

## Contracting Guide – Standard Contracts

**Company Legal Name:** FactR Limited

**Procurement Business Number (PBN):** 723283289PG0001

This guide describes how you can get a contract with FactR Limited using standard approaches from PSPC/PWGSC. It provides you with all the basic information typically requested by Procurement and should assist them in fulfilling your request.

Please see Appendix A for a Note to File for Procurement detailing your rationale for your selected choice (some options to be selected and details to be completed).

### How to Contract with FactR Limited

You can contract with FactR Limited the following 4 ways. *In any method you choose, we recommend conducting a Voluntary Setaside for Indigenous Business, which you can do for any procurement.*

1. **Sole Source:** If the \$-value of the requirement is less than \$40,000, exception 6(b)(iv) of the [Government Contracts Regulations](#) permits a sole source.
  - a. You can do a **directed contract** with a note to file for procurement (see Appendix A).
  - b. You can do a **directed contract through ProServices** with FactR
2. **ProServices Competition:** Where the requirement is for resources and the value is above \$40,000 but below \$100k (including taxes, amendments, travel and living expenses, etc.)
3. **TBIPS Competition:** Where the requirement is for IT resources and the value is above \$100k but below \$3.75M (including taxes, amendments, travel and living expenses, etc.)
4. **SBIPS Competition:** Where the contract is for an IT Services Solution, which may include a portion of software licenses, and the requirement is valued below \$3.75M. use SBIPS.

### What you Need to provide to Procurement

1. A completed requisition form (usually [Form 942](#)).
2. A Statement of Work for the services requested.
3. Where ProServices, TBIPS or SBIPS or are used, evaluation criteria that you would like to include in the solicitation process. For ProServices or TBIPS they need to be related to the resource categories you're requesting. For SBIPS they need to be related to the IT services solution as a whole.
4. Any applicable SRCL. Common [SRCLs can be found here](#).
5. Details on your selected method (see Note to File for Procurement)

Additional documentation may be requested by your assigned procurement professional.

**How To Use ProServices** ([details from PSPC at this link](#)):

FactR's ProServices # is **E60ZT-180029/396/ZT**

FactR is a registered Indigenous Supplier.

1. Select 2 suppliers from the CPSS client module. You may search for FactR using the SA number above. OR selecting FactR and having the CPSS system select a second at random for you.
  - a. If internal policy does not permit the sole source for requirements under \$40k, PWGSC permits directed contracts using ProServices for such requirements. Suppliers can be given any reasonable amount of time to provide a proposal in relation to such a request.
2. Provide an RFP to the two suppliers with a minimum of 5 calendar days to respond. The RFP must contain a Statement of Work and criteria. Criteria can be a flexible grid for an applicable resource category.
3. Evaluate proposals according to the flexible grid and any other criteria. See Attachment 1 for applicable Flexible Grids.

**FactR is qualified in the following ProServices categories:**

**Stream 1: Application Services**

- 1.1 Application/Software architect
- 1.6 Programmer/Software developer
- 1.7 Programmer/Analyst
- 1.8 System analyst
- 1.10 Test coordinator
- 1.11 Tester
- 1.12 Web architect
- 1.14 Web developer

**Stream 3: IM/IT Services**

- 3.7 Platform analyst
- 3.8 Storage architect
- 3.9 System administrator
- 3.10 Technical architect

3.11 Technology architect

**Stream 4: Business Services**

- 4.1 Business analyst
- 4.2 Business architect
- 4.3 Business consultant
- 4.5 Business process re-engineering consultant (BPR)
- 4.7 Business transformation architect

**Stream 5: Project Management Services**

- 5.2 Enterprise architect
- 5.5 Project executive
- 5.8 Project leader
- 5.13 Independent information technology project review team leader

**Stream 6: Cyber Protection Services**

- 6.1 Strategic information technology security planning and protection consultant
- 6.2 Information technology security methodology, policy and procedures analyst
- 6.3 Information technology security threat and risk assessment and certification and accreditation analyst (TRA-C&A)
- 6.11 Information technology security vulnerability analysis specialist
- 6.12 Incident management specialist
- 6.14 Information technology security research and development specialist (R&D)

**Need help with ProServices?** The current PWGSC coordinator is Céline Viner, 613-858-7504, [tpsge.proservices.pwgsc@tpsge-pwgsc.gc.ca](mailto:tpsge.proservices.pwgsc@tpsge-pwgsc.gc.ca)

**How To Use TBIPS** ([details from PSPC at this link](#)):

FactR's TBIPS # is **EN578-170432/666/EI**

FactR is a registered Indigenous Supplier.

1. Select by name up to 10 suppliers from the Centralized Professional Services System (CPSS) client module, with the additional 5 randomly selected by the CPSS client module. *You may select more or less than 10, but a minimum of 15 suppliers is required. A minimum of 5 additional suppliers will be added at random by the CPSS client module.*
2. Write a statement of work and evaluation criteria for an RFP. The Statement of Work can include information directly from TBIPS for the resource categories you are seeking, [which is found here](#).
3. The Contracting Authority will provide the RFP to all suppliers by email. Bidders must be given at least 15 calendar days to respond.
4. The Contracting Authority will publish a Notice of Proposed Procurement (NPP) on Canada Buys in which the client identifies those invited suppliers as per the above.

**FACTR is qualified in the following TBIPS Categories:**

**Stream 1: Application Services**

- A.1. Application/Software Architect
- A.6. Programmer/Software Developer
- A.7. Programmer/Analyst
- A.8. System Analyst
- A.10. Test Coordinator
- A.11. Tester
- A.12. Web Architect
- A.14. Web Developer

**Stream 3: IM/IT Services**

- I.7. Platform Analyst
- I.8. Storage Architect
- I.9. System Administrator
- I.10. Technical Architect
- I.11. Technology Architect

**Stream 4: Business Services**

- B.1. Business Analyst
- B.2. Business Architect
- B.3. Business Consultant
- B.5. Business Process Re-engineering Consultant
- B.7. Business Transformation Architect

**Stream 5: Project Management Services**

- P.2. Enterprise Architect
- P.5. Project Executive
- P.8. Project Leader
- P.13 Independent Information Technology Project Review Team Leader

**Stream 6: Cyber Protection Services**

- C.1. Strategic Information Technology Security Planning and Protection Consultant
- C.2. Information Technology Security Methodology, Policy and Procedures Analyst
- C.3. Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst
- C.11. Information Technology Security Vulnerability Analysis Specialist
- C.12. Incident Management Specialist
- C.14. Information Technology Security Research and Development Specialist

**Need help with TBIPS?** The current PWGSC contact is Martine Beaulé, (613) 558-4352,  
[PARCNMDAI.APNCRIMOS@tpsgc-pwgsc.gc.ca](mailto:PARCNMDAI.APNCRIMOS@tpsgc-pwgsc.gc.ca)

**How To Use SBIPS** ([details from PSPC at this link](#)):

FactR's SBIPS # is **EN537-05IT01/291/EI**

FactR is a registered Indigenous Supplier.

1. If the value of the requirement is under \$100,000, you can select 2 vendors from the Centralized Professional Services System (CPSS) client module and invite them to compete (or select 1 and have the other randomly selected).
2. Otherwise you may select up to 10 bidders to invite from the module, and 5 more will be selected at random.
3. *You may select more or less than 10, but a minimum of 15 suppliers is required for requirements over \$100,000. A minimum of 5 additional suppliers will be added at random by the CPSS client module.*
4. Write a statement of work and evaluation criteria for an RFP. The Statement of Work can include information directly from SBIPS for the Domains of Expertise you are seeking, [which is found here](#).
5. The Contracting Authority will provide the RFP to all suppliers by email.
  - a. For requirements under \$100,000 Bidders must be given at least 5 calendar days to respond.
  - b. For requirements over \$100,000, Bidders must be given at least 15 calendar days to respond.
6. The Contracting Authority will publish a Notice of Proposed Procurement (NPP) on Canada Buys in which the client identifies those invited suppliers as per the above.

FACTR is qualified in the following SBIPS Domains of Expertise:

**Stream 5: Information Management / Business Intelligence**

**Need help with SBIPS?** The current PWGSC contact is James Steedman, (819-962-1052, [James.Steedman@tpsgc-pwgsc.gc.ca](mailto:James.Steedman@tpsgc-pwgsc.gc.ca))

## Contracting Guide – Sole Source or ACAN

**Company Legal Name:** FactR Limited

**Procurement Business Number (PBN):** 723283289PG0001

It is permitted to sole source a contract to FactR. The [Government Contracts Regulations](#) indicate that "a contracting authority may enter into a contract without soliciting bids where... (d) **only one person is capable of performing the contract.**"

There are two methods:

- **Directed Contract:** Where the above exemption applies, the [Treasury Board Contracting Policy, Appendix C Contracts Directive](#), permits non-competitive contracts at or under \$100,000 (or \$3.75M when entered into by PSPC or SSC). A contract may be directed to FactR with a note to file (See Appendix A).
- **ACAN:** Where the value of the contract is above \$100,000 an Advanced Contract Award Notification (ACAN) process may be applied to use the competitive contract entry authority in the Treasury Board Contracting Policy, Appendix C of \$750,000 (or \$75M for PSPC or SSC).

In order to support the use of a sole source or an ACAN, the following should be provided to Procurement:

1. A statement of work
2. Price support or a financial quote from FactR indicating that the price provided is similar to that provided to other government agencies.
3. Answers to the sole source questions (see below).
4. For an ACAN, also include:
  - a. if possible, a completed form based on the format in [the Supply Manual, Annex 3.3](#)
  - b. A statement of capabilities that a potential supplier would need to meet in order to provide the same services as FactR.

To successfully complete a sole source (directed or ACAN), in accordance with the [PWGSC Supply Manual Annex 3.1](#), the **following questions should be answered**. Potential answers are included below but all must be duly considered and answered by the business owner.

NO.	QUESTION	CLIENT'S ANSWER
1	Is the proposed sole source contract linked to a previous procurement and strategy for obtaining additional quantities and/or in-service support? If yes, what was the approved strategy?	No.
	Notwithstanding the approved strategy, is it feasible and/or affordable to compete the requirement?	No. <b>[Option 1]</b> Only one supplier can do the work. <b>[Option 2]</b> The dollar value of the requirement is such that it is not cost efficient to run a competition.
	If not, provide the related rationale in terms of cost, schedule, etc.	Based on completed market research, only one supplier is capable of meeting the requirements, including access to expertise, tools and proprietary methodologies held only by the supplier.
2	Does the Vendor or its approved distributors have exclusive ownership of, and rights to use, the intellectual property (IP) for the goods or services in question? If yes, provide details. What rights, if any, does the Crown have to use the IP?	Yes. We are dealing directly with the OEM, FactR Ltd, as they are the owners, developers of the methodologies and owners of the IP. They do not authorize value-added resellers or distributors for their equipment.
3	Are there legal and/or regulatory considerations precluding open competition for this good or service? If yes, provide details.	No.
4	Are there alternative sources of supply for the same or equivalent materiel/support? If no, explain.	There are no alternate sources of supply that can meet the mandatory performance specifications identified. See attached justification.
	If yes, what other options were considered and why were they not recommended?	<b>To be completed</b>
5	Is the proposal related to commonality/compatibility with existing equipment? If yes, what are	<b>To be completed</b>

	the operational costs/implications of managing multiple versions?	
6	Explain why the price is fair and reasonable; describe how price support was obtained; and summarize negotiations.	See attached price support.
7	Are there any other factors that have led to a recommendation for a non-competitive process? If yes, provide details and rationale.	FactR is the only Indigenous supplier capable of providing these services in Canada.
	(a) What is the likelihood of an amendment or follow-on contract to the same person?	We require the services to last <b>for X years</b> , which may require an amendment for the continuity of services should there be no new entrant into the market capable of meeting our requirements.
	Describe the efforts taken to identify a variety of suppliers and explain any impact the Trade Agreement thresholds or TB Contracts Directive contract entry/amendment limits will have on the proposed procurement strategy.	As a voluntary setaside for Indigenous business, this requirement is excluded from the Trade Agreements (see appendix). <b>[OPTION]</b> PWGSC will post an ACAN on the Government Electronic Tendering Service (GETS) to ensure there are no suppliers that can actually meet this requirement.
(b) Given the nature of your organization's mandate, describe any efforts taken to put in place long-term procurement arrangements to address similar requirements/activities in future (e.g., establish standing offer).	<b>Client to identify any long-term procurement strategies to address future needs:</b> <b>Client to investigate potential consolidation of opportunities with other departments.</b> <b>Client to encourage PWGSC to include an additional range of equipment in any future standing offers whenever possible.</b> <b>PWGSC will also identify the National Commodity Team Lead and discuss the possibility of including this requirement with any future standing offers.</b>	

## Contracting Guide – Invitation to Qualify Artificial Intelligence Source List

**Company Legal Name:** FactR Limited

**Solicitation No:** EN578-180001/B



## Appendix A – Note for File for Procurement

### Choice of Contracting Method

#### ***[Choose 1 Applicable Option]***

**[OPTION 1 – Sole Source – Under \$40k]** We will be issuing a contract to FactR Limited on a sole source basis for a total of **\$(INSERT \$-VALUE)** pursuant to exception 6(b)(iv) of the [Government Contracts Regulations](#):

"Notwithstanding section 5, a contracting authority may enter into a contract without soliciting bids where... (b) the estimated expenditure does not exceed... (iv) in the case of any other contract to which these Regulations apply, \$40,000".

**[OPTION 2 – Sole Source – One Supplier – Under \$100k]** we will be issuing a contract to FactR Limited on a sole source basis for a total of **\$(INSERT \$-VALUE)** pursuant to exception 6(d) of the government Contracts Regulations:

"Notwithstanding section 5, a contracting authority may enter into a contract without soliciting bids where... (d) only one person is callable of performing the contract.."

**[OPTION 3 – Sole Source under ProServices]** We will be issuing a directed process to FactR Limited under ProServices, for a total of **\$(INSERT \$-VALUE)** using FactR's ProServices **SA#**.

**[OPTION 4 – Competition under ProServices]** We will be issuing a competition under ProServices for a total of **\$(INSERT \$-VALUE)**. We have selected the following two prequalified suppliers:

1. FactR Limited
2. **ADD SECOND SELECTION**

**[OPTION 5 – Competition under TBIPS or SBIPS]** We will be issuing a competition under TBIPS for a total of **\$(INSERT \$-VALUE)**. We have selected the following **X** prequalified suppliers:

1. FactR Limited
2. **ADD ADDITIONAL SELECTIONS UP TO 10**

The following additional suppliers have been selected at random:

3. **ADD ANY RANDOM SELECTIONS TO BRING THE TOTAL TO 15.**

**[OPTION 6 – Sole Source – ACAN – Over \$100k]** we will be issuing a contract to FactR Ltd on a sole source basis through an Advanced Contract Award Notice (ACAN) process for a total of **\$(INSERT \$-VALUE)** pursuant to exception 6(d) of the government Contracts Regulations:

"Notwithstanding section 5, a contracting authority may enter into a contract without soliciting bids where... (d) only one person is callable of performing the contract."

## Classification

FactR's services may fit under the following **GSINS**

- D301A – Computer and Data Processing Services
- D301BB0 – Cloud technology
- D302 ADP System Development Services

Classification under the [UNSPSC codes](#) may include:

- 81112000 Data Services
- 81112001 Online data processing service
- 81112002 Data processing or preparation services.