

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau**

**Québec
K1A 0S5
Bid Fax: (819) 997-9776**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Special Projects/Projets Spéciaux
11 Laurier St./11, rue Laurier
Place du Portage/, Phase III
Floor 10C1/Étage 10C1
Gatineau
Québec
K1A 0S5

Title - Sujet Executive Search	
Solicitation No. - N° de l'invitation E60ZL-110001/C	Date 2015-11-04
Client Reference No. - N° de référence du client E60ZL-110001	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZL-107-29590
File No. - N° de dossier 107zl.E60ZL-110001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Campbell, Jeff	Buyer Id - Id de l'acheteur 107zl
Telephone No. - N° de téléphone (819)956-1782 ()	FAX No. - N° de FAX (819)956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: As per call-up	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D-1	As per call-up	I-1	As per call-up



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
7	Executive Search	D - 1	I - 1	1	Each	\$	\$		See Herein	

Executive Search

E60ZL-110001/C

Campbell, Jeff

Telephone No. - (819) 956-8500

Fax No. - (819) 956-9235

Line7, Executive Search

This Notice is being issued as the Perpetual Notice attached to Supply Arrangement E60ZL-110001. This Perpetual Notice invites additional Suppliers to submit Arrangements to become pre-qualified Suppliers.

Suppliers that are currently pre-qualified do not need to resubmit.

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it. To allow for updating of Supply Arrangement Terms and Conditions a "Refresh" will happen as per the end date on the Notice. No existing pre-qualified Supplier will be removed from the pre-qualified Supplier List as a result of the "Refresh". Pre-qualified Suppliers do not need to submit an Arrangement in order to remain pre-qualified.

Before issuance of a Supply Arrangement the Supplier must hold the appropriate level of Security Clearance as identified in the Request for Supply Arrangement.

To provide executive searches, including executive search services for "senior leadership positions" (regional, national, or international in scope) for federal government departments, agencies, Crown corporations and other federal entities, referred to as Identified Users, in order to successfully fill Governor in Council positions.

Governor in Council (GiC) appointments are made by the Governor General on the advice of the Queen's Privy Council for Canada represented by Cabinet.

GiC appointments are made to a wide range of positions, including the following types of positions for which executive search services may be required:

- a) heads and members of agencies, boards, quasi-judicial tribunals and commissions;
- b) CEOs, chairpersons and directors of Crown corporations; and
- c) agents and officers of Parliament.

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

The Government of Canada's policies and publications pertaining to the GiC appointments process can be found at the following websites:

Applicable Documents:

- a) Accountable Government: A Guide for Ministers and Ministers of State (2011). In particular, refer to Appointments in Annex G:

<http://www.pco-bcp.gc.ca/index.asp?lang=eng&page=information&sub=publications&doc=ag-gr/2011/ag-gr-eng.htm#G4>

b) GiC Appointments Process Overview:

<http://www.appointments-nominations.gc.ca/prsnt.asp?page=Process&lang=eng>

c) Attachment 1 - A Guide to Managing the Governor in Council Appointments Process:

Attachment 1 referenced above, includes important information relating to the GiC appointments process.

Reference Documents:

a) GiC Appointments Website:

<http://www.appointments-nominations.gc.ca/index.asp?lang=eng>

As noted in the 2013-14 Departmental Performance Report of the Privy Council Office (PCO), 551 GIC appointments were made in 2013-14. The average number of annual GIC appointments since 2006-07 is 820. Since March 2010, the Government has engaged the services of executive search firms to assist in the recruitment of candidates to approximately 52 senior (full-time and leadership) Governor in Council positions. The annual salaries for these positions ranged from between \$149,500 to \$523,900 (2015 rates of pay).

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.

There is a security requirement associated with the requirement of the Supply Arrangement.

Reissue of Request for Supply Arrangement

This Request for Supply Arrangement supersedes Request for Supply Arrangement number E60ZL-110001/B.

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Attachment 1 - A Guide to Managing the Governor in Council Appointments Process

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, if applicable, 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, Non-Disclosure Agreement, Supply Arrangement Reporting and the Security Requirements Check List.

The Attachments include: Attachment 1, - A Guide to Managing the Governor in Council Appointments Process.

2. Summary

To provide executive searches, including executive search services for "senior leadership positions" (regional, national, or international in scope) for federal government departments, agencies, Crown corporations and other federal entities, referred to as Identified Users, in order to successfully fill Governor in Council positions.

Governor in Council (GiC) appointments are made by the Governor General on the advice of the Queen's Privy Council for Canada represented by Cabinet.

GiC appointments are made to a wide range of positions, including the following types of positions for which executive search services may be required:

- a) Heads and members of agencies, boards, quasi-judicial tribunals and commissions;
- b) CEOs, chairpersons and directors of Crown corporations; and
- c) Agents and officers of Parliament.

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

The Government of Canada's policies and publications pertaining to the GiC appointments process can be found at the following websites:

Applicable Documents:

- a) Accountable Government: A Guide for Ministers and Ministers of State (2011). In particular, refer to Appointments in Annex G:

<http://www.pco-bcp.gc.ca/index.asp?lang=eng&page=information&sub=publications&doc=ag-gr/2011/ag-gr-eng.htm#G4>

- b) GiC Appointments Process Overview:

<http://www.appointments-nominations.gc.ca/prsnt.asp?page=Process&lang=eng>

- c) Attachment 1 - A Guide to Managing the Governor in Council Appointments Process:

Attachment 1 referenced above, includes important information relating to the GiC appointments process.

Reference Documents:

- a) GiC Appointments Website:

<http://www.appointments-nominations.gc.ca/index.asp?lang=eng>

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

As noted in the 2013-14 Departmental Performance Report of the Privy Council Office (PCO), 551 GIC appointments were made in 2013-14. The average number of annual GIC appointments since 2006-07 is 820. Since March 2010, the Government has engaged the services of executive search firms to assist in the recruitment of candidates to approximately 53 senior (full-time and leadership) Governor in Council positions. The annual salaries for these positions ranged from between \$147,400 to \$518,600 (2013 rates of pay).

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

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 (2014-11-27), 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 15 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 (2015-07-03), Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

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

Delete: sixty (60) days

Insert: The process to qualify new suppliers will be at a minimum of once per year, as such, received Arrangements will remain open for a period of one (1) year, from the Arrangement submission date.

2. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit 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 seven (7) 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 (4 hard copies); and
Section II: Certifications (1 hard 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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Definition of Senior Leadership Positions

For the Mandatory Technical Criteria and Point Rated Criteria RT2, RT3, RT5 and RT6 reference is made to “senior leadership positions”. Below is the related definition.

1.1.1.1 Senior leadership positions in the Canadian private sector include:

- (a) Chairs of boards of directors; and
- (b) Chief executive officers and vice presidents (including senior or executive vice presidents) of corporate entities.

1.1.1.2 Senior leadership positions in a Canadian public sector organization include:

- (a) heads or chief executive officers of:
 - i) Crown Corporations;
 - ii) federal/provincial/territorial or municipal government organizations or bodies; and
- (b) Chairs of federal/provincial/territorial or municipal government boards or commissions.

For clarity, only those federal, provincial, or territorial “senior leadership position” appointments made or approved by the Governor in Council, the Lieutenant-Governor in Council of the province, or the territorial equivalent, respectively, qualify under the category for “Canadian public sector organizations”. For example, no position classified within the “EX” group in federal public sector organizations, regardless of the title, qualifies, as these appointments are not made or approved by the Governor in Council.

1.1.2 Mandatory Technical Criteria

Table 1	
MT1 - Supplier's Experience 1	
#	Mandatory Technical Criterion
MT1.1	<p>The Supplier's technical arrangement must demonstrate that they have provided executive search services for senior leadership positions, for Canadian private sector companies or Canadian public sector organizations, for a minimum of five (5) consecutive years from the Supplier's Arrangement submission date.</p> <p>Notes:</p> <p>1) Definition of Senior Leadership Positions is as per article 1.1.1 above.</p> <p>2) The five (5) consecutive years may include the Supplier's previous existence as a corporate entity before the current firm was created by merger, amalgamation or acquisition.</p>

1.1.3 Point Rated Technical Criteria

Table 2				
#	Point Rated Technical Criterion	Maximum Number of Points	Required Minimum Number of Points	Percent
RT1	Supplier's Experience 1	60	42	70
RT2	Supplier's Experience 2	50	35	70
RT3	Account Manager Experience 1	25	17.5	70
RT4	Account Manager Experience 2	20	14	70
RT5	Understanding of the Requirement	20	14	70
RT6	Supplier's Approach to Meet the Requirement	70	49	70

Table 3	
Overall Minimum Percent Required	75
Overall Maximum Points Available	245
Overall Minimum Points Required	183.75

Table 4	
Rating Table	
Percentage of Available Points	Basis for Percentage Distribution
0%	The response is deficient. Supplier receives 0% of the available points for this element.
50%	The response includes some information, but is also missing a substantial amount of information. Supplier receives 50% of the available points for this element.
70%	The response includes most of the information required to be complete. Supplier receives 70% of the available points for this element.
85%	The response includes a substantive amount of the information required to be complete. Supplier receives 85% of the available points for this element.
100%	The response is complete. Supplier receives 100% of the available points for this element.
This Rating Table applies to Point Rated Technical Criteria RT1, RT2, RT3, RT5 and RT6	

Table 5

Table 5			
RT1 - Supplier's Experience 1			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT1.1	The Supplier should demonstrate that it has the experience in the private and/or public sector to successfully deliver the requirements detailed in Annex A - Statement of Work.	In order to demonstrate the Supplier's experience in the private and/or public sector, to successfully deliver the requirements detailed in Annex A - Statement of Work, the Supplier's technical arrangement should include a detailed description of all of the following:	
		a) the Supplier's organization, including experience in the field of providing executive search services, the number of employees, its primary office and other proposed service locations (if any);	Up to a maximum of 10 points.
		b) the Supplier's continuous improvement process e.g. performing client satisfaction surveys, implementing lessons learned based on client feedback;	Up to a maximum of 7 points.
		c) the Supplier's success ratio in filling executive search requests in addition to the Supplier's average time to complete such requests;	Up to a maximum of 8 points.
		d) the Supplier's areas of expertise and types of executive searches performed;	Up to a maximum of 10 points.
		e) the extent of the Supplier's information sources and network of contacts across Canada; and	Up to a maximum of 10 points.
		f) what makes the Supplier's organization stand out from their competitors.	Up to a maximum of 15 points.
Maximum Points =			60
Minimum Points Required =			42

Table 6			
RT2 - Supplier's Experience 2			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT2.1	The Supplier should demonstrate that it has the experience in successfully completing executive searches for senior leadership positions in a Canadian public sector organization.	The Supplier's technical arrangement should demonstrate that it has successfully completed (during the past 24-month period ending on the Supplier's Arrangement submission date) executive searches for senior leadership positions in a Canadian public sector organization by submitting: ¹	
		<p>five (5) successfully completed searches, including with each search:</p> <p>a) the search period including start and end dates;</p> <p>b) the name of the client company or organization;</p> <p>c) the role and responsibilities of the client company or organization;</p> <p>d) description of position and area of specialization;</p> <p>e) the services provided by the Supplier; and</p> <p>f) reference contact name, e-mail address and telephone number of the client.</p>	<p>Up to a maximum of 5 points for each search.</p> <p>Total equals up to a maximum of 25 points of which the minimum points required = 17.5.</p>

Table 6 - continued			
RT2 - Supplier's Experience 2			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT2.2	The Supplier should demonstrate that it has the experience in successfully completing executive searches for senior leadership positions in the private and/or public sector.	The Supplier's technical arrangement should demonstrate that it has successfully completed (during the past 24-month period ending on the Supplier's Arrangement submission date) executive searches for senior leadership positions in the private and/or public sector by submitting: ¹	
		<p>five (5) successfully completed searches, including with each search: ²</p> <p>a) the search period including start and end dates;</p> <p>b) the name of the client company or organization;</p> <p>c) the role and responsibilities of the client company or organization;</p> <p>d) description of position and area of specialization;</p> <p>e) the services provided by the Supplier; and</p> <p>f) reference contact name, e-mail address and telephone number of the client.</p>	<p>Up to a maximum of 5 points for each search.</p> <p>Total equals up to a maximum of 25 points of which the minimum points required = 17.5.</p>

Table 6 - **continued**

RT2 - Supplier's Experience 2

Notes:

1) Definition of Senior Leadership Positions is as per article 1.1.1 above.

2) ¹ Definition of successfully completed: A request that was made to the Supplier to perform an executive search for a senior leadership position has been filled by the Supplier, i.e., the proposed candidate was hired or appointed to the position.

3) ² The required searches under RT2.2 can include Canadian public sector organizations however they must be in addition to what is required under RT2.1.

4) In regards to RT2.1 f) and RT2.2 f), the reference contact name is for verification of work undertaken.

Maximum Points (RT2.1 + RT2.2) =

50

Minimum Points Required (RT2.1 + RT2.2) =

35

Table 7

Table 7			
RT3 - Account Manager Experience 1			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT3.1	The Supplier should demonstrate that the resource proposed to provide Account Manager services has experience related to the coordination of successful private and/or public sector executive searches for senior leadership positions, in order to successfully deliver the requirements and perform the services detailed in Annex A - Statement of Work.	The Supplier's technical arrangement should demonstrate that the resource proposed to provide Account Manager services has experience related to the coordination of successful private and/or public sector executive searches for senior leadership positions. For the proposed Account Manager, the Supplier should submit:	
		<p>a minimum of five (5) successfully completed searches (during the past 24-month period ending on the Supplier's Arrangement submission date), for which the proposed Account Manager coordinated the services.¹</p> <p>For each of the five (5) searches, the Supplier's technical arrangement should include:</p> <p>a) the name of the proposed Account Manager; b) the search period, including start and end dates; c) the name and address of the client company or organization, indicating whether the client is in the private sector or the public sector; d) the title, role and responsibilities of the position; e) the description of the position and specialization; and f) the reference contact name, e-mail address and telephone number of the client.</p>	<p>Up to a maximum of 5 points for each search.</p> <p>Total equals up to a maximum of 25 points of which the minimum points required = 17.5.</p>
Table 7 - continued			

RT3 - Account Manager Experience 1

Notes:

1) Definition of Senior Leadership Positions is as per article 1.1.1 above.

2) ¹ Definition of successfully completed: A request that was made to the Supplier to perform an executive search for a senior leadership position, has been filled by the Supplier under the management of the Supplier's Account Manager, i.e., the proposed candidate was hired or appointed to the position.

3) For Suppliers who submit more than one proposed Account Manager only the first one listed in the received arrangement will be used for evaluation purposes. As per the Statement of Work, the proposed Account Manager must be bilingual.

4) In regards to RT3.1 f), the reference contact name is for verification of work undertaken.

Maximum Points =

25

Minimum Points Required =

17.5

Table 8			
RT4 - Account Manager Experience 2			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT4.1	The resource proposed to provide Account Manager services has acquired over the last 10 years from the RFSA closing date, the required education and experience identified in article 7.1 c) in Annex A - Statement of Work.	The Supplier's technical arrangement should demonstrate the experience relative to the resource proposed to provide Account Manager services, detailing the types of services performed and the duration involved.	<p>0 points for less than 5 years experience.</p> <p>14 points for greater than or equal to 5 years experience and less than 8 years experience.</p> <p>20 points for greater than or equal to 8 years experience.</p>
	OR through experience only as stated below		
	The resource proposed to provide Account Manager services has acquired over the last 20 years from the RFSA closing date, the required experience identified in article 7.1 c) in Annex A - Statement of Work.	The Supplier's technical arrangement should demonstrate the experience relative to the resource proposed to provide Account Manager services, detailing the types of services performed and the duration involved.	<p>0 points for less than 5 years experience.</p> <p>14 points for greater than or equal to 10 years experience and less than 15 years experience.</p> <p>20 points for greater than or equal to 15 years experience.</p>
Notes: 1) For Suppliers who submit more than one proposed Account Manager only the first one listed in the received arrangement will be used for evaluation purposes. As per the Statement of Work, the proposed Account Manager must be bilingual.			
Maximum Points =			20
Minimum Points Required =			14

Table 9			
RT5 - Understanding of the Requirement			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT5.1	The Supplier should demonstrate it has a complete understanding of the requirements in Annex A - Statement of Work.	In order to demonstrate the Supplier's complete understanding of Annex A – Statement of Work, the Supplier's technical arrangement should provide the detail and description necessary to demonstrate:	
		a) that the Supplier understands the Government of Canada's senior leadership needs, including the Government's commitments and policy objectives related to GIC appointments; and	Up to a maximum of 10 points.
		b) that the Supplier understands how conducting a search for a senior GIC leadership position differs from a search for other public and or private sector senior leadership positions.	Up to a maximum of 10 points.
Notes:			
1) Definition of Senior Leadership Positions is as per article 1.1.1 above.			
Maximum Points =			20
Minimum Points Required =			14

Table 10

Table 10			
RT6 - Supplier's Approach to Meet the Requirement			
#	Point Rated Technical Criterion	Supplier Preparation Instructions	Weighting (Points)
RT6.1	The Supplier should demonstrate their approach to successfully deliver the requirements detailed in Annex A - Statement of Work.	In order to demonstrate the Supplier's approach to successfully deliver the requirements in Annex A - Statement of Work, the Supplier's technical arrangement should include a detailed description of:	
		a) the approach for all steps of their executive search for private and/or public sector executive senior leadership positions including from request by an Identified User to successful placement of a GiC position. Note: The Supplier should provide sufficient detail to allow for a complete and full understanding of how the tasks will be carried out;	Up to a maximum of 30 points.
		b) the approach should an executive search for a private and/or public sector executive senior leadership position be unsuccessfully completed and the action the Supplier would take in the event of an unsuccessful search; ¹	Up to a maximum of 15 points.
		c) the creative and innovative approach to ensuring searches for private and/or public sector executive senior leadership positions are efficient and cost effective;	Up to a maximum of 10 points.
		d) the Suppliers approach to staffing, recruitment, training, retention and professional development of their own personnel; and	Up to a maximum of 10 points.
		e) the approach in providing the services detailed in Article 4.1 of Annex A - Statement of Work, for proposed service location(s).	Up to a maximum of 5 points.
Table 10 - continued			

RT6 - Supplier's Approach to Meet the Requirement

Notes:

1) Definition of Senior Leadership Positions is as per article 1.1.1 above.

2) ¹ Definition of an unsuccessfully completed search: A position has not been filled further to an executive search requested by a client and performed by the Supplier, and in which the candidate recruited by the Supplier was not hired or appointed to the position.

Maximum Points =

70

Minimum Points Required =

49

2. Basis of Selection

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 minimum points required for Point Rated Technical Criteria RT1, RT2, RT3, RT4, RT5 and RT6 i.e. for each 70% of the maximum points available, and an overall minimum points required of 183.75 points i.e. 75% of the overall maximum points available.

2.2 Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

3. Security Requirement

3.1 Before issuance of a supply arrangement, 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.

3.2 Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.

3.3 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)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

4. Financial Viability

SACC Manual clause S0030T (2014-11-27), Financial Viability

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

3. Proposed Account Manager

- a) The supplier must submit a copy of the curriculum vitae (CV) for the proposed Account Manager.

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

The following security requirement (SRCL and related clauses) applies and form part of the Supply Arrangement.

- 2.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.2 The Contractor 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 personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor 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.

- 2.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 2.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.5 The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D; 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 (2015-07-03), General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 10 calendar days after the end of the reporting period.

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 Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins: **(entered at time of issuance)**.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Jeff Campbell
Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Services and Technology Acquisition Management Sector (STAMS)
11 Laurier Street, 10C1 Portage III
Gatineau (Québec)

Telephone: (819) 956-8500
Facsimile: (819) 956-2675

E-mail address: jeff.campbell@pwgsc-tpsgc.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 Account Manager

(entered at time of issuance).

6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

7. On-going Opportunity for Qualification

A permanent Notice will be posted on Buyandsell.gc.ca 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.

The process to qualify new suppliers will be at a minimum of once per year.

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 (2015-07-03), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Non-Disclosure Agreement;
- (e) Annex C, Supply Arrangement Reporting;
- (f) Annex D, Security Requirements Check List;
- (g) Attachment 1 - A Guide to Managing the Governor in Council Appointments Process; and
- (h) the Supplier's arrangement dated **(entered at time of issuance)**.

9. Certifications

9.1 Compliance

Compliance with the certifications 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 or 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 ***(entered at time of issuance)***.

11. Insurance

G1005C (2008-05-12), Insurance

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation HC, 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 or 2004, Standard Instructions - Goods or Services - Non-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) financial capability;
- (h) certifications; and
- (i) 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.

2.3 The bid solicitation will be sent via e-mail to all pre-qualified suppliers for a posting period of not less than 2 working days.

- a) In regards to the above, the posting period of “not less than 2 working days” could be extended.

2.4 The responsibility for the bid solicitation process and the award of contracts is with the user of the service, i.e., the “Identified User only”.

2.5 The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document.

These forms are available on the [Electronic Forms Catalogue](#)

(http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Web site.

PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract.

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:

HC (for higher complexity requirements), general conditions 2035 will apply to the resulting contract.

The above templates 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

Executive Search for Governor in Council positions.

1.1 Purpose

To provide executive searches, including executive search services for "senior leadership positions" (regional, national, or international in scope) for federal government departments, agencies, Crown corporations and other federal entities, referred to as Identified Users, in order to successfully fill Governor in Council positions.

Note:

Examples of executive searches for "Senior Leadership Positions" include heads or chief executive officers, chairs of boards or commissions heads of agencies, boards and quasi-judicial tribunals and commissions, CEOs and chairpersons of Crown corporations, and agents and officers of Parliament.

1.2 Background

Governor in Council (GiC) appointments are made by the Governor General on the advice of the Queen's Privy Council for Canada represented by Cabinet.

GiC appointments are made to a wide range of positions, including the following types of positions for which executive search services may be required:

- a) heads and members of agencies, boards, quasi-judicial tribunals and commissions;
- b) CEOs, chairpersons and directors of Crown corporations; and
- c) agents and officers of Parliament.

As noted in the 2013-14 Departmental Performance Report of the Privy Council Office (PCO), 551 GiC appointments were made in 2013-14. The average number of annual GiC appointments since 2006-07 is 820. Since March 2010, the Government of Canada has engaged the services of executive search firms to assist in the recruitment of candidates to approximately 53 senior (full-time and leadership) Governor in Council positions. The annual salaries for these positions ranged from between \$147,400 to \$518,600 (2013 rates of pay).

2. Applicable and Reference Documents

The Government of Canada's policies and publications pertaining to the GiC appointments process can be found at the following websites:

Applicable Documents:

- a) Accountable Government: A Guide for Ministers and Ministers of State (2011). In particular, refer to Appointments in Annex G:

<http://www.pco-bcp.gc.ca/index.asp?lang=eng&page=information&sub=publications&doc=ag-gr/2011/ag-gr-eng.htm#G4>

b) GiC Appointments Process Overview:

<http://www.appointments-nominations.gc.ca/prsnt.asp?page=Process&lang=eng>

c) Attachment 1 - A Guide to Managing the Governor in Council Appointments Process:

Attachment 1 referenced above, includes important information relating to the GiC appointments process.

Reference Documents:

a) GiC Appointments Website:

<http://www.appointments-nominations.gc.ca/index.asp?lang=eng>

3. Scope of Work

3.1 Executive Search services provided under contract pursuant to this SA must invoke any or all of the following sections:

- a) Tasks/Technical Specifications for Appointment-Focused Processes;
- b) Contacts and Comprehensive Search;
- c) Advertising/Marketing;
- d) Screening, Assessment and Identification, and Short-listing of Candidates;
- e) Interviews;
- f) Reference Checks;
- g) Other Tangible and Related Services; and
- h) Additional Deliverables.

Note: In regards to below the term “Project Authority” could include: the named Project Authority and/or his/her representative and/or a selection committee.

3.2 Tasks/Technical Specifications for Appointment-Focused Processes

The Contractor must:

- 3.2.1 Develop an in-depth understanding of the requirements, qualifications, experience, knowledge and personal suitability factors that are essential or desired related to the position to be staffed, and of the relevant legislation and other related documents, and work with the Project Authority to update and finalize the selection criteria for the position;
- 3.2.2 Present to the Project Authority, within two weeks of contract award, a detailed work plan which will include a list of activities and recruitment options, with specific dates that they are to be carried out and completed, the names of individuals responsible for the activities, along with details of assessment and screening tools and methodology to be used in the search and recruitment processes. If requested by the Project Authority the detailed work plan should also include a

description of methods or processes that would be used to identify members of employment equity designated groups (i.e., women, aboriginal peoples, members of visible minorities and persons with disabilities);

- 3.2.3 Provide the Project Authority with a list of target markets, regions, associations and individuals deemed suitable for consideration and to be contacted to determine interest and suitability;
- 3.2.4 Present an initial progress report to the Project Authority within two (2) to four (4) weeks (to be determined by the Project Authority) in order to confirm that the search process is developing according to expectations, the critical path and the work plan, and to discuss the appropriateness of targeted regions, companies, associations, employment equity groups and individuals;
- 3.2.5 Prepare reference material packages (Candidate or Executive Brief) packages for potential candidates (e.g., regarding the organization and position) and reference material packages or binders for Selection Committee members (e.g., regarding the organization and position and the candidates being considered) in preparation for interviews and meetings. These documents must be provided to the Project Authority, for review and approval, at least one week in advance of distribution; and
- 3.2.6 Reconfirm with the Project Authority or his/her representative thereafter, verbally or in writing on a bi-weekly or more frequent basis (as determined by the Project Authority) that the process steps are unfolding as planned and if need be, to redefine the selection process direction.

3.3 Contacts and Comprehensive Search

The Contractor must:

- 3.3.1 Research, complete and document a systematic and comprehensive search of target markets, regions, companies, associations and individuals and present findings to the Project Authority (the "search and target" process); and
- 3.3.2 The search and target process must be documented and the documentation provided to the Project Authority in a final report, and, if requested by the Project Authority, at the conclusion of the search and target process.

3.4 Advertising/Marketing

The Contractor must:

- 3.4.1 Develop for consideration and approval by the Project Authority, advertising/awareness campaigns, including ads in newspapers, bulletins, professional association journals or selected publications, relevant association websites, and electronic job advertising sites This must be provided to the Project Authority, for review and approval, at least one week in advance of distribution; and
- 3.4.2 Undertake placement and timing of media advertising of the position in the media (if required and approved in writing by the Project Authority) including but not limited to:

- a) placing ads in: newspapers, bulletins, professional association journals or select publications, relevant association websites and electronic job advertising sites.

Note:

The services provided in 3.4.2 are cost reimbursable.

3.5 Screening, Assessment and Identification, and Short-listing of Candidates:

The Contractor must:

- 3.5.1 Identify candidates through the search and target process, including by receiving applications and referrals from the advertising/awareness campaigns or indirect and direct recruitment and outreach;
- 3.5.2 Review proposed methodology to assess candidates with the Project Authority;
- 3.5.3 Screen and conduct a preliminary assessment of these candidates against the selection criteria developed for the position;
- 3.5.4 Determine the candidates' level of interest, and make recommendations to the Project Authority for further follow-up;
- 3.5.5 Provide the Project Authority with curriculum vitae (CVs) of all candidates identified during the above activities;
- 3.5.6 Provide the Project Authority with a long-list of candidates at least one week in advance of distribution, indicating each individual's potential suitability for the position, based on the selection criteria developed for the position and the contractor's assessment;
- 3.5.7 Review long-list of potential candidates with the Project Authority, offering expert advice and counsel so that the most suitable prospective candidates for the position are considered for further assessment;
- 3.5.8 Arrange meeting and/or teleconferences with the Project Authority to review the long-list of candidates and determine the short-list of candidates to be invited for interviews; Material for meetings must be provided to the Project Authority at least one week in advance; and
- 3.5.9 Work with the Project Authority to finalize a short-list of candidates for further assessment and consideration.

3.6 Interviews

The Contractor must:

- 3.6.1 Prepare, in consultation with the Project Authority, interview questions and all interview documentation including assessment reports and final reports. "Interview documentation" also includes any information provided to candidates either in advance or at the time of the interview, and includes packages or binders for selection committee members with all information relevant to the interviews, whether or not it has been provided at other times during the process (e.g., materials could include: interview schedule, information regarding the organization and position,

the CVs and any pre-assessments of candidates being interviewed, the interview questions, the selection criteria and copies of published advertisements);

- 3.6.2 Arrange, in consultation with the Project Authority, meetings of the selection committee, including developing agendas and all meeting materials, making travel arrangements and accommodation arrangements, in accordance with Treasury Board (TB) policies and established rates. "Meetings of the selection committee" include teleconferences as well as in-person meetings that may be required to support the executive search and selection process. These documents must be provided to the Project Authority, for review and approval, at least one week in advance of distribution
"Accommodation arrangements" include overnight accommodation for selection committee members as well as meeting rooms, simultaneous translation services (if required) and hospitality, as required. Location of meetings is to be approved in advance by the Project Authority. No administrative fees will be charged on either travel or accommodation; and

- 3.6.3 Arrange, in consultation with the Project Authority, formal interviews of identified candidates, including interview schedules, travel arrangements and accommodation arrangements, in accordance with Treasury Board (TB) policies and established rates. "Interviews" include interviews of candidates with the selection committee (if required) and any other meetings required with candidates, such as those needed to conduct psychometric assessments or provide subsequent debriefing to candidates on the psychometric assessments conducted. "Accommodation arrangements" include overnight accommodation for candidates as well as meeting rooms, simultaneous translation services (if required) and hospitality for interviews and meeting rooms for candidate preparation, as required. Location of interviews is to be approved in advance by the Project Authority. No administrative fees will be charged on either travel or accommodation.

3.7 Reference Checks

For each candidate proposed for consideration for appointment by the Government, the Contractor must:

- 3.7.1 Confirm data such as education, employment dates, positions held, and reasons for leaving previous positions in accordance with Canadian standards;
- 3.7.2 Conduct, in consultation with the Project Authority, reference checks, using a methodology approved by the Project Authority;
- 3.7.3 Provide the results of the reference checks and other data checks undertaken to the Project Authority; and
- 3.7.4 Prepare and submit to the Project Authority written reports detailing the outcomes of data and reference checks, within one week of their completion.

3.8 Other Tangible and Related Services

The Contractor must:

- 3.8.1 Provide (if required and approved in writing by the Project Authority) other tangible and related

services that would add value to the search process, including but not limited to:

- a) undertaking or arranging psychometric or other assessments on select candidates and subsequent debriefings; and
- b) videoconferences, specialized background checks or tax or legal consultation for the candidate.

Note:

The services provided in 3.8.1 are cost reimbursable.

4. Additional Deliverables

The Contractor must:

- 4.1
 - a) Provide the services (written and oral) in both official languages, as required, throughout the project.
 - b) Provide simultaneous translation services if required, and approved in advance by the Project Authority; and
- 4.2 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 and names of all applicants and referrals, and other information relevant to the search process, including names of candidates for which reference checks, psychometric and other assessments were conducted, a synopsis of reference checks, the name(s) of the finalist candidate(s) that the Selection Committee agreed to propose to the Minister for recommendation for appointment by the Governor in Council (if agreement was reached during the reference debrief (telecon); and copies of **all** invoices, including those related to travel, accommodation (including interview rooms) and other logistical support costs.
- 4.3 Provide (if required and approved in writing by the Project Authority) simultaneous translation services for interviews.
- 4.4 Ensure that confidentiality and privacy requirements are not breached in respect of candidates personal information.
- 4.5 Copies of invoices provided to the Contracting Authority in respect to travel and accommodation of candidates must not identify the candidate by name. Rather, the names and/or other personal information (email or street address, etc.) should be blacked out and each candidate identified by number. The Project Authority must be provided with copies of the invoices with the names of each of the numbered candidates in order to verify the costs

Note:

Simultaneous translation services provided under 4.1(b) are cost reimbursable. The services provided in 4.3 are cost reimbursable.

5. Guarantee Non-Performance

If a recruited GiC candidate does not accept nomination to the position, resigns within twelve (12) months of the effective date of the appointment to the GIC position, or is terminated for cause by the Governor in Council within twelve (12) months of the effective date of the appointment to the GIC position, the Contractor must provide one or more alternate candidates at no additional cost.

6. Candidates Hands-Off Policy

The Contractor must maintain a two-year "candidate hands-off" policy. This means that the Contractor cannot approach candidates appointed to the GiC position, for other employment and opportunities for a twenty-four month period after the effective date of the appointment to the GiC position.

7. Resources

To ensure efficient and effective services, PCO 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.

The expected process is for Identified Users to 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 Co-ordinator), to fill the requirement.

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.

7.1 Minimum Educational/Experience Requirements

At a Minimum the Account Manager must:

- a) Be able to communicate effectively in both official languages; and
- b) Have knowledge of recruitment methods, metrics and reporting standards.

In addition, the Account Manager must:

- c) Possess an undergraduate degree from a Canadian University or Canadian recognized University. The University degree must be from a recognized Canadian University, or if obtained outside of Canada, be approved by a recognized Canadian academic credentials assessment service i.e. identified at:

<http://www.cicic.ca/927/Identify-the-organization-responsible-for-recognition.canada>
; and

Have 5 years of related work experience as an Executive Search Account Manager within the past 10 years;

OR

Have 10 years of related work experience as an Executive Search Account Manager within the past 20 years.

8. Non-Disclosure Agreement

As the Contractor will have access to confidential and sensitive information the non-disclosure agreement at Annex B must be signed before access to such information is given.

9. Geographic Location of Positions

Governor in Council positions are located across Canada and meetings and interviews for executive searches will take place in a location(s) within Canada identified by the Project Authority. It should be noted that the majority of the meetings and interviews for executive searches for senior leadership positions will take place in the National Capital Region, regardless of the geographic location of the position or the Contractor. Therefore, travel may be required for those candidates selected for interviews for the position of (XXX) Travel may also be required for staff of the Contractor for attendance at interviews or meetings in respect of the Work. Any such travel by candidates or by the Contractor's staff must be approved by the Project Authority in advance, and be supported by copies of invoices related to travel, accommodation (including interview rooms) and other logistical support costs, in accordance with article 4.5. Travel and accommodation must be in accordance with Treasury Board Guidelines.

ANNEX "B"

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is personal, confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as personal, proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No:

_____.
Signature

_____.
Date

ANNEX "C"

SUPPLY ARRANGEMENT REPORTING

1. Such reports may contain, but are not limited to, the following information:
 - a) the client department name;
 - b) a description of the requirement;
 - c) the reporting period;
 - d) the name and contact details of the Project Authority; and
 - e) the value of the Contract.

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST