

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

**Reason for Amendment:**

**Modify PART 1 – GENERAL SUMMARY**

***DELETE:***

**1. Summary**

This ProServices Request for Supply Arrangement (RFS) bid solicitation is to satisfy the Government of Canada's requirement for the provision of professional services below the Canada-Korea Free Trade Agreement (CKFTA) threshold. ProServices is a mandatory method of supply offering federal departments across Canada the flexibility to either direct a contract to a pre-qualified supplier for requirements below \$40,000, or to compete requirements valued up to the CKFTA threshold to pre-qualified suppliers.

Changes affecting the ProServices Method of Supply are being implemented through this bid solicitation. 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 as well as the terms and conditions as described in this bid solicitation.

Each bid submitted in response to this bid solicitation may result in a Supply Arrangement (SA). Supply Arrangements may be issued under any of the following SA numbers:

- E60ZT-180024
- E60ZT-180025
- E60ZT-180026
- E60ZT-180027
- E60ZT-180028
- E60ZT-180029

Bidders capable of meeting the requirements of this bid solicitation are invited to submit a bid.

Note: The CKFTA threshold changes every two years and can be found on the Treasury Board of Canada Secretariat's website.

**8. Security Requirement**

In order to be awarded a ProServices Supply Arrangement, the bidder must hold at minimum, a valid Designated Organization Screening (DOS), issued by Public Works and Government Services Canada's (PWGSC) Contract Security Program (CSP). If the bidder does not hold this minimum security clearance, ProServices will sponsor the bidder, upon request, in order to obtain this security clearance. ProServices 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, item 5, Security Requirement of this solicitation document

**11. Use of an e-Procurement Solution (EPS)**

PSPC is now using an e-procurement solution (EPS). ProServices has transitioned to this system and will now use it to award and amend SAs. We require potential bidders and existing suppliers to register for an ARIBA account

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

now at the following link: [How to register your business | CanadaBuys](#). Please note that the Centralized Professional Services System (CPSS) will remain active for bidders to submit their bid, suppliers to manage their account as well as access the reporting function.

## **INSERT:**

### **1. Summary**

This ProServices Request for Supply Arrangement (RFSA) bid solicitation is to satisfy the Government of Canada's requirement for the provision of professional services below the Canada-Korea Free Trade Agreement (CKFTA) threshold. ProServices is a mandatory method of supply offering federal departments across Canada the flexibility to either direct a contract to a pre-qualified supplier for requirements below \$40,000, or to compete requirements valued up to the CKFTA threshold to pre-qualified suppliers.

Changes affecting the ProServices Method of Supply are being implemented through this bid solicitation. 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 as well as the terms and conditions as described in this bid solicitation.

Each bid submitted in response to this bid solicitation may result in a Supply Arrangement (SA).

Bidders capable of meeting the requirements of this bid solicitation are invited to submit a bid.

Note: The CKFTA threshold changes every two years and can be found on the Treasury Board of Canada Secretariat's website.

### **8. Security Requirement**

There is no security requirement applicable to the resulting Supply Arrangement. All security verifications and possible sponsorships will be done by client departments at the Request for Proposal (RFP) stage.

### **11. Use of an e-Procurement Solution (EPS)**

PSPC is now using an e-procurement solution (EPS). ProServices has transitioned to this system and will now use it to award and amend SAs. It is mandatory that potential bidders and existing suppliers register for an ARIBA account at the following link: [How to register your business | CanadaBuys](#). Please note that the Centralized Professional Services System (CPSS) will remain active for bidders to submit their bid, suppliers to manage their account as well as access the reporting function.

If the Supplier chooses not to fully register, with a validated 'Business Number' the Supply Arrangement may be set aside by Canada.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## Modify PART 2 – SUPPLIER INSTRUCTIONS

### **DELETE:**

## **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=ZnVzZWJldGlubj1yZWdpd3Rlci5pbmRybyZpZD03&lang=eng>

The SRI contact information is:

Tel.: 1-800-811-1148

Email: [SAC-PAC@tpsgc-pwgsc.gc.ca](mailto: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 a bid through the DCC. The business number (i.e. the first nine digits of the PBN) of the lead company is used to create a new PBN (i.e. account) for the JV.

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

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

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

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

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

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

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

Bidders can contact the CPSS ePortal team directly for any enrolment questions at

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

### 3. Standard Instructions, Clauses and Conditions for this solicitation

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by all parts of this solicitation, as well as all parts of the resulting Supply Arrangement.

The 2008 Standard Instructions – Request for Supply Arrangements – Goods or Services, are incorporated by reference into and form part of the RFSA solicitation.

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

**Delete:** sixty (60) days

**Insert:** two hundred and fifty (250) days

### 7. Grandfathering

For Grandfathering purposes, ProServices bidders must use the same PBN under which they have been pre-qualified in TBIPS and/or TSPS (Task based only) when submitting a ProServices bid submission. Existing suppliers who are in a joint venture, must ensure that all members of that joint venture remain the same (including each PBN of the individual joint venture members).

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

### 9. Former Public Servant – Notification

Professional service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, this bid solicitation will require the bidder to provide information that, were they to be a successful bidder, their status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to be reported on departmental websites as part of the published proactive disclosure reports generated in accordance TB Directive on the Management of Procurements 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) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/2012-2.html>) and the [Guidelines on the Proactive Disclosure of Contracts](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676>).

Also, this bid solicitation requires that a bidder submit information through the DCC regarding the bidder's status with respect to being a former public servant in receipt of a pension or a lump sum payment. If, as a result of

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

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 or a lump sum payment will be posted on the ProServices web site: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/approvisionnement-arrangement-eng.html> .

## 11. 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 arrangement, by selecting an alternate Canadian province or territory in the DCC under the "Company Information" section. If no change is made, this acknowledges that the applicable laws specified are acceptable to the supplier.

### INSERT:

## 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) an SAP ARIBA account through CanadaBuys, and
- c) 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=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD03&lang=eng>

The SRI contact information is:

Tel.: 1-800-811-1148

Email: [SAC-PAC@tpsgc-pwgsc.gc.ca](mailto: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 a bid through the DCC. The business number (i.e. the first nine digits of the PBN) of the lead company is used to create a new PBN (i.e. account) for the JV.

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

### 2.2 Enrolling for an SAP ARIBA account through CanadaBuys

- a) Bidders must have a complete account within SAP Ariba, the procurement software platform used to bid on opportunities posted on the [CanadaBuys](#) website.
- b) When registering their account, bidders must ensure that all questions in their Supplier Profile Questionnaire are completed, including all of Section 9 – Banking Information.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC
<p>c) For registration instructions, please visit: <a href="#">How to register your business   CanadaBuys</a></p> <p>d) For joint venture registration instructions, please visit <a href="#">Registering a joint venture supplier in SAP Ariba   CanadaBuys</a>.</p>		

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

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

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

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

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

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

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

### 3. Standard Instructions, Clauses and Conditions for this solicitation

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions manual [Archived - Standard Acquisition Clauses and Conditions Manual | CanadaBuys](#) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by all parts of this solicitation, as well as all parts of the resulting Supply Arrangement.

The 2008 (2023-06-08) Standard Instructions – Request for Supply Arrangements – Goods or Services, are incorporated by reference into and form part of the RFSA solicitation.

Subsection 5.4 of 2008 (2023-06-08) Standard Instructions – Request for Supply Arrangements – Goods or Services, is amended as follows:

**Delete:** sixty (60) days

**Insert:** two hundred and fifty (250) days

#### Technical Difficulties of Bid Transmission

This section applies despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through bid through an electronic submission method

(such as facsimile or Canada Post Corporation's (CPC) Connect service, CanadaBuys (SAP Ariba) or other

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

### Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

### Ineligibility and Suspension Policy

- a. **Mandatory Compliance.** The Ineligibility and Suspension Policy (the “Policy” ) in effect on the date the solicitation of offers is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the solicitation of offers. The Offeror must comply with the Policy and Directives, which can be found at the [Office of Supplier Integrity and Compliance website](#).
- b. **Policy Summary.** The Policy sets out the circumstances under which Canada may determine that the Supplier is ineligible to enter, or is suspended from entering into a Contract with Canada. The list of ineligible and suspended Suppliers is maintained on the [Office of Supplier Integrity and Compliance website](#).
- c. **Offeror Responsibilities.** The Offeror must provide the following:
  - i. a [List of Names for integrity verification](#) that includes all information required by the Policy (section 13 - Disclosure); and
  - ii. if the Offeror is unable to certify all of the statements in the sub-clause below entitled “Offeror Certifications” a completed [Integrity Declaration Form](#) providing all requested information and

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

details of any material event that may affect the status of itself, its affiliates or its proposed first-tier subcontractors under the Policy.

- d. **Offeror Certifications.** Subject to the sub-clause below entitled "Integrity Declaration Form", by submitting an offer in response to this solicitation of offers, the Offeror certifies that:
  - i. it has read and understands the [Ineligibility and Suspension Policy](#);
  - ii. it understands that certain circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for the purpose of making a determination of ineligibility or suspension;
  - iv. none of the circumstances described in [Appendix 2 of the Policy](#) that will or may result in a determination of ineligibility or suspension, apply to itself, its affiliates or its proposed first tier subcontractors; and
  - v. it is not aware of a determination of ineligibility or suspension issued by Canada that applies to it.
- e. **Integrity Declaration Form.** Where an Offeror is unable to provide any of the certifications required by the sub-clause above entitled "Offeror Certifications", at the time of its offer it must submit a completed [Integrity Declaration Form](#).
- f. **Compliance with Certifications.** Canada will declare non-compliant any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a Contract for providing a false or misleading certification or declaration.

## 7. Grandfathering

For Grandfathering purposes, ProServices bidders must use the same PBN under which they have been pre-qualified in TBIPS and/or TSPS (Task based only) when submitting a ProServices bid submission. Existing suppliers who are in a joint venture, must ensure that all members of that joint venture remain the same (including each PBN of the individual joint venture members).

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

Grandfathering from the TSPS Task or TBIPS methods of supply of categories that have been newly issued within the same quarter as the ProServices bid was submitted under, will happen if operationally feasible.

## 9. Former Public Servant – Notification

Professional service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, this bid solicitation will require the bidder to provide information that, were they to be a successful bidder, their status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to be reported on departmental websites as part of the published proactive disclosure reports generated in accordance TB Directive on the Management of Procurements on contracts with former public servants, [Contracting Policy Notice 2012-2](#) (<https://www.canada.ca/en/treasury-board->



N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

[secretariat/services/policy-notice/2012-2.html](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32763)) and the [Guide to the Proactive Publication of Contracts-Canada.ca](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32763) <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32763>.

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 and the former public servant who is in receipt of a pension or a lump sum payment will be posted on the ProServices web site: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/approvisionnement-arrangement-eng.html>.

## 11. Applicable Laws

The Supply Arrangement (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 via CPSS under the "Company Information" section. The substitution will take effect at the beginning of every new refresh period. If no change is made, this acknowledges that the applicable laws specified are acceptable to the Bidder.

## Modify PART 3 – BID PREPARATION INSTRUCTIONS

### **DELETE:**

#### 1. Technical Bid

##### 1.1 Electronic Bid Submission

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

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

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

ProServices 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), <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.

### **INSERT:**

#### 1. Technical Bid

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

### 1.1 Electronic Bid Submission

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

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

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

ProServices 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.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32573), <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32573>. To assist Canada in reaching its objectives, bidders must submit their electronic bid submission online through the DCC of the CPSS ePortal.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C  
N° de la modif. - Amd. No. Summary Amd 009

Id de l'acheteur - Buyer ID  
002ZT

N° de réf. du client - Client Ref. No.  
E60ZT-180024/C

N° du dossier - File No.  
E60ZT-180024/C

FMS No/ N° VME - CCC No/N° CCC

**DELETE in its entirety: 4. Submission Grid**

**INSERT: 4. Submission Grid**

Column A	Column B	Column C	Column D	Column E
Description of DCC bid items:	New ProServices Bidder (not existing in TBIPS and/or TSPS (task based) method of supply)	New ProServices Bidder (with a bid under evaluation or already existing in TBIPS and/or TSPS (task based) method of supply)	Existing ProServices Supplier (already existing in ProServices and TBIPS and/or TSPS (task based) MOS)	Reference Point in RFSA document
<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	N/A	N/A	N/A	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	N/A	N/A	N/A	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

---

## 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
- 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.

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.

### **3. Technical Evaluation – Mandatory Criteria**

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

3. The reference information cannot be an individual:
  - a) who has been employed by the bidder;
  - b) who has acted as a consultant for the bidder;
  - c) who has been on the bidder's Board of Directors;
  - d) who is a parent, a subsidiary or an affiliate of the Bidder;
  - e) who is a member of a joint venture with the bidder or any other entity that does not deal at arm's length with the bidder
  - f) who is a family member of the bidder; or
  - g) who has received volunteer work from the bidder
5. For each 'Newly Substantiated' category that is indicated in the bidder's bid, information on one (1) contract that closely matches the category description provided on the ProServices website (<http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html>) is to be provided through the DCC of the CPSS ePortal. ProServices will conduct the substantiation of references by email verifications only.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

To demonstrate the requirement for 'Newly Substantiated' categories, a bidder must input all mandatory information (as per the data fields indicated below) for each category in the DCC of the CPSS ePortal:

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

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

12. For the evaluation of each newly substantiated category an email, similar to the example below, will be sent to the reference(s) indicated in the bid. The bidder will also be copied on the email that is sent to the reference(s) with the intent being that the bidder can follow up with their reference(s) to ensure a response is provided to ProServices. The Bidder cannot respond on behalf of the reference.

*Hello,*

*Public Works and Government Services Canada (PWGSC) has received a bid from **[SUPPLIER LEGAL NAME]**, (operating as **[SUPPLIER OPERATION NAME]**) in an effort to pre-qualify in the ProServices method of supply. A response is requested by **[PROVIDE RESPONSE WITHIN X DAYS FROM CURRENT DATE]**.*

*Your name has been provided by **[SUPPLIER LEGAL NAME]**, (operating as **[SUPPLIER OPERATION NAME]**) as the main contact who could answer the following:*

1. *Were the services identified in the below table provided to you by the company within the last 5 years immediately prior to **Month Day, Year**? (Yes/No)?*
2. *Did you receive an invoice for the services identified in the below table? (Yes/No)*
3. *Were the services provided by the bidder for the category (ies) indicated in the below table similar to the ProServices category(ies) descriptions, as found at the following hyperlink: <http://www.tpsqc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html?> A Yes, No, or Unable response is required to be input into the below table for each of the identified category(ies).*

*A response of 'unable' should be used in the table below if you:*

- 1) *are or have been employed by the bidder;*
- 2) *acted as a consultant to the bidder;*
- 3) *are on the bidders list of Board of Director;*
- 4) *are a parent, a subsidiary or an affiliate of the Bidder;*
- 5) *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;*
- 6) *are a family member of the Bidder, or*
- 7) *received volunteer work from the bidder.*

**[CATEGORY REFERENCE TABLE INSERTED HERE]**

*Note: The text below the column titled "Contract/Reference number" appears exactly as the bidder input into their bid and therefore may not appear translated.*

*Your response is necessary in order for PWGSC to determine whether or not these categories are compliant, and may be shared with the bidder during a debrief, if one is requested. Not responding to this email may render these categories as non-compliant.*

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

*Thank you,*

*[Evaluators name will be inserted here]*

**ProServices**

Public Works and Government Services Canada | Government of Canada

Email: [ProServices@pwgsc.gc.ca](mailto:ProServices@pwgsc.gc.ca)

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

No financial evaluation of bids is required to be issued a Supply Arrangement.

#### **5. Security Requirement**

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

- 1) The bidder must hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- 2) Each member of a Joint venture bidder must have a Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

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. ProServices will consider issuing a Supply Arrangement to this Supplier, once the required clearance is received and provided actions relating to this supplier have not occurred.

If the security clearance has not been obtained by the closing date and time of the RFSA or by the next re-competition process for ProServices, 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 the 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 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 the resulting SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Supply Arrangement Authority and obtained a valid FSC at the secret level issued by the CSP.

With respect to document safeguarding capability (DSC), a joint venture (JV) entity is not required to hold a DSC for each member of a JV entity in order to be considered having that capability. If only one member of the JV entity has

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

obtained the DSC through the Contract Security Program (CSP) of PWGSC, the JV entity would be considered under the resulting supply arrangement (SA) framework to have the DSC. In the case of where multiple members of a JV entity have various levels of the DSC, the highest level of DSC will be considered should an SA be issued to the JV entity.

Bidders may request that ProServices 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.ProServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca). If sponsorship is anticipated, the bidder is encouraged to contact ProServices 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 ProServices of the need to be sponsored.

ProServices 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

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 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

## 7. Corporate Changes to Suppliers

**New Suppliers:** If an existing supplier creates a new entity as a result of a corporate change that occurred less than one (1) year before the closing date of the specific quarter that is currently opened, (identified in Part 2 – Supplier Instructions, item 5 of the Request for Supply Arrangement solicitation as well as item 4.3 of the Supply

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

Arrangement), Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:

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

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

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

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

- a) The corporate change was solely for tax or other purposes unrelated to the business of the other legal entities;
- b) The corporate change does not affect the ability of the new/existing supplier to carry on the business that had been carried on by the previous legal entity or entities;
- c) The new/existing supplier has carried on the business on behalf of all of the other legal entity or entities involved, uninterrupted from the date of the corporate change;
- 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 one (1) year;
- f) The new/existing supplier did not reorganize or restructure due to bankruptcy;
- g) The new/existing supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; and
- h) The new/existing supplier is security cleared to the same level as the other legal entity or entities.

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

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

## **INSERT:**

### **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
- Indigenous Certification
- Integrity Provisions
- Invoices and/or contracts



N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

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.

### 3. Technical Evaluation – Mandatory Criteria

#### M.3 Reference Substantiation for each "Newly Substantiated" Category"

3. The reference information cannot be an individual:

- a) who has been employed by the bidder;
- b) who has acted as a consultant for the bidder;
- c) who has been on 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;
- g) who was a former employer of the bidder at the time of the referenced Contract/Project Reference #;
- h) who has received volunteer work from the bidder; or
- i) from a Grant & Contribution (G&C) Agreement

5. For each 'Newly Substantiated' category that is indicated in the bidder's bid, information on one (1) contract that closely matches the category description provided on the ProServices website (<http://www.tpsgc-pwgscc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html>) is to be provided through the DCC of the CPSS ePortal. ProServices will conduct the substantiation of references by email verifications only.

To demonstrate the requirement for 'Newly Substantiated' categories, a bidder must Input all mandatory information (as per the data fields indicated below) for each category in the DCC of the CPSS ePortal:

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

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

is encouraged to use the email address used in the first email field for the E-Mail 2 field.

With respect to the Contract/Project Reference # (Mandatory) field: this field allows the reference to identify the contract/project being put forward in the bid submission for a particular category. It may also be used by the evaluation team to identify a specific contract put forward by the bidder should an assessment be done anytime before or after the issuance of a supply arrangement. Should there be no contract/project reference number available, a specific project name or title can be used provided that it meets the criteria in the above paragraph. A project name that is vague (such as but are not limited to: multiple projects, various contracts, several contracts, an individual's name, N/A, miscellaneous contracts, ongoing projects, a ProServices stream and/or category name, etc.) and has no clear contract to associated it with, the category will be deemed non-compliant.

- For the evaluation of each newly substantiated category an email, similar to the example below, will be sent to the reference(s) indicated in the bid. The bidder will also be copied on the email that is sent to the reference(s) with the intent being that the bidder can follow up with their reference(s) to ensure a response is provided to ProServices. The Bidder cannot respond on behalf of the reference.

*Hello,*

*Public Works and Government Services Canada (PWGSC) has received a bid from **[SUPPLIER LEGAL NAME]**, (operating as **[SUPPLIER OPERATION NAME]**) in an effort to pre-qualify in the ProServices method of supply. A response is requested by **[PROVIDE RESPONSE WITHIN X DAYS FROM CURRENT DATE]**.*

*Your name has been provided by **[SUPPLIER LEGAL NAME]**, (operating as **[SUPPLIER OPERATION NAME]**) as the main contact who could answer the following:*

- Were the services identified in the below table provided to you by the company within the last 5 years immediately prior to **Month Day, Year**? (Yes/No)?*
- Did you receive an invoice for the services identified in the below table? (Yes/No)*
- Were the services provided by the bidder for the category (ies) indicated in the below table similar to the ProServices category(ies) descriptions, as found at the following hyperlink: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/vltcat-strmcat-eng.html>? A Yes, No, or Unable response is required to be input into the below table for each of the identified category(ies).*

*A response of 'unable' should be used in the table below if you:*

- 1) are or have been employed by the bidder;*
- 2) acted as a consultant to the bidder;*
- 3) are on the bidders list of Board of Director;*
- 4) are a parent, a subsidiary or an affiliate of the Bidder;*
- 5) 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;*
- 6) are a family member of the Bidder;*
- 7) received volunteer work from the bidder, or*
- 8) are a former employer of the bidder at the time of the referenced Contract/Project Reference #;*
- 9) If the work is from a Grant & Contribution (G&C) Agreement*

**[CATEGORY REFERENCE TABLE INSERTED HERE]**

*Note: The text below the column titled "Contract/Reference number" appears exactly as the bidder input into their bid and therefore may not appear translated.*

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

*Your response is necessary in order for PWGSC to determine whether or not these categories are compliant, and may be shared with the bidder during a debrief, if one is requested. Not responding to this email may render these categories as non-compliant.*

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

*Thank you,*

*[Evaluators name will be inserted here]*

**ProServices**

Public Works and Government Services Canada | Government of Canada

Email: [ProServices@pwgsc.gc.ca](mailto:ProServices@pwgsc.gc.ca)

#### 4. Financial Evaluation

No financial evaluation of bids is required to be issued a Supply Arrangement.

#### 5. 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'. Grandfathering from the TSPS Task or TBIPS methods of supply of categories that have been newly issued within the same quarter as the ProServices bid was submitted under, will happen if operationally feasible."

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## Modify PART 5 – CERTIFICATIONS

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

#### DELETE:

#### a) Security

As previously stated in Part 4, Item 5, a minimum Designated Organizational Screening (DOS) must be held by the bidder before being awarded a ProServices 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 B)

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.

#### 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)) nor have a submission under evaluation with TBIPS and/or TSPS (task based) who wish to grandfather existing data into their electronic bid submission, OR
- 2) existing ProServices suppliers who have a submission under evaluation with TBIPS and/or TSPS (task based) and/or hold a 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.

#### 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 [Section 1.2008 - Standard Instructions - Request for Supply Arrangements - Goods or Services - Buyandsell.gc.ca](#).

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 B)
- ii. Provide when requested by ProServices the List of names for integrity verification found below: in Attachment C, Item 3. [Forms for supplier integrity compliance - Canada.ca](#)

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

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

Bidders may request that ProServices 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 B)
- ii. Provide when requested by ProServices the Security Sponsorship Certification that can be found in Attachment C, Item 4.

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

Note: This request can be made at any time before or after bid closing by sending the request to the following email address: [TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca). If sponsorship is anticipated, the bidder is encouraged to contact ProServices 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 ProServices 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 in their electronic submission is true.

To demonstrate agreement with this certification, the bidders must:

- i. Select the checkbox applicable to this certification in the DCC of the CPSS ePortal (See Attachment B)
- ii. Provide when requested by ProServices the Bidder's Statement that can be found in Attachment C, Item 5.

#### **INSERT:**

#### **a) Security**

Please note that Security requirement no longer applies to ProServices resulting SA. 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).

#### **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)) nor have a submission under evaluation with TBIPS and/or TSPS (task based) who wish to grandfather existing data into their electronic bid submission, OR
- 2) existing ProServices suppliers who have a submission under evaluation with TBIPS and/or TSPS (task based) and/or hold a 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.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

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.

Grandfathering from the TSPS Task or TBIPS methods of supply of categories that have been newly issued within the same quarter as the ProServices bid was submitted under, will happen if operationally feasible.

**g) Integrity Provisions – Associated Information**

By submitting a bid, the bidder certifies that:

- i. It has read and understands the [Ineligibility and Suspension Policy](#).
- ii. It understands that certain circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy.
- iii. It is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for the purpose of making a determination of ineligibility or suspension.
- iv. None of the circumstances described in [Appendix 2 of the Policy](#) that will or may result in a determination of ineligibility or suspension, apply to itself, its affiliates or its proposed first tier subcontractors.
- v. it is not aware of a determination of ineligibility or suspension issued by Canada that applies to it.
- vi. Where an Offeror is unable to provide any of the above certifications, at the time of its offer it must submit a completed [Integrity Declaration Form](#).

**h) Security Sponsorship**

Please note that Security sponsorship is no longer offered by ProServices. All security verifications and possible sponsorships will be done by client departments at the Request for Proposal (RFP), stage. 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).

**i) Bidder's Statement**

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

To demonstrate agreement with this certification, the bidders must:

- i. Select the checkbox applicable to this certification in the DCC of the CPSS ePortal (See Attachment B)
- ii. Provide when requested by ProServices the Bidder's Statement that can be found in Attachment C, Item 4.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

---

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

***DELETE* in its entirety the Table of Contents**

***INSERT:***

### **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 and Additional Information
9. Applicable Laws
10. Suspension or Cancellation of qualification by Canada
11. Indigenous 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**

##### **Supply Arrangement**

Annex A – Streams and Categories

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

**DELETE:**

## A. Supply Arrangement

### 2. Security Requirement

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

The requirements to be procured under this Supply Arrangement are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual bid solicitation. Samples of possible SRCL's are accessible through the link [Common Centralized Professional Services: 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 SRCL's may be used. Each bid solicitation will identify the SRCL that will apply to any resulting contract.

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

- 2.1 The Supplier personnel requiring access to sensitive work site(s) must each hold a valid Reliability Status, granted or approved by CISD/PWGSC.
- 2.2 The Supplier must comply with the provisions of the:
  - a. Security Requirements Check List provided by the Contract Security Program apply and form part of the Supply Arrangement
  - b. Industrial Security Manual (Latest Edition).

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

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

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



N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

#### 4. Term of Supply Arrangement

##### 4.1 Period of Supply Arrangement

The period of the Supply Arrangement will be valid from the date of issuance until July 4, 2028 or, until such time as Canada chooses to re-compete the Supply Arrangement, no longer deems the Supply Arrangements necessary, or proceeds with a different procurement vehicle.

The Contractor grants to Canada the irrevocable option to extend the term of the Supply Arrangement by up to a 5 additional year period under the same conditions.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a Supply Arrangement amendment.

Canada may, by notice in writing to all Supply Arrangement suppliers and by posting on the Government Electronic Tendering System (<https://canadabuys.canada.ca/en/tender-opportunities/tender-notice/pw-zt-002-33463>), cancel this Supply Arrangement or individual categories or stream(s) by giving all Supply Arrangement suppliers at least 30 calendar days' notice of the cancellation.

#### 5. Authorities

##### 5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

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

Name: Céline Viner  
Position: Supply Team Leader  
Telephone: 613-858-7504  
E-mail address: [TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is the main delegated authority on behalf of Canada and the Minister and is responsible for the issuance of the Supply Arrangement, its administration, management and its revision. Any changes to the Supply Arrangement must be authorized in writing by the Supply Arrangement Authority.

Upon the issuance of a Request for Proposal (RFP) against the Supply Arrangement by a Client (Federal Department User), that Client's Contracting Authority is responsible for any contractual issues relating to the contract solicited.

#### 7. Priority of Documents

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

- a. the articles of the Supply Arrangement;

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

- b. the 2020 General Conditions – Supply Arrangement – Goods or Services;
- c. Annex A: Streams and Categories (by Region/Metropolitan Area);
- d. Annex B: Security Requirement Check List (SRCL)
- e. the Supplier's proposal received in response to the Request for Supply Arrangement E60ZT-180024.

## 9. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario unless otherwise stipulated in the Supplier's Arrangement or resulting contract.

## 11. Corporate Changes to Suppliers

**New Suppliers:** If an existing supplier creates a new entity as a result of a corporate change that occurred less than one (1) year before the closing date of the specific quarter that is currently opened, (identified in Part 2 – Supplier Instructions, item 5 of the Request for Supply Arrangement solicitation as well as under 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 one (1) year minimum requirement to be met for the new entity, and
2. the transfer of a Supply Arrangement, and
3. allowing the carry-over of existing information already on file, if applicable,

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

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

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

- a) The corporate change was solely for tax or other purposes unrelated to the business of the other legal entities;
- b) The corporate change does not affect the ability of the new/existing supplier to carry on the business that had been carried on by the previous legal entity or entities;
- c) The new/existing supplier has carried on the business on behalf of all of the other legal entity or entities involved, uninterrupted from the date of the corporate change;
- 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 one (1) year;
- f) The new/existing supplier did not reorganize or restructure due to bankruptcy;
- g) The new/existing supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; and
- h) The new/existing supplier is security cleared to the same level as the other legal entity or entities.

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

The timeline to process the transfer of information from one Supply Arrangement to the new/existing

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

supplier in the CPSS e-Portal may take up to six months as the submission will be evaluated along with all other bids submitted under the quarter that is being evaluated.

## 12. 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 [Annex 9.4: Requirements for the Set-aside Program for Indigenous Business](#).

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.

## 14. 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 consider the below measures:

### a. Paper consumption

- Provide and transmit draft reports, final reports, other documents and bids 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. 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](http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/hebergement-accommodation-eng.aspx) (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/hebergement-accommodation-eng.aspx>), which includes Eco-Rated properties. When searching for accommodation search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Use of public/green transit where feasible.

## 18. 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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

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.

## **INSERT:**

### **2. Security Requirement**

There is no security requirement applicable to the resulting Supply Arrangement, Contracts issued under an SA are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual Request for Proposal issued by Clients. Common SRCL's are accessible through the CPSS web site as Common Security Requirement Checklists [Common centralized professional services: Security requirement check lists - Centralized Professional Services ePortal - Professional Services - Buying and Selling - PSPC \(tpsgc-pwgsc.gc.ca\) \(http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html\)](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.

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

[2020 \(2022-12-01\) General Conditions - Supply Arrangement - Goods or Services \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3), apply to and form part of the Supply Arrangement.

2020 (2022-12-01) 19 Anti-forced labour requirements

1. Canada may suspend or cancel the Supply Arrangement in accordance with section 2020 09 - Suspension or cancellation of qualification by Canada if the Supplier has, in the past three years been convicted of any of the following offences under the [Criminal Code](#) or the [Immigration and Refugee Protection Act](#):

#### **Criminal Code**

- i. section 279.01 (Trafficking in persons);
- ii. section 279.011 (Trafficking of a person under the age of eighteen years);
- iii. subsection 279.02(1) (Material benefit - trafficking);
- iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
- v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
- vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or Immigration and Refugee Protection Act
- vii. section 118 (Trafficking in persons).

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

2. Canada may suspend or cancel the Supply Arrangement in accordance with section 2020 09 - Suspension or cancellation of qualification by Canada if the Supplier has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraph 1.
3. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
  - i. in the case of a conviction, whether the court acted within its jurisdiction;
  - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
  - iii. whether the court's decision was obtained by fraud; or
  - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
4. Where Canada intends to suspend or cancel the Supply Arrangement under this section, Canada will inform the Supplier and may provide the Supplier an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

#### 4. Term of Supply Arrangement

##### 4.1 Period of Supply Arrangement

The period of the Supply Arrangement will be valid from the date of issuance until July 4, 2028 or, until such time as Canada chooses to re-compete the Supply Arrangement, no longer deems the Supply Arrangements necessary, or proceeds with a different procurement vehicle.

The Contractor grants to Canada the irrevocable option to extend the term of the Supply Arrangement by up to a 5 additional year period under the same conditions.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a Supply Arrangement amendment.

Canada may, by notice in writing to all Supply Arrangement suppliers and by posting on the Government Electronic Tendering System [ProServices Method of Supply - Tender Notice | CanadaBuys](#), cancel this Supply Arrangement or individual categories or stream(s) by giving all Supply Arrangement suppliers at least 30 calendar days' notice of the cancellation.

#### 5. Authorities

##### 5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

Name: Team Leader  
Position: Supply Team Leader  
Telephone: 613-858-7568  
E-mail address: [TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is the main delegated authority on behalf of Canada and the Minister and is responsible for the issuance of the Supply Arrangement, its administration, management and its revision. Any changes to the Supply Arrangement must be authorized in writing by the Supply Arrangement Authority.

Upon the issuance of a Request for Proposal (RFP) against the Supply Arrangement by a Client (Federal Department User), that Client's Contracting Authority is responsible for any contractual issues relating to the contract solicited.

## 7. Priority of Documents

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

- a. the articles of the Supply Arrangement;
- b. the 2020 (2022-12-01) General Conditions – Supply Arrangement – Goods or Services;
- c. Annex A: Streams and Categories (by Region/Metropolitan Area);
- d. the Supplier's proposal received in response to the Request for Supply Arrangement E60ZT-180024.

## 9. Applicable Laws

The Supply Arrangement (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 via CPSS under the "Company Information" section. The substitution will take effect at the beginning of every new refresh period. If no change is made, this acknowledges that the applicable laws specified are acceptable to the Bidder.

## 12. 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 [Annex 9.4: Requirements for the Set-aside Program for Indigenous Business](#).

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

have pursuant to the Contract.

#### 14. 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 consider the below measures:

##### c. Paper consumption

- Provide and transmit draft reports, final reports, other documents and bids 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).

##### d. 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 [2024 Accommodation and Car Rental Directory - Acquisitions - PWGSC \(tpsgc-pwgsc.gc.ca\)](https://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx) (<https://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx>) which includes Eco-Rated properties. When searching for accommodation search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Use of public/green transit where feasible.

#### 18. Transition to an e-Procurement Solution (EPS)

PSPC is now using an e-procurement solution(EPS). ProServices has transitioned to this system and will now use it to award and amend SAs. It is mandatory that potential bidders and existing suppliers register for an ARIBA account at the following link: [How to register your business | CanadaBuys](#). Please note that the Centralized Professional Services System (CPSS) will remain active for bidders to submit their bid, suppliers to manage their account as well as access the reporting function.

If the Supplier chooses not to fully register, with a validated 'Business Number' the Supply Arrangement may be set aside by Canada.

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## **Modify: B. Bid Solicitation**

### ***DELETE:***

#### **1. Bid Solicitation Documents**

Canada will use the ProServices bid solicitation templates for medium complexity requirements; available on GCPedia at: [ProServices — GCpedia](#) or [Contact ProServices](#) for assistance.

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. the supplemental general conditions \_\_\_\_\_ (*insert number, date and title*)  
[Supplemental General Conditions 4007 Canada to own intellectual property rights in Foreground Information](#) must be used for requirements under Stream 15 – Learning Services for Government Owned Training
- e. bid preparation instructions
- f. instructions for the submission of bids (address for submission of bids, bid closing date and time);
- g. evaluation procedures and basis of selection
- h. financial capability (*if applicable*)
- i. certifications, as applicable to the evaluation of resources
- j. conditions of the resulting contract

#### **2. Bid Solicitation Process - Requirements Valued below the Canada-Korea Free Trade Agreement (CKFTA) threshold**

##### **2.1 Bids**

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

##### Competitive Requirements:

A minimum of two Suppliers must be invited by the Federal Department User to submit a proposal via e-mail by:

- a. selecting by name two Suppliers from the CPSS Client Module search result list, or
- b. selecting by name one Supplier from the CPSS Client Module search results list and the second Supplier being selected randomly by the CPSS Client Module, or
- c. not selecting any Supplier by name in which case the CPSS Client Module will select by random two Supplier that appear on the CPSS search result list.

The CPSS Client Module will automatically extend the search completed at a metropolitan area to the regional level, if the search results produce a list of less than 3 suppliers.

The value of any bid, at the time of bid closing, must not exceed the Canada-Korea Free Trade Agreement threshold (including all taxes, travel and living, amendments, etc.).

It is the responsibility of the contracting authority to determine if any trade agreements will apply to



N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

their requirement based on their requirement's associated dollar value (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/25>). If it is determined that a trade agreement does apply to their requirement the contracting officer will prepare and publish a bilingual Notice of Proposed Procurement on Buy and Sell for a minimum of 5 calendar days.

#### Directed Requirements:

Federal Department Users may enter into a contract with a Supplier appearing in the results from a search conducted in the CPSS Client Module for contracts valued below \$40,000 (including taxes, travel and living, amendments, etc.) where the contracting officer deems it cost effective to do so, as permitted under the *Government Contracting Regulations* and provided that the Federal Department User meets all required internal approvals specific to their department.

## **2.2 Request to Bid by Pre-Qualified Supplier**

Should an uninvited pre-qualified ProServices supplier wish to be invited to a ProServices Request for Proposal (RFP) process that is for a requirement valued below the CKFTA threshold but to which another trade agreement applies, it may contact the Contracting Authority to request an invitation at any time prior to the published bid closing date. An invitation will be sent to the ProServices pre-qualified supplier providing:

- a) that a trade agreement applies to the requirement,
- b) the pre-qualified supplier appears on the Centralized Professional Services System (CPSS) original search filtering result list, and
- c) if the request to bid does not impede on the efficiency of the procurement process.

Canada is under no obligation to extend the bid closing date following such a request.

### **INSERT:**

#### **1. Bid Solicitation Documents**

Canada will use the ProServices bid solicitation templates for medium complexity requirements. Clients can contact ProServices at [tpsgc.proservices.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.proservices.pwgsc@tpsgc-pwgsc.gc.ca) to obtain a copy of the ProServices bid solicitation template.

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. the supplemental general conditions \_\_\_\_\_ (*insert number, date and title*)  
[Supplemental General Conditions 4007 Canada to own intellectual property rights in Foreground Information](#)  
*must be used for requirements under Stream 15 – Learning Services for Government Owned Training*
- e. bid preparation instructions
- f. instructions for the submission of bids (address for submission of bids, bid closing date and time);
- g. evaluation procedures and basis of selection
- h. financial capability (*if applicable*)
- i. certifications, as applicable to the evaluation of resources

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

j. conditions of the resulting contract

## 2. Bid Solicitation Process - Requirements Valued below the Canada-Korea Free Trade Agreement (CKFTA) threshold

### 2.1 Bids

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

#### Competitive Requirements:

A minimum of two Suppliers must be invited by the Federal Department User to submit a proposal via e-mail by:

- a) logging into the CPSS Client Module and entering in search parameters that are specific to the requirement, such as: category, region/metropolitan area, level of expertise and Indigenous status (if applicable)
- b) generating, printing and including in the procurement file, a CPSS 'Search Filtering' list that displays a list of all pre-qualified suppliers who meet the search parameters mentioned in bullet (a)
- c) selecting by name two Suppliers from the CPSS Client Module search result list, or
- d) selecting by name one Supplier from the CPSS Client Module search results list and the second Supplier being selected randomly by the CPSS Client Module, or
- e) not selecting any Supplier by name in which case the CPSS Client Module will select by random two Supplier that appear on the CPSS search result list.
- f) Ensuring that a CPSS 'Final Search results list is generated, printed and included in the procurement file that indicates which suppliers will be invited to the bid solicitation.

The CPSS Client Module will automatically extend the search completed at a metropolitan area to the regional level, if the search results produce a list of less than 3 suppliers.

The value of any bid in response to a client department bid solicitation, at the time of bid closing, must not exceed the Canada-Korea Free Trade Agreement threshold (including all taxes, travel and living, amendments, etc.).

It is the responsibility of the contracting authority to determine if any trade agreements will apply to their requirement based on their requirement's associated dollar value (<https://canadabuys.canada.ca/en/how-procurement-works/policies-and-guidelines/supply-manual/chapter-1# 1-25>). If it is determined that a trade agreement does apply to their requirement the contracting officer will prepare and publish a bilingual Notice of Proposed Procurement on Buy and Sell for a minimum of 5 calendar days.

#### Directed Requirements:

Federal Department Users may enter into a contract with a Supplier appearing in the results from a search conducted in the CPSS Client Module (in addition to meeting subsequent search parameters such as region/metropolitan area, level of expertise, Indigenous indicator, etc.) for contracts valued below \$40,000 (including taxes, travel and living, amendments, etc.) where the contracting officer deems it cost effective to do so, as permitted under the *Government Contracting Regulations* and provided that the Federal Department User meets all required internal approvals specific to their

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

department.

## 2.2 Request to Bid by Pre-Qualified Supplier

Should an uninvited pre-qualified ProServices supplier wish to be invited to a ProServices Request for Proposal (RFP) process that is for a requirement valued below the CKFTA threshold but to which another trade agreement applies, it may contact the Contracting Authority to request an invitation at any time prior to the published bid closing date. The Contracting Authority will confirm whether or not the supplier appears on the CPSS Search Filtering list. An invitation will be sent to the ProServices pre-qualified supplier providing:

- a) that a trade agreement applies to the requirement,
- b) the pre-qualified supplier appears on the CPSS original search filtering result list (in addition to meeting subsequent search parameters such as region/metropolitan area, level of expertise, Indigenous indicator, etc.), and
- c) if the request to bid does not impede on the efficiency of the procurement process.

Canada is under no obligation to extend the bid closing date following such a request.

## Modify: C. Resulting Contract Clauses

### **DELETE:**

## 2. Security Requirement

Clients can view the Security Requirement Checklists (SRCLs) at [Common Centralized Professional Services: 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).

## 4. Standard Clauses and Conditions

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

### 4.1 General Conditions

2010B General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.

## 12. Priority of Documents

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

- a. the Articles of Agreement
- b. the general conditions \_\_\_\_\_ (insert number, date and title)
- c. the supplemental general conditions \_\_\_\_\_ (insert number, date and title)  
[Supplemental General Conditions 4007 Canada to own intellectual property rights in](#)

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

Foreground Information (must be used for requirements under Stream 15 – Learning Services for Government Owned Training)

- d. Annex X, Statement of Work
- e. Annex X, Security Requirements Check List (if applicable)
- f. Annex X, Tasks Authorization (TA) form (if applicable)
- g. Supply arrangement number E60ZT-180025/ XXX /ZT or E60ZT-180026/ XXX /ZT or E60ZT-180027/ XXX /ZT or E60ZT-180028/ XXX /ZT or E60ZT-180029/ XXX /ZT
- h. the Contractor's bid dated \_\_\_\_\_ (insert date of bid)  
(If the bid was clarified or amended, insert at the time of contract award, as clarified on \_\_\_\_\_ " or ", as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s))

#### **INSERT:**

## **2. Security Requirement**

Contracts issued under an SA 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.

## **4. Standard Clauses and Conditions**

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

### **4.1 General Conditions**

2010B (2022-12-01) General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.

2010B 16 (2022-12-01) Audit - Subsection 5 of the General Conditions are amended as follows:

- 5. Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

## **12. Priority of Documents**

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

- a. the Articles of Agreement
- b. the general conditions \_\_\_\_\_ (insert number, date and title)

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

- 
- c. the supplemental general conditions\_\_\_\_\_ (*insert number, date and title*)  
[Supplemental General Conditions 4007 Canada to own intellectual property rights in Foreground Information](#) (*must be used for requirements under Stream 15 – Learning Services for Government Owned Training*)
  - d. Annex X, Statement of Work
  - e. Annex X, Security Requirements Check List (*if applicable*)
  - f. Annex X, Tasks Authorization (TA) form (*if applicable*)
  - g. Supply arrangement number E60ZT-180025/ XXX /ZT or E60ZT-180026/ XXX /ZT or E60ZT-180027/ XXX /ZT or E60ZT-180028/ XXX /ZT or E60ZT-180029/ XXX /ZT or CWXXXXXXX
  - h. the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)  
(*If the bid was clarified or amended, insert at the time of contract award, as clarified on \_\_\_\_\_ " or ", as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)*)

---

**Modify: Attachment A – List of key terms**

**Delete in its entirety: Attachment A – List of key terms**

**INSERT:**

**Attachment A  
List of key terms**

**1. Bidder**

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

**2. Client**

Please refer to the Federal Department User key term description below.

**3. Contractor**

A Contractor means the person, entity or entities named in the Contract to supply goods, services or both to Canada.

**4. CPSS ePortal**

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

The Supplier Module allows a supplier, through a Main Supplier Contact (MSC) (further described below) to:

- i) View and edit certain elements of information concerning the supplier's profile.
- ii) Create and manage contacts in the CPSS ePortal
- iii) Input and submit data as part of a bid solicitation process
- iv) View the data input against specific bid solicitation(s).

**5. Data Collection Component (DCC)**

The DCC is part of the CPSS ePortal and is where the bidder must input and submit their data (i.e. bid) against an open solicitation.

The DCC replaces the concept of "Response Templates" that have been used in other professional services solicitations. The DCC contains a dashboard that provides information that has been submitted by a supplier and information on upcoming and closed solicitations for professional services.

**6. Enrolment:**

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

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## 7. e-Procurement Solution (EPS)

PSPC is now using an e-procurement solution(EPS). ProServices has transitioned to this system and will now use it to award and amend SAs. It is mandatory that potential bidders and existing suppliers register for an ARIBA account at the following link: [How to register your business | CanadaBuys](#).

## 8. Existing ProServices Supplier

An existing ProServices supplier is a bidder who currently holds a supply arrangement under the ProServices method of supply.

## 9. 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.

### 9.1) 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. Identified User

Please refer to the Federal Department User key term description above.

## 11. Legal entity

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

Example of types of entities:

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## **12. Mailing Address**

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

## **13. Main Supplier Contact (MSC)**

A Main Supplier Contact is a representative from the bidder who is administratively responsible for the bidder's CPSS supplier account. The Main Supplier Contact is the only representative of the bidder that can submit a bid against an open solicitation.

## **14. New Bidder:**

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

## **15. 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.

## **16. Quarterly Refresh**

Quarterly refreshes are ongoing opportunities for bidders to pre-qualify in ProServices. Quarterly refreshes are available to bidders every three (3) months after the re-competition results are published.

## **17. Re-Competition**

Is a solicitation intended to replace the current SAs. Each such re-competition (a "re-competition solicitation") requires all Existing Suppliers to submit a bid in order to continue to provide services under its resulting SA. It may or may not consider the grandfathering of information from a past submission.

## **18. Supplier**

A Supplier means the person or entity whose name appears on the Supply Arrangement and who has become a pre-qualified supplier and been issued a Supply Arrangement.



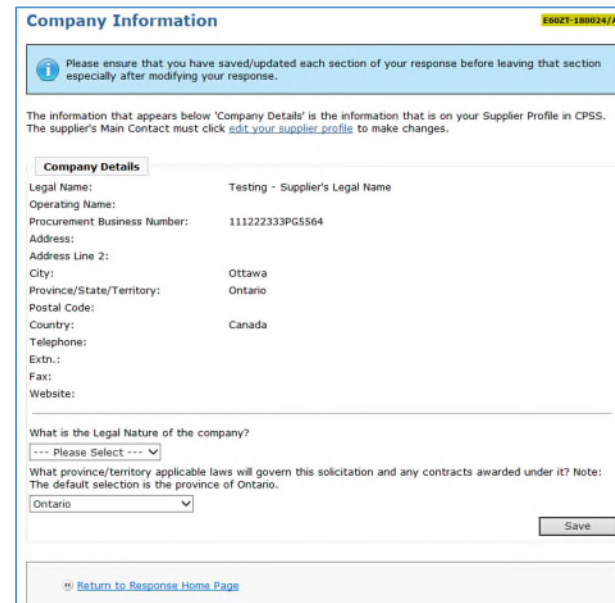
## Modify - Attachment B – Step by Step Instructions on submitting a ProServices bid through the DCC

### DELETE:

### D. Company Information

The "Company Information" is a snapshot of the information that is in your Supplier Profile in the CPSS e-Portal. This information must be the same as your profile under the Supplier Registration Information (SRI) system, as well as with the Contract Security Program (CSP). Should any of this information be incorrect in CPSS, please contact ProServices at [TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca) to discuss.

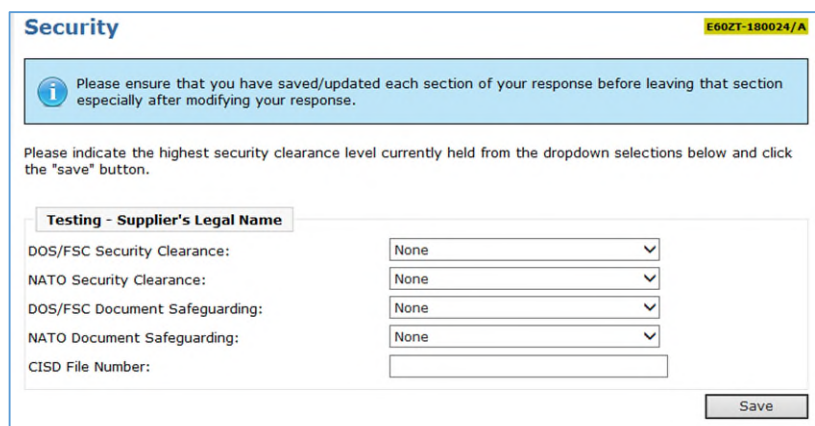
1. Click on the Company Information link and indicate the legal nature of your company by selecting one of the options in the dropdown list.
2. Indicate what provincial/territorial applicable laws will govern this solicitation and any contracts awarded under it by selecting one of the options in the dropdown list.
3. Click the <Save> button. *Note:* Should the legal nature of your company be a Joint Venture, you will be brought to a page where you must enter each Joint Venture member. Once all of the Joint Venture members have been entered, click on the <Save> button.
4. Click on the <Return to Response Home Page> link at the bottom of the page to go back to the home page.



### G. Certifications

#### 1. Security

- a. Click the 'Security' link
- b. Indicate the highest security clearance level that is currently held by your company. This is a corporate security level and differs from a personnel security clearance. *(If you are unsure of your company security clearance, please contact the Industrial Security Sector Service Centre at 1-866-368-4646 or [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca))*
- c. *Note:* If your company does not have security clearance, these fields should indicate 'None'
- d. Click the <Save> button.
- e. Click the <Return to Certifications> link.



N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

*Note:* If the nature of your company is that of a Joint Venture - the security clearance level that can be indicated is that of the highest common security level of all of the Joint Venture members. In the case of where multiple members of a JV entity have various levels of the DSC, the highest level of DSC should be entered in the Document Safeguarding fields.

## 8. Security Sponsorship

This certification is to be completed by bidders who wish to obtain their initial security clearance of DOS, or by bidders who wish to upgrade their current security clearance.

It is recommended that if sponsorship is needed to also contact ProServices at [TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ProServices.PWGSC@tpsgc-pwgsc.gc.ca) as early as possible in order to inform them of this requirement.

- Click on the 'Security Sponsorship' link
- Indicate whether or not the supplier requires Security Sponsorship.
- If yes, indicate the security clearances that are needed for sponsorship.
  - Once completed, click the <Save> button.
  - Click the <Return to Certifications> link at the bottom of the page.

*Note:* If you had indicated that you were a Joint Venture, you should indicate the need for sponsorship per JV member, if applicable.

**INSERT:**

**D. Company Information**

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

1. Click on the Company Information link and indicate the legal nature of your company by selecting one of the options in the dropdown list.
2. Indicate what provincial/territorial applicable laws will govern this solicitation and any contracts awarded under it by selecting one of the options in the dropdown list.
3. Click the <Save> button. *Note:* Should the legal nature of your company be a Joint Venture, you will be brought to a page where you must enter each Joint Venture member. Once all of the Joint Venture members have been entered, click on the <Save> button.

**Company Information** E60ZT-180024/A

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

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

**Company Details**

Legal Name: Testing - Supplier's Legal Name

Operating Name:

Procurement Business Number: 111222333PG5564

Address:

Address Line 2:

City: Ottawa

Province/State/Territory: Ontario

Postal Code:

Country: Canada

Telephone:

Extn.:

Fax:

Website:

What is the Legal Nature of the company?

--- Please Select ---

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

Ontario

Save

[Return to Response Home Page](#)

Click on the <Return to Response Home Page> link at the bottom of the page to go back to the home page

**G. Certifications**

**1. Security**

Although this certification can be viewed in this solicitation, it no longer applies and can be left blank.

**Security** E60ZT-180024/A

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

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

**Testing - Supplier's Legal Name**

DOS/FSC Security Clearance: None

NATO Security Clearance: None

DOS/FSC Document Safeguarding: None

NATO Document Safeguarding: None

CISO File Number:

Save

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## 8. Security Sponsorship

Although this certification can be viewed in this solicitation, it no longer applies and can be left blank.

Security Sponsorship

E60ZT-180024/A

Does supplier require a Security Sponsorship?\*

Please select...

Requested Security Clearances

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

DOS/FSC Security Clearance:

Please select...

NATO Security Clearance:

Please select...

DOS/FSC Document Safeguarding:

Please select...

NATO Document Safeguarding:

Please select...

Save

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

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

## Modify - Attachment C – Certifications

### ***DELETE in its entirety:***

2. Grandfather Certification
3. Integrity Provisions – Associated Information
4. Security Sponsorship

### ***INSERT:***

#### **2. Grandfather Certification**

Applicable to Existing ProServices suppliers who do not hold a SA with TBIPS or TSPS (task based only) nor have a submission under evaluation with TBIPS or TSPS (task based only):

Existing ProServices Suppliers who do not hold a SA with TBIPS or TSPS (task based only) nor have a submission under evaluation with TBIPS or TSPS (task based only) 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 have a submission under evaluation and/or who hold a SA with TBIPS and/or TSPS (task based only):

Existing ProServices suppliers (i.e. who have a ProServices Supply Arrangement (SA)) who 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 (when operationally feasible by ProServices) their 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)

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

- B. all such information remains true, accurate and unchanged, and may be used for the purposes of this ProServices bid solicitation; \_\_\_\_\_ (initial)
- C. has a submission under evaluation with TBIPS and/or TSPS (task based) \_\_\_\_\_ (initial)
- D. 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)

\*\*\*\*\*

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

New ProServices bidders (i.e. bidding on ProServices for the first time) who 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 (when operationally feasible by ProServices) 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)

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

---

### 3. List of Names for integrity verification

Provide when requested by ProServices the List of names for integrity verification form found below:  
[Forms for supplier integrity compliance - Canada.ca](#)

N° de l'arrangement - Supply Arrangement No.  
E60ZT-180024/C

N° de la modif. - Amd. No.  
Summary Amd 009

Id de l'acheteur - Buyer ID  
002ZT

N° de réf. du client - Client Ref. No.  
E60ZT-180024/C

N° du dossier - File No.  
E60ZT-180024/C

FMS No/ N° VME - CCC No/N° CCC

**DELETE in its entirety:**

## ANNEX "B" – Security Requirements Check List (SRCL)



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

E60ZT-180024 ProServ

Security Classification / Classification de sécurité  
UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

#### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction PSD / Procurement Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Under the ProServices method of supply offers bidders to be sponsored for a variety of security clearances in order to appear in the CPSS search results at that level of security. Appearing in CPSS searches is mandatory to be invited to a RFP process.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	NATO COSMIC TOP SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



N° de l'arrangement - Supply Arrangement No.  
E60ZT-180024/C

N° de la modif. - Amd. No.  
Summary Amd 009

Id de l'acheteur - Buyer ID  
002ZT

N° de réf. du client - Client Ref. No.  
E60ZT-180024/C

N° du dossier - File No.  
E60ZT-180024/C

FMS No/ N° VME - CCC No/N° CCC



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZT-180024 ProServ

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux :

This is for a Request for Supply Arrangement solicitation process where pre-qualified suppliers must have a minimum of DOS to be issued a Supply Arrangement.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

N° de l'arrangement - Supply Arrangement No.  
E60ZT-180024/C

N° de la modif. - Amd. No.  
Summary Amd 009

Id de l'acheteur - Buyer ID  
002ZT

N° de réf. du client - Client Ref. No.  
E60ZT-180024/C

N° du dossier - File No.  
E60ZT-180024/C

FMS No/ N° VME - CCC No/N° CCC



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZT-180024 ProServ

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

N° de l'arrangement - Supply Arrangement No.  
E60ZT-180024/C

N° de la modif. - Amd. No.  
Summary Amd 009

Id de l'acheteur - Buyer ID  
002ZT

N° de réf. du client - Client Ref. No.  
E60ZT-180024/C

N° du dossier - File No.  
E60ZT-180024/C

FMS No/ N° VME - CCC No/N° CCC



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZT-180024 ProServ

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Hickey, Natasha	Title - Titre Manager	Signature  Digitally signed by Hickey, Natasha Date: 2022.06.17 13:11:44 -04'00'
Telephone No. - N° de téléphone 613-720-9485	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel natasha.hickey@tpsgc-pwgsc.gc.ca
		Date 2022/06/17

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel	Title - Titre SO	Signature  Digitally signed by: Fleury, Jean-Michel DN: CN = Fleury, Jean-Michel C = CA O = GC OU = PWGSC-TPSGC Date: 2022.06.17 13:16:06 -04'00'
Telephone No. - N° de téléphone --	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No ☐ Yes  
Non ☐ Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature  Digitally signed by Hickey, Natasha Date: 2022.06.17 13:13:02 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

<b>Adna Mohamed</b> Contract Security Officer Adna.Mohamed@tpsgc-pwgsc.gc.ca	Title - Titre	Signature  Digitally signed by Mohamed, Adna Date: 2022.06.21 15:12:30 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

N° de l'arrangement - Supply Arrangement No. E60ZT-180024/C	N° de la modif. - Amd. No. Summary Amd 009	Id de l'acheteur - Buyer ID 002ZT
N° de réf. du client - Client Ref. No. E60ZT-180024/C	N° du dossier - File No. E60ZT-180024/C	FMS No/ N° VME - CCC No/N° CCC

**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 "BIDDING DETAILS" SECTION AT [ProServices Method of Supply - Tender Notice | CanadaBuys](#)**