

# The Right Door Consulting & Solutions Inc.

## Procurement Guide

November 2020

### Temporary Help Services (NEW)

#### ProServices

**TBIPS – Task Based Informatics Professional Services  
Supply Arrangement - Tier 1 & 2**

**TSPS – Task & Solution Based Professional Services  
Supply Arrangement – Tier 1 & 2**

**PASS SA – Professional Audit Support Services**

IN JOINT VENTURE WITH BAKER TILLY OTTAWA

\*TO SEE THE FULL TABLE BELOW, PLEASE VISIT:

<https://www.tpsgc-pwpsc.gc.ca/app-acq/sat-ths/apercu-glance-eng.html>

### Temporary Help Services – Supply Arrangement (THS SA)

THS SA is a mandatory method of supply for the national capital region (NCR) and must only be used in the following three situations:

- i. When a public servant is absent for a temporary period of time
- ii. Where there is a requirement for additional staff during a temporary workload increase, in which there is an insufficient number of public servants available to meet the requirement
- iii. A position is vacant and staffing action is being completed

### Streams and categories

Under THS there are 14 streams in the following functional areas:

- Stream 1 – Office support services
- Stream 2 – Operational services
- Stream 3 – Electrical and electronics services
- Stream 4 – Mechanical and machining
- Stream 5 – Computer services
- Stream 6 – Architectural and design services
- Stream 7 – Miscellaneous engineering
- Stream 8 – Financial services
- Stream 9 – Procurement services
- Stream 10 – Communication services
- Stream 11 – Library services
- Stream 12 – Human resources
- Stream 13 – Policy and advisory services
- Stream 14 – Health and scientific services

Each category and level has task descriptions and minimum mandatory criteria.

<https://www.tpsgc-pwpsc.gc.ca/app-acq/sat-ths/sat-thc-26112018-eng.html#sv1.1>

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## Business rules comparative table

Identified users must consult their delegation of authority before using any of the contracting options described below.

	Non-competitive	Competitive method 1	Competitive method 2
Contract financial limits	\$40K including applicable taxes and travel	\$400K including applicable taxes and travel (except when using right-fit - \$100,000.). Limit of 1 resource per contract	\$1M including applicable taxes and travel (over \$1M with Public Services and Procurement Canada (PSPC) approval)  Multiple resources possible
Contract period	<p>The contract period must not exceed 48 weeks. Contracts can be amended to extend up to a maximum of 24 consecutive weeks beyond the limit of 48 consecutive weeks on the condition that the following conditions are met:</p> <ul style="list-style-type: none"> <li>The amendment to extend the duration of the assignment period must be issued after 40 consecutive weeks of the assignment period</li> <li>The identified user must notify the THS Authority of the issued amendment by email within 2 business days of issuing the amendment</li> </ul>		
Evaluation criteria in addition to the minimum mandatory criteria for the Supply Arrangement category	No additional mandatory criteria.	Maximum of 2 additional mandatory criteria. No rated or asset criteria allowed	Additional mandatory and rated criteria allowed.
Basis of selection	Directed to one supplier provided they are responsive to the Minimum Mandatory Criteria for the SA category.	<ul style="list-style-type: none"> <li>Lowest Price responsive</li> </ul>	<ul style="list-style-type: none"> <li>Lowest price responsive</li> <li>Highest combined rating of technical merit &amp; price</li> <li>Minimum point-rated</li> </ul>
Financial criteria for right-fit	n/a	Median Band from 20% below to 20% above median rate	n/a
Centralized professional services system search list of pre-qualified suppliers (expires at Requests for Proposal issuance)	Identified user selects any supplier from the CPSS Search List	<ul style="list-style-type: none"> <li>System randomly chooses 5 suppliers that are certified as diverse suppliers, 3 being low volume</li> <li>System randomly chooses another 6 suppliers</li> <li>Identified user chooses 0 to 4 additional suppliers</li> <li>See rules for joint ventures (JV)'s under 6.2.3 below.</li> </ul>	
Solicitation period	n/a	<ul style="list-style-type: none"> <li>Lowest price 48 hrs</li> <li>Right-Fit 96 hrs</li> </ul>	Identified user's choice
Bid validity	n/a	15 calendar days	60 calendar days
Publication of Notice of Proposed Procurement	n/a	n/a	For requirements above \$400K

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**Important to note – As per The Right Door Consulting & Solutions Inc.**

- Non-competitive (Sole-Source Requirement) up to \$40K
- Competitive Method 1 up to \$400K one resource
- Competitive Method 2 up to \$1M one or multiple resources

Competitive Method 2 may be considered the “default” procurement instrument. It can be used for any contract amount under \$2 million, even those for less than \$400K or for a single resource. By comparison, Competitive Method 1 should be considered an “express” instrument, useful only for:

- Obtaining a single resource under \$400K with at most two additional mandatory criteria
- Obtaining a single resource using the “right-fit” basis of selection

**ProServices**

ProServices is the mandatory method of supply for professional services requirements below the Canada Korea Free Trade Agreement (CKFTA) threshold **\$100,000 inclusive of HST**. These supply arrangements offer federal departments across Canada the flexibility to either direct a contract to a pre-qualified supplier for requirements below \$40,000., or to complete requirements valued below the CKFTA threshold of \$100,000 by inviting a minimum of two (2) pre-qualified suppliers.

The categories are identical to those it shares with the Task Based Informatics Professional Services (TBIPS) and Task and Solutions Professional Services (TSPS) methods of supply, but in all cases of contracting via a supply arrangement vehicle below CKFTA, ProServices remains the mandatory method of supply.

ProServices uses business rules based on the Professional Services National Procurement Strategy:

- No ceiling rates
- Search by suppliers instead of named resources
- Access through the single ePortal of the Centralized Professional Services (CPSS)

**\*All sole-source contracts \$40,000 inclusive of HST or GST, must use this vehicle to award a contract to the supplier.**

**Clients may ask for a specific Supplier to be invited.**

**ProServices has 14 Streams covering 166 categories.** Streams 1 through 7 are mirrored from the Task-Based Informatics Professional Services (TBIPS) method of supply and contain categories for informatics requirements. Streams 8 through 12 are mirrored from the Task and Solutions Professional Services (TSPS) (task portion only) method of supply and contain categories for non-informatics requirements. Stream 13 includes categories within Alternative Dispute Resolution (ADR) services and Stream 14 includes Health Services.

Reference: <https://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/aapro-services-sapro-services-eng.html>  
<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/contracting-policy-notice-2020-2-replacement-north-american-free-trade-agreement-nafta.html>

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### **Task Based Information Professional Services (TBIPS)**

ATBIPS refers to Services related to a particular activity or initiative that are required to address a specific Information Technology (IT) need and which are usually associated with a specified set of responsibilities.

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

**Task-Based Informatics Professional Services (TBIPS)** is a vehicle for the provision of services to address specific Information Technology needs of government departments and organizations.

- **TBIPS Supply Arrangement (SA) Tier 1** allows for a maximum contract value of **\$3.75M** with single or multiple resources
- **TBIPS Supply Arrangement (SA) Tier 2** allows for a maximum contract value over **\$3.75M**

Clients may ask for a specific Supplier to be invited.

<https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/am-sa-eng.html>

### **Task and Solutions Professional Services (TSPS)**

Task and Solutions Professional Services (TSPS) is among the mandatory method of supply for the provision of non-informatics professional services, both task and solutions based, at or above the Canada Korea Free Trade Agreement (CKFTA) threshold. This method of supply covers five core areas of expertise that are commonly and nationally used: Human Resources Services; Business Consulting/Change Management; Project Management; Real Property Project Management Services; and Technical Engineering and Maintenance Services (TEMS).

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

#### **i. A Task-Based Supply Arrangement, category-based and divided into two (2) tiers:**

- Tier 1 for requirements valued at or above CKFTA and up to \$3.75 M, and
- Tier 2 for requirements valued above \$3.75 M

#### **ii. A Task-Based Standing Offer, category-based, for requirements with a very low complexity up to \$250,000**

#### **iii. A Solutions-Based Supply Arrangement, stream-based and divided into two (2) tiers:**

- Tier 1 for requirements valued at or above CKFTA and up to \$3.75 M, and
- Tier 2 for requirements valued above \$3.75 M

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### Supply Arrangement

i. **Supply Arrangements (SAs)** allow client departments to solicit bids from a pool of pre-qualified suppliers for specific requirements. For more information, please visit Buy and Sell's Supply Arrangements page.

ii. **Standing Offers (SOs)** allow client departments to issue call-ups via a Right of First Refusal (ROFR) list based on set per diem rates. For more information, please visit Buy and Sell's Standing Offers page.

iii. **A task-based requirement** is related to a particular service category required to address a specific need and is usually associated with a specified set of responsibilities. A task involves a specific start date, a specific end date, and set deliverables. Tasks are usually not large projects, although they may be subsets of a larger project.

iv. **In a solutions-based requirements**, a supplier defines and provides a solution to a client's requirement, manages the overall solution, phase or project, and accepts responsibility for the outcome.

The SA encompasses only those Services described in Annex A, which are further identified in the case of each specific SA holder in Annex C– Qualified Categories at issuance of the SA.

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


Provided a client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Tier 1 or Tier 2 Requirement Limitations described below. All contracts for clients without authority to contract under Tier 1 or Tier 2 will be managed by Public Services and Procurement Canada (PSPC).

**Tier 1:** Requirements starting at the CKFTA threshold up to and including \$3.75M: client or PSPC

**Tier 2:** Requirements greater than \$3.75M: PSPC

Each department may vary the number of Suppliers to be invited, but generally speaking the requirement (RFP) will be sent to all qualified suppliers for the stream and categories of the services being requested. <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spcts-tsps-eng.html>

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**Professional Audit Support Services Supply Arrangement (PASS SA)** is a procurement tool for the provision of professional services required to meet obligations set by two Treasury Board policies: Policy on Internal Audit and Policy on Financial Management. For PASS SA requirements valued below \$40,000 clients may direct a contract; at or below CKFTA threshold of \$100,000, clients may invite a minimum of two (2) suppliers; above CKFTA threshold, but less than \$3.75M, clients may invite a minimum of 15 suppliers, and above \$3.75M, clients must invite all pre-qualified suppliers in the applicable stream (applicable taxes are included in all options):

The PASS SA covers: Internal Audit Services, Practice inspections, Information technology and systems audits, Forensic audits, External audit, Financial accounting services, Internal control training, and Recipient/Contribution agreement audit.

Reference: <https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/contracting-policy-notice-2020-2-replacement-north-american-free-trade-agreement-nafta.html>

**If you need additional information, please contact  
your Procurement office/department.**

**We continue to support our clients working remotely, and safely  
during the COVID-19 precautions.**



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