**SUPPLIER PROPOSAL CERTIFICATION REQUEST**

 **INSTRUCTION GUIDE FOR U.S. GOVERNMENT CLIENTS**

Pre-Award Assist Audits, also as Supplier Proposal Certifications in Canada, are available to U.S. Government clients through a government-to-government arrangement when an assessment of a Canadian supplier proposal requires review. The following is an instruction guide for U.S. Government clients on how and when to submit a Supplier Proposal Certification Request through DCMA Americas to Public Services and Procurement Canada (PSPC).

**IMPORTANT:** The proposal must be either a sole source proposal or the single and only proposal received in response to a competitive tender (i.e. not a proposal on a competitive tender for which there were other compliant bidders).

**Completing the Request Form**

Top of Request Form

1. Check either the “New” or “Amendment” box, depending on whether this is the initial request or a subsequent amendment to the original.
2. Leave the “Client Ref. #” field blank. This will be completed by the DCMA Americas Ottawa Office.

Part A - Requestor

1. Provide your name, title, e-mail address and phone number in Part A.
2. For Organization, select “Defense Contract Management Agency (DCMA)”, as DCMA Americas is the direct client to PSPC.
3. At “If Other, Specify”, it is additionally helpful to identify your specific organization (i.e. within DCMA, DCAA, DOD or NASA).

Part B - Supplier

1. Provide the supplier name and all relevant contact information for the supplier contact.
2. At a time after you have submitted the form and received an acknowledgment from DCMA Americas that your request is being actioned, but sure to notify the supplier contact that he or she will be hearing from PSPC in the near future.

Part C - Proposal Details

1. Provide all relevant and available details related to the Canadian supplier’s proposal.
2. Specify “Yes” or “No” for any Export Controls (e.g. ITAR) in the proposal. (The “N/A” option is for Canadian clients.)
3. Provide the U.S. solicitation or contract number as applicable.
4. Provide the value of the contract or proposed contract for which the Canadian supplier’s proposal will form a part.
5. Select the appropriate Contract Type (i.e. Firm-fixed-price, Cost-plus-fixed-fee, etc.) of the Canadian supplier’s proposal.
6. Identify the Prime Contractor in the U.S.

Part D - Certification Request Details

1. Nature of the Request: Choose from the available services (i.e. Full Rate Review, Full Technical Review, or specify portions thereof, or Determination of Commerciality of Goods/Services). More than one selection is acceptable and will be carried out as part of the same request.

*Full Rate Review*

For “Full Rate Review”, by default, PSPC will examine the following areas to the extent which they are present in the proposal:

* Labour rates
* Overhead rates
* Exchange rate
* Annual price escalation

You may specify if you would like only certain of the above areas reviewed.

*Full Technical Review*

For “Full Technical Review”, by default, PSPC will examine the following areas to the extent which they are present in the proposal:

* Level of effort
* Direct materials
* Any other direct costs (ex. Shipping, travel, etc.)
* Warranties
* Royalties
* Profit

You may specify if you would like only certain of the above areas reviewed.

*Determination of Commerciality of Goods/Services*

If requested, PSPC is able to assess that goods or services are, in fact, “commercial” as defined in FAR 2.101.

1. Requested Completion Date: Turnaround times for requests can vary widely, and are generally dependent on the complexity of the proposal, the number of cost elements at play, and the responsiveness of the supplier in providing cost support. Most requests range from 20-60 business days. Indicate the requested date by which you would like to receive the proposal certification. PSPC will make every effort to meet request dates, and will provide prompt notice to DCMA where there is a foreseeable challenge in meeting that request date.
2. Attachments Provided with this Form: Select any documents that you are attaching with the form.

Part E - Remarks

Provide any other relevant details to the certification request.