

ADVANCE CONTRACT AWARD NOTICE (ACAN) S18-16417 - JOB EVALUATION SERVICES

1. Definition

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of Requirements

The Department of **Social Sciences and Humanities Research Council of Canada (SSHRC)** has a requirement to provide specialized job evaluation services on an as when required basis. These services include: training, third party job evaluation services, and professional advice and support in modernizing the current processes and tools such as renewing the Agency's internal benchmarks. The services must be provided by a professional, knowledgeable and accredited resource that is trained in the modified guide charts in use at the Agency and is familiar with the Agency's internal roles, benchmarks and customized executive and non-executive grade structures.

Currently, most classification work is conducted by internal Agency resources. However, from time to time, the Agency will use the services of an external third party to classify or provide opinions regarding the classifications of positions on an as needed basis to augment the capacity of the internal team. Typically these services will be used for GR-EX, Human Resources (HR) and other high risk or contentious positions. This support will supplement the role of human resources and the internal classification committee. This support will ensure rapid, objective evaluations of highly sensitive positions and those that would represent a conflict of interest for HR while balancing the workload of internal resources.

The following summarizes the classification services required:

- Methodology training
- Advice and support regarding classification governance and process modernization
- Full third party evaluations of HR and/or contentious positions including a full rationales
- Provision of third-part external evaluation opinions for evaluations previously conducted internally

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

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

The Contractor must possess and have knowledge and understanding of;

- practical experience and accreditation with the customized version of the Korn Ferry (Hay Group) Guide Chart Profile Methodology in use by SSHRC;
- Intellectual property rights for use of the Korn Ferry (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.

4. Applicability of the trade agreement(s) to the procurement

This procurement is not subject to any trade agreements.

5. Justification for the Pre-Identified Supplier

Through a competitive process competed over a decade ago, the SSHRC selected the Korn Ferry (Hay Group) Group Guide Chart Job Evaluation methodology for use in the evaluation of all positions. The Korn Ferry (Hay Group) 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.

Korn Ferry (Hay Group) Group is the creator of the Korn Ferry (Hay Group) 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.

Korn Ferry (Hay Group) Group has exclusive ownership for training organizations and individuals on the Korn Ferry (Hay Group) Method of job evaluation. No other individual or consulting firm may offer this service. Korn Ferry (Hay Group) also has exclusive rights for developing benchmark positions using the Korn Ferry (Hay Group) 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 Korn Ferry (Hay Group). 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 Korn Ferry (Hay Group) to develop new benchmark positions.

6. Government Contracts Regulations Exception(s)

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection:

subsection 6(d) - "only one person is capable of performing the work"

7. Title to Intellectual property

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

8. Contract Period

The proposed contract is for a period of **1** year, from **April 1, 2017** to **March 31, 2018**.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two **(2)** additional one **(1)** year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.



9. A cost estimate of the proposed contract

The estimated value of the contract, including option period(s), is **\$ 50,000.00** (HST extra).

10. Name and Address of the Proposed Contractor

Korn Ferry (Hay Group) Group Ltd.
81 Metcalfe Street, Suite 1200,
Ottawa, ON
K1P 6K7

11. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a Statement of Capabilities in writing, preferably by e-mail, to the contact person identified in this Notice on or before the closing date and time of this Notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

12. The closing date for a submission of a statement of capabilities.

The closing date for a submission of a Statement of Capabilities is February 6th, 2017 at 2:00pm (EST).

13. Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:

Jesse Arsenault
Social Sciences and Humanities Research Council of Canada
350 Albert St,
Ottawa, ON,
K1A 1H5
Phone : 613-947-3737
Email : Jesse.Arsenault@nserc-crsng.gc.ca