**PROCUREMENT QUESTIONS**

1. Please complete this document by answering yes or no to each question prior to submitting your requirement to [wst.allocation@tpsgc-pwgsc.gc.ca](mailto:wst.allocation@tpsgc-pwgsc.gc.ca) .

2. Some responses may require additional forms or annexes based on your answer. Ensure these form are also attached to your submission.

3. Answering these question will save processing time once your file is assigned to a buyer.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **PSIB – PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESSES:**  Do you wish to pursue a voluntary set Aside? | YES NO | |
| Procurement Strategy for Indigenous Business (PSIB)The decision to set aside a procurement under PSIB is the responsibility of the client department.There are two types of PSIB set-asides:1. Mandatory Set-Aside It is mandatory to set aside a procurement under PSIB if an Indigenous population is the primary recipient or end user of the goods or services being procured and the value exceeds $5,000, provided that operational requirements, prudence, probity, best value and sound contracting management can be assured. An Indigenous population is considered the primary recipient where the recipient of the good, service, or construction is a community or group, being served by a contract, in which Indigenous people make up at least 51% of the population.  In order for an Indigenous population to be the primary recipient or end user of the goods or services being procured, delivery does not have to be directly to the Indigenous community. For example, goods may be delivered to a government department site and later distributed to Indigenous communities, groups or individuals. 2. Voluntary Set-Aside A voluntary Set-aside comes into effects if:   * A population or group does not have 51% or more indigenous people; and * There are identified indigenous capacity/business in the industry that can provide the requirement.   [**Modern Treaty Business Directory/List**](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/9/35/60) | | | |
| If your answer is “NO”, explain why: | | | |
| **2.** | **SOCIAL PROCUREMENT:**  Is there an opportunity to include a socio value plan? | YES NO |
| The Government of Canada can leverage it’s significant purchasing power to advance socio-economic goals, increase competition and the diversity of participants in the federal procurement processes, and foster innovation. Leveraging the federal government’s purchasing power in these ways can be done through the implementation of social value plans in procurement. Social value plans generally incorporate point rated (non-mandatory) criteria that give an advantage to bidders who meet our social value requirements in competitive solicitations: this could include commitments to employ traditionally disadvantaged groups of people in the performance of the Work.  The client is responsible for considering whether there are opportunities to advance the socio-economic goals of the Government, increase competition and diversity or foster innovation through the inclusion of a social value plan on the subject requirement – please advise if you wish to implement a social value plan for this requirement. | | |
| If your answer is “NO”, explain why: | | |
| **3.** | **GREEN PROCUREMENT:** | YES NO | |
| Where possible, please consider adding environmentally friendly (green) specifications to your requirement (or, for reporting purposes, identify any “green” specifications, components to the requirement that have already been included). Examples of green specifications/requirements might include: specific restrictions on packaging, requiring high energy efficiency ratings, incorporating alternative green power sources, reducing consumption of electricity or water etc. Please advise. For more information see link:  [Green Procurement - Buying and Selling - PWGSC (tpsgc-pwgsc.gc.ca)](https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html); [Green Procurement - GCpedia](https://www.gcpedia.gc.ca/wiki/Green_Procurement); [Policy on Green Procurement- Canada.ca (tbs-sct.gc.ca)](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) | | | |
| If your answer is “NO”, explain why: | | | |
| **4.** | **ACCESSIBILITY:** | YES NO |
| The Technical Authority is responsible for ensuring accessibility is considered when defining the requirements of the procurement and including accessibility criteria in the specification if applicable. Where possible, technical criteria designed to enhance access must be incorporated into procurements: accessible criteria might include: addressing width/height/space requirements for spaces/goods that might be accessed by individuals in a wheelchair for example.  If accessible criteria do not apply to a requirement – the attached form/declaration must be completed and signed by an appropriate individual in the client department.  Please see link for more information: [Accessible procurement - Advancing socio-economic goals, increasing competition and fostering innovation - Better Buying - Buying and selling - PSPC (tpsgc-pwgsc.gc.ca)](https://www.tpsgc-pwgsc.gc.ca/app-acq/ma-bb/proacces-accespro-eng.html)  If you are not including accessibility criteria, this [Accessibility Form](http://intranet.tpsgc-pwgsc.gc.ca/app-acq/text/ca-pc/form-acpca-aac-eng.html) must be completed and submitted with your requirement. | | |
| **5.** | **SOSA App** – have you reviewed the SOSA app to determine if your requirement is available on a Supply Arrangement or Standing Offer? | YES NO |
|  | | |
| **6.** | **Standing Offer Requests ONLY:**  Is there an existing SO in place? When does it expire?  If so provide the SO#  Have you reviewed the historical usage? Is the usage withing your own authority? | YES NO |
| The Identified User authorized to make Call-ups against the Standing Offer is: Name: Title:  Telephone: Email:  What is the limitation of expenditure per call up, in dollars amount? We need this to complete the PN72 in advance. $\_\_\_\_\_\_\_\_\_ | | |
| **7.** | **Authorities – provide the Project Authority / Technical Authority contact information:**  As it will appear in the contract document. | |
| Name:  Organization:  Address:  Telephone:  E-mail address: | | |
|  | | |
| **8.** | **Delivery Dates:** | YES NO |
| Best By delivery dates are always recommended.  Mandatory delivery dates require justification, funding is not a sufficient reason for a mandatory delivery date. BEST DELIVERY (recommended) Delivery is requested by \_\_\_\_\_\_\_\_\_\_\_\_\_.  Or  All the deliverables must be received within 4 - 8 weeks from order date.    The benefit to this is there is flexibility to amending the delivery date as required.  If there is a delay and the supplier cannot provide on time we can amend delivery date. However, if you cannot pay the invoice after this date, we will have to terminate for convenience and we run the risk of Canada paying out the supplier. MANDATORY DELIVERY (not recommended)  * All deliverables must be received on or prior to XXXXXX. Mandatory delivery dates being the firm date for all deliverables including delivery of the item(s), installation, and any subsequent training, which also shortens the length of time for the company to be able to complete the work within their contract.   If choosing a mandatory delivery, please provide your operational justification for the mandatory delivery date.  (note, PSPC does not accept funding as the reason to justify a mandatory delivery date).  If you would still like to proceed with a mandatory delivery date without providing an operational reason, please respond by acknowledging and accepting the risks associated with it.  Most notable risks are:   1. Supplier submits a bid and by the time the contract is awarded they can no longer meet the date. Requirement will be cancelled. 2. Suppliers submit a bid and contract awarded, however, there are potential delays from the contractor and the mandatory delivery date cannot be met. The contract will need to be terminated for default (if proven that the delay is not excusable as per the General Terms and Conditions)   Justification: (must complete or provide annex to submission)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Date | | |