PWGSC THS for the NCR 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) for the National Capital Region (NCR) SA is the mandatory contract vehicle for the services of a resource in the NCR in response to one of the following situations:

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

Name and Description	Solicitation Details

Temporary Help Services (THS) SA
The THS SA is a mandatory procurement tool for temporary help services in the National Capital Region. Temporary help services involve the assignment of a resource or resources to assist Federal Departments or Agencies in the National Capital Area when a public servant is unavailable (e.g., absence, temporary workload increases, vacant position)
 	
THS includes the streams and categories listed in Attachment #1.
 	
By qualifying for the THS SA, your firm becomes eligible to provide temporary help services to the federal government for contracts ranging from less than $25,000 to over $1,000,000.
 	
In 2019 THS will be piloting two new initiatives. The first is to promote and support greater opportunities for underrepresented groups in federal procurement (indigenous, women, people with disabilities, and visible minorities). The second is to introduce a new "Right-fit" basis of selection that could be used in lieu of lowest priced bid.
	The THS SA is currently open for bids until <u>March 20, 2019 at 2:00 p.m.</u> Once THS is awarded, it will be posted on buyandsell.gc.ca on an ongoing basis with new bids evaluated quarterly.
	
	The THS SA solicitation can be found at:
	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZN-022-34600
	
	<u>Key Criteria:</u>
	- Minimum of 24 months in business
	- Selection of proposed streams and categories. For each stream where three categories are substantiated, a supplier will qualify for the entire stream
	- To substantiate a category, the Supplier must demonstrate that they have provided services similar to the category, including:
	  o At least three contracts (maximum five), where services have been provided within the last three years prior to the solicitation closing date. A client reference must be provided for each contract.
	  o At least five resources must have been provided across all the contracts submitted
	- Security clearance (prior to SA award)
	
	A proposal requires both an email submission (to be provided when requested) and the entry of data into the Centralized Professional Services System (CPSS).

TPC Proposal Support Packages for THS SA Proposals

Level of Support	Services Included	Cost (HST or GST Extra)
Full Turnkey Support	- Request for Supply Arrangement (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 including the entry of data to the CPSS system and support for the follow-on email request - Detailed guidance and hands-on support to facilitate the submission of the online portions of the proposal	Contact info@theproposalcentre.ca today for a quote.

Attachment #1: THS Streams and Classifications

STREAM #1 Office Support

- 1.1 Clerk, general
- 1.2 Administrative assistant, general
- 1.3 Executive assistant
- 1.4 Receptionist
- 1.5 Clerk, accounting
- 1.6 Clerk, compensation
- 1.7 Clerk, data entry
- 1.8 Clerk, finance
- 1.9 Clerk, human resources
- 1.10 Clerk, legal
- 1.11 Clerk, library
- 1.12 Clerk, mail room
- 1.13 Clerk, records management
- 1.14 Clerk, research
- 1.15 Desktop publishing/graphics
- 1.16 Driver
- 1.17 Project administrator

STREAM #2 Operational Services

- 2.1 General labourer
- 2.2 Trade helper
- 2.3 Building technician
- 2.4 Building superintendents
- 2.5 Construction site coordinator
- 2.6 Stores services personnel

STREAM #3 Electrical and Electronics Services

- 3.1 Electrician
- 3.2 Engineer, electrical
- 3.3 Assembler and fabricator, electronics
- 3.4 Inspector, electronics
- 3.5 Technician, electrical and electronics engineering
- 3.6 Technologist, electrical and electronics engineering

STREAM #4 Mechanical and Machining Services

- 4.1 Assembler, mechanical
- 4.2 Technician, mechanical engineering
- 4.3 Technician, military vehicle
- 4.4 Technologist, mechanical engineering
- 4.5 Inspector, mechanical
- 4.6 Engineer, mechanical
- 4.7 Machinist

STREAM #5 Computer Services

- 5.1 Computer, application support
- 5.2 Computer, website support
- 5.3 Telecommunications analyst

STREAM #6 Architectural and Design Services

- 6.1 Interior designer
- 6.2 Technician, architectural
- 6.3 Technologist, architectural
- 6.4 Engineer, architectural

STREAM #7 Miscellaneous Engineering/Technology Services

- 7.1 Engineer, aerospace
- 7.2 Engineer, biological
- 7.3 Engineer, chemical
- 7.4 Technician, civil engineering
- 7.5 Technician, drafting
- 7.6 Technician, geomatics
- 7.7 Technologist, civil engineering
- 7.8 Technologist, drafting
- 7.9 Technologist, geomatics

STREAM #8 Financial Services

- 8.1 Auditor
- 8.2 Evaluation analyst
- 8.3 Financial management

STREAM #9 Procurement Services

- 9.1 Materiel management
- 9.2 Procurement

STREAM #10 Communications Services

- 10.1 Communications
- 10.2 Editor
- 10.3 Marketing
- 10.4 Media monitor
- 10.5 Writer (non-technical)
- 10.6 Technical writer

STREAM #11 Library Services Categories

- 11.1 Librarian/archivist
- 11.2 Library technician

STREAM #12 Human Resources Management

- 12.1 Human resources, classification
- 12.2 Human resources, compensation
- 12.3 Human resources, employment equity
- 12.4 Human resources, general
- 12.5 Human resources, staff and labour relations
- 12.6 Human resources, staffing
- 12.7 Human resources, succession planning
- 12.8 Organizational design

STREAM #13 Policy and Advisory Services

- 13.1 Access to information and privacy
- 13.2 Economics
- 13.3 Official languages
- 13.4 Policy
- 13.5 Program administration
- 13.6 Risk management
- 13.7 Socioeconomics
- 13.8 Sociology
- 13.9 Special advisor
- 13.10 Statistics
- 13.11 Strategist

STREAM #14 Health and Scientific Services

- 14.1 Epidemiologist
- 14.2 Biologist
- 14.3 Technologist, biological
- 14.4 Technician, biological
- 14.5 Chemist
- 14.6 Technologist, chemical
- 14.7 Technician, chemical
- 14.8 Toxicologist

Note: For a cross-reference from the old THS SO/SA category/streams, refer to the Grandfathering Streams Reference at https://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/vr-sr-eng.html.