

MANDATORY STANDING OFFER
CATEGORIES

GROUP DESCRIPTIONS

November 21, 2006

Mandatory Standing Offers Categories

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 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, 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 Categories

INDEX

1. **N23** Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
2. **N58** Telecommunications Equipment and Accessories
3. **N70** General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment
4. **N71** Furniture
5. **N74** Office Machines, text processing systems and visible recording equipment
6. **N75** Office Supplies and Devices
7. **N84** Clothing, Accessories and Insignia
8. **N91** Fuels, Lubricants, Oils and Waxes
9. **D** Information Processing and Related Telecom Services
10. **R** Professional, Administrative and Management Support Services

Mandatory Standing Offers Categories

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

For Standing Offer Information please contact:

Pierre Dumoulin
Telephone: (819) 956-3953
Fax: (819) 953-2953
e-mail: pierre.dumoulin@pwgsc.gc.ca

Linda Émond
Telephone: (819) 956-4014
Fax: (819) 953-2953
e-mail: linda.emond@pwgsc.gc.ca

Mandatory Standing Offers Categories

N58 Telecommunications Equipment and Accessories:

This section contains standing offers for the procurement of goods, including pagers, Blackberry devices, radios, audio-visual and videoconferencing 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.

The Standing Offer link to the website for Audio-Visual, Projection and Videoconferencing (APV) Equipment (purchase only, no rentals) is available at: <http://publiservice.gc.ca/services/icpsss-spicsn/apv/intro-e.html>

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 Categories

For Standing Offer Information please contact:

Communications Security Equipment and Components blackberry

Nadia Moufarrej
Telephone: (819) 956-0574
Fax: (819) 956-0636
e-mail: nadia.moufarrej@pwgsc.gc.ca

Telephone and Telegraph Equipment

Jocelyn Rousseau
Telephone: (819) 956-5897
Fax ; (819) 956-5078
e-mail jocelyn.rousseau@pwgsc.gc.ca

Sylvie Legendre
Telephone: (819) 956-9205
Fax: (819) 956-5078
e-mail sylvie.legendre@pwgsc.gc.ca

Teletype and facsimile Equipment

Kirkpatrick, Beth
Telephone: (506) 851-2856
Fax: (506) 851-6759
e-mail: beth.c.kirkpatrick@pwgsc.gc.ca

Audio-Visual, Projection and Videoconferencing (APV) Equipment

Ann Lacelle
Telephone: (819) 956-4479
Fax: (819) 953-4944
e-mail: ann.lacelle@pwgsc.gc.ca pwgsc

Joanne Ladouceur (M)
Telephone: (819) 956-3587
Fax: (819) 953-4944
e-mail: joanne.m.ladouceur@pwgsc.gc.ca

Mandatory Standing Offers Categories

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 Categories

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:

Desktop and Notebook Computers:

Kurt Young

Telephone: (819) 956-4013

e-mail: kurt.young@pwgsc.gc.ca

Servers:

Rod Getzinger

Telephone: (819) 956-3252

e-mail: rodney.getzinger@pwgsc.gc.ca

Storage:

Laurie Coughtry

Telephone: (819) 956-9145

e-mail: laurie.coughtry@pwgsc.gc.ca

Printers:

Linda Jellicoe

Telephone: (604) 775-7697

e-mail: linda.jellicoe@pwgsc.gc.ca

Internetworking:

Robert Pelot

Telephone: (819) 956-1086

e-mail: robert.pelot@pwgsc.gc.ca

Software:

Arneaud Guénette

Telephone: (819) 956-1171

e-mail: arneaud.guenette@pwgsc.gc.ca

Mandatory Standing Offers Categories

N71 Furniture:

This commodity group contains standing offers for the procurement of goods, including desks, chairs, tables, panel systems, workstations, cabinets and shelving. Most standing offers reference a range of products offered within a supplier's catalogue of items. In most cases purchases under \$25,000 are available from any supplier. The Standing Offer link to the website for office furniture is available at:

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

As of April 1, 2005, up to \$25,000. clients must use the standing offer by completing a PWGSC-TPSGC 942 form (Call-up Against a Standing Offer) and forwarding it to one of the suppliers identified by commodity. Over \$25,000.01 up to \$400,000 (dependent on the commodity) use the furniture component of e-Purchasing: <https://achatsendirect-e-purchasing.gc.ca/>

It is to be noted that for LAN Management Modular Shelving System the call-up limitation is \$40,000. Over the call-up limitation the client must send a new requisition (PWGSC-TPSGC 9200) for processing.

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, please contact:

Metal Filing and Storage Cabinets:

Raymonde St-Louis

Téléphone: (819) 956-7329

e-mail: raymonde.st-louis@pwgsc.gc.ca

Interconnecting Panels and Supported Components :

Lisa Marie Teed

Téléphone: (819) 956-6909

e-mail: lisa.teed@pwgsc.gc.ca



Mandatory Standing Offers Categories

Office Seating

Manon Bouliane

Téléphone: (819) 956-7437

e-mail: manon.bouliane@pwgsc.gc.ca

Freestanding Furniture

Stéphane Dubeau

Téléphone: (819) 956-3816

e-mail: stephane.dubeau@pwgsc.gc.ca

Desking Systems

Francine Smith

Téléphone : (819) 956-7331

e-mail : francine.smith@pwgsc.gc.ca

Contact us by e-mail at: furniture@pwgsc.gc.ca or by facsimile at: (819) 956-7353

Mandatory Standing Offers Categories

N74 Office Machines, Text processing and Recording Equipment:

These commodity groups contain standing offers for the procurement of all types of office supplies, such as including pens, pencils, desk accessories, calculators, file folders, paper, toners, stamp machines, etc. Standing offers are in place with the major of 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. Note: If an item is not identified in the catalogue or standing offer, that item may not be purchased..

The suppliers for these standing offers have been ranked from lowest to highest prices, based on a basket of goods created by PWGSC at the time of the bid evaluation. This does not necessarily mean that they will be the lowest bidder for the clients actual needs.

Because of this the client is encouraged to create their own basket of goods and choose the best overall priced offer, based on their requirements.

Goods/Services may be ordered by 942 Call-up, telephone, facsimile, specialized, approved client or supplier order forms or any other method deemed acceptable by both the client and the supplier. Payment may be made by Credit Card.

Individual call-ups will not be less than \$100.00 or exceed \$40,000.00 including GST or HST. Call-ups between \$40,001 and \$100,000, including GST or HST, must be sent to PWGSC for approval.

Requirements above \$100,000, including GST or HST, must be forwarded to PWGSC for the appropriate procurement action.

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

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Mandatory Standing Offers Categories

N75 Office Supplies and Devices:

Office supplies: (N75) included under N75 office supplies are the separate Standing Offers for N7530 - Photocopy Paper, N7045126 -Toner, Cartridge, Virgin, for various types of Printers and Facsimile Machines - N7045127 - Toner, Cartridge, Remanufactured, for various types of Printer and Facsimile Machines which are included in the Mandatory Standing Offers.

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

For Standing Offer Information, please contact:

Debra Banning

Téléphone: (819) 956-7337

Télécopieur: (819) 956-7340

e-mail: debra.banning@pwgsc.gc.ca

Mandatory Standing Offers Categories

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 Categories

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: 26

For more information please contact:

Raymond Carrière
Telephone: (819) 956-4032
e-mail: raymond.carriere@pwgsc.gc.ca

Mandatory Standing Offers Categories

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 prequalified suppliers identified for various sub-factories. 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 Categories

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 prequalified 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 Categories

Standing Offer Index Commodity Search Headings

STANDING OFFERS OPEN TO ALL DEPARTMENTS

| SOI Search Heading | Description | Department | 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 | 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 counselling 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 Categories

STANDING OFFERS OPEN ONLY TO SPECIFIC DEPARTMENTS

| SOI Search Heading | Description | Department | 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 Categories

STANDING OFFERS OPEN ONLY TO SPECIFIC DEPARTMENTS

| SOI Search Heading | Description | Department | Region |
|--|--|------------|----------------------------------|
| 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 counselling | 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 |