



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Online Professional Services Division/Division des  
services professionnels en ligne PWGSC - TPSGC  
CPSS ePortal  
Gatineau  
Quebec  
K1A 0S5

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Solicitation remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Online Professional Services Division/Division des  
services professionnels en ligne  
Terrasses de la Chaudière 5th Floor  
Terrasses de la Chaudière 5e étage  
10 Wellington Street,  
10, rue Wellington,  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> ProServices Method of Supply	
<b>Solicitation No. - N° de l'invitation</b> E60ZT-180024/C	<b>Date</b> 2022-03-31
<b>Client Reference No. - N° de référence du client</b> 20180024	<b>Amendment No. - N° modif.</b> 009
<b>File No. - N° de dossier</b> 002zt.E60ZT-180024	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZT-002-33463	
<b>Date of Original Request for Supply Arrangement</b> 2018-04-13 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2100-01-01</b> Heure Normale de l'Est HNE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Viner, Celine	<b>Buyer Id - Id de l'acheteur</b> 002zt
<b>Telephone No. - N° de téléphone</b> (613) 858-7504 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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***Reason for Amendment:***

**1. Modify PART 1 – GENERAL SUMMARY**

***DELETE:***

**3. Aboriginal Set Aside**

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

**Under Item 5. Who can submit a bid**

**5d. Task and Solutions Professional Services (TSPS) (task based only) Existing Suppliers**

Suppliers who currently hold a Standing Offer (that expires May 31, 2021) and/or Supply Arrangement under the Task and Solutions Professional Services (TSPS) (task based only) at the time of bid closing are invited to submit a bid in response to this ProServices' bid solicitation. In these circumstances, bidders are reminded to indicate within their ProServices submission, the categories which were awarded under their TSPS (task based only) Standing Offer (that expires May 31, 2021) and/or Supply Arrangement.

It remains the bidders' responsibility to ensure that all requested categories are properly indicated in their electronic submission. If a category is not indicated, the supplier may be required to re-submit a bid under a subsequent refresh in order to add the additional category (ies).

***INSERT:***

**3. Indigenous Set Aside**

The resulting Supply Arrangements from this solicitation document 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).

**5. Who can submit a bid**

**5d. Task and Solutions Professional Services (TSPS) (task based only) Existing Suppliers**

Suppliers who currently hold a Supply Arrangement under the Task and Solutions Professional Services (TSPS) (task based only) at the time of bid closing are invited to submit a bid in response to this ProServices' bid solicitation. In these circumstances, bidders are reminded to indicate within their ProServices submission, the categories which were awarded under their TSPS (task based only) Supply Arrangement.

It remains the bidders' responsibility to ensure that all requested categories are properly indicated in their electronic submission. If a category is not indicated, the supplier may be required to re-submit a bid under a subsequent refresh in order to add the additional category (ies).

**12. 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.

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## **2. Modify Part 2 – SUPPLIER INSTRUCTIONS**

### **Item 7. Grandfathering**

#### ***DELETE:***

##### **7.1 ProServices Existing Suppliers**

###### **7.1.1 Suppliers that do not have a TBIPS and/or TSPS (task based) SO and/or SA**

ProServices Existing Suppliers (who do not have a Standing Offer or Supply Arrangement with TBIPS and/or TSPS (task based)) have the ability to bring forward their ProServices information into this ProServices bid submission for possible grandfathering.

###### **7.1.2 Suppliers that have a TBIPS and/or TSPS (task based) SO and/or SA**

ProServices Existing Suppliers (who have a Standing Offer (that expires May 31, 2021) and/or Supply Arrangement with TBIPS and/or TSPS (task based)) have the ability to bring forward their ProServices information into this ProServices bid submission for possible grandfathering, as well as their awarded streams and categories from, TBIPS and/or TSPS (task based) SO (that expires May 31, 2021) and/or SA.

##### **7.2 New ProServices bidders (i.e. bidding on ProServices for the first time)**

New ProServices bidders who either have a submission under evaluation with TBIPS and/or TSPS (task based) or who currently hold an active TBIPS, and/or TSPS (task based) SO (that expires May 31, 2021) and/or SA, have the ability to bring forward their awarded Streams and Categories from their TBIPS, and/or TSPS (task based) SO (that expires May 31, 2021) and/or SA into this ProServices bid submission for possible grandfathering.

It remains the bidders' responsibility to ensure that all requested categories are properly indicated in their electronic submission.

#### ***INSERT:***

##### **7.1 ProServices Existing Suppliers**

###### **7.1.1 Suppliers that do not have a TBIPS and/or TSPS (task based) SA**

ProServices Existing Suppliers (who do not have a Supply Arrangement with TBIPS and/or TSPS (task based)) have the ability to bring forward their ProServices information into this ProServices bid submission for possible grandfathering.

###### **7.1.2 Suppliers that have a TBIPS and/or TSPS (task based) SA**

ProServices Existing Suppliers (who have a Supply Arrangement with TBIPS and/or TSPS (task based)) have the ability to bring forward their ProServices information into this ProServices bid submission for possible grandfathering, as well as their awarded streams and categories from, TBIPS and/or TSPS (task based) SA.

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## **7.2 New ProServices bidders (i.e. bidding on ProServices for the first time)**

New ProServices bidders who either have a submission under evaluation with TBIPS and/or TSPS (task based) or who currently hold an active TBIPS, and/or TSPS (task based) SA, have the ability to bring forward their awarded Streams and Categories from their TBIPS, and/or TSPS (task based) SA into this ProServices bid submission for possible grandfathering.

It remains the bidders' responsibility to ensure that all requested categories are properly indicated in their electronic submission.

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### 3. **Modify Part 3 – BID PREPARATION INSTRUCTIONS**

#### **DELETE** Item 4. Submission Grid

#### **INSERT**

Column A	Column B	Column C	Column D	Column E
<b>Description of DCC bid items:</b>	<b>New ProServices Bidder (not existing in TBIPS and/or TSPS (task based) method of supply)</b>	<b>New ProServices Bidder (with a bid under evaluation or already existing in TBIPS and/or TSPS (task based) method of supply)</b>	<b>Existing ProServices Supplier (already existing in ProServices and TBIPS and/or TSPS (task based) MOS)</b>	<b>Reference Point in RFSA document</b>
<b>Technical Bid</b>				
Company Information	DCC	DCC	DCC	Attachment B
Regional Information	DCC	DCC	DCC	Attachment B
Regional Contact Information	DCC	DCC	DCC	Attachment B
Local Offices	DCC	DCC	DCC	Attachment B
Language Preferences for client communication	DCC	DCC	DCC	Attachment B
M1 - Minimum Years in Business	DCC*	DCC*	DCC	Part 4 , Attachment B
M2 - Identification of Streams and Categories	DCC	DCC	DCC	Part 4, Attachment B
M3 - Reference Substantiation for each newly substantiated category	DCC	DCC	DCC	Part 4, Attachment B
Services Offering for Supply Arrangement – category levels of expertise	DCC	DCC	DCC	Attachment B
<b>Certifications</b>				
Security	DCC	DCC	DCC	Part 5, Attachment B
Federal Contractors Program for Employment Equity	N/A	N/A	N/A	Part 5, Attachment B
Former Public Servant	DCC	DCC	DCC	Part 5, Attachment B
Indigenous Supplier	DCC*	DCC*	DCC*	Part 5, Attachment B and C
Grandfather Certification	DCC	DCC*	DCC*	Part 5, Attachment B and C
Work Force Reduction Program	DCC	DCC	DCC	Part 5, Attachment B
Integrity Provisions – Associated Information	DCC*	DCC*	DCC*	Part 5, Attachment B and C
Security Sponsorship	DCC	DCC	DCC	Part 5, Attachment B and C
Bidder's Statement (all bidders)	DCC*	DCC*	DCC*	Part 5, Attachment B and C

DCC: Data Collection Component

DCC\*: ProServices will request additional information

N/A: Not applicable

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#### **4. Modify PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

##### ***DELETE:***

##### **2. Requesting Information/Clarification from Bidders**

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

- Proof of years in business
- Bidder's Statement
- Grandfather Certification
- Proof of Security
- Aboriginal Certification
- Integrity Provisions
- Invoices and/or contracts

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

If ProServices seeks clarification or verification from the bidder about its bid, the bidder will have two (2) working days or a longer period if specified in writing by ProServices to provide the necessary information to ProServices. Failure to meet this deadline may result in the bid or a part thereof being declared non-compliant.

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

##### **6. Basis of Selection**

Each compliant bid will be recommended for the issuance of a Supply Arrangement as per the terms stated in Part 6 - Supply Arrangement, Bid Solicitation and Resulting Contract Clauses.

Existing Suppliers under TBIPS and/or TSPS (task based), that are found to be overall compliant, will have the ability to bring forward all of their awarded categories from the above mentioned methods of supply to be included in the resulting ProServices supply arrangement. This process of bringing forward awarded categories is referred to as 'Grandfathering'.

Where an Aboriginal bidder qualifies for both an Aboriginal and non-Aboriginal Supply Arrangement, only one Supply Arrangement will be awarded which will serve both Aboriginal and non-Aboriginal procurements. The results of the evaluations will determine the status of the bids as follows:

##### Compliant Supplier:

The bidder has met all of the mandatory requirements of this solicitation and is awarded a Supply Arrangement.

##### Non-Compliant Supplier:

The bidder has not met all of the mandatory requirements of this solicitation and is not awarded a Supply Arrangement

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**INSERT:**

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- Proof of years in business
- Bidder's Statement
- Grandfather Certification
- Proof of Security
- Indigenous Certification
- Integrity Provisions
- Invoices and/or contracts

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

If ProServices seeks clarification or verification from the bidder about its bid, the bidder will have two (2) working days or a longer period if specified in writing by ProServices to provide the necessary information to ProServices. Failure to meet this deadline may result in the bid or a part thereof being declared non-compliant.

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Existing Suppliers under TBIPS and/or TSPS (task based), that are found to be overall compliant, will have the ability to bring forward all of their awarded categories from the above mentioned methods of supply to be included in the resulting ProServices supply arrangement. This process of bringing forward awarded categories is referred to as 'Grandfathering'.

Where an Indigenous bidder qualifies for both an Indigenous and non-Indigenous Supply Arrangement, only one Supply Arrangement will be awarded which will serve both Indigenous and non-Indigenous procurements. The results of the evaluations will determine the status of the bids as follows:

Compliant Supplier:

The bidder has met all of the mandatory requirements of this solicitation and is awarded a Supply Arrangement.

Non-Compliant Supplier:

The bidder has not met all of the mandatory requirements of this solicitation and is not awarded a Supply Arrangement.

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## 5. *Modify* PART 5 – CERTIFICATIONS

### Item 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

#### **DELETE:**

#### **d) Aboriginal Supplier Certification**

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

To demonstrate compliance with this certification, the bidder must:

- i. Answer the question to confirm if the bidder is an Aboriginal bidder. If yes, complete the remainder of these fields within this certification in the DCC of the CPSS ePortal (See Attachment B)
- ii. Provide when requested by ProServices the Aboriginal Certification that can be found in Attachment C, Item 1.

Bidders should also ensure that they are listed in the Indigenous and Northern Affairs Canada's Aboriginal Business Directory at <http://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>. Additional information on becoming an Aboriginal supplier can also be found at the above mentioned link.

#### **e) Grandfather Certification**

The Grandfather certification is applicable to:

- 1) existing ProServices Suppliers (who do not have a Standing Offer or Supply Arrangement with TBIPS and/or TSPS (task based)) who wish to grandfather existing data into their electronic bid submission, OR
- 2) existing ProServices suppliers who also have a TBIPS and/or TSPS (task based) standing offer (that expires May 31, 2021) or supply arrangement who are submitting to ProServices to add their awarded categories from TBIPS and/or TSPS (task based) to their ProServices supply arrangement, OR
- 3) new ProServices suppliers who have a submission under evaluation with TBIPS and/or TSPS (task based) or who have an active TBIPS and/or TSPS Standing Offer (that expires May 31, 2021) or Supply Arrangement who are submitting to ProServices for the first time and are thereby allowing ProServices to grandfather their compliant categories from these methods of supply into their ProServices submission, OR
- 4) new/existing ProServices 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 B)
- ii. Provide when requested by ProServices the Grandfather Certification that can be found in Attachment C, Item 2.

#### **INSERT:**

#### **d) Indigenous Supplier Certification**

In accordance with the Procurement Strategy for Indigenous Business (PSIB) announced on March 27, 1996, known then as the Procurement 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.

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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 B)
- ii. Provide when requested by ProServices the Indigenous Certification that can be found in Attachment C, Item 1.

Bidders should also ensure that they are listed in the Indigenous and Northern Affairs Canada's Indigenous Business Directory at [Indigenous Business Directory \(IBD\) \(aadnc-aandc.gc.ca\)](http://indigenousbusinessdirectory.ca). Additional information on becoming an Indigenous supplier can also be found at the above mentioned link.

**e) Grandfather Certification**

The Grandfather certification is applicable to:

- 1) existing ProServices Suppliers (who do not have a Supply Arrangement with TBIPS and/or TSPS (task based)) who wish to grandfather existing data into their electronic bid submission, OR
- 2) existing ProServices suppliers who also have a TBIPS and/or TSPS (task based) supply arrangement who are submitting to ProServices to add their awarded categories from TBIPS and/or TSPS (task based) to their ProServices supply arrangement, OR
- 3) new ProServices suppliers who have a submission under evaluation with TBIPS and/or TSPS (task based) or who have an active TBIPS and/or TSPS Supply Arrangement who are submitting to ProServices for the first time and are thereby allowing ProServices to grandfather their compliant categories from these methods of supply into their ProServices submission, OR
- 4) new/existing ProServices 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 B)
- ii. Provide when requested by ProServices the Grandfather Certification that can be found in Attachment C, Item 2.

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## **6. Modify Part 6 - SUPPLY ARRANGEMENT, BID SOLICITATION AND RESULTING CONTRACT CLAUSES**

### **Item A. Supply Arrangement**

**DELETE:**

the Table of Contents:

#### **A. Supply Arrangement**

1. Arrangement (Streams and Categories)
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Federal Departments Users
7. Priority of Documents
8. Certifications
9. Applicable Laws
10. Suspension or Cancellation of qualification by Canada
11. Aboriginal-Business Certifications
12. Comprehensive Land Claims Area
13. Environmental Considerations
14. Travel and Living
15. Regions and Metropolitan Areas
16. Proactive Disclosure of Contracts with Former Public Servants (if applicable)
17. Transition to an e-Procurement Solution (EPS)

#### **B. Bid Solicitation**

1. Bid Solicitation Documents
2. Bid Solicitation Process

#### **C. Resulting Contract Clauses**

**Annex A – Streams and Categories** - The requirements for services of each Supplier are a part of each individual Supply Arrangement, attached as Annex A.

### **6. Federal Department Users**

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

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

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## 10. Suspension or Cancellation of qualification by Canada

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

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 default: provide a written warning to the pre-qualified supplier, outlining the repercussions should this happen again.
- 2) Second default: 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 default: 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 Canada gets notified of a fourth default, Canada will terminate the Supply Arrangement with the pre-qualified Supplier who now becomes a former pre-qualified supplier. The former pre-qualified supplier must then wait one (1) 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. Aboriginal Business Certification

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

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.

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

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## 12. Comprehensive Land Claims Area

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.

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

**INSERT:**

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#### A. Supply Arrangement

1. Arrangement (Streams and Categories)
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
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12. Indigenous Business Certifications
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#### B. Bid Solicitation

1. Bid Solicitation Documents
2. Bid Solicitation Process

#### C. Resulting Contract Clauses

**Annex A – Streams and Categories** - The requirements for services of each Supplier are a part of each individual Supply Arrangement, attached as Annex A.

#### 6. Federal Department Users

Subject to signing a Master Level User Agreement, the Federal Department Users (also called Clients or Identified Users) 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

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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*.

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

#### **6.1) Canadian Collaborative Procurement Initiative (CCPI) User for Professional Services**

A Federal Department User cannot be a CCPI User. A CCPI User is any other entity to whom the Minister of the Department of Public Works and Government Services can provide access to its procurement services and instruments. CCPI Users may include any Canadian aid agency, public health, federal, provincial, territorial organizations, indigenous communities, indigenous nations, indigenous governments, and indigenous representative organizations. CCPI Users may also include, as applicable, municipalities, academic institutions, schools and hospitals (MASH) sector or intergovernmental organizations or foreign governments. CCPI Users from the MASH sector may include regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any crown corporation or public entity owned or controlled by one or more of the preceding public entities.

Procurement between a CCPI User and any Supplier will be outside of the terms and conditions of the method of supply. The method of supply is making the names of Suppliers available to CCPI Users under certain professional services categories to facilitate future procurement needs for these Users, without any additional involvement from the Government of Canada

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

In addition to the circumstances identified in General Conditions 2020 - Supply Arrangement - Goods or Services Canada may, by sending written notice to the Supplier, suspend or cancel the Supply Arrangement where the Supplier has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this Supply Arrangement, or where the Supplier is in default in carrying out any of its obligations under this Supply Arrangement, 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 default: provide a written warning to the pre-qualified supplier, outlining the repercussions should this happen again.
- 2) Second default: 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 default: 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.

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If Canada gets notified of a fourth default, Canada will terminate the Supply Arrangement with the pre-qualified Supplier who now becomes a former pre-qualified supplier. The former pre-qualified supplier must then wait one (1) 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

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.

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.

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 Area

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.

### Part C. Resulting Contract Clauses

**DELETE:**

#### 22. Identification Protocol Responsibilities

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

- a. Contractors who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if they are a Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor; and

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- c. If a Contractor requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a Contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;
  - d. If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
  - e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

**INSERT:**

**22. Identification Protocol Responsibilities**

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

- a) Contractors who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if they are a contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee; and
- b) During the performance of any work at a Government of Canada site, the contractor must be clearly identified at all times as being a contractor; and
- c) If a contractor requires the use of the Government of Canada's e-mail system in the performance of the work, then the individual must clearly identify him or herself as a contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation; and
- d) If Canada determines that the contractor are in breach of any obligation stated in this clause, upon written notice from Canada the contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The contractor will have five working days to deliver the action plan to the client or the contracting authority, and twenty working days to rectify the underlying problem; and
- e) In addition to any other rights it has under the contract, Canada may terminate the contract for default if the corrective measures required of the contractor described above are not met.

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## **7. Modify Attachment A – List of key terms**

### **DELETE:**

#### **8. Federal Department User (also known as an Identified User or client)**

A Federal Department User (also known as an 'identified user' or 'client' includes government departments, agencies or Crown Corporations 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 on behalf of from time to time under section 16 of the Department of Public Works and Government Services Act.

### **INSERT:**

#### **8. Federal Department User (also known as an Identified User or client)**

A Federal Department User (also known as an 'identified user' or 'client' includes government departments, agencies or Crown Corporations 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 on behalf of from time to time under section 16 of the Department of Public Works and Government Services Act.

#### **8.1) Canadian Collaborative Procurement Initiative (CCPI) User for Professional Services**

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Procurement between a CCPI User and any Supplier will be outside of the terms and conditions of the method of supply. The method of supply is making the names of Suppliers available to CCPI Users under certain professional services categories to facilitate future procurement needs for these Users, without any additional involvement from the Government of Canada.

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## 8. Modify Attachment B – Step by Step Instructions on submitting a ProServices bid through the DCC

### DELETE:

#### In Section F. Mandatory Criteria - Item 2. Stream Information (this includes the selection of categories and identification of references) - Article ii. Stream Information - Offering New Streams and Categories

- a. Indicate in the dropdown list those streams that you wish to offer by selecting one of the following dropdown selections for each stream:
  1. **Currently Offered** = Will automatically appear if you are already holding a ProServices Supply Arrangement. This selection can also be used by bidders who wish to grandfather awarded streams and subsequent categories from their TBIPS and/or TSPS (Task base only) standing offers and/or supply arrangements.
  2. **Newly Offered** = Applies to new bidders AND existing suppliers who wish to include this stream as part of their bid submission.
  3. **Not Offered** = Applies to bidders who are not interested in offering the Stream.

### Section G. Certifications

#### 4. Aboriginal Supplier

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

**Aboriginal Supplier** E60ZT-180024/A

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

\* Fields marked with an asterisk are mandatory.

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

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

Legal Nature?

Number of Employees

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## 5. Grandfather Certification

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

- Click on the 'Grandfather Certification' link
- The supplier is to read the viewable text available and indicate via a checkbox whether or not they agree to the statement.
- Once completed, click the <Save> button.
- Click the <Return to Certifications> link.

**Grandfather Certification** E60ZT-180024/A

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

\* Fields marked with an asterisk are mandatory.

**Instructions**

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

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

I agree to the statement above

## INSERT:

- Indicate in the dropdown list those streams that you wish to offer by selecting one of the following dropdown selections for each stream:
  - Currently Offered** = Will automatically appear if you are already holding a ProServices Supply Arrangement. This selection can also be used by bidders who wish to grandfather awarded streams and subsequent categories from their TBIPS and/or TSPS (Task base only) supply arrangements.
  - Newly Offered** = Applies to new bidders AND existing suppliers who wish to include this stream as part of their bid submission.
  - Not Offered** = Applies to bidders who are not interested in offering the Stream.

## 4. Indigenous Supplier

- Click on the 'Indigenous Supplier' link
- Indicate whether or not you wish to declare as an Indigenous Supplier.
- If yes, indicate the "Legal Nature" and the "Number of employees".
- Click the <Save> button.
- Click the <Return to Certifications> link.

**Aboriginal Supplier** E60ZT-180024/A

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

\* Fields marked with an asterisk are mandatory.

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

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

Legal Nature?

Number of Employees

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## 5. Grandfather Certification

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

- a. Click on the 'Grandfather Certification' link
- b. The supplier is to read the viewable text available and indicate via a checkbox whether or not they agree to the statement.
- c. Once completed, click the <Save> button.
- d. Click the <Return to Certifications> link.

**Grandfather Certification** E60ZT-180024/A

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

\* Fields marked with an asterisk are mandatory.

**Instructions**

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

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

I agree to the statement above

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## 9. Modify Attachment C – Certifications

### DELETE:

1. Aboriginal Certification
2. Grandfather Certification
4. Security Sponsorship – Certification
5. Bidder's Statement

### INSERT:

#### 1. Indigenous Certification

##### INDIGENOUS BUSINESS CERTIFICATION (MANDATORY FOR SUPPLIERS SEEKING QUALIFICATION FOR INDIGENOUS SUPPLY ARRANGEMENT)

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

I, \_\_\_\_\_ (*Insert Name of duly authorized representative of business*), want to be considered as an 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 \(sac-isc.gc.ca\)](#)", 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

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

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Signature of Authorized Representative:

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Date:

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**2. Grandfather Certification**

Applicable to Existing ProServices only suppliers:

Existing ProServices Suppliers (who do not have a Supply Arrangement with TBIPS and/or TSPS (task based) who want to grandfather their information into their current submission certify that the bidder:

A. continues to meet each and every mandatory requirement pertaining to their electronic submission at the closing date and time of this solicitation; \_\_\_\_\_ (initial)

B. all such information remains true, accurate and unchanged, and may be used for the purposes of this ProServices bid solicitation; \_\_\_\_\_ (initial)

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

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

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

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

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

\*\*\*\*\*

Applicable to Existing ProServices suppliers who also hold an active SA with TBIPS and/or TSPS (task-base only)

Existing ProServices Suppliers who have an active Supply Arrangement (SA) with TBIPS and/or TSPS (task based) who want to grandfather both their ProServices information as well as their existing Streams and Categories from their SA from any of the above mentioned methods of supply certify that the bidder:

A. continues to meet each and every mandatory requirement pertaining to their ProServices electronic bid submission at the closing date and time of this solicitation; \_\_\_\_\_ (initial)

B. all such information remains true, accurate and unchanged, and may be used for the purposes of this ProServices bid solicitation; \_\_\_\_\_ (initial)

C. continues to hold an active SA under one of the above mentioned methods of supply; \_\_\_\_\_ (initial)

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

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

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

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

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

\*\*\*\*\*

Applicable to New ProServices bidders who either have a submission under evaluation and/or who hold an SA with TBIPS and/or TSPS (task based only)

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New ProServices bidders (i.e. bidding on ProServices for the first time) who either have a submission under evaluation with TBIPS and/or TSPS (task based) and/or who have an active TBIPS and/or TSPS (task based) Supply Arrangement (SA) and who want to grandfather their Streams and Categories from their SA from any of the above mentioned methods of supply certify that the bidder:

- A. has a submission under evaluation with TBIPS and/or TSPS (task based) \_\_\_\_\_ (initial)
- B. holds an active Supply Arrangement under TBIPS and/or TSPS [task based]; \_\_\_\_\_ (initial)

Grandfathered from (check all that apply):  TBIPS  TSPS (task based only)

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

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

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

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

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

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#### **4. 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.

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## 5. Bidder's Statement

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

Legal Name of Bidder: \_\_\_\_\_

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

Is the Bidder (check all that apply):

- A new bidder
- A new bidder who also holds a SA with TBIPS and/or TSPS (task based)
- Existing ProServices Supplier who does not hold a SA with TBIPS and/or TSPS (task based)
- Existing ProServices Supplier who also holds a SA with TBIPS and/or TSPS (task based)

If you have identified as an existing supplier, please check all that apply:

- Adding streams/categories
- Adding levels of expertise
- Adding regions/metropolitan areas
- Not Applicable

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

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

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

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

**SOLICITATION E60ZT-180024/C IS HEREBY DELETED IN ITS ENTIRETY AND REPLACED WITH THE SOLICITATION DOCUMENT WITH THE MOST RECENT DATE LOCATED UNDER THE "ATTACHMENTS" SECTION.**