

**MANDATORY STANDING OFFER**  
**CATEGORIES**

**GROUP DESCRIPTIONS**

April 29, 2005



# Mandatory Standing Offers

## Standing Offers - Mandatory vs. Optional

Over the years, PWGSC has negotiated a number of Standing Offers on behalf of the government. These Standing Offers are for goods and services and are frequently used by many departments and agencies. They are often established through a competitive process, to obtain competitive prices from qualified suppliers. Other Standing Offers are negotiated with companies who have exclusive rights.

As approved by the Cabinet and announced in Budget 2005, it will be mandatory for all departments and agencies to use PWGSC's Standing Offers, where they exist. Since many of the current Standing Offers may be specific to one Region or may have been negotiated some time ago, we have recently completed a review of the Standing Offers in place for a first Group of 10 commonly purchased goods and services, to ensure that they are useable and represent good value. Effective April 1, 2005, and subject to the final approval of the Treasury Board, use of Standing Offers for these commodities will be mandatory when your department needs to purchase them

The use of all other Standing Offers, while desirable, is for the moment optional. In the future, as we complete the review process, more commodities and Standing Offers will be added to the mandatory list. We will communicate these additions to all departments and agencies as soon as they are made.

The following pages provide descriptions of the mandatory standing offer groups. They also provide general contact information, as well as the **Standing Offer Index** search headings to aid in your ability to identify each particular standing offer. Note that the number of suppliers and search headings identified may not however apply to all departments and regions. The applicable categories are reduced when the user department and region are identified under the search process. For convenience, the largest and most common search headings have been highlighted in yellow.

Any General Inquiries can be made through the PWGSC Help Desk at:

**1-866-664-6609**



# Mandatory Standing Offers

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## Mandatory Standing Offers

### **N23 Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles:**

This commodity group contains standing offers for the procurement of goods, including automobiles, trucks, recreational vehicles, trailers, and construction equipment.

Leasing and repair services for these goods are not found within this mandatory category.

**Listing Category:** GOODS

**Total Number of Suppliers:** 39

#### **Standing Offer Index Commodity Search Headings:**

COMBAT, ASSAULT, AND TACTICAL VEHICLES, TRACKED

**PASSENGER MOTOR VEHICLES**

SNOWMOBILE

SNOWMOBILE, SPARE PARTS

TRAILER, LOW BED

TRUCK, TRACTOR, YARD, TRAILERS SPOTTER OFF HIGHWAY,

DIESEL TRUCKS AND TRUCK TRACTORS, WHEELED

# Mandatory Standing Offers

## **N58 Telecommunications Equipment and Accessories:**

This section contains standing offers for the procurement of goods, including pagers, Blackberry devices, radios, audio-visual equipment, telephone hardware, and radars and other detection devices.

Leasing and repair services for these goods are not found within this mandatory category. Cellular telephones and telephone/cell phone services (rate plans) do not have standing offers in place.

**Listing Category:** GOODS

**Total Number of Suppliers:** 79

### **Standing Offer Index Commodity Search Headings:**

ACOUSTIC DATA PROCESSING SYSTEM  
COMMUNICATION, DETECTION, AND COHERENT RADIATION EQUIPMENT  
COMMUNICATIONS SECURITY EQUIPMENT AND COMPONENTS  
INTERCOMMUNICATION AND PUBLIC ADDRESS SYSTEMS,  
MISCELLANEOUS COMMUNICATIONS EQUIPMENT  
RADAR EQUIPMENT, EXCEPT AIRBORNE  
RADIO AND TELEVISION COMMUNICATIONS EQUIPMENT, AIRBORNE  
RADIO AND TELEVISION COMMUNICATIONS EQUIPMENT, NON-AIRBORNE  
RADIO NAVIGATION EQUIPMENT  
RADIO RECEIVERS, VHF AM (EXCEPT AIRBORNE)  
RADIO TRANSCEIVERS AND TRANSMITTER-RECEIVER, MOBILE  
REMOTE MONITORING AND CONTROL SYSTEMS, RADAR EQUIPMENT,  
TELECOMMUNICATIONS / DIGITAL DATA NETWORK  
**TELEPHONE AND TELEGRAPH EQUIPMENT**  
UNDERWATER SOUND EQUIPMENT  
**VIDEO RECORDING AND REPRODUCTION EQUIPMENT**  
VOICE COMMUNICATIONS EQUIPMENT, AIRBORNE  
VOICE MESSAGING SYSTEM, ELECTRONIC

# Mandatory Standing Offers

## **N70 General Purpose Automatic Data Processing Equipment (including Firmware), Software, Supplies and Support Equipment:**

This section contains standing offers for the procurement of goods, including microcomputers (desktops, notebooks) and mainframe systems, data storage devices, networking hardware, computer software, printers, plotters and scanners, computer accessories such as memory boards, speakers, etc, and computer supplies including discs and cartridges.

Most of the categories will link to websites for detailed product information. These include:

Computers (all types):            Computer Acquisition Guide (CAG)  
<http://computer.pwgsc.gc.ca/storage/index-e.cfm>

Photocopiers and Printers:    Imaging Product Management Group  
<http://www.pwgsc.gc.ca/ipmg/text/index-e.html>

Software:                        Software Acquisition Reference Centre (SARC)  
  
<http://software.pwgsc.gc.ca//diso/index-e.cfm>

Includes Software products, documentation, maintenance and support services and may include professional services directly related to the installation, implementation, integration, usage, upgrade or training of the proprietary software.

**Listing Category:**    GOODS

**Total Number of Suppliers:** 191

**Standing Offer Index Commodity Search Headings:**

Most Common Items:

ADP INPUT-OUTPUT AND STORAGE DEVICES (PRINTERS)  
ADP SOFTWARE  
COMPUTERS - AUTOMATIC DATA PROCESSING EQUIPMENT, SYSTEMS  
SUPPLIES AND SUPPORT EQUIPMENT, DISC, CARTRIDGES



## Mandatory Standing Offers

**Other Items:** Note some categories are open only to specific departments and regions

ADP COMPONENTS

ADP SUPPORT EQUIPMENT

AUTOMATIC DATA PROCESSING SUPPLIES

COMPUTER SOFTWARE FOR TECHNOLOGY ASSISTED TRAINING

COMPUTER SOFTWARE, MILITARY APPLICATIONS, EMERGENCY PLANNING

COMPUTERS, DIGITAL SYSTEMS, MICRO

COMPUTERS, DIGITAL TURNKEY SYSTEMS, MINI/SUPER MICRO (INCLUDES

COMPUTERS, MICRO, LAPTOP

DATA COMMUNICATIONS EQUIPMENT - ADAPTORS, INTERFACES, ETC.

MASS STORAGE SUBSYSTEMS - VERY LARGE

For Standing Offer Information please contact:

**Thauvette, Jerome**

**Phone (819) 956-6860**

**[jerome.thauvette@pwgsc.gc.ca](mailto:jerome.thauvette@pwgsc.gc.ca)**

For Software:

**Arneaud Guénette**

**Telephone: (819) 956-1171**

**[arneaud.guenette@pwgsc.gc.ca](mailto:arneaud.guenette@pwgsc.gc.ca)**



# Mandatory Standing Offers

## **N71 Furniture:**

This commodity group contains standing offers for the procurement of goods, including desks, chairs, tables, office furniture, workstations, cabinets and shelving. Most standing offers reference a range of products offered within a suppliers catalogue of items. In most cases purchases under \$25,000 are available from any supplier, for values above that amount, the SAGE website provides an electronic database and selection tool. The database is available at:

**[publiservice.gc.ca/services/icpsss-spicsn/furniture/](http://publiservice.gc.ca/services/icpsss-spicsn/furniture/)**

**Listing Category:** GOODS

**Total Number of Suppliers:** 195

### **Standing Offer Index Commodity Search Headings:**

CABINETS, LOCKERS, BINS AND SHELVING  
HOUSEHOLD FURNITURE  
LAN MANAGEMENT MODULAR SHELVING SYSTEM  
**OFFICE FURNITURE**

For Standing Offer Information or Arbitration, please contact:

**Claude Ménard**  
**Telephone: (819) 956-3902**  
**Fax: (819) 956-7353**  
**[furniture@pwgsc.gc.ca](mailto:furniture@pwgsc.gc.ca)**



# Mandatory Standing Offers

## **N75 Office Supplies and Devices:**

And

## **N74 Office Machines, Text processing and Recording Equipment:**

These commodity groups contain standing offers for the procurement of all types of office supplies, including pens, pencils, files, paper, toner, shredders, stamp machines, etc. Standing offers are in place with the major office supply vendors. Purchases generally receive a significant discount (50%+) off catalogue prices.

Office furniture, printers, photocopiers, computers and printers/copiers available from these suppliers are not included in these Standing Offers.

Most standing offers reference a range of products offered within a suppliers catalogue of items. Purchases under \$10,000 are available from any supplier, for values above that amount, a ranked system is provided.

Orders can be made either through call-up forms, purchase orders, or in person by acquisition card.

**Listing Category:** GOODS

**Total Number of Suppliers:** 79

### **Standing Offer Index Commodity Search Headings:**

MISCELLANEOUS OFFICE MACHINES (N74)  
OFFICE DEVICES AND ACCESSORIES  
**OFFICE SUPPLIES**  
PAPER, COMPUTER PRINTOUT PLAIN, CONTINUOUS  
PAPER, OFFICE STATIONERY  
STATIONERY AND RECORD FORMS

Contact Person:

Banning, Debra  
(819) 956-7337  
(819) 956-7340  
[Debra.Banning@pwgsc.gc.ca](mailto:Debra.Banning@pwgsc.gc.ca)

# Mandatory Standing Offers

## **N84 Clothing, Accessories and Insignia:**

This commodity group contains standing offers for the procurement of various types of clothing, including work clothes, uniforms, and accessories such as gloves, footwear, and specialized military/police gear.

Services related to clothing, such as alterations or dry-cleaning are not included in this category. Most standing offers reference a range of products offered within a suppliers catalogue of items. Purchases under \$25,000 are available from any supplier. CORCAN is also a provider of some of these goods, and a priority to utilize CORCAN items where applicable, exists.

Orders can be made either through call-up forms, purchase orders, or in person by acquisition card.

**Listing Category:** GOODS

**Total Number of Suppliers:** 79

### **Standing Offer Index Commodity Search Headings:**

BADGES AND INSIGNIA  
BOOTS, SHOES, SPECIAL SIZES  
CLOTHING WORK  
CLOTHING, SPECIAL PURPOSE  
FOOTWEAR, MEN'S  
GLOVES, WORK (CLOTHING SPECIAL PURPOSE)  
INDIVIDUAL EQUIPMENT  
ORGANIZATION DEVELOPMENT  
SHIRTS, WORK INCLUDING KITCHEN SHIRTS  
SHOES, MEN'S, GOODYEAR WELT, OFFICERS MESS (POLICE TYPE) RCMP  
SWIMWEAR, MENS AND WOMENS  
UNIFORMS



## Mandatory Standing Offers

### **N91 Fuels, Lubricants, Oils and Waxes:**

Fuels are purchased through the National Fuel Procurement Program, managed by the Fuel and Construction Products Division, of PWGSC. This includes the following:

- \* Aviation Fuel
- \* Marine Fuel
- \* Diesel Fuel (including low sulphur diesel)
- \* Automotive Gasoline (including ethanol blended gasoline)
- \* Heating Oil.

Please note that only authorized users may call-up fuel against these Standing Offers. Details on fuel procurement can be found at the Fuel Procurement Intranet site:

**<http://publiservice.gc.ca/services/icpsss-spicsn/fuel/intro-e.html>**

Other fuel related-products include lubricants, oil and grease, and gasoline purchased through fleet acquisition cards.

**Listing Category:** GOODS

**Total Number of Suppliers:** 79

For more information please contact:

**Raymond Carriere:**

**Telephone: (819) 956-4032**

**E-mail: [raymond.carriere@pwgsc.gc.ca](mailto:raymond.carriere@pwgsc.gc.ca)**

# Mandatory Standing Offers

## **D Information Processing and Related Telecom Services:**

This section contains standing offers and supply arrangements put into place for the procurement of services related to telecommunication delivery services and information technology consulting. This includes system and network architects, programmers, IT project managers, web-designers, technology training, and other consulting services.

Related goods such as data processing hardware or software are not included in this category. Telecommunication service providers (cellular phone plans, telephone service plans) generally are procured through major contracts, and do not use standing offers.

Most agreements in place are supply arrangements. These generally are lists of pre-qualified suppliers identified for various sub-categories. Prices are typically per-diem ceiling rates. In most cases, for any projects below \$89,000, any supplier on the list may be selected. Above that value a formal tender process is generally required. It is recommended that for all dollar amounts at least three suppliers be requested to provide quotations for each specific project. Prices should be negotiated lower than the published maximums.

**Listing Category:** SERVICES

**Total Number of suppliers:** 917

### **Standing Offer Index Commodity Search Headings:**

COMPUTER AIDED DESIGN/ MANUFACTURING SERVICES

COMPUTER AND DATA PROCESSING SERVICES

DATA CENTRE SERVICES

DATA CONVERSION SERVICES

DATA TRANSMISSION SERVICE

DESIGNING AND PROGRAMMING WEB SITES

INFORMATICS CONSULTING SERVICES, SOFTWARE DEVELOPMENT

**INFORMATICS PROFESSIONAL SERVICES**

INFORMATICS SYSTEMS INTEGRATION

INFORMATION RETRIEVAL SERVICES, DATABASE

MICROGRAPHIC SERVICES

OPTICAL SCANNING SERVICES

PROGRAMMING SERVICES

SYSTEMS INTEGRATION, INFORMATICS COMMODITIES AND SERVICES



# Mandatory Standing Offers

## **R Professional, Administrative and Management Support Services:**

This section contains standing offers and supply arrangements put into place for the procurement of services related to the hiring of consulting and temporary help personnel.

Included in this commodity group are consulting services related to:

Change Management Services;  
Mediation;  
Courier Services;  
Temporary Help;

Most agreements in place are supply arrangements. These generally are lists of pre-qualified suppliers identified for various sub-factories. Prices are typically per-diem ceiling rates. In some cases, for any projects below \$89,000, any supplier on the list may be selected. Above that value a formal tender process is generally required. Others include standing offers that are ranked in order of selection. The number 1 ranked supplier has the right of first refusal for any work. If that supplier is unable to meet the requirement, the next highest ranked supplier is to be used.

Some categories utilize an automated database for selection. The standing offer index will link to these sites. These include Temporary Help Services and Courier Services:

**Listing Category:** SERVICES

**Total Number of suppliers:** 1218

**SEARCH CATEGORIES – SEE ATTACHED**

# Mandatory Standing Offers

## Standing Offer Index Commodity Search Headings

### STANDING OFFERS OPEN TO ALL DEPARTMENTS

SOI Search Heading	Description	Applicable Department:	Applicable Region
AUDIT-COMPREHENSIVE	Mediation services; Audit services; iso 9001, Forensic audits; Management studies	ALL	National
COURIER SERVICE	Provide courier service for various envelopes and packages	ALL	Pacific, Atlantic, NCR & National
GENERAL MANAGEMENT	Business / Financial Consultants Change Management	ALL	National (with 2 SO's for Quebec)
GENERAL OFFICE HELP	Provide temporary help services	ALL	All
PERSONNEL MANAGEMENT	Harassment investigation, Human resources support services, Executive counseling services, Reference check services	ALL	National
SHREDDING SERVICE	Provide paper shredding service	ALL	Atlantic, Western
TEMPORARY HELP SERVICES	Provide temporary help services	ALL	Atlantic, Western, Pacific, Quebec
TEMPORARY HELP SERVICES, GENERAL OFFICE STAFF	Provide temporary help services	ALL	Atlantic, Ontario



# Mandatory Standing Offers

## STANDING OFFERS OPEN ONLY TO SPECIFIC DEPARTMENTS

SOI Search Heading	Description	Applicable Department:	Applicable Region
AUCTIONEERING SERVICES	Ensure the proper conduct of a public auction of Crown-owned items	PWGSC	Western
BUSINESS SERVICES	Client Advisory Services and Program Administration	ALCOA	Atlantic
BUSINESS SERVICES, N.E.S.	Aboriginal Historical Research	PWGSC	Atlantic
CABLE PLANT -SERVICES	“Cabling Services”	TRANSPORT	National
CERTIFICATIONS/ ACCREDITATIONS FOR PRODUCTS & INSTITUTIONS	“ ISO 14001 Auditing Services”	PWGSC	National
CONSULTING SERVICES – ISS HRDC Supply Arrangement	“Wide spectrum of professional services and solutions” 38 occupational categories	HRDC, but open to other departments through the C.O.	National
COURT REPORTING SERVICES	Provide full transcription services	Correctional Service of Canada	Western, Pacific, National
DATA COLLECTION SERVICES	Agricultural research; Provide seismic data	Agriculture & Natural Resources	Quebec and Western
JOB DESCRIPTION WRITING	“Technical writing – research documents”	DND	Quebec
LANGUAGE INTERPRETATION SERVICES	Translation services	RCMP , HRSDC	Quebec
LANGUAGE TRANSLATION AND INTERPRETATION	Translation services	HRDC	Ontario, Quebec
LIBRARY SERVICES	“Dubbing Of Protected B Material”	DND	Atlantic
ORGANIZATION DEVELOPMENT	Internal	HEALTH & NFB	Quebec
PAPER SHREDDING SERVICE	Provide paper shredding service	PWGSC	Atlantic, Western, Pacific



## Mandatory Standing Offers

REAL ESTATE BROKER SERVICES	Provide real property consulting, advisory and project delivery services	PWGSC	NCR
SERVICES OF INDIVIDUALS - MANAGEMENT	Second career and adult (ongoing) education counseling	DND	Pacific
TECHNICAL INVESTIGATIONS AND ENGINEERING SERVICES (TIES) TECHNICAL, ENGINEERING AND MAINTENANCE SERVICES (TEMS)	Technical Investigations and Engineering Services, Environmental Site Work, Boiler Room Maintenance, Technical Maintenance Support	DND	Atlantic, Pacific, Western
TEMPORARY HELP SERVICES - PROFESSIONAL AND TECHNICAL	Consulting engineer (Ontario), Scientific support services (Quebec)	DND	Ontario, Quebec
TRANSCRIPTION SERVICES	Translation services (Quebec), Media monitoring services (Ontario)	INDUSTRY	Ontario, Quebec
TRANSLATION SERVICES	Provide translation services	ENVIRON.	Quebec, Pacific