

This may also be required for certain facility management contracts. See sub-section 4.1 and Appendices A to C of the guide;

vi) If your requirement is to be competed, SXMP will provide you with the necessary documentation and guidance during the process;

vii) SXMP will prepare the contract document, or send it to PWGSC for contract award if necessary.

1.3 How long does it take to issue the contract?

If your requirement is below the \$25,000 threshold or the services sought are available through a standing offer, then the contract should be awarded to the vendor within 2-3 weeks. However, if the requirement has to be competed and an in-house process is used, then it should take 4-5 weeks (6-8 weeks if processed by PWGSC). There could be delays depending on the complexity of the requirement or how well defined it is.

1.4 Who can help me?

Any contracting authority in SXMP will be pleased to assist you to meet your requirement in the most effective and efficient manner.

2. SERVICE CONTRACTING FEATURES

A contract for services is a contractual arrangement with an individual or a firm, for the provision of a service. It covers the performance of a service provided by the contractor. Neither the contractor nor any of its employees is engaged as an employee or agent of the Crown.

A contract for services may sometimes be more complicated and difficult than a contract for goods, both to describe and to perform. As the contract progresses, services may change to reflect changing requirements. Services may sometimes involve more risk and responsibility for the client and contractor alike.

Some contracting features of services contracts:

2.1 Bidders' Conference

-a bidders' conference may be used during service contracting to provide suppliers with more complete descriptions of requirements or to provide clarifications.