

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Natural Sciences and Engineering Research Council of Canada (NSERC)/Social Sciences and Humanities Research Council of Canada (SSHRC)
Mailroom, 16th Floor
350 Albert Street
Ottawa, ON, K1A 1H5

REQUEST FOR SUPPLY ARRANGEMENT

DEMANDE POUR UN ARRANGEMENT EN MATIÈRE D'APPROVISIONNEMENT

Proposal To: NSERC/SSHRC

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: CRSNG/CRSH

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

Comments - Commentaires

**This document contains a Security Requirement
Cet document comprend des dispositions en matière de sécurité**

Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
Procurement, Contracting and Material Management
Natural Sciences and Engineering Research Council of Canada
350 Albert Street, 16th Floor
Ottawa, ON, K1A 1H5

Title – Sujet Executive Search Services	
Solicitation No. – N° de l'invitation N13-Exec Search	Date 2013-12-20
Client Reference No. – N° référence du client N13-Exec Search	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier: N13-Exec Search	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le 2014-02-04	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: tenders@nserc-crsng.gc.ca	Buyer Id – Id de l'acheteur Stan Tereshyn
Telephone No. – N° de téléphone : 613-944-4014	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
Natural Sciences and Engineering Research Council of Canada (NSERC) Social Sciences and Humanities Research Council of Canada (SSHRC) 350 Albert Street, Ottawa, ON, K1A 1H5	

Instructions : See Herein

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Check List (SRCL). The attachments include Attachment 1 to Part 4: Evaluation Criteria.

2. Summary

The Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC) are seeking to identify a short list of service providers available on an as needed basis to provide search services for executives and high risk / specialization positions in the Agencies.

There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Supply Arrangement.

For services requirements, Suppliers in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Supply Arrangements (RFSA).

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods



and/or services.

3. Security Requirement

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

4. Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

5. Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 10 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2013-06-01) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

In all instructions, clauses and conditions identified in the RFSA, all reference to the Minister of Public Works and Government Services should be deleted and replaced with the President of Natural Sciences and Engineering Research Council of Canada (NSERC) or the President of Social Sciences and Humanities Research Council of Canada (SSHRC), as applicable. Also all reference to the Department of Public Works and Government Services should be deleted and replaced with the Natural Sciences and Engineering Research Council of Canada or Social Sciences and Humanities Research Council of Canada, as applicable.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Arrangements

Arrangements must be submitted only to Natural Sciences and Engineering Research Council of Canada (NSERC) by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Human Resources and Skills Development Canada (HRSDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [HRDCS-Labour's website](#).

5. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement - 2 hard copies and 1 soft copy on USB stick; and

Section II: Certifications - 1 hard copy and 1 soft copy on USB stick

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1. Technical Evaluation

- 1.1.1 Mandatory Technical Criteria - see Attachment 1 to Part 4
- 1.1.2 Point Rated Technical Criteria - see Attachment 1 to Part 4

2. Basis of Selection - Minimum Point Rating

- 2.1 To be declared responsive, an arrangement must:
 - a. comply with all the requirements of the Request for Supply Arrangements; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum number of points identified in each point rated technical criterion.
- 2.2 Arrangements not meeting (a) or (b) or (c) above will be declared non-responsive.

3. Security Requirement

- 1. At the Request for Supply Arrangements closing date, the following conditions must be met:
 - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
 - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Supply Arrangement;
 - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 2. For additional information on security requirements, suppliers should consult the "Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

ATTACHMENT 1 to PART 4

EVALUATION CRITERIA

1. MANDATORY REQUIREMENTS

At bid closing, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance. Any proposal failing to meet the following Mandatory Requirements will be deemed non-responsive and will be given no further consideration. Each requirement should be addressed separately.

	Evaluation Criteria	Met/Not Met	Cross Reference to proposal
M1	<p>BIDDER – EXECUTIVE SEARCH EXPERIENCE</p> <p>The Bidder MUST provide a Corporate Summary detailing their experience providing Executive Search Services in both official languages of Canada. The Bidder MUST demonstrate at least five (5) years of consecutive experience providing Executive Search Services in Canada.</p> <p>The Bidder's Summary MUST include as a minimum:</p> <ul style="list-style-type: none"> • The corporate profile of the enterprise • Primary office location and number of employees • Description of the nature and scope of service provided • Clear evidence of five years of consecutive experience 		
M2	<p>PROPOSED RESOURCE (ACCOUNT MANAGER) – EDUCATION AND EXPERIENCE</p> <p>The Bidder MUST include the current curriculum vitae (CV) for the Proposed Resource named in their Proposal.</p> <p>The Bidder MUST demonstrate that the Proposed Resource has at a minimum the following:</p> <p>a) Attestation of ability to communicate effectively in both official languages; and,</p> <p>b) Be located in the NCR or be able to travel to the NCR <u>without incurring travel and relocation expenses</u>.</p> <p>In addition, the Account Manager MUST:</p> <p>a) Possess an undergraduate degree from a Canadian post-secondary institution or Canadian recognized post-secondary institution. The post-secondary degree must be from a recognized Canadian post-secondary institution, or if obtained outside of Canada, be approved by a recognized Canadian academic credentials assessment service. http://www.cicic.ca/1/accueil.canada</p>		

	Evaluation Criteria	Met/Not Met	Cross Reference to proposal
	<p>AND</p> <p>b) Have 5 years of related work experience as an Executive Search Account Manager within the past 10 years;</p> <p>OR</p> <p>c) Have 10 years of related work experience as an Executive Search Account Manager within the past 20 years.</p>		
M3	<p>The Bidder must certify its agreement to the following “Non-Performance Guarantee”:</p> <p>If a recruited candidate does not accept nomination to the position, resigns within twelve (12) months of the effective date of the appointment to the position, or is terminated for cause by the organization within twelve (12) months of the effective date of the appointment to the position, the Contractor must provide one or more alternate candidates at no additional cost.</p>		
M4	<p>The Bidder must certify its agreement to the following “Candidates Hands-Off Policy”:</p> <p>The Contractor must maintain a two-year "candidate hands-off" policy. This means that the Contractor cannot approach candidates appointed to another position, for other employment and opportunities for a twenty-four (24) month period after the effective date of the appointment to the position.</p>		

2. Point Rated Criteria

	Evaluation Criteria	Weighting (Points)	Score	Cross Reference to proposal
R1	<p>BIDDER EXPERIENCE –</p> <p>The Bidder SHOULD demonstrate that it has successfully completed ten (10) executive searches for senior leadership positions, from the period of December 1, 2011 to Nov 30, 2013 of which, at a minimum, five (5) should be executive searches for senior leadership positions for Canadian public sector organizations. (25 points will be allocated for work in the Canadian public sector; the rest may be executive searches from this or other sectors).</p> <p>In order to demonstrate this experience, the Bidder MUST include as a minimum:</p> <ul style="list-style-type: none"> a) The name of the client b) The search period (i.e. start and end dates) c) Description of the position d) The services provided by the Bidder e) The role and responsibilities of the client f) Reference contact name, email address and telephone number of the client* <p>* Canada reserves the right to contact the named references contact for the purpose of verifying the information provided in the Bidders' technical reference.</p>	<p>(5) points per project for up to ten (10) project references.</p> <p>Minimum score of 35.</p>	/50	

	Evaluation Criteria	Weighting (Points)	Score	Cross Reference to proposal
R2	<p>SPECIFIC BIDDER EXPERIENCE –</p> <p>The Bidder SHOULD demonstrate that it has experience in the public and/or private sector to successfully deliver the requirements detailed in Annex A, Statement of Work.</p> <p>In order to demonstrate this experience, the Bidder should include a description of:</p>	Overall minimum score of 15/25		
R 2.1	The Bidder's expertise and executive search experience in the area of senior public sector leadership role recruitment, expressed as number of years. (The bidder may reference projects supplied in response to other requirements within this RFP).	1 point will be awarded for each year of experience up to a maximum of 10 points.	/10	
R 2.2	The Bidder's expertise and executive search experience in recruiting senior talent for research and research-granting-based, public sector organizations. (The bidder may reference projects	1 point will be awarded for each project in this sector up	/5	

	Evaluation Criteria	Weighting (Points)	Score	Cross Reference to proposal
	supplied in response to other requirements within this RFSA).	to a maximum of 5.		
R 2.3	<p>The Bidder's information sources and network of contacts across Canada with a particular emphasis on those useful for sourcing leadership talent for research granting-based public sector organizations.</p> <p>This may be demonstrated through the size and scope of the organization (national, global). Also may be demonstrated through the organizations and networks of which the proponent is an active member.</p>	<p>10: comprehensive 5: acceptable 0: basic</p>	/10	

	Evaluation Criteria	Weighting (Points)	Score	Cross Reference to proposal
R3	<p>PROPOSED RESOURCE (ACCOUNT MANAGER) – EXPERIENCE</p> <p>The Bidder SHOULD demonstrate that the proposed account manager has successfully completed five (5) executive searches for senior leadership positions in public sector organizations, for the period from December 1, 2011 to Nov 30, 2013.</p> <p>In order to demonstrate this experience, the Bidder MUST include as a minimum:</p> <ol style="list-style-type: none"> The name of the account manager The name of the client The search period (i.e. start and end dates) The title, role and responsibilities of the position The services provided by the account manager Reference contact name, email address and telephone number of the client* <p>* Canada reserves the right to contact the named references contact for the purpose of verifying the information provided in the Bidders' technical reference. thorough (The bidder may reference projects supplied in response to other requirements within this RFP provided the reference includes sufficient detail as outlined by this requirement).</p>	<p>(5) points per project for up to five (5) project references.</p> <p>Minimum score of 20.</p>	/25	

	Evaluation Criteria	Weighting (Points)	Score	Cross Reference to proposal
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	Evaluation Criteria	Weighting (Points)	Score	Cross Reference to proposal
R4	<p>SUPPLIER'S UNDERSTANDING OF THE REQUIREMENT</p> <p>The Bidder should demonstrate their understanding of the requirements as outlined in Annex A: Statement of Work.</p> <p>The Bidder should describe in detail:</p>	Overall minimum score of 27/45		
R 4.1	<p>The Bidder's understanding of the constraints and challenges in conducting an executive search for a senior leadership position in a research granting-based, public sector organization and how these challenges will be addressed.</p>	9-10: In-depth 7-8: Seasoned 5-6: Sound 3-4: Broad 0-2: Basic	/10	
R 4.2	<p>The Bidder's standard methodology and approach to conduct a full search for a senior, public sector leadership position providing sufficient detail regarding roles and responsibilities in carrying out the tasks.</p> <p>* Note the supplier should provide sufficient detail to allow for complete and full understanding of how the tasks would be carried out.</p>	Point allocation (up to): 4: Thoroughness of method in alignment with SOW 2: reasonable roles and responsibilities 2: sufficient client reporting 2: logic of plan and timeframe	/10	
R 4.3	<p>The Bidder's approach should an executive search for a senior leadership position be unsuccessful.</p>	5: Comprehensive 3: Acceptable 1: Basic	/5	
R 4.4	<p>Any creative or innovative approaches to ensure executive searches for senior leadership positions are cost effective and efficient.</p> <p>* Note the supplier should provide sufficient detail to allow for complete and full understanding of how the tasks would be carried out.</p>	5: Thorough 4: Some innovation 3: Sound 3: Little innovation 1: Basic	/5	
R 4.5	<p>A description of methods or processes that would be used to attract candidates whose credentials meet the official language requirements for the position and those that would be used to identify members of employment equity designated groups.</p> <p>* Note the supplier should provide sufficient detail to allow for complete and full understanding of how the tasks would be carried out.</p>	5: In-depth 4: Seasoned 3: Sound 2: Broad 1: Basic	/5	

	Evaluation Criteria		Weighting (Points)	Score	Cross Reference to proposal
	R 4.6	What other services and benefits the Bidder's organization offers and what makes the Bidder stand out from others.	7-10: Many additions 5-6: More additions 2-4: Some additions 1-2: Few additions	/10	

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and documentation to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default, if any certification made by the Supplier is found to be untrue whether during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply with this request will also render the arrangement non-responsive, or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

1.1 Code of Conduct and Certifications - Related documentation

By submitting an arrangement, the Supplier certifies that the Supplier and its affiliates are in compliance with the Code of Conduct and Certifications - Arrangement in Section 01 of Standard Instructions 2008. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

2.1 Status and Availability of Resources

2.1.1 *SACC Manual* clause S3005T (2008-12-12) Status and Availability of Resources.

2.2 Education and Experience

2.2.1 *SACC Manual* clause S1010T (2008-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

2. Security Requirement (SRCL N13-Exec Search)

2.1 The following security requirement applies to and forms part of the Supply Arrangement.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel **MAY NOT HAVE ACCESS** to (CLASSIFIED/PROTECTED) information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without **an escort**.

3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B; and
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2020 (2013-04-25) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as NSERC and SSHRC no longer considers it to be advantageous to use.

The period for awarding contracts under the Supply Arrangement begins **(to be completed on issuance)**

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Maureen Gupta
Team Leader, Procurement and Contracting
350 Albert Street, 16th Floor, Room 16-213
Ottawa, ON, K1A 1H5
Telephone: 613-947-3737
E-mail address: Maureen.gupta@nserc-crsng.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative (to be completed on issuance)

6. Identified Users

The Identified Users are NSERC and SSHRC.

7. On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

8. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2013-04-25), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List (SRCL); and
- (e) the Supplier's arrangement dated **(to be completed on issuance)**.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Insurance

SACC Manual Clause G1005C (2008-05-12) Insurance

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation template MC for medium complexity requirements, available in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>).

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications; and
- (h) conditions of the resulting contract.

2. Bid Solicitation Process

- 2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 2.2 The bid solicitation will be sent directly to suppliers.

Note: The bid solicitation will be sent via e-mail to all pre-qualified suppliers with a bidding period of not less than 5 working days.

In regards to the above, the bidding period of "not less than 5 working days" could be extended.

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template **MC** (for medium complexity requirements), 2010C, General Conditions - Services (Medium Complexity) will apply to the resulting contract;

The above template is set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

ANNEX "A"

STATEMENT OF WORK

1. Title

Provision of senior executive and specialized position search services for NSERC and SSHRC.

1.1 Purpose

NSERC and SSHRC are seeking to identify a short list of service providers available on an as needed basis to provide search services for executive and high risk/specialization positions in the Agencies.

The Identified Users are the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC).

2. Description of Requirement

From time to time, NSERC or SSHRC find themselves in need of executives and/or highly specialized individual contributors to fill positions of key importance for the organization. The Agencies are seeking to identify bilingual, experienced search firms (Firm) with the capacity to lead the search process on behalf of the respective organizations.

By establishing a short list of pre-qualified candidates, the Agencies will have the ability to move quickly, as demanded, to issue contacts expediting the requirement to identify high quality candidates for these positions.

3. Scope of Work

The following general tasks will form part of potential future contracts:

3.1 Clarify the project mandate, roles and responsibilities

- Clarify scope of work, role of search firm, role of internal search committee and degree of internal support required for the project.

3.2 Establish the project plan and timelines

- Establish a detailed work plan which will include key deliverables, timelines and clarity about the scope and process for stakeholder consultation.

3.3 Consult with selected stakeholders

- Consult with stakeholders, gathering their input in order to develop an in-depth understanding of the requirements, essential qualifications and competencies of the position to be staffed.

3.4 Finalize the position description & candidate profile

- Once the stakeholder feedback is gathered, facilitate a discussion with the search committee to confirm a finalized position description for the role, highlighting the position's core mandates and deliverables. Work with internal resources to update the existing job profile and statement of qualifications.

3.5 Develop the search strategy and assessment framework

- Develop a search strategy that identifies potential candidates and sources. This strategy should include details and timing regarding the conduct of an outreach campaign, advertising the position and the content of the information package for candidates. It must also include the assessment framework to be adopted for the search and interview process and a description of methods or processes that would be used to identify members of employment equity designated groups.

3.6. Identify a full list of candidates

- Build a list of qualified candidates to present to the search committee for consideration. This would include: pre-screening candidates, reviewing and providing documentation for a list of candidates with the Search Committee and selecting a short list to interview.

3.7. Facilitate the interview of short list candidates and the selection of a finalist

- Assist in scheduling candidates and lead the design and preparation of an interview guide and questionnaire. The Firm may be asked to conduct a first round of assessments using tools gauge competencies or other behavioural criteria. The Firm will facilitate the search committee deliberations in arriving at a final ranking of candidates.

3.8. Design referencing tools

- Design the reference tool to be used by the Search Committee or conduct reference checks.

3.9. Inform unsuccessful candidates.

- Working with internal resources, coordinate informing unsuccessful candidates of their status.

4. CLIENT SUPPORT

In general, the process will be directed by a search committee composed of senior executives. Under the guidance of the Committee Lead and assisted by the Director General, Human Resources they will oversee internal resources who will support the search firm during the process.

In general, the Search Committee will:

- Provide relevant background information, a job profile and a thorough briefing on the position to be filled;
- Approve all plans and reports from the Firm;
- Develop and approve selection criteria for the position;
- Conduct the final interviews; and,
- Negotiate the offer of employment

In general, internal HR resources will:

- Provide support in preparing the job profile and statement of qualifications;
- Arrange to advertise the vacancy through appropriate internal channels; and,
- Provide translation services, as required.

5. DELIVERABLES and ASSOCIATED SCHEDULE

The timeline for the search should be approximately 12 weeks from the date of the clarifying and project planning phase to arriving at a short list of candidates for the interview process. This timeline may be negotiated as part of the contracting process.

Major milestones include:

- a. Delivery of a project plan with clear deadlines, roles and responsibilities



- b. Confirmation of the position description and statement of qualifications
- c. Delivery of search strategy and assessment framework
- d. Delivery of an interim report including a list of candidates
- e. Facilitation of the long-list review
- f. Delivery of a report synthesizing the background and qualifications of short list of candidates
- g. Facilitation of the short-list interviews
- h. Delivery of a reference tool and reference checks feedback
- i. Appointment of candidate
- j. Delivery of final report by the Firm.

6. Additional Deliverables

The Contractor **MUST**:

- Provide the services (written and oral) in both official languages, as required, throughout the project; and
- Provide the Project Authority with a final report of the search process, outlining the recruitment strategy, copies of media advertisements, including the publication schedules, the number of individuals contacted, the number of applicants and referrals, and other information relevant to the search process.

7. Resourcing

To ensure efficient and effective services, NSERC/SSHRC is looking for the Contractor to provide the services of an Account Manager. The Account Manager is the individual responsible for direct communication with the Project Authority and will serve as the key point of contact throughout the Executive Search process.

As the NSERC is based primarily in the NCR, NSERC/SSHRC has specified that the Account Manager be based in the NCR. This will improve communication and minimize expenses related to travel.

NSERC will make contact with the Contractor through the Account Manager, with the Account Manager then responsible for identifying the expertise within their organization (e.g., Search Specialist, Recruiting Coordinator), to fill the requirements.

NOTE:

The categories described above, i.e., Account Manager, Search Specialist and Recruiting Coordinator are not intended to correspond to any one contractor's definition or categorization as such definitions or categorizations may vary between contractors.

Canada reserves the right to change/alter the statement of work in keeping with the specific requirements of each individual contract.

8. Travel and Living

Travel and Living for the services to be provided will be addressed in each specific solicitation. Travel outside the NCR may be required.

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST (SRCL)

RECEIVED

DEC 13 2013



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

N13-Exeo Search

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Natural Sciences and Engineering Research Council of Canada	
2. Branch or Directorate / Direction générale ou Direction	CASD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Executive Search Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED Information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED Information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/> <i>K.A.</i>		
Restricted to: / Limité à: <input type="checkbox"/> <i>K.A.</i>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: CANADA	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO COSMIC TOP SECRET / NATO COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
N13-Exec Search
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC Information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED Information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIO TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		Très SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIO Très SECRET	A	B	C	CONFIDENTIEL		Très SECRET
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat N13-Exec Search
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Shelagh Stronach		Title - Titre Manager, Human Resources Operations	Signature
Telephone No. - N° de téléphone 613-995-3664	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel shelagh.stronach@nserc-crsng.gc.ca	Date 2013-12-13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Marie Faulkner		Title - Titre Manager, Corp Sec (DSO) & Real Prop	Signature
Telephone No. - N° de téléphone 613-943-0123	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel marie.faulkner@nserc-crsng.gc.ca	Date 2013-12-13
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) STAN TERESHYN		Title - Titre PROCUREMENT OFFICER	Signature
Telephone No. - N° de téléphone 613-944-4014	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel stan.tereshyn@NSERC-CRSNG.GC.CA	Date 2013-12-13
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Dec 17, 2013

Anna Kulycka
Contract Security Officer, Contract Security Division
Anna.Kulycka@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-957-1258 / Fax/Télé - 613-954-4171