



Canadian Tourism  
Commission

Commission canadienne  
du tourisme

## Request for Quotation

Name of Competition:	Job Evaluation and Classification Services
Competition Number:	CTC-2014-AK-03
Closing Date and Time:	March 28, 14:00 Pacific Time (PT)
Contracting Authority:	Alishah Kassam 604-638-8336 procurement@ctc-cct.ca

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## **SECTION A – INTRODUCTION**

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Canadian Tourism Commission (CTC) is Canada's national tourism marketing organization. A federal Crown corporation, CTC leads the Canadian tourism industry in marketing Canada as a premier four-season tourism destination. CTC supports the Canadian economy by generating tourism export revenues.

Through collaboration and partnerships with the private sector, the Government of Canada, plus the provinces and territories, the CTC works with the tourism sector to maintain our competitiveness and reposition Canada as a destination where travellers can create extraordinary personal experiences.

The CTC's approach focuses on those global markets where Canada's tourism brand leads and yields the highest return on investment. The CTC is active in 11 key geographic markets: the new and emerging markets of Brazil, China, India, Japan, Mexico and South Korea, as well as the core markets of Australia, France, Germany, United Kingdom and United States.

For further information, please visit <http://corporate.canada.travel/>.

### **A1. Purpose and Intent**

The purpose of this Request for Quotation (the "RFQ") is to solicit quotes for an experienced Human Resources professional capable of reviewing and classifying existing unionized work descriptions (the "Services"). See Section B for detailed requirements.

The Services will approximately range from an estimated zero (0) hours to seven and a half (7.5) hours per month.

By submitting a quote, proponents agree that they can meet the requirements of this RFQ and will comply with all terms & conditions outlined herein.

### **A2. Contract Term**

The term of the contract will be for up to a three (3) year period, with an option to extend on an annual basis by CTC for a total period not to exceed another two (2) years, at CTC's sole discretion.

### **A3. Instructions to Proponents**

- 1) Quotations must be received by e-mail prior to the closing date and time noted on the cover page in order to be considered valid. Quotations must be sent to [procurement@ctc-cct.ca](mailto:procurement@ctc-cct.ca).
- 2) Proponents should reference "RFQ #CTC-2014-AK-03 – Job Evaluation and Classification Services" in all correspondence.
- 3) Questions concerning this RFQ may be emailed to [procurement@ctc-cct.ca](mailto:procurement@ctc-cct.ca) until 14:00 hours PT, March 21, 2014.
- 4) Your response details shall be binding upon you for 90 days.
- 5) Proponents are solely responsible for their own expenses in preparing their submission.
- 6) If a proponent discovers an error in its submission, the proponent may forward a correction notice to the CTC but it must be received prior to the closing date & time.
- 7) All inquiries related to this RFQ are to be directed to the Contracting Authority only. Information obtained from any other source is not official and may be inaccurate.

- 8) CTC will not use or disclose such confidential information, except for the purposes of evaluating the proposals submitted under this RFQ or as may be required by law, including but not limited to the Access to Information Act and the Privacy Act.
- 9) There is a maximum of eight megabyte file size acceptance of any e-mail. Proponents should divide their response into appropriate sized (smaller than 8 MB) numbered files. In the e-mail, the proponent should provide the detail for each section and how many e-mails they will send.

**A4. RFQ Form of Response**

Interested bidders shall include the following items in their quotation:

- a. Pricing by completing the Price Form in Section C.
- b. A list of Canadian public sector clients for whom the Contractor has created job classifications and descriptions for unionized positions in the public sector in Canada in accordance with the Canadian Federal Public Service Classification Process and Standards for at least three (3) years.
- c. A list of three (3) references for which the Contractor has delivered same or similar services within the past three (3) to five (5) years. For each reference, include name of organization, key contract information and a brief description of the services provided. It is requested that bidders refrain from using CTC as a reference. By submitting references, you agree that CTC may contact any or all of these references.

**A5. Contract Award**

- 1) At the final outcome of the RFQ process, the successful proponent ("Contractor) may be required to enter into an agreement with the CTC.
- 2) The CTC will not be obligated to any proponent in any manner whatsoever, until a valid purchase order has been issued by the CTC or an agreement has been executed between the parties.
- 3) See Section D for a copy of CTC's purchase order terms & conditions that may apply to all purchase orders issued for products and/or services.
- 4) Any agreement will be non-exclusive with no commitment or restrictions to volume of business for any proponent. CTC does not grant exclusivity, guarantee business or make any guarantee of the value or volume of work that may be assigned to the selected proponent.

**A6. Rights of the CTC**

- 1) To seek clarification of some or all submissions;
- 2) To reject any or all submissions received if it/they fail to meet the requirements;
- 3) To collapse this process at any time and not proceed with the acquisition of goods or services;
- 4) To select one or more proponents;
- 5) To contract with any proponent regardless of the prices quoted. For further clarity, CTC shall not be bound to accept the lowest priced submission or any submission;
- 6) To enter negotiations with any party who has submitted a compliant submission, with the goal to establish an agreement acceptable to CTC; and
- 7) To incorporate all, or any portion of the RFQ, Statement of Work, and the successful submission in the resulting agreement, if applicable.

**A7. Disclosure of all Material Circumstances**

Disclose all material circumstances (see Appendix 1). A material circumstance means any circumstance or relationship which may lead to an unfair advantage including but not limited to: being associated to or related to a CTC employee or Board member of CTC; having access to information not available to other proponents; communicating with any unauthorized person with respect to the RFQ process; engaging in any action which constrains or limits the ability of another proponent to submit a proposal for the goods or services herein; providing a gift or benefit to a CTC employee or Board member; or engaging in conduct that compromises or could be seen to compromise the integrity of the RFQ process (each a "Material Circumstance").

## SECTION B – STATEMENT OF WORK

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### B.1 SERVICE REQUIREMENTS

The goal of the Services is to create and maintain a complete and up-to-date set of unionized job classifications and descriptions that meets the Canadian Federal Public Service Classification Process and Standards in order to be compliant with the obligations of CTC and to withstand to any grievances.

The classifications and work descriptions will be used for compensation purposes for the entire unionized workforce of CTC.

#### B.1.1 Contractor Requirements

The Contractor must have a minimum of three (3) years' experience in creating job classifications and descriptions for unionized positions in the public sector in Canada in accordance with the Canadian Federal Public Service Classification Process and Standards. In order to support the Contractor's quote, the Contractor shall provide a list of Canadian public sector clients for whom the Contractor has created job classifications and descriptions for unionized positions in the public sector in Canada in accordance with the Canadian Federal Public Service Classification Process and Standards (the "Standards").

#### B.1.2 Scope of Work

The scope of the Project will be the revision and, where required, creation, of unionized job classifications and work descriptions of CTC, as well as providing the rationale for evaluations, classifications and work descriptions. It is estimated that the CTC may require Services for zero (0) to seven and a half (7.5) hours per month.

##### a. Tasks

- ii. Amending existing work descriptions and creating new job descriptions for unionized positions in accordance with the Standards.
- iii. Evaluating and classifying amended and new work descriptions in accordance with the Standards. In order to do so, the Contractor shall follow the process set out below:
  1. Review and understand the work description and the organizational chart to understand the primary purpose of the work. In some cases the proponent will be required to review and amend a written work description and in other cases the proponent will be required to write the work description in consultation with the CTC.
  2. Allocate the position to an occupational group based on the public service occupational group definitions and the review of corresponding inclusion and exclusion statements.
  3. Allocate the position to an occupational sub-group, where applicable, based on the sub-group definitions and the review of corresponding inclusion and exclusion statements.
  4. Apply the corresponding classification standard for that group and sub-group, to determine the appropriate level of the position according to the evaluation plan of the standard and the application of the benchmarks

- iv. Providing recommendations on reclassifications of positions in accordance with the Standards.
- v. Implementing approved changes in accordance with the Standards.
- vi. Providing a rationale to support the classification of positions in accordance with the Standards to withstand any grievances.

b. Deliverables

The Contractor shall provide writeable electronic documents that include work descriptions, evaluations, job classifications and rationales for descriptions, evaluations and classifications, as required. The CTC shall approve the deliverable in order for the delivery to be complete.

c. Delivery Times

The delivery time required to review and amend an existing unionized job classification and job description and to provide the rationales for any changes shall not exceed five (5) business days from the time of request by CTC, unless otherwise approved by the CTC in writing.

The delivery time required to create a new unionized job classification and job description with related rationales shall not exceed ten (10) business days from the time of request by CTC, unless otherwise approved by the CTC in writing.

d. Items Provided

CTC shall provide the Contractor with electronic copies of or access to its existing unionized work descriptions, job classifications and organizational charts. Additional information from CTC managers may be provided upon request from the Contractor.

e. Travel

The Contractor shall perform the Services at the Contractor's location.

## B.2 PRICING

Using the Pricing Form in Section C, indicate your hourly rate and your average time to classify a new job, based on the Statement of Work and associated deliverables for each year of the contract term.

## SECTION C – PRICING FORM

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Contract Year		Hourly Rate	Average Time to Classify a New Job in Hours
Year One	2014-2015	\$	
Year Two	2015-2016	\$	
Year Three	2016-2017	\$	
Optional Years:			
Year Four	2017-2018	\$	
Year Five	2018-2019	\$	

- All prices should be quoted in Canadian dollars, excluding taxes.
- If the proponent believes that any other cost element(s) have been missed and should be considered, please add as a separate line item.
- Include any other incentives, volume discounts or other offerings that would benefit CTC.
- CTC's payment terms are Net 30 days.

## **SECTION D – TERMS AND CONDITIONS**

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The following standard terms and conditions appear on all CTC Purchase Orders.

“**Agreement**” means the GENERAL TERMS AND CONDITIONS (as defined below) below and SPECIFIC TERMS AND CONDITIONS (as defined below).

“**Contractor**” means the person identified as such on the front page of this purchase order.

“**CTC**” means the Canadian Tourism Commission.

“**Product**” means a) the goods, b) the services, or c) the goods and services specified on the front page(s) of this purchase order.

“**Specific Terms and Conditions**” means the terms and conditions set out on the front page(s) of this purchase order, in any schedules or other attachments to this purchase order and in any documents expressly incorporated by reference to this purchase order.

“**Warranty Period**” means the 12-month period that commences on acceptance by the CTC of the goods or such other period of time as is set out in the SPECIFIC TERMS AND CONDITIONS.

Contractor shall supply the Product, and the CTC shall pay for the Product, in accordance with this Agreement.

For any component of the Product that involves the supply of goods, the following terms and conditions shall apply unless otherwise specified in the Specific Terms and Conditions:

- 1) Contractor shall package the goods to ensure protection from the normal hazards of transportation.
- 2) Contractor shall bear the risk of loss of or damage to the goods until acceptance by the CTC at the destination specified for the delivery of goods.
- 3) Contractor shall be responsible for all packing, loading, unloading, transportation and installation costs, if any.
- 4) CTC reserves the right to change the place of delivery at any time prior to the shipment of goods. If the CTC does change the place of delivery from that set out in this Agreement, the CTC and the Contractor agree that the prices set out in the Agreement shall be decreased or increased in the Contractor's cost directly related to the change.
- 5) Contractor warrants title to the goods shall pass to the CTC upon acceptance by the CTC at the destination specified for the delivery of goods, or such time as is specified in the Specific Terms and Conditions, free and clear of all liens and attachments.
- 6) Contractor warrants that the goods delivered shall be of merchantable quality fit for the purpose.
- 7) Contractor warrants, unless otherwise specified in this Agreement, that the goods will be new and will conform to the specifications set out in the Agreement.
- 8) If the CTC gives the Contractor notice during the Warranty Period that any of the goods supplied under this Agreement are defective or do not conform to the specifications set out in this Agreement, the Contractor agrees to repair or replace such goods and to be fully responsible for all costs, including without limitation, transportation costs associated with such repair or replacement. The warranty set out in the preceding sentence shall not in any way limit any warranty stipulated or implied by law.
- 9) Unless otherwise expressly stated, all amounts set out in this Agreement are stated in, and shall be paid in Canadian dollars.
- 10) With respect to payments due under this Agreement, the Contractor shall submit invoices to the CTC at the address indicated on the front page of this purchase order. On all invoices submitted, the Contractor shall refer to the number of this purchase order, set out all taxes owing as separate line items. Contractor shall submit with each invoice such supporting documentation as the CTC may reasonably request. Contractor shall not submit an invoice for any goods until after the goods have been shipped. Contractor shall not submit an invoice for any services until after the services have been provided.
- 11) Prior to the expiration of the 30 days following the day on which the CTC receives a correct invoice from the Contractor for any payment due under this Agreement, the CTC shall pay the Contractor the amount due.
- 12) No interest shall be payable on overdue amounts. Discounts shall be calculated based on the date when the CTC has received a both a correct invoice and delivery of the product in question.
- 13) Taxes shall be applicable as set out in the Specific Terms and Conditions.

- 14) Contractor shall at all times indemnify and save harmless the CTC;
  - a) against all claims, including claims made by the Contractor's personnel under worker's compensation, legislation, demands, awards, judgments actions and proceedings by whomsoever made, brought, or prosecuted in respect of loss of, damage to or destruction of property (including loss or damages sustained by the Contractor or personal injury including death); and
  - b) against any and all loss of, damage to or destruction of property, expenses and costs (including legal fees) suffered or incurred by the CTC arising out of or in any way connected with the Contractor's performance or non-performance under this Agreement.
- 15) Contractor's liability to indemnify or reimburse the CTC under this Agreement shall not limit or prejudice the CTC from relying on any other remedy available to the CTC at law or in equity.
- 16) Contractor hereby assigns to the CTC, and warrants that it has the right to assign, all rights in the copyright works, the designs, images and the inventions generated and supplied, in connection with this Purchase as such copyright works, designs and inventions (the "Project Technology") come into existence from time to time. Contractor warrants that all items delivered to the CTC in connection with the Purchase will be original work and as such will be assigned to the CTC as Project Technology under the previous sentence.
- 17) Contractor warrants that it has the right to use and sell all components of the Product that may be covered by copyright, patent, industrial design or other intellectual property rights and agrees to indemnify the CTC against any claims brought by any third party alleging infringement of the third party's rights in the product or any component of the Product.
- 18) It is the Contractor's responsibility to maintain adequate insurance to comply with conditions of this Agreement.
- 19) CTC may terminate this Agreement, in whole or in part without liability, forthwith upon written notice to the Contractor;
  - a) if the Contractor fails to comply strictly with its obligations under this Agreement;
  - b) if the Contractor is adjudged bankrupt, or makes a general assignment in bankruptcy or if a receiver is appointed to take charge of the Contractor's affairs; or
  - c) without cause, upon written notice to the Contractor.
- 20) If CTC terminates this Agreement, the liability of the CTC shall be limited to the value of the Product that has been delivered in accordance with this Agreement up to the effective date of termination and that has not been paid for.
- 21) Contractor agrees to return to the CTC forthwith following a request from the CTC all property and other materials used in connection with the project that was provided to the Contractor by the CTC for use by the Contractor in carrying out its obligations under this Agreement.
- 22) Contractor shall not refer, expressly or by implication, to the CTC or to this Agreement in any advertising or other publicity release.
- 23) Contractor shall keep confidential all information received from the CTC in the course of carrying out its obligations under this Agreement.
- 24) CTC shall keep confidential all information received from the Contractor in the course of carrying out its obligations under this Agreement or as may be required by law, including but not limited to the *Access to Information Act and the Privacy Act*.
- 25) No delay or omission by the CTC to exercise any right or power accruing upon any noncompliance or default by the Contractor with respect to any of the terms of this Agreement shall be construed as a waiver of such non-compliance or default.
- 26) A waiver by the CTC of any breach of the terms of this Agreement shall not be construed to be a waiver of any preceding or succeeding breach.
- 27) CTC shall not be deemed to have waived any matter under this Agreement unless the CTC has given the Contractor a written notice that the CTC has waived the matter in question.
- 28) It is the express wish of the Parties that this Agreement and any related documents be drawn up in the English language.
- 29) Contractor may not be assign this Agreement without the express written consent of the CTC and any attempt to make such assignment without such consent shall be void.

- 30) Time shall be of the essence of this Agreement and of every part thereof.
- 31) This Agreement shall enure to the benefit of and be binding upon the successors and assigns of the CTC and the Contractor respectively.
- 32) This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the applicable laws of Canada.
- 33) Any Schedules that are appended to this Agreement and are incorporated by reference and deemed to be an integral part hereof.
- 34) This Agreement and its schedules, if any, constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, and any terms and conditions set out in the Contractor's confirmation and invoices. Without limiting the generality of the preceding sentence, no local, general or trade custom shall be deemed to vary the terms of this Agreement.
- 35) In the event of any inconsistency between these General Terms and Conditions and the Specific Terms and Conditions of this Agreement, the Specific Terms and Conditions shall override the General Terms and Conditions to the extent of the inconsistency. This Agreement may only be amended by written agreement by the Contractor and the CTC.

## APPENDIX 1: MATERIAL CIRCUMSTANCE

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### MATERIAL CIRCUMSTANCE:

CTC requires Proponents to disclose all Material Circumstances (as defined in 1.1) as an attachment.  
Check ONE:

- No, there are no Material Circumstances to disclose; OR
  
- Yes, there is/are one or more Material Circumstance(s) to disclose and a disclosure statement is attached.