

Temporary Help Services (THS)

What is the THS supply arrangement?

The temporary help services supply arrangement (SA) is the mandatory method of supply designed to assist federal departments in the National Capital Region (NCR) with their procurement of temporary help for an assignment period that does not exceed 48 consecutive weeks.

There are only 3 situations in which THS can be used:

- ▶ when a public servant is absent for a temporary period of time
- ▶ when there is a requirement for additional staff during a temporary workload increase, in which there is an insufficient number of public servants available to meet the requirement
- ▶ a position is vacant and staffing action is being completed

How to get started

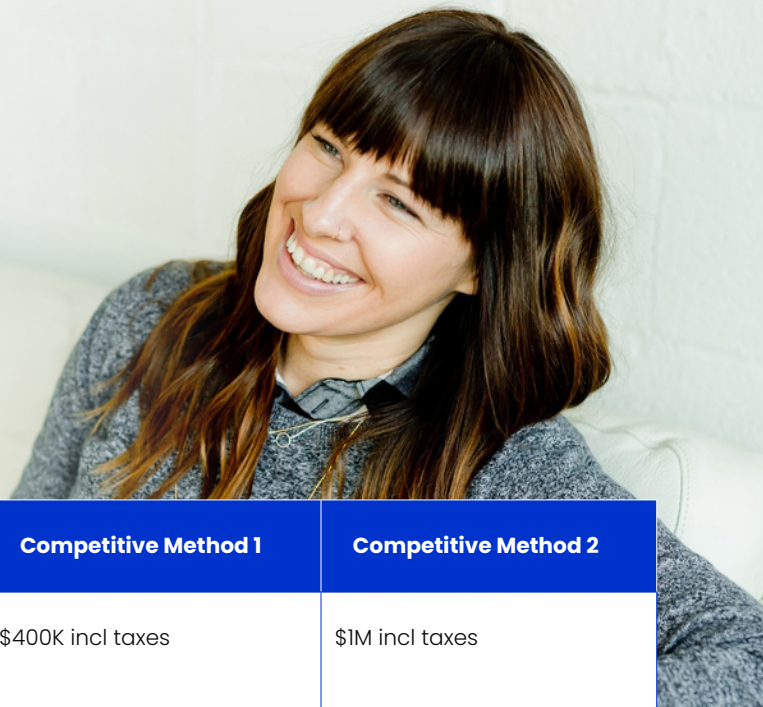
- ▶ Confirm your budget allocation
- ▶ Define the role
- ▶ Select the appropriate stream and category
- ▶ Contact your procurement authority for the appropriate intake forms
- ▶ Fill out the procurement intake forms and develop a statement of work
- ▶ Submit the full requisition
- ▶ Reserve time to evaluate the proposal
- ▶ Schedule a kickoff meeting

Why choose THS?

- ▶ Timely access to temporary help
- ▶ Provides qualified resources in a wide range of classifications
- ▶ \$40k directed method option
- ▶ Contracts can run up to 72 weeks



THS supply vehicle review



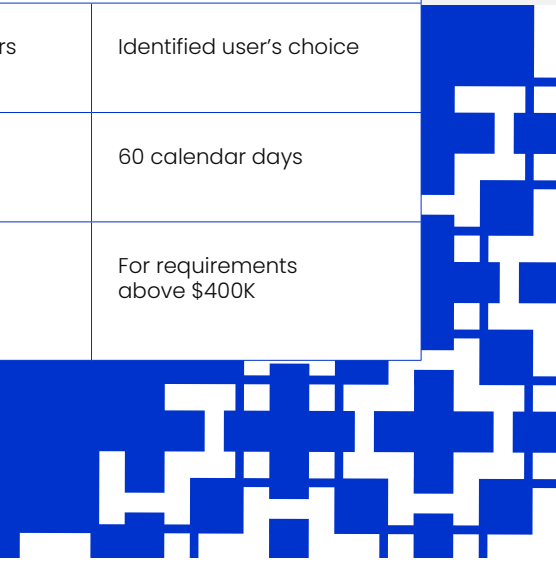
	Non-competitive	Competitive Method 1	Competitive Method 2
\$ Limit	\$40K incl taxes	\$400K incl taxes	\$1M incl taxes
Type of Positions	Stream 1 - 14	Stream 1 - 14	Stream 1 - 14
Max Duration	48 weeks initial contract + 24 weeks exercisable option period	48 weeks + 24 weeks = 72	48 weeks + 24 weeks = 72
Solicitation Period	N/a	Lowest price 48 hours Right-fit 96 hours	Identified user's choice
# of Resources	Limit of 1 resource per contract	Limit of 1 resource per contract	Multiple resources possible
Basis of Selection	Directed to 1 supplier (must meet min. mandatory criteria)	1. Lowest price responsive (<\$1 million) 2. Right-fit* *Max limitation of \$400k, right to interview for submissions falling within the median band	1. Lowest price responsive 2. Right-fit 3. Minimum point-rated
Min # Vendors Included	1	4 choice + 5 random (3 low vol) + 6 random = 15	4 choice + 5 random (3 low vol) + 6 random = 15
Rate	Determined at time of bid	Determined at time of bid	Determined at time of bid
Levels	Junior, Intermediate, Senior	Junior, Intermediate, Senior	Junior, Intermediate, Senior
Freq. of Billing	Weekly billing	Weekly billing	Weekly billing

THS Business Rules

	Non-competitive	Competitive Method 1	Competitive Method 2
Contract Financial Limits	\$40K including applicable taxes and travel	\$400K including applicable taxes and travel (except when using right-fit) Limit of 1 resource per contract	\$1M including applicable taxes and travel (over \$1M with PSPC approval) Multiple resources possible
Contract period	<p>The contract period must not exceed 48 weeks. Contracts can be amended to extend up to a maximum of 24 weeks beyond the 48 weeks if the following is met: Must be issued after 40 weeks (or in the last 8 weeks); and</p> <p>The identified user must notify the THS of the issued amendment by email within 2 business days of issuing the amendment.</p>		
Evaluation Criteria in addition to the minimum mandatory criteria for the Supply Arrangement category	No additional mandatory criteria	Maximum of 2 additional mandatory criteria No rated or asset criteria allowed	Additional mandatory and rated criteria allowed
Basis of selection	Directed to 1 supplier. They have to meet the min. criteria for the SA category	Lowest Price Responsive Right fit	Lowest price responsive Highest combined rating of technical merit & price Minimum point-rated Any other option except right-fit
Financial criteria	N/a	Median band from 20% to 20% above median rate	N/a
CPSS search lists of pre-qualified suppliers (expires at requests for proposal issuance)	Identified user selects any supplier from the CPSS search list	<p>System randomly chooses 5 suppliers that are certified as diverse suppliers, 3 being low volume</p> <p>System randomly chooses another 6 suppliers</p> <p>Identified user chooses 0 to 4 additional suppliers</p> <p>See rules for joint ventures under 6.2.3 below</p>	
Solicitation period	N/a	Lowest price 48 hours Right-fit 96 hours	Identified user's choice
Bid validity	N/a	15 calendar days	60 calendar days
Publication of Notice of Proposed Procurement	N/a	N/a	For requirements above \$400K

*Note: Right-fit can only be used when:

- Method 1 is used; and
- The requirement is below the Canadian Free Trade Agreement threshold





Staffing Arrangements

A transfer fee will be payable to the contractor by the identified user when the “office” where the THS resource has been assigned during the contract period hires the resource without competition, either on a casual, term or indeterminate basis, prior to the passage of up to 20 calendar weeks measured from the start of services under the contract regardless of a change of duties.

- ▶ Greater than 18 and up to 20 weeks from the start of services: 2%
- ▶ Greater than 16 and up to 18 weeks from the start of services: 4%
- ▶ Greater than 14 and up to 16 weeks from the start of services: 6%
- ▶ Greater than 12 and up to 14 weeks from the start of services: 8%
- ▶ Greater than 10 and up to 12 weeks from the start of services: 10%
- ▶ Greater than 8 and up to 10 weeks from the start of services: 12%
- ▶ Greater than 6 and up to 8 weeks from the start of services: 14%
- ▶ Greater than 4 and up to 6 weeks from the start of services: 16%
- ▶ Greater than 2 and up to 4 weeks from the start of services: 18%
- ▶ Greater than 0 and up to 2 weeks from the start of services: 20%

