

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
<p>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)</p> <p>THS includes the streams and categories 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 for contracts ranging from less than \$40,000 to over \$1,000,000.</p> <p>In 2019 THS is 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.</p>	<p>The Temporary Help Services RFSA was posted on August 8, 2019, and is open for bids indefinitely.</p> <p>Submissions for new suppliers or existing suppliers looking to add categories are due quarterly, on the last business day of the month, in March, June, September and December. The THS SA solicitation can be found at: https://buyandsell.gc.ca/procurement-data/tender-notice/PW-19-00884578</p> <p><u>Key Criteria:</u></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ One contract where services have been provided within the last five years prior to the refresh closing date ○ A client reference who can substantiate the contract information provided • Security clearance (prior to SA award) <p>A proposal requires both an email submission (to be provided when requested) and the entry of data into the Centralized Professional Services System (CPSS).</p>

TPC Proposal Support Packages for THS SA Proposals

Level of Support	Services Included	Cost (HST or GST Extra)
Full Turnkey Support	<ul style="list-style-type: none"> • 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 	<p>Contact info@theproposalcentre.ca today for a quote</p>

Attachment #1: THS Streams and Classifications

STREAM #1 Office Support		
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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		STREAM #3 Electrical and Electronics Services
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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		STREAM #5 Computer Services
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 5.1 Computer, application support 5.2 Computer, website support 5.3 Telecommunications analyst 	
STREAM #6 Architectural and Design Services		STREAM #7 Miscellaneous Engineering/Technology Services
<ul style="list-style-type: none"> 6.1 Interior designer 6.2 Technician, architectural 6.3 Technologist, architectural 6.4 Engineer, architectural 	<ul style="list-style-type: none"> 7.1 Engineer, aerospace 7.2 Engineer, biological 7.3 Engineer, chemical 7.4 Technician, civil engineering 7.5 Technician, drafting 	<ul style="list-style-type: none"> 7.6 Technician, geomatics 7.7 Technologist, civil engineering 7.8 Technologist, drafting 7.9 Technologist, geomatics
STREAM #8 Financial Services		STREAM #9 Procurement Services
<ul style="list-style-type: none"> 8.1 Auditor 8.2 Evaluation analyst 8.3 Financial management 	<ul style="list-style-type: none"> 9.1 Materiel management 9.2 Procurement 	
STREAM #10 Communications Services		STREAM #11 Library Services Categories
<ul style="list-style-type: none"> 10.1 Communications 10.2 Editor 10.3 Marketing 10.4 Media monitor 10.5 Writer (non-technical) 10.6 Technical writer 	<ul style="list-style-type: none"> 11.1 Librarian/archivist 11.2 Library technician 	
STREAM #12 Human Resources Management		STREAM #13 Policy and Advisory Services
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 13.1 Access to information and privacy 13.2 Economics 13.3 Official languages 13.4 Policy 13.5 Program administration 	<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 14.1 Epidemiologist 14.2 Biologist 14.3 Technologist, biological 14.4 Technician, biological 14.5 Chemist 	<ul style="list-style-type: none"> 14.6 Technologist, chemical 14.7 Technician, chemical 14.8 Toxicologist 14.9 Nurse 14.10 Psychologist 	

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>.