the solution objectives and develop a strategy to achieve the objectives; and
- c) Execution phase: outlines the steps that were used for implementation and the resulting deliverables or outcome of the solution.

The SA encompasses only those services described under the Streams that are listed within the following PWGSC website: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html>. Those services are further identified in the case of each specific SA holder in Annex D – Qualified Streams 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 the Federal Department User (client), incorporate: various security requirements, options to extend the contract (within the scope of the applicable Tier), & Limitations of Expenditure & Liability.

2. Security Requirement

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

2.2 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.

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

2.4 In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CSP 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 obtained a valid FSC at the secret level issued by CSP.

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

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 \(https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexd-soannexd-eng.html\)](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

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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 Stream(s) by giving all SA suppliers at least 30 calendar days' notice of the cancellation.

4.2 Ongoing Opportunity to Qualify

Ongoing opportunities are made available by Canada to enable new bidders to qualify and existing suppliers to modify their existing 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.

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

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 Directorate
Address: 10 Wellington Street
Terrasses de la Chaudière, 5th Floor
Gatineau, Quebec K1A 0H4

E-mail address: tpsgc.spts-tspd.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 a bid 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.

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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:

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

and provide the following information:

- Name
- Telephone Number
- E-mail

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

5.3 Supplier's Information

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

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

6. 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 A – Streams;

- 4) Annex B – TSPS Generic Security Requirements Checklists (SCRLs);
- 5) Annex C – Insurance Requirements;
- 6) Annex D – Qualified Streams; and
- 7) 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 article 09 of the General Conditions 2020, Canada may, by sending written notice to the Supplier, suspend or cancel the SA where the Supplier has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this SA, or where the Supplier is in default in carrying out any of its obligations under this SA, including any violations of the Code of Conduct for Procurement.

If an identified user (also known as a client department) notifies the Supply Arrangement 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 Supply Arrangement Authority may do the following:

- 1) First offense: provide a written warning to the pre-qualified supplier, outlining the repercussions should this happen again.
- 2) Second offense: suspend the Supply Arrangement 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 offense: suspend the Supply Arrangement 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 a pre-qualified supplier has had their SA suspended three times and commits a fourth offense, 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 Supply Arrangement. 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. Indigenous Business Certification (if applicable)

11.1 Where an Indigenous 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 Indigenous 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 the 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 Leaves that will honour the pricing for contractors.
 - Use of public/green transit where feasible.

14. Insurance Requirements

14.1 Insurance Requirements under Streams 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 under Streams 4 and 5 – Tier 1, and under all Streams – Tier 2

The Supplier must comply with the insurance requirements specified at Annex C. The Supplier must maintain the required 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.

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 a bid 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
- 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

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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.

18. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of 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.

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 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) (and meeting additional search parameters such as security level, regions and metropolitan areas) only in accordance with the following:

- (i) **Requirements valued below \$40,000** (applicable taxes included): Clients may direct a contract to a qualified Supplier who appears on the CPSS search results, in accordance with the Government Contracts Regulations.
- (ii) **Requirements valued below CKFTA Threshold** (applicable taxes included): Clients may issue a contract using this SA to a qualified Supplier satisfying the requirement particulars as set out in an

RFP solicitation and appearing on the CPSS search results, in accordance with the following: a minimum of two Suppliers must be invited to submit a proposal via e-mail, with the Client (Identified User):

- a) selecting by name two Suppliers from the CPSS Client Module; or
- b) selecting by name one Supplier from the CPSS Client Module with the second Supplier randomly selected by the CPSS Client Module; or
- c) not selecting any Supplier by name in which case, the CPSS Client Module will randomly select two Suppliers.

(iii) **Requirements valued at or above CKFTA Threshold** (applicable taxes included): Clients may issue a contract to a qualified Supplier satisfying the requirement particulars as set out in the RFP solicitation and appearing on the CPSS search results, in accordance with the following: a minimum of fifteen Suppliers must be invited via e-mail to submit a proposal, with the Client:

- a) selecting by name ten Suppliers from the CPSS Client Module, and 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, and
- e) the Client will publish a **Notice of Proposed Procurement (NPP)** on GETS in which the Client identifies those invited Suppliers as per (a) through (d) above.

(iv) **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 who appears on the CPSS search results for the particular bid solicitation 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.

(v) **Minimum Period to Submit Proposal:** At a minimum, each Tier 1 bid solicitation issued will provide Suppliers with the following number of calendar days to submit their bid, which time may be extended based upon a requirement's complexity:

- a) Requirements below the CKFTA threshold = five calendar days; and
- b) Requirements greater than the CKFTA threshold up to and including \$3.75M = fifteen calendar days

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.

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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. **Notice of proposed procurement (NPP):** 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 (20) 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 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 solution-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, with the following replacements:

Section 17 - Interest on Overdue Accounts, of 2035 (date inserted by Client) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

Section 30 - Termination for Convenience, of 2035 (Date inserted by Client) -General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 06) The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

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 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 agrees, 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 at 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.

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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 resolutions 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](#)'.

8. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

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Annex A - TSPS solutions SA – Streams

Details of the general service definitions for the TSPS solution-based Streams are available at the following PWGSC website: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html>.

The available solution-based streams are:

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

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Annex B - TSPS SOLUTION SA – 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 tpsdc.spts-tspc.pwgsc@tpsdc-pwgsc.gc.ca as soon as possible.

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Annex C - TSPS Solution SA - Insurance Requirements

The Supplier must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of any Contract issued against a TSPS Solutions Supply Arrangement under Streams 4 and 5 – Tier 1, and under all Streams under Tier 2, 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 Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- 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 Contractor and/or arising out of operations that have been completed by the Contractor.
- 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.

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- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Supplier resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Supplier for liabilities arising out of its occupancy of leased premises.
- p. 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 Quebec, send to:

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

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
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 Contractor'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 Contractor'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.

In addition to the insurance requirements detailed above:

The Supplier must obtain Errors and Omissions Liability (a.k.a. Professional 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 defence costs.

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

The following endorsement must be included:

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

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Annex D - TSPS Solution SA – Qualified Streams

Annex D to Component II (SA): Qualified Streams

Annex D to Component II will be completed and attached to the TSPS solution-based Supply Arrangement upon award.

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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).

1. 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/Indiquerouverture-session-ShowLogin-Eng.action?lang=eng) (<https://sspc-fournisseur-cpss-supplier.tpsgc-pwgsc.gc.ca/Indiquerouverture-session-ShowLogin-Eng.action?lang=eng>) using the Supplier Main Contact (SMC) User ID and password supplied to you by the CPSS ePortal at the time of enrolment.

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

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

4. From the 'Open Solicitations' section of the Solicitation Dashboard page, click on the link of the current opportunity for the solution-based supply arrangement (solicitation and/or period number as determined by the current tender notice posted on BuyandSell.gc.ca). (highlighted in **Fig. 1.b**)

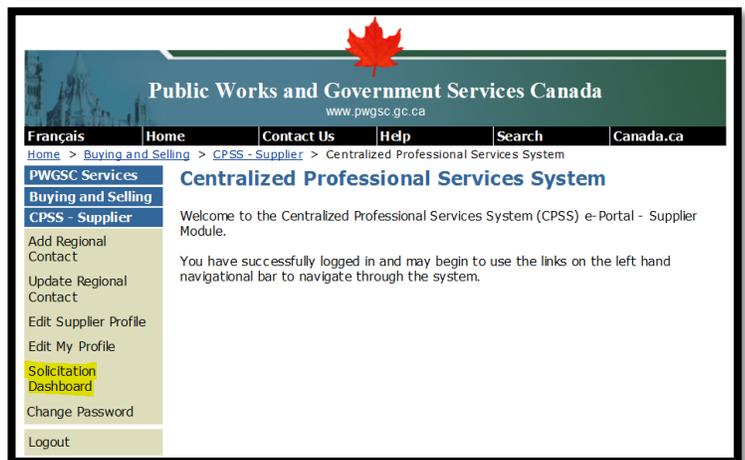


Fig. 1.a

E60ZT-16TSSB/B - period : - mise à jour/refresh " " (Solutions)	TSPS	SA
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Fig. 1.b

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2. 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 'Supplier Response – Home' page are the 'Save Response' and 'Submit Response' buttons. The 'Submit Response' button is only visible to the Supplier Main Contact (SMC) account holder.

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

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

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

The screenshot shows the 'Supplier Response - Home' page. At the top right, there is a yellow banner that says 'SPTS Démo / TSPS Démo'. Below this is a blue information box with a white 'i' icon and the text: 'Please ensure that you have saved/updated each section of your response before leaving that section especially after modifying your response.' The main content area has a tab labeled 'Designated Contacts'. Below the tab, there is text: '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.' Below this is an 'Important Note': 'Only the Main Contact may submit a response.' There are two dropdown menus: 'Contact One: --Select a contact--' and 'Contact Two: --Select a contact--'. There is a blue link 'Add Designated Contact' and a grey button 'Save Designated Contacts'. Below this is another tab labeled 'Grandfather Certification'. Below the tab, there is text: 'This item is addressed under the "Certifications" link.'

Fig. 2.a

The screenshot shows the 'Supplier Response - Home' page. At the top, there is a tab labeled 'Sections'. Below the tab, there is text: 'Only the Main Contact may submit a response. To submit a new response or to update your response, you must complete the sections below. You must set the status of all sections to "Completed" in order to submit your response by clicking the "Submit Response" button below. It is suggested that you complete the sections below in the order that they appear.' Below this is an 'Important Note': 'Clicking the "Save Response" button below does not submit the response to PWGSC.' There is a 'Table of Contents' with links: 'Tiers', 'Company Information', 'Regional Information', 'Mandatory Criteria', and 'Certifications'. To the right of these links is a 'Status' column with dropdown menus, all showing 'No progress'. Below the table is a grey box with the text: 'Solicitation will close: 2022-03-31 02:00 PM ET'. There are two buttons: 'Save Response' and 'Submit Response'. Below this is text: 'User Last Exported Response: User has not exported response yet' and a blue link 'View/Export Current Draft Response'. At the bottom, there are two blue links: 'Return to Dashboard' and 'Return to Home Page'.

Fig. 2.b

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3. 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 Component 1, Part 1 – General Information, Clause 7 – Tiers.

2. Click 'Save'.

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

4. Back on the 'Supplier Response – Home' page, set the Status indicator for the Tiers Section to 'Completed' and click the 'Save Response' button.

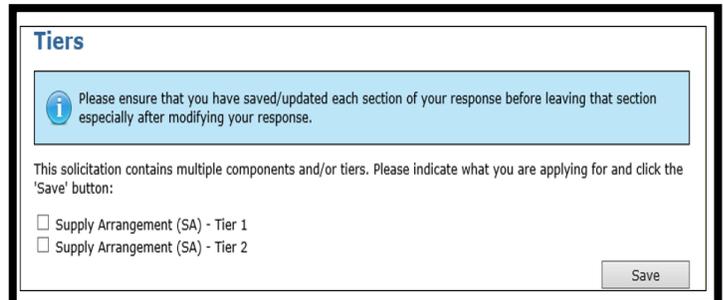


Fig. 3.a

4. 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 laws for 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 "Supplier Response – Home" page, set the Status indicator for the 'Company Information' section to 'Completed' and click the 'Save Response' button. The "completed" status will revert back to 'In Progress' if the new status is not saved.

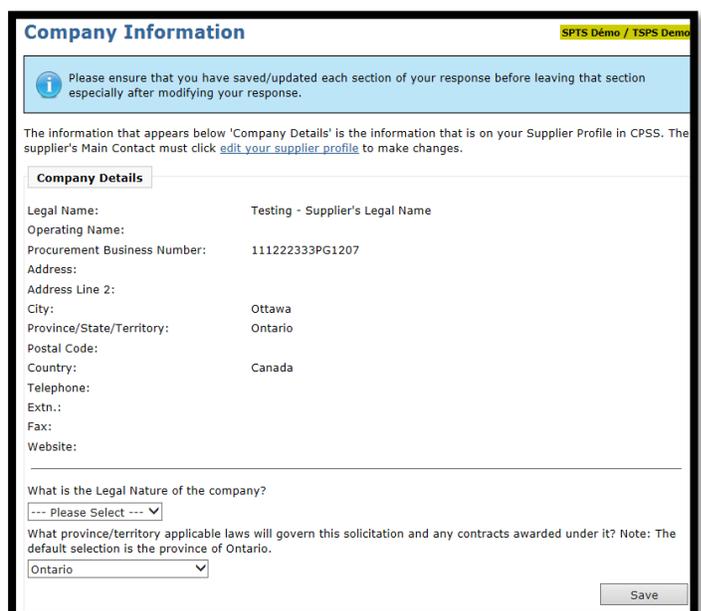


Fig. 4.a

5. Choose Which Regions to Offer

From the 'Supplier Response – Home' page, click the 'Regional Information' link to proceed to the 'Regional Information' page. You will see both tiers listed here if you selected both in an earlier step.

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:

- a) 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.
- b) Bidders are encouraged to select 'Remote/Virtual Access' as part of their selection as this is used when the client departments have no preference in terms of where the work is performed.

2. Click 'Update'.

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

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

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

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

Fig. 5.a

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

Fig. 5.b

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6. Click 'Update'

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

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 'Supplier Response – Home' page', set the Status indicator for the 'Regional Information section to 'Completed' and click the 'Save Response' button.

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

Fig. 5.c

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

Fig. 5.d

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6. 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 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 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 Number of Months in Business, each Stream requested and Financial Certification in 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. (**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 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.c

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5. Complete the mandatory criteria in the 'Mandatory Criteria Group 1' page (**Fig. 6.d**).

Mandatory Criterion
Number of Months in Business
Stream Information
Financial Certification - SA Tier 1
Financial Certification - SA Tier 2

Fig. 6.d

7. 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** of this RFSA document, 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. At least one member of the joint venture must meet the 3 years in business requirement.

Supplier Information

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

Established On (YYYY-MM-DD):

Page Reference:

Save

5. Click 'Save'.

6. Click 'Return to Mandatory Criteria'.

Fig. 7.a

8. 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.

Stream Selections

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

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

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

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

Fig. 8.a

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2. Scroll down to the five Streams 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 five Streams have a status, click 'Save'. A notice should appear at the top of the page: 'The Stream information was successfully updated.'

6. Scroll down. Hyperlinks beside each newly offered stream should now be available. A "save" is required for the hyperlinks to appear. See **Fig. 8.c**,

The image shows two screenshots of a web application interface. The first screenshot is titled "1. Human Resources Services Stream". It displays "The Minimum Mandatory Criteria are:" followed by two SA Tiers. SA Tier 1 and SA Tier 2 each have two bullet points: "The Professional Services resources have been provided to an 'Outside Client' within the last 5 year(s)." and "The total cumulative value for this Stream must be \$500000 or more, excluding all taxes, to be considered within this Tier." Below the criteria is a "Status:" dropdown menu with "Please Select" as the current selection. A "Hide" link is visible in the top right corner. The second screenshot is titled "2. Business Consulting/Change Management Services Stream". It follows the same layout as the first, with identical criteria and a "Status:" dropdown menu.

Fig. 8.b

The image shows a screenshot of five stream selection dropdowns. Each dropdown is titled with a stream name and contains "The Minimum Mandatory Criteria are:" followed by a "Status:" dropdown menu. The status options are "Newly offered" for the first two streams and "Not offered" for the last three. Each dropdown also includes a "Show" link and a "View Stream Substantiate for [Stream Name]" link. The streams are: 1. Human Resources Services Stream, 2. Business Consulting/Change Management Services Stream, 3. Project Management Services Stream, 4. Real Property Project Management Services Stream, and 5. Technical, Engineering and Maintenance Services Stream.

Fig. 8.c

N° de l'arrangement - Supply Arrangement No.
E60ZT-16TSSB/E

N° de la modif. - Amd. No.
000

Id de l'acheteur - Buyer ID
016ZT

N° de réf. du client - Client Ref. No.
E60ZT-16TSSB/E

N° du dossier - File No.
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FMS No/ N° VME - CCC No/N° CCC

9. Stream Substantiation - Entering Project Summaries

After clicking on the hyperlink beside the newly offered stream "View Stream Substantiate for . . .", the 'Stream – Substantiation' page will open (**Fig. 9.a**)

Stream - Substantiation

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

1. Human Resources Services Stream

Please complete the fields below to substantiate this stream:

Fig. 9.a

Complete all available fields (**Fig. 9.b** and **Fig. 9.c**) as per Attachment A to Component I of this RFSA document. Should you have any questions, please email the TSPS generic inbox at: TSPGC.spts-tsps.PWGSC@tspgc-pwgsc.gc.ca

Project Summary Fields:

Select new or existing summary:

Select 'create new summary' to input the new project summary. Click on existing summary to select an existing project to edit it.

M3a. Project Summary Number: this is the reference number for your project. If you wish to name the Project, you may enter a name or contract number in the **Cross Reference** field.

M3b. Start Date: the start date of your project.

M3c. End Date: the end date of your project. Keep in mind it needs to be within 5 years of the closing date of the quarter that the bid is submitted against.

M3d. Project Description: must contain the description of the project/solution provided. The description must provide an overall sense of the reason the project/solution was required.

M3e. Total Dollar Value for the Stream: The total dollar value for the stream is the amount invoiced for the work under the project that is specific to the stream description.

SA Tier 1
Minimum # of Project Summaries Required for this Stream: 3
Current # of Project Summaries Saved for this Stream: 0
Maximum # of Project Summaries Permitted for this Stream: 5
Stream Cumulative Minimum Value: \$500000
Current Stream Value (Project Summaries): \$0

SA Tier 2
Minimum # of Project Summaries Required for this Stream: 3
Current # of Project Summaries Saved for this Stream: 0
Maximum # of Project Summaries Permitted for this Stream: 5
Stream Cumulative Minimum Value: \$1000000
Current Stream Value (Project Summaries): \$0

Select new or existing summary:: Create new summary ▼

Project Summary Number:

Cross Reference:

Project Start Date:

Project End Date:

Project Description/Summary:

Total Dollar Value for the Stream:

Total Project Dollar Value:

Relation of Project to Stream:

Explanation of How Project is a Solution:

Certification that Project is a Professional Service Project:

Fig. 9.b

N° de l'arrangement - Supply Arrangement No.
E60ZT-16TSSB/E

N° de la modif. - Amd. No.
000

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N° de réf. du client - Client Ref. No.
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M3f. Total Project Dollar Value: The total project dollar value is the total amount invoiced by the Supplier to provide the entire solution. The amount entered here should be equal or higher than the value entered in for M3e.

M3g. Relation of Project to Stream: For each project submitted, the Bidder must demonstrate it has provided solution-based professional services that closely match the services outlined in the applicable Stream as defined in Annex A "Streams", available at the following link: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aacs-sbps-anna-eng.html>

M3h. Explanation of how the project is a Solution: the Bidder must demonstrate that each project is a complete solution and therefore should include 1) the **initiation** steps taken to begin the process of developing a solution, 2) the **planning** process and methodology used to organize and develop the strategy to meet the project objectives, and 3) the **execution** of the project outlining the steps that were implemented and the resulting deliverables or outcome of the solution.

M3i. Certification that Project is a Professional Service Project: The Bidder must provide a statement that: 1) the Project submitted is a professional services Project, and 2) at least seventy percent (70%) of the Total Project Dollar Value of the solution, identified in M.3f is professional services.

M3j. Contact Information to substantiate summary: the bidder must provide one reference that PWGSC will contact should the project summary be complete.

*Note: the alternate e-mail address for the reference can be an e-mail address for another individual representing the same project, or an alternate email address for the same reference. If no alternate e-mail address is available, Bidders are encouraged to repeat the e-mail address inputted in the first 'Primary E-mail' field.

Contact Information to Substantiate Summary
Client [Government Department / Company Name]:
Contact Name:
Position:
Address Line 1:
Address Line 2:
City:
Province / State: Newfoundland and Labrador
Postal Code / Zip Code:
Country: Canada
Telephone:
FAX:
Primary E-Mail Address:
Alternate E-Mail Address:

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

Fig. 9.c

Once completed, click on the 'Save the Summary' button. If the project was saved successfully, a banner that says "The Stream substantiation has been saved." will display at the top of the page.

Three (3) project summaries, at a minimum, are required per stream. To provide another project summary, click the drop down option to 'Create New Summary' beside the 'select new or existing summary' field (Fig. 9.d)

SA Tier 1
Minimum # of Project Summaries Required for this Stream: 3
Current # of Project Summaries Saved for this Stream: 1
Maximum # of Project Summaries Permitted for this Stream: 5
Stream Cumulative Minimum Value: \$500000
Current Stream Value (Project Summaries): \$0
SA Tier 2
Minimum # of Project Summaries Required for this Stream: 3
Current # of Project Summaries Saved for this Stream: 1
Maximum # of Project Summaries Permitted for this Stream: 5
Stream Cumulative Minimum Value: \$1000000
Current Stream Value (Project Summaries): \$0
Select new or existing summary:: Create new summary
Project Summary Number:
Cross Reference:
Project Start Date:
Project End Date:

Fig. 9.d

N° de l'arrangement - Supply Arrangement No.
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N° de la modif. - Amd. No.
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To edit any project, select the existing summary from the pull-down menu.

Once all the project summaries have been entered and saved, click on the 'Return to Streams' link at the bottom of the page if you want to enter project summaries for another stream. If not, click on the 'Return to Mandatory Criteria' link at the bottom of the page to complete the remaining mandatory criteria.

10. Confirm Business Volume

From the 'Mandatory Criteria Group X' page, click the 'Financial Certification – SA Tier 1' link to proceed to the Financial Certification – SA Tier 1 page.

1. Read the instructions on the page.
2. Indicate via the checkbox 'I agree to the statement above' if your company
 - a. has earned a gross business volume in sales of at least \$1 Million CDN in the last five years immediately prior to the closing date of the quarterly refresh being submitted against, and
 - b. will submit via email upon request by Canada a signed copy of the Financial Certification from either its Chief Financial Officer, Chief Executive Officer or the company's duly authorized representative.
3. Click 'Save'.

If you are also bidding for Tier 2, the same will need to be completed for the Financial Certification for Tier 2.

Once completed, click on the 'Return to Response Home Page' link at the bottom of the page.

Back on the 'Supplier Response – Home' page', set the Status indicator for the 'Mandatory Criteria' section to 'Completed' and click the 'Save Response' button.

11. Enter Certifications

From the 'Supplier Response – Home' page click on the link called "Certifications" to visit the 'Certifications' page (**Fig. 11.a**). Complete each certification according to the directives contained within this RFSA document's **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-

Certifications E60ZT-16TSP5/B - period : 2 - Refresh D (Tasks/Tâches)

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

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

Certifications

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

[Return to Response Home Page](#)

Fig. 11.a

368-4646 or ssi-iss@tpsgc-pwgsc.gc.ca. Foreign-based bidders should please contact the designated security organization within their native country).

- c) If your company does not currently have security clearance, these fields should indicate "None".
- d) Click the "Save" button.
- e) Click the "Return to Certifications" link.

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

2. Federal Contractors Program for Employment Equity

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

3. 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.

4. Indigenous Supplier

- a) Click on the "Indigenous Supplier" link.
- b) Indicate whether or not you wish to declare as an Indigenous 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.

5. Grandfather Certification

Please Note: this certification applies only to Existing solution-based SA Holders under TSPS. If you do not hold an existing solution-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.

6. 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.

7. Integrity Provisions – Associated Information

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

8. Security Sponsorship

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

- c) If your company requires a sponsorship, select the appropriate security clearances. Information about the limits of the TSPS security sponsorship procedure can be found in this RFSA document's Section 5 of Component I, Part 4 – Evaluation Procedures and Basis of Selection).
- d) Click the "Save" button.
- e) Click the "Return to Certifications" link.

9. Bidder's Statement

- a) Click on the "Bidder's Statement" link.
- b) Read the text and indicate via the checkbox 'I agree' if you agree to the statement.
- c) Click the "Save" button.
- d) Click the "Return to Certifications" link.

Click 'Return to Response Home Page.' When you are back on the 'Supplier Response – Home' page, set the Status indicator for the 'Certifications' section to 'Completed' and click the 'Save Response' button (**Fig. 11.b**).

Sections

Only the Main Contact may submit a response.

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

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

Table of Contents	Status
Tiers	Completed ▼
Company Information	Completed ▼
Regional Information	Completed ▼
Mandatory Criteria	Completed ▼
Certifications	Completed ▼

Solicitation will close: 2022-03-31 02:00 PM ET

Save Response Submit Response

Fig. 11.b

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

12. Submit Your Bid

Once all information is completed and all Sections have had their Status indicators set to 'Completed', the bid is ready to be submitted. (**Fig 12.a**).

1. Click "Save Response." (**At this point you have NOT SUBMITTED the bid!**).
2. Click "Submit Response" to send the bid to PWGSC.
3. 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

4. Before the closing date and time of the solicitation it is possible to re-submit your bid for the purposes of adding or changing information and within your bid. The last bid submitted will be the one that will be evaluated.

Sections

Only the Main Contact may submit a response.

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

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

Table of Contents	Status
Tiers	Completed ▼
Company Information	Completed ▼
Regional Information	Completed ▼
Mandatory Criteria	Completed ▼
Certifications	Completed ▼

Solicitation will close: 2022-06-30 02:00 PM ET

Save Response Submit Response

Fig. 12.a