Standard Workplace Technology

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WORKPLACE TECHNOLOGY
NATIONAL CENTRE OF EXPERTISE

Table of content

Purpose and Scope

The Standard Workplace Technology (SWT) document outlines the technical and functional requirements for technology equipment in a Government of Canada workplace environment base on the GCworkplace Design Guide, with the aim of ensuring seamless integration into client environments and fulfilling operational needs.

It is intended for client that are **NOT** served by SSC.

For client that are served by SSC, please refer to the *SSC Functional Guidance on Meeting Space Conferencing Equipment* for more information.

However, information for Single and Dual monitors workpoint can be taken from this guide for all clients.

MVP (Minimum viable product)

The requirements detailed in this document represent the minimum technical and functional requirements for technology in the workplace.

More details about life-cycle and reuse is available on page 13 of this document.

This is a live document with frequent updates so make sure you use this link to always access the latest version: Standard Workplace Technology

Supporting Documents:

Interior Design Ressource Centre

GCworkplace Design Guide

GCworkplace Fit-up Standards

TBS Standard on Information Technology Provisions

The Standard Workplace Technology (SWT) is derived from the Treasury Board Secretary (TBS) Directive on Digital which articulates how Government of Canada organizations manage service delivery, information and data, information technology, and cyber security in the digital era. The Directive defines and describes the different user and workpoint profiles along with the information technology provisions for each profile.

This document describes the minimum viable product (MVP) prescribed at each workpoint type which is applied to all fit-up projects ie: (GCworkplace fit-up, Workplace Transformation Program (WTP) and Workplace Improvement Projects (WIP)).

In accordance with the directive on fit-up and section A3.2 of the Government of Canada Workplace Fit-up Standards, PSPC assumes the one-time cost for the initial fit-up for general office space and provisions of standard IT equipment including network connectivity systems for non-reimbursing clients. Shared Services Canada (SSC) continues to assume responsibility for operation and/or maintenance of services in accordance with its mandate. Clients are responsible for the ongoing operating and maintenance costs for the furnishings, IT equipment, and appliances that PSPC delivers.

Workplace and Sourcing Solutions (WSS) has established the Government of Canada Workplace Technology Requirement document to outline standardized "packages" for various individual and collaborative workpoints within the work location. Standard Workplace Technology (SWT) for GC workpoints at the time of fit-up will include individual workpoint peripherals (computer monitors, port replicator/connection ports); open collaboration workpoints (display devices, screen sharing capabilities); enclosed collaboration workpoints (unified communication, collaboration devices); digital signage and Wi-Fi access points for network connectivity. Printers, personal computers and their peripherals (mouse, keyboard, headset), and wireless mobile devices are not part of the SWT.

The procurement vehicle for monitors and docking stations is managed by Digital Services Branch (DSB), Digital Workplace Transformation (DWT) and PSPC's procurement teams. Other peripherals, such as mice and keyboards, are the clients' responsibility and are not part of the SWT.

The Audiovisual Standing Offers (AVSO) and Video Conferencing Procurement Vehicle (VCPV) are the current procurement vehicles for collaboration and conferencing equipment. Project procurement, guidance and coordination will be provided by the DSB DWT Fit-up project manager, who will manage the process and integration for all RPS Fit-up projects. RPS project teams will follow the intake process outlined below in-order to have a DSB DWT Fit-up project manager assigned to their project.

A new procurement vehicle is currently being prepared in collaboration with SSC and PSPC to replace the current AVSO and VCPV and should be available April 1st 2025.
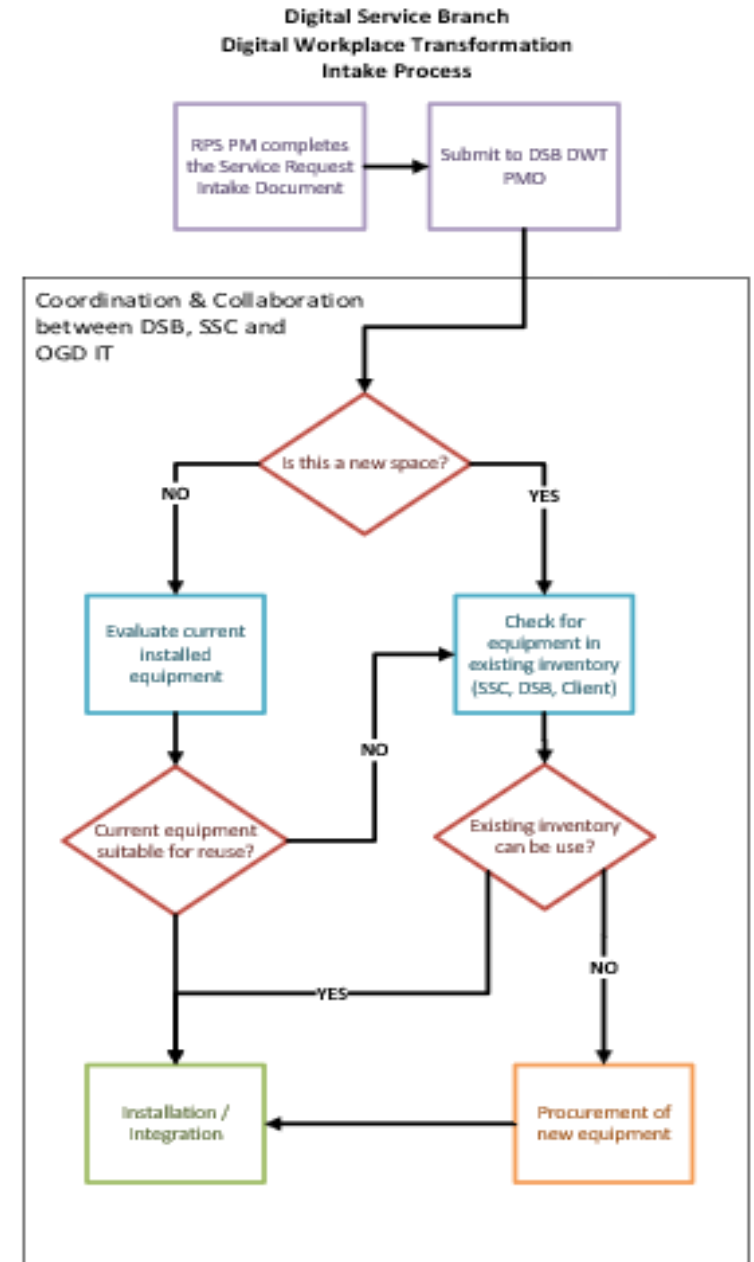
Project Delivery Process

For the DSB DWT intake process:
The responsible RPSB PM completes the Service Request Intake Document as soon as the project has been started and submits it to the DSB DWT Portfolio Management Office (PMO) generic mailbox. DSB DWT PMO assesses information and based on capacity assigns a DWT Project Lead/Manager. DSB DWT Project Manager collaborates with RPSB PM throughout the design, procurement and installation of the IT equipment and overall completion of the project.

Here's the vehicles currently in place for fit-up procurement that will be used by the procurement team within DSB as well as other procurement vehicles that might impact the aspects of the SWT procurement:

- **Audiovisual**: standing offer with $400K limit, renewed every six months with consistent pricing, managed by an independent team. Note: PSPC and SSC are developing a new procurement tool which will enhance and streamline the procurement and fulfillment of audiovisual equipment under the IT-BOG.
- **IT**: Managed by an independent team within SSC who forecast requirements and maintain standards in inventory.
- **Furniture**: supply arrangement renewed every two years via bid process, managed by an independent team.
- **Appliances**: no standardized vehicle at this time, ordered on demand via fit-up contractor until procurement vehicle can be established.

An evaluation of the current available surplus equipment and existing inventory from PSPC and SSC must be performed first before considering procuring new equipment. *(See flow diagram)*
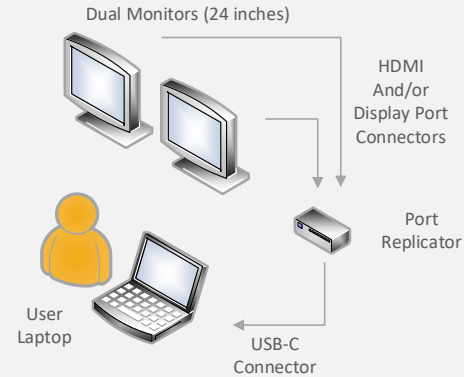

Digital Service Branch
Digital Workplace Transformation
Intake Process

WORKPLACE TECHNOLOGY
NATIONAL CENTRE OF EXPERTISE

Primary Individual Open

DUAL MONITOR WORKPOINT

2x 24-inch 2K Monitor

- Resolution: 2560 x 1440 (WQHD)
- Mount Type: Monitor Stands or Arms
- Connector:
    - 1x HDMI
    - 1x DisplayPort
- Include a Port Replicator

Dual Monitors (24 inches)

HDMI And/or Display Port Connectors

Port Replicator

User Laptop

USB-C Connector

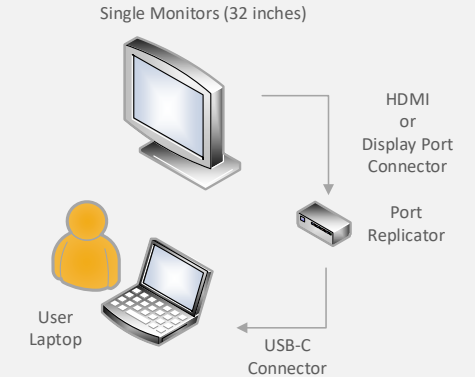## SINGLE MONITOR WORKPOINT

1x 32-inch 4K Monitor

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Monitor Stand or Arm
- Connector:
    - 1x HDMI
    - 1x DisplayPort
- Include a Port Replicator

Single Monitors (32 inches)

HDMI or Display Port Connector

Port Replicator

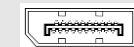User Laptop

USB-C Connector

PORT REPLICATOR

USB-C connection
Must contain at minimum:
- 1x HDMI and 1x Display Port (or 2x of each)
- Support 2x 4K display
- 2x USB 3.0 type A connector
- 1x USB 3.0 type C connector
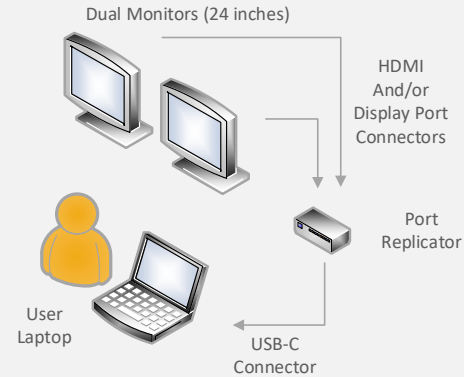- Must provide Power (min. 65W)

HDMI

Display Port

USB Type-C

USB Type-A

Primary Individual Closed
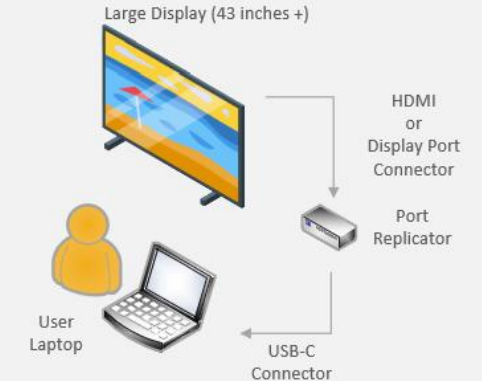
DUAL MONITOR WORKPOINT

2x 24-inch 2K Monitor

- Resolution: 2560 x 1440 (WQHD)
- Mount Type: Arm
- Connector:
  - 1x HDMI
  - 1x DisplayPort
- Include a Port Replicator

Dual Monitors (24 inches)

HDMI And/or Display Port Connectors

Port Replicator

User Laptop

USB-C Connector

SINGLE MONITOR WORKPOINT

1x 32-inch 4K Monitor

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Monitor Stand or Arm
- Connector:
  - 1x HDMI
  - 1x DisplayPort
- Include a Port Replicator

Single Monitors (32 inches)

HDMI or Display Port Connector

Port Replicator

User Laptop

USB-C Connector
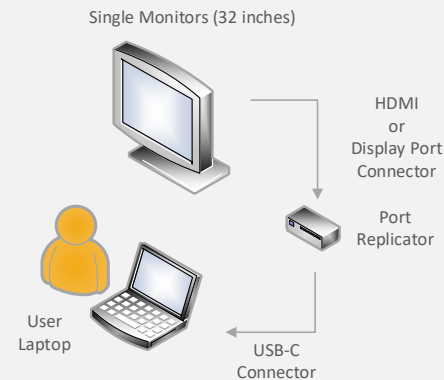
FOCUS ROOM - LARGE

1x 43-inch 4K Monitor

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall or Furniture
- Connector:
  - 1x HDMI
  - 1x DisplayPort
- Include a Port Replicator

- BYOD is the preferred connectivity
- Not suitable for a full MTR deployment
- Wireless connectivity is not necessary
Scale display size according to available space

Large Display (43 inches +)

HDMI or Display Port Connector
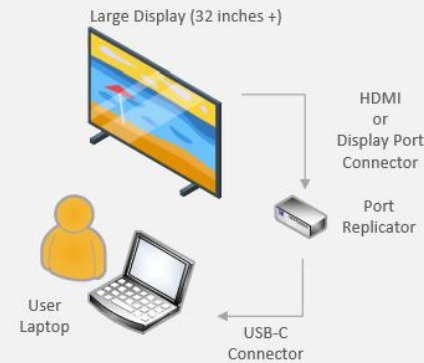
Port Replicator

User Laptop

USB-C Connector

Collaborative Open

1x 32 to 43-inch 4K Monitor

- Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall or Furniture
- Connector: 2x HDMI
- Include a Port Replicator

- BYOD is the preferred connectivity
- Not suitable for a full MTR deployment
- Design for presentation, not videoconferencing

Scale display size according to available space

Large Display (32 inches +)
HDMI or Display Port Connector
Port Replicator
User Laptop
USB-C Connector

1x 43 to 65-inch 4K Monitor

- Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall or Furniture
- Connector: 2x HDMI
- Wireless Collaboration Device

- BYOD is the preferred connectivity
- Not suitable for a full MTR deployment
- Design for presentation, not videoconferencing

Scale display size according to available space

Large Display (43 inches +)
HDMI or Display Port Connector
Wireless Connectivity Device
User Laptop
Wireless Connectivity Device or Miracast

LOUNGE

1x 43 to 65-inch 4K Monitor

- Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall or Furniture
- Connector: 2x HDMI
- Wireless Collaboration Device (optional)

- BYOD is the preferred connectivity
- Not suitable for a full MTR deployment
- Design for presentation, not videoconferencing
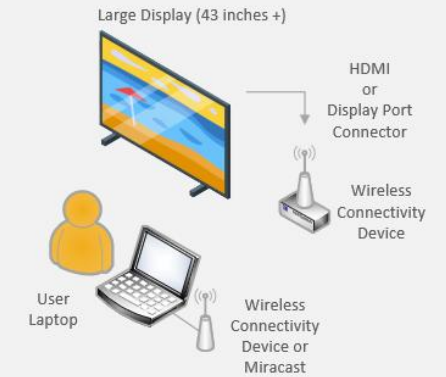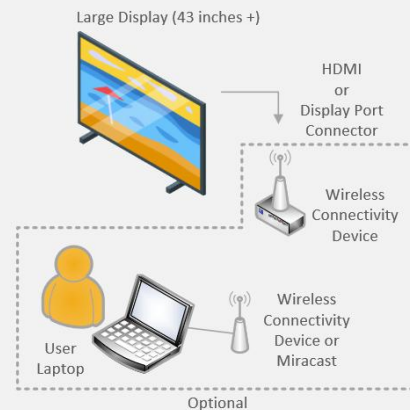
Scale display size according to available space

Large Display (43 inches +)
HDMI or Display Port Connector
Wireless Connectivity Device
User Laptop
Wireless Connectivity Device or Miracast
Optional

WORKPLACE TECHNOLOGY
NATIONAL CENTRE OF EXPERTISE
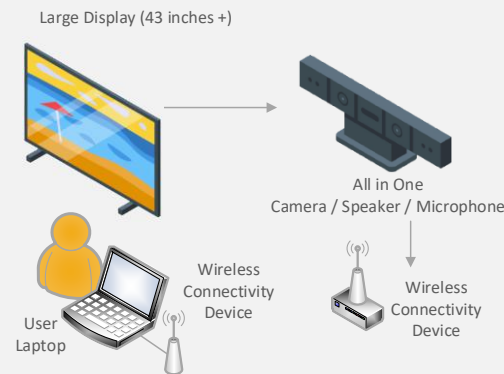
Collaborative Closed (small)

For customers served by SSC, please refer to the [SSC Functional Guidance on Meeting Space Conferencing Equipment](#) for more information on closed collaborative spaces

WORK ROOM

1x 43 to 65-inch 4K Display* Commercial Grade Display

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- All in one Soundbar with:
  - 4+ microphone
  - 2+ speakers
  - 1+ HD camera (135°+)

- BYOD is the preferred connectivity
- MTR is possible through SSC

*Scale according to room size

Large Display (43 inches +)

All in One
Camera / Speaker / Microphone

User Laptop

Wireless Connectivity Device

Wireless Connectivity Device

OPTIONAL

Large Display with Touch Screen Capabilities
1x 50 to 85-inch 4K Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- HDMI 2.1A Cable, 8ft minimum

PROJECT ROOM

1x 43 to 65-inch 4K Display* Commercial Grade Display

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- All in one Soundbar with:
  - 4+ microphone
  - 2+ speakers
  - 1+ HD camera (135°+)

- BYOD is the preferred connectivity
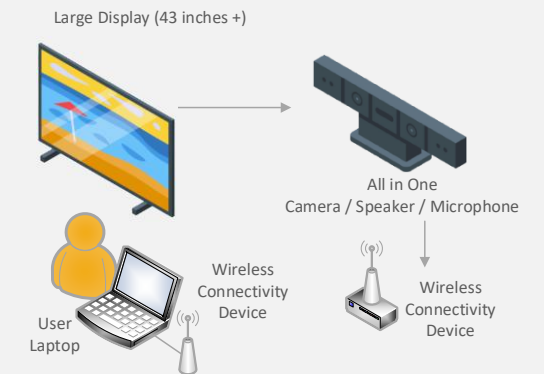- MTR is possible through SSC

*Scale according to room size

Large Display (43 inches +)

All in One
Camera / Speaker / Microphone

User Laptop

Wireless Connectivity Device

Wireless Connectivity Device

OPTIONAL

Large Display with Touch Screen Capabilities
1x 50 to 85-inch 4K Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
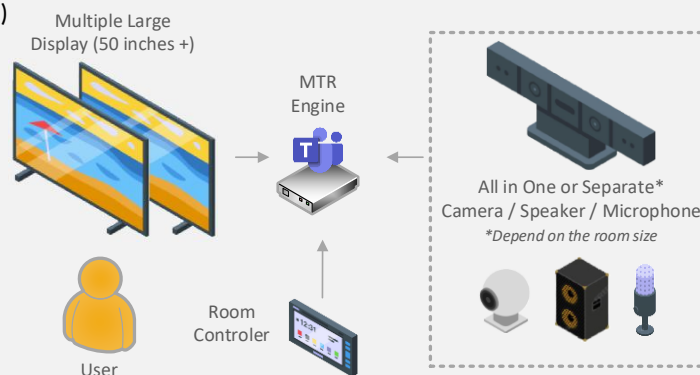- HDMI 2.1A Cable, 8ft minimum

Collaborative Closed (medium & large)

For customers served by SSC, please refer to the [SSC Functional Guidance on Meeting Space Conferencing Equipment](#) for more information on closed collaborative spaces

MEDIUM MEETING ROOM

Up to 3x 50 to 85-inch 4K Display* Commercial Grade Display

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- All in one Soundbar with:
  - 4+ microphone
  - 2+ speakers
  - 1+ HD camera
- Position the soundbar at the center of both display

Multiple Large Display (50 inches +)

MTR Engine

Room Controler

User

All in One or Separate* Camera / Speaker / Microphone
*Depend on the room size

- Microsoft Teams Room is the preferred connectivity, available through SSC
- **Scale according to room size*

OPTIONAL

Large Display with Touch Screen Capabilities
1x 50 to 85-inch 4K Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- HDMI 2.1A Cable, 8ft minimum

LARGE MEETING ROOM

Up to 4x 65 to 85-inch 4K Display* Commercial Grade Display

- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- One or more Camera*
  - HD 1080p
  - 30 fps +
  - Field of view, 90° +
- Microphone Array*
- Multiple Speakers*

Multiple Large Display (50 inches +)

MTR Engine

Room Controler

User

One or more Camera Fixed and/or PTZ

Multiple Speakers

Microphone Array

- Microsoft Teams Room is the preferred connectivity, available through SSC
*Scale according to room size

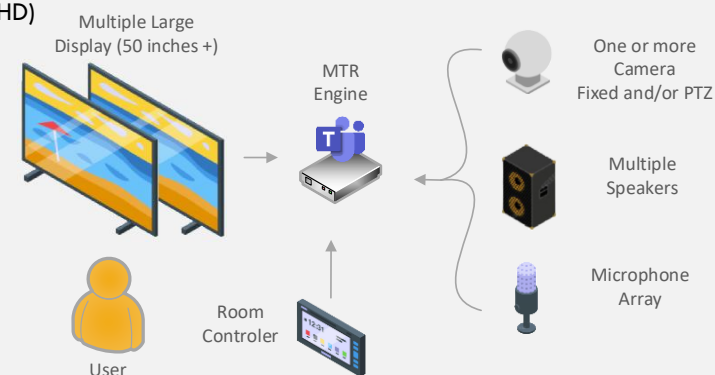### OPTIONAL

Large Display with Touch Screen Capabilities
1x 50 to 85-inch 4K Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
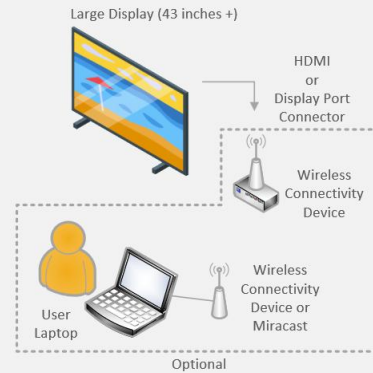- Connector: 2x HDMI
- HDMI 2.1A Cable, 8ft minimum

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NATIONAL CENTRE OF EXPERTISE

Support Space

WELCOME AREA

1x 43 to 65-inch 4K Display

- Commercial Grade Display
- Resolution: 3840 x 2160 (UHD)
- Mount Type: Wall Mount
- Connector: 2x HDMI
- Wireless Collaboration Device (optional)

Scale display size according to available space

Large Display (43 inches +)

HDMI
or
Display Port
Connector

Wireless
Connectivity
Device

User
Laptop

Wireless
Connectivity
Device or
Miracast

Optional

KITCHENETTE

*** SECTION UNDER CONSTRUCTION ***

APPLIANCES PROVIDED

Refrigerator

- **No larger than 965mm x 1790mm**
- **Should be vertical side-by-side with freezer on one side and fridge component on the other**

Microwave

- **No larger than 762mm x 419mm x 445mm**
- **Should have accessible options for use, such as braille on the buttons and a loop handle or similar**

WORKPLACE TECHNOLOGY
NATIONAL CENTRE OF EXPERTISE

Wifi

WIFI

Provided by SSC via the Whole Building Approach (WBA) Initiative

Aimed at streamlining the deployment of Wi-Fi services in whole government buildings. Rather than implementing Wi-Fi on a case-by-case basis, WBA will enable SSC to deploy Wi-Fi for entire buildings at once. This approach will not only meet the growing demand for Wi-Fi but also reduce deployment time and costs.

Possible Solutions:

- GC Wi-Fi Enterprise
- GC Wi-Fi Commercial
- Combination of both (hybrid)

Guest Wi-Fi access is also provided to enhance collaboration with partners sharing buildings

More Info (SSC)

GC Wi-Fi service offerings

- **Resident employee access:** Enables a GC employee to automatically connect to their departmental network using their GC-issued laptop or tablet
- **Guest employee access:** Enables a GC employee to remotely connect to their departmental network through a virtual private network (VPN) using their GC issued laptop or tablet
- **Sponsored guest access:** Enables a visitor to connect to the Internet using their personal device (smartphone, tablet, laptop) with an account issued by a GC sponsor
- **Public guest access:** Allows GC employees or the general public to access the Internet through the commercial vendor's infrastructure
- **GC employee – other device access:** Enables a GC employee to connect to the Internet with another device (smartphone, tablet, laptop) using their email address and Windows password

Support Information

PRODUCTS LIFE-CYCLE & REUSE CRITERIAS

Here's a list of criteria to help evaluate the condition of existing equipment. Cost of removing, storing and reinstalling vs the cost of new procurement must also be considered.

Computer Monitors and Large Displays

- **Specs:** The equipment is compliant with the minimum specs
- **Condition:** The equipment still work properly and doesn't have any defect (i.e.: burn pixels)
- **Updates:** If the equipment is connected to the network, it must still receive security updates

Collaboration and Videoconferencing equipment

- **Performance:** Is the equipment is running slowly or experiencing frequent crashes
- **Compatibility:** The equipment is incompatible with current software and/or peripheral or has trouble connecting to networks, recommended minimum requirements should also be respected.
- **Updates:** The equipment is no longer receiving updates
- **Security:** The equipment is vulnerable to security issues or infiltration
- **Support:** There is poor support for the equipment

https://www.cyber.gc.ca/en/guidance/obsolete-products-itsap00095

IT SUPPORT

- Client IT is responsible for Support once the project is delivered

Appendix

SUPPORTING DOCUMENTS

- [TBS Directive on Digital](#)
- [Interior Design Ressource Centre](#)
- [SSC Functional Guidance on Meeting Space Conferencing Equipment](#)
- [GC Wi-Fi Service](#)
- [Obsolete products - ITSAP.00.095 - Canadian Centre for Cyber Security](#)

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