

PWGSC THS SO/SA Overview

The Government of Canada purchases professional services through contract vehicles such as standing offers (SO) and supply arrangements (SA). In some cases, the use of an SO or SA is mandatory.

The Temporary Help Services (THS) Standing Offer and Supply Arrangement are two of the mandatory contract vehicles for contracts for the following streams: Office Support, Administrative Services, Operational Services, Technical Services and Professional Services which includes several sub-streams.

Name and Description	Solicitation Details
<p>Temporary Help Services (THS) Standing Offer and Supply Arrangement</p> <p>The THS SO/SA comprises two mandatory procurement tools for temporary help services. Temporary help services generally involve the assignment of a resource or resources to assist Federal Departments in the National Capital Area up to \$400,000 or 48 consecutive weeks.</p> <p>THS includes the streams and classifications listed in Attachment #1.</p> <p>By qualifying for the THS SA, your firm becomes eligible to provide temporary help services to the federal government.</p> <p>Individual contracts for the THS SA/SO must not exceed the financial limitation of \$400,000.00 and should not exceed the time limitation of 48 consecutive weeks.</p> <p>The THS SO is to be awarded on a ranked (low cost) right of first refusal basis.</p>	<p>The THS SO and SA is currently open for bids until March 29, 2019. Bids are evaluated quarterly. The next due date is <u>March 29, 2019 at 2:00 p.m.</u></p> <p>The THS SO solicitation can be found at: https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-002-34051</p> <p>The THS SA solicitation can be found at: https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-004-34069</p> <p><u>Key Criteria:</u></p> <ul style="list-style-type: none"> • One (1) year in business • For each stream you wish to qualify for, you need to provide a list of “Named Resources” (i.e. different individuals placed in positions relevant to the stream) including dates their services were provided and a client contact to act as a reference (see stream and classification information on next page). <ul style="list-style-type: none"> ○ 20-40 different individuals per stream ○ Each must have worked 37.5 hours since <ul style="list-style-type: none"> ◆ May 20, 2006 (Streams 1, 2, and 3) ◆ May 20, 2005 (Streams 4, and 5) ○ Minimum 3 different clients located in National Capital Area • For Stream 1, Offerors must demonstrate to the satisfaction of PWGSC that they have appropriately conducted the testing of their THS resources, including a description of <ul style="list-style-type: none"> ○ testing protocol ○ tests used to comply with the four types of examinations described in Annex “E”- Basic Standards for Testing the Office Support Classifications ○ tests used to test official languages capabilities • Security clearance (prior to SO/SA award) <p>A proposal requires a hard copy submission. THS is currently outside the Centralized Professional Services System (CPSS).</p>

TPC Proposal Support Packages for THS SO/SA Proposals

Level of Support	Services Included	Cost (HST or GST Extra)
Full Turnkey Support	<ul style="list-style-type: none"> • Request for Standing Offer/Supply Arrangement (RFSO and RFSA) review and amendment monitoring • Coaching and consultation throughout the proposal development process • Easy-to-use Information Collection templates • Preparation of all aspects of the proposal and any follow-up discussions/interviews • Printing, assembly and delivery to you of the completed hard copy submission 	<p>Contact info@theproposalcentre.ca today for a quote.</p>

Attachment #1: THS Streams and Classifications

STREAM #1 Office Support															
<p>In addition to providing 20-40 named resources, you must also provide a 5-page narrative on candidate testing. To obtain all classifications in this stream you must have placed resources in 3 different classifications</p> <ul style="list-style-type: none"> Clerk – Accounting Clerk - Access to Information & Privacy (ATIP) Clerk - Compensation Clerk - Data Entry Clerk - Finance Clerk - General Office Clerk - Human Resources Clerk - Legal Clerk - Library Clerk - Mailroom Clerk - Records Management Clerk - Research Desktop Publishing/Graphics Driver Project Administrator01 Receptionist or Switchboard Operator Secretary Secretary-Legal 															
STREAM #2 Administrative Services	STREAM #3 Operational Services														
<p>To obtain all classifications in this stream you must have placed resources in 3 different classifications.</p> <ul style="list-style-type: none"> Administrative Services Executive Assistant 	<p>To obtain all classifications in this stream you must have placed resources in 3 different classifications.</p> <ul style="list-style-type: none"> Building Technician Building Superintendents Construction Site Coordinator General Labourer Trade Helper Stores Services Personnel 														
STREAM #4 Technical Services	STREAM #5 Project Professional Services														
<p>To obtain all classifications in this stream you must have placed resources in 3 different classifications.</p> <ul style="list-style-type: none"> Assembler and Fabricator, Electronics Assembler, Mechanical Computer Application Support Computer Website Support Electrician Engineer - Aerospace Engineer - Architectural Engineer - Biological Engineer - Chemical Engineer - Electrical Engineer - Mechanical Inspector - Electronics Inspector - Mechanical Interior Designer Designing Services Machinist Millwright Stationary Engineer and Auxiliary Equipment Operator Technician - Architectural Technician - Biological Technician - Chemical Technician -Civil Engineering Technician - Drafting Technician - Electrical and Electronics Engineering Technician - Geomatics Technician - Industrial Instrument Technician - Mechanical Engineering Technician - Military Vehicle Technologist Technologist - Architectural Technologist - Biological Technologist - Chemical Technologist - Civil Engineering Technologist - Drafting Technologist - Electrical and Electronics Engineering Technologist - Geomatics Technologist - Industrial Instrument Technologist - Mechanical Engineering Telecommunications Analyst (TCA) 	<p>To obtain a sub-stream you must have provided at least 2 resources in the sub-stream.</p> <table border="1"> <tr> <td>Sub-Stream 5a - Finance</td> <td> <ul style="list-style-type: none"> Auditor Evaluation Analyst Financial Management </td> </tr> <tr> <td>Sub-Stream 5b - Procurement</td> <td> <ul style="list-style-type: none"> Materiel Management Procurement </td> </tr> <tr> <td>Sub-Stream 5c - Communications Services</td> <td> <ul style="list-style-type: none"> Communications Editor Marketing Media Monitor Writer Writer, Technical </td> </tr> <tr> <td>Sub-Stream 5d - Library Services</td> <td> <ul style="list-style-type: none"> Librarian/Archivist Library Technician </td> </tr> <tr> <td>Sub-Stream 5e - Human Resources Management</td> <td> <ul style="list-style-type: none"> Classification Compensation Employment Equity General Staff and Labour Relations Staffing Succession Planning Organizational Design </td> </tr> <tr> <td>Sub-Stream 5f - Policy and Advisory Services</td> <td> <ul style="list-style-type: none"> Access to Information and Privacy (ATIP) Officer Economics Official Languages Policy Program Administration Risk Management Socioeconomics Sociology Special Advisor Statistics Strategist </td> </tr> <tr> <td>Sub-Stream 5g - Health and Scientific</td> <td> <ul style="list-style-type: none"> Health Sciences - Epidemiologist Scientific - Biologist Scientific - Chemist Scientific - Toxicologist </td> </tr> </table>	Sub-Stream 5a - Finance	<ul style="list-style-type: none"> Auditor Evaluation Analyst Financial Management 	Sub-Stream 5b - Procurement	<ul style="list-style-type: none"> Materiel Management Procurement 	Sub-Stream 5c - Communications Services	<ul style="list-style-type: none"> Communications Editor Marketing Media Monitor Writer Writer, Technical 	Sub-Stream 5d - Library Services	<ul style="list-style-type: none"> Librarian/Archivist Library Technician 	Sub-Stream 5e - Human Resources Management	<ul style="list-style-type: none"> Classification Compensation Employment Equity General Staff and Labour Relations Staffing Succession Planning Organizational Design 	Sub-Stream 5f - Policy and Advisory Services	<ul style="list-style-type: none"> Access to Information and Privacy (ATIP) Officer Economics Official Languages Policy Program Administration Risk Management Socioeconomics Sociology Special Advisor Statistics Strategist 	Sub-Stream 5g - Health and Scientific	<ul style="list-style-type: none"> Health Sciences - Epidemiologist Scientific - Biologist Scientific - Chemist Scientific - Toxicologist
	Sub-Stream 5a - Finance	<ul style="list-style-type: none"> Auditor Evaluation Analyst Financial Management 													
	Sub-Stream 5b - Procurement	<ul style="list-style-type: none"> Materiel Management Procurement 													
	Sub-Stream 5c - Communications Services	<ul style="list-style-type: none"> Communications Editor Marketing Media Monitor Writer Writer, Technical 													
	Sub-Stream 5d - Library Services	<ul style="list-style-type: none"> Librarian/Archivist Library Technician 													
	Sub-Stream 5e - Human Resources Management	<ul style="list-style-type: none"> Classification Compensation Employment Equity General Staff and Labour Relations Staffing Succession Planning Organizational Design 													
	Sub-Stream 5f - Policy and Advisory Services	<ul style="list-style-type: none"> Access to Information and Privacy (ATIP) Officer Economics Official Languages Policy Program Administration Risk Management Socioeconomics Sociology Special Advisor Statistics Strategist 													
Sub-Stream 5g - Health and Scientific	<ul style="list-style-type: none"> Health Sciences - Epidemiologist Scientific - Biologist Scientific - Chemist Scientific - Toxicologist 														