Certification in Procurement and

Materiel Management

APPENDIX 1 - INFORMATION COLLECTION TEMPLATE

The Communities Management Office (CMO) of the Treasury Board of Canada Secretariat (TBS) has launched an initiative to restructure the [current certification program](https://www.canada.ca/en/treasury-board-secretariat/corporate/reports/evaluation-certification-program-procurement-materiel-management-communities-2019.html) for procurement and materiel management communities across the Government of Canada (GC).

A key element of this initiative is to designate professional service providers to offer or deliver essential training and learning for GC employees in procurement and materiel management or certification in its entirety, and help them achieve full accreditation as certified professionals.

This Request for Information (RFI) is an open invitation to solicit information from those who may be interested in being part this initiative. The information collected will be used for consideration in developing a workplan for the redesign of the new certification program, and for compiling a list of prospective service providers for future consideration.[[1]](#footnote-1)

INSTRUCTIONS:

1. All mandatory fields must be completed or your submission will may be considered.
2. Completed forms, including any inquiries should be submitted by **email** **only** to [Lars.Norgaard@tbs-sct.gc.ca](mailto:Lars.Norgaard@tbs-sct.gc.ca). Submissions by regular mail will **not** be accepted.
3. Submissions received after February 20, 2020 may not be accepted.

GENERAL INFORMATION

(\* *Denotes mandatory fields*)

|  |  |  |
| --- | --- | --- |
|  | **Organization Name: \*** |  |

1. **Mailing Address: \***

|  |  |
| --- | --- |
| Street |  |
| City |  |
| Province / State |  |
| Postal / ZIP Code |  |
| Country |  |

1. **Website Address:**
2. **Year Established: \***

1. **Incorporated in: \***

|  |  |
| --- | --- |
|  | Canada |
|  | United States |
|  | Other (Specify) |

1. **Organization Type:**

|  |  |
| --- | --- |
|  | Not-for-profit |
|  | Academic |
|  | Other – Publicly funded (Specify) |
|  | Other – Privately funded (Specify) |

1. **Current Membership (#):**

|  |  |  |
| --- | --- | --- |
|  | Canada |  |
|  | United States |  |
|  | Other (Please specify) |  |

1. **Organizational Contact: \***

|  |  |  |
| --- | --- | --- |
|  | Name |  |
|  | Email |  |
|  | Phone # |  |

CERTIFICATION COURSEWORK, TRAINING AND LEARNING

1. **Does your organization offer certification or professional designation in procurement, materiel management, or both?**

1. **Coursework, training and learning programs in procurement and materiel management offered by your organization** *(Please provide specific details, including how assessments are done)* **\***

In particular, please explain how these programs and products fit into the overall teaching model of your organization. Questions to consider include:

* Are there multiple tiers of certification?
* How many teaching centers are there and where?
* Is course content available in English and French?
* How many hours of training is provided?
* Are supplementary services/products available? (ex: webinars, arm chair discussions, job aids, videos etc.)
* How often is the curriculum updated with industry trends and best practices?
* Is your program conducted through self-study or are there instructors to provide training?
* What are the different types of course content and formats available?
* Is assessment on a pass/fail basis or will a grade be given to participants?
* What is the maintenance life-cycle of the courses? How often are they reviewed and updated?
* Could materials be attached in this response?
* Are there any mutual certification recognition agreements between your organization and others?
* Can certification be obtained by examination only?
* How broadly is your professional designation recognized?

1. **Has your organization developed and used a competency profile for enrollees? \***

|  |  |  |
| --- | --- | --- |
|  | Yes | Provide details (attach document or include hyperlink) |
|  | No | Explain how competency assessments are conducted |

1. **Certification Levels offered and time requirements \***

|  |  |
| --- | --- |
| **Certification / Program Level** | **Duration** *(Please be precise)* |
|  |  |
|  |  |
|  |  |

1. **What jurisdictions or organizations recognize the certificates/credentials earned from your organization? \***
2. **Does your organization allow transfer of credits for coursework or training completed elsewhere by enrollees (ex: courses from post-secondary education or the Canada School of Public Service)? \***

|  |  |
| --- | --- |
|  | Yes (Provide details) |
|  | No |

1. **Does your organization allow course or credit exemptions for prior work experience?**

|  |  |
| --- | --- |
|  | Yes (Provide details) |
|  | No |

1. **Admission Requirements and Eligibility Criteria (by level or program) \***

|  |  |
| --- | --- |
| **Certification / Program Level** | **Admission Criteria** |
|  |  |
|  |  |
|  |  |

1. **Tuition and other costs \*** *(in C$ by level or program)*

Note: Please provide the best estimates of the costs associated with each level of certification, including any additional expenses (except for the membership fees (see C.7)) payable for graduation

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification / Program Level** | **Tuition** | **Other**  *(Please specify)* | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership Fees and Privileges \***

|  |  |
| --- | --- |
| **Annual Membership Fee** *(in C$)* | **Benefits/Privileges** |
|  |  |

1. **Has your organization ever been involved in training or providing learning for employees in a GC organization?**

|  |  |
| --- | --- |
|  | Yes (Provide timelines, the details of training/learning provided, including a summary of achievements (i.e., success/results)) |
|  | No |

1. **Has your organization provided training services for employees of another government internationally or domestically? \***

|  |  |
| --- | --- |
|  | Yes (Provide timelines, the details of training/learning provided, including a summary of achievements (i.e., success/results)) |
|  | No |

1. **Does your organization already provide or possess the capacity to offer coursework or training in any of the following areas? Are technical competencies applied separately or integrated into each course? Can these be aligned with TBS competencies (please see attached)?**

* Obligations of the Crown with respect to Indigenous peoples;
* Exploration of market conditions, and alternative and innovative approaches to procurement;
* Innovative approaches to environmental issues such as reducing greenhouse gas emissions

*Using the space below, please provide details pertaining to the specific area(s) covered by your organization*

1. **Does your organization offer knowledge and competency assessment services in Procurement or Materiel Management?**

|  |  |
| --- | --- |
|  | Yes (Provide details of the services offered) |
|  | No |

1. **Is your organization partnering with other institutions in the delivery of course content or through mutual recognition agreements (e.g., universities, colleges, other professional bodies)?**

|  |  |
| --- | --- |
|  | Yes (Provide details) |
|  | No |

1. **Are online courses compliant with accessibility standards WCAG 2.0 AA?**

For additional information, here is what is considered WCAG 2.0 AA compliant at the Canada School of Public Service:

* + - * + Operating System: Windows 7 Enterprise SP1 or more recent
        + Browsers

Microsoft Internet Explorer 9 and higher

Firefox version 32 and higher

Google Chrome version 37 and higher

Safari version 7 and higher

* + - * + Other softwares / Extensions

Adobe Acrobat Reader 10

Microsoft SilverLight 5

Java 7 VM

Microsoft .Net Framework 3.5

|  |  |
| --- | --- |
|  | Yes (Provide details) |
|  | No |

1. **Is the certification granted by your organization perpetual or subject to renewing membership?**

|  |  |
| --- | --- |
|  | Perpetual |
|  | Subject to renewing membership |

1. **Is certification perpetual or are there non-monetary maintenance requirements like continuous learning requirements? \***

|  |  |
| --- | --- |
|  | Perpetual |
|  | Subject to ongoing requirements (please provide details below) |

1. **Use the space below to provide details of any other pertinent information/achievements of your organization not covered above?**

1. ***Disclaimer:*** *This RFI does not constitute a Request for Proposal (RFP), thus respondents are responsible for any costs incurred in responding to this RFI. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsized on the* [*TBS website*](https://www.tbs-sct.gc.ca/)*. It is the responsibility of the parties to monitor the TBS site for additional information pertaining to this requirement. This RFI does not oblige the GC to contract any service provider.*  [↑](#footnote-ref-1)