| **EMV - >** | **$.01 - $24,999.99** | **$25,000.00 - $399,999.99** | **$400,000.00 +** |
| --- | --- | --- | --- |
| **Tier 1** | **Tier 2** | **Tier 3** |
| Who performs this task? | IU | IU | AB/P 1  (PWGSC Acquisitions Branch office (AB) and Regional /Headquarters procurement offices of PWGSC(AP)) |
| Which  Solicitation template to use? | One-Page RFB | Standard RFB | Standard RFB or RFP(only for AB/P) |
| How to announce the solicitation? | By fax/e-mail directly to the Conforming Supplier(s)  OR  By telephone | For Competitive: Post solicitation with NPP on GETS.(Do not specify suppliers in NPP and do not send solicitation to suppliers directly)  For MPS: Send solicitation to specific supplier(s) and only post NPP on GETS. | Same as Tier 2 |
| How many Suppliers to invite? | IU’s choice | All Conforming Suppliers.  Manufacturer Product Specific (MPS) requirements must be approved by AB/P before proceeding with procurement. | Same as Tier 2 |
| When to issue a Notice of Planned Procurement (NPP)? | Not required | Always | Same as Tier 2 |
| NPP Content | Not required | Use the NPP template:  Competitive not including MPS: Complete sections 1 through 6  MPS: Complete sections 1 through 7 | Same as Tier 2 |
| Which Official Language to use for the NPP? | Not applicable | Both | Same as Tier 2 |
| Which Official Language to use for the solicitation? | Use the Official Language denoted by the Conforming Supplier. Refer to SOSA app for each Supplier. | Use both Official Languages with the exception of MPS requirements.  Only the Notice of Proposed Procurement is posted on GETS for MPS. Use the Official Language denoted by the Conforming Supplier for MPS solicitations. | Same as Tier 2 |
| If NPP is opposed by other Suppliers and Non-SA Holders | Not applicable | Review all oppositions. If one or more Suppliers demonstrate ability to meet requirement, revise and retender accordingly.  If all oppositions are not valid, provide all “opposers” with written explanation of why they do not meet the requirement. | Same as Tier 2. |
| NPP Posting Period and Solicitation Bidding Period (Same date for both) | Not applicable | Competitive: Minimum 10 calendar days  Non-competitive: Minimum 10 calendar days | Competitive: Minimum 15 calendar days for RFBs  Minimum 25 calendar days for RFPs  Non-competitive: Minimum 15 calendar days for RFBs  Minimum 25 calendar days for RFPs |
| What prices are to be evaluated? | Firm prices for  - all products (including Non-Supply Arrangement (NSA) and optional products);  - delivery of all products (if delivery is required);  - installation of all products (if installation is required);  -all services.  Do not add the bidder’s Applicable Taxes to the total evaluated (bid) price.  \*For Tier 1 only: Product Related Services can be procured in combination with products from categories 1-6. The price of the Product Related Services must be evaluated. | Firm prices for  - all products (including Non-Supply Arrangement (NSA) and optional products);  - delivery of all products (if delivery is required);  - installation of all products (if installation is required);  -all services.  Do not add the bidder’s Applicable Taxes to the total evaluated (bid) price. | Same as Tier 2 |
| When to obtain price justification? | When only one bid is compliant or received as a result of a competitive requirement.  OR  For all non-competitive requirements | When only one bid is compliant or received as a result of a competitive requirement.  OR  For all non-competitive requirements (Manufacturer Product Specific) | Same as Tier 2 |
| What type of price justification to obtain?  (i.e. “proof” that the price is fair and reasonable) | One of the following price justifications:   * a current published price list indicating the percentage discount available to Canada; or * a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers. | Obtain at least one of the selections listed in Section 1 of the Standard RFB template. | Same as Tier 2 |
|  |  |
|  |  |
| Which bids are compliant? | The products and services bid are in the Supplier’s SA. | The products and services bid are in the Supplier’s SA. | Same as Tier 2 |
| AND | AND |
| When there is only one compliant bid, the bidder provided the price justification requested in the RFB and the justification is acceptable by the IU. | When there is only one compliant bid, the bidder provided the price justification requested in the RFB and the justification is acceptable by the IU. |
| AND | AND |
| The IU considers the bid prices to be fair and reasonable. | The IU considers the bid prices to be fair and reasonable. |
| AND | AND |
| All other requirements of the solicitation (e.g. delivery, installation, services, security requirements) are complied with by the bidder. | All other requirements of the solicitation (e.g. delivery, installation, services, security requirements) are complied with by the bidder. |
| Refer to the Workspaces Terms and Conditions Manual (WTCM) for the full list of mandatory evaluation criteria for all bid evaluations under this Supply Arrangement. The WTCM can be found on the furniture website. | |
| Which bid can win? | Lowest priced compliant bid | Lowest priced compliant bid | Same as Tier 2 |
| Which contract to use? | Low dollar value template (includes resulting contract clauses) | Standard RFB (includes resulting contract clauses) | Same as Tier 2 |
| Amount to include on first page of contract? | All of the prices at “What prices to evaluate (above)?” plus the Applicable Taxes. | All of the prices at “What prices to evaluate (above)?” plus the Applicable Taxes. | Same as Tier 2 |

1 Finding the products using the CST and providing the list of SA approved products(Cat 1b-6) and/**or** creating floor plans using SA approved products and completing Annex C(Cat 1a) of the standard RFB. The security requirements must also be identified and provided to PWGSC along with a PWGSC 9200 Requisition for Goods, Services and Construction Services, and any other necessary information.