

Advance Contract Award Notice (ACAN)

The Department of **Social Sciences and Humanities Research Council of Canada (SSHRC)** has a requirement for the supply of the provision of Classification Committee training and third party job evaluation services, and professional advice and support in modernizing current processes and tools. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these goods to **Hay Group Ltd. 81 Metcalfe Street, Suite 1200, Ottawa, ON K1P 6K7**. Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

Background

The Department of **Social Sciences and Humanities Research Council of Canada (SSHRC)** has a requirement to provide specialized job evaluation services. The work will involve the following: training, third party job evaluation services, and professional advice and support in modernizing the current processes and tools such as renewing SSHRC's internal benchmarks.

The proposed contract is for a period of **1** year, from **March 11, 2014** to **March 31, 2015**. *The contract will include a provision for the option to extend for two (2) 1 year irrevocable option year periods to extend the contract.*

The estimated value of the contract, including the option period, is **\$ 80,000.00** (HST extra).

Minimum Essential Requirements

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements.

Knowledge and understanding of;

- practical experience and accreditation with the customized version of the Hay Group Guide Chart Profile Methodology in use by SSHRC;
- Intellectual property rights for use of the Hay Group Guide Chart Profile Methodology as a third party;
- the benchmark evaluation positions, ratings and rationales that serve as the evaluation standard for SSHRC;
- the process applied and of the issues and challenges emerging from the 2007 executive classification, grade structure and compensation review in order to provide briefings, presentations and training to the executive, managers and employees of SSHRC.
- outstanding issues and challenges emanating from the 2004 classification conversion, grade structure and compensation

structure developed and implemented for all non-executive positions in order to advise on solutions and best practices.

Justification for the Pre-Selected Supplier

Through a competitive process competed over a decade ago, the SSHRC selected the Hay Group Guide Chart Job Evaluation methodology for use in the evaluation of all positions. The Hay Group worked with SSHRC to create a modified version of the guide charts and employed their services during the conversion to the new system. This included working with committees to create benchmarks and designing a customized grade system that spans all levels of the organization.

Hay Group is the creator of the Hay Group Guide Chart Profile Method (the Methodology), and the intellectual property in the Methodology is owned by the firm. SSHRC is licensed to use the Methodology to assist with the evaluation and classification of positions in the organization, but has no right to transfer that license to any third party or to use the Methodology outside of the organization.

Hay Group has exclusive ownership for training organizations and individuals on the Hay Method of job evaluation. No other individual or consulting firm may offer this service. Hay also has exclusive rights for developing benchmark positions using the Hay Method of job evaluation. While others may evaluate EX jobs within the Canadian Federal Public Service, they may not evaluate jobs for which benchmarks have not been developed by Hay. As SSHRC has its own classification standard (GR), and is not consistent with any of the classifications within the federal government, SSHRC must work with Hay to develop new benchmark positions.

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor.

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The closing date and time for accepting statements of capabilities is **March 10, 2014 2:00 p.m. EST.**

Inquiries and statements of capabilities are to be directed to:

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Policy Information

Indicate the applicability of the following policy requirements applicable to the ACAN process and provide the applicable sections as appropriate. Annex C, Applicable Statutory and Regulatory Requirements provides a cross reference to the applicable sections:

_____ Government Contracts Regulations (GCRs) ¹⁴¹-Section 6 (d) only one person is capable of performing.

_____ Subject to WTO-AGP - Protection of exclusive rights, such as patents or copyrights, or in the absence of competition for technical reasons, the products or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists.

_____ Subject to NAFTA - 1016.2(b) - where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists;

_____ Subject to AIT - 506.12(a) - to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.

_____ Subject to CKTEA - Protection of exclusive rights, such as patents or copyrights, or in the absence of competition for technical reasons, the products or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists.