#### **RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

Shared Services Canada krys.pikula@canada.ca

# REQUEST FOR PROPOSAL AMENDMENT 001

### DEMANDE DE PROPOSITION AEMENDEMENT 001

#### **Proposal To: Shared Services Canada**

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

#### Comments - Commentaires

## This document contains a Security Requirement

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

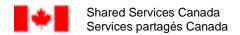
Issuing Office – Bureau de distribution Shared Services Canada 180 Kent Street Ottawa, ON K1G 4A8

		Date February 8, 2018	
Client Reference No. – N° rét 17904	férence du c	lient	
GETS Reference No. – N° de	reference d	e SE	AG
File No. – N° de dossier 2b0kb17904	CCC No. / N° VME	N° C	CC - FMS No./
at – à 2:00 PM on – le February 16, 20	-	in	Time Zone Fuseau horaire Eastern Standard Time EST
Plant-Usine: Destinat	ion: 🗹 🔾	)ther	-Autre: 🗆
Address Inquiries to : - Adre questions à: Krys Pikula	sser toutes		uyer Id – Id de cheteur 38
Telephone No. – N° de téléph 613-608-2207	none :	FA FA	XX No. – N° de XX
Destination – of Goods, Serv Destination – des biens, serv			
See Herein			

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

### **Questions and Answers:**

Question	Answer
<ul> <li>Q1. Has any firm/individual performed this or similar work currently or in the last 6-12 months? If so, please provide the following: <ul> <li>contract value (without taxes);</li> <li>duration (including level of effort/number of days); and</li> <li>company providing the services</li> </ul> </li> </ul>	A1. This is a new requirement. There is no firm/individual that provided these services within the last 6-12 months.
Q2. Please clarify 3.1 Bid Preparation Instructions statement: "Canada requests that Bidders provide their bid in separately bound sections" Does this mean Canada expects to receive one proposal per stream?	<b>A2.</b> Correct; bidders may provide proposals for each stream. Bidders are requested to clearly specify which streams they are submitting bids for. In addition, if bidding for multiple streams then each bid should consist of separate sections (Technical, Financial, Certification, etc) as instructed in the RFP.
Q3. What is the budget allotted per stream over the initial three (3) year term?	A3. Budgets will not be discussed at this time since this is a Request for Proposal and the evaluation will include a financial portion.
Q4. How many suppliers will be selected?	A4. Each stream will be evaluated separately. Therefore, up to 3 separate contracts (one for each stream) may be awarded.  However, the possibility exists that a single vendor may submit best overall proposals for all three streams. In this case, only one contract would be awarded.
<b>Q5.</b> What is the historical volume of roles per Stream?	<b>A5.</b> This is a new requirement. Therefore, there is no historical volume for each stream.
Q6. Please indicate the types of roles under each stream. Are the roles indicated in Attachment 1 to Annex A for the Executive Stream only?	A6. Attachment 1 to Annex A is provided as a sample/example to indicate to bidders the type of position description that will be provided by clients for each Talent Search. The specific roles/positions for each stream will be identified as the requirements come up and a position description (similar to Attachment 1 to Annex A) will be provided by the client. The Executive Stream will be used to search for executive positions (for example director, senior director and director general positions). The IT Specialist Stream will be used to search for specialist within various IT domains to fill positions within the CS classification. The Professional Specialist Stream will be used to search for specialists outside of the IT domains. These specialists could include but are not limited to Human Resources, Procurement, Security, Finance etc.)



Q7. Please clarify the following statement for all
three streams for M1: what is meant by "High-
level Corporate Resume"?

- **A7.** We require a corporate resume of the searches conducted as outlined in each stream. The description of the work done should be outlined in the resume at a high-level rather than detailed. The information required to describe the search must include:
- Client name and contact information;
- Year Talent Search conducted;
- Position for which Talent Search was conducted;
- Results of / Outcome from Talent Search.

**Q8.** For the 20 searches required in each stream for M1: are the searches conducted for placements (or just searches conducted in general)? Must the roles referenced be for roles that are permanent positions only, or can temporary placements be counted? Of the roles to be referenced, must all 20 have been for Government roles—Public Sector only—or will roles placed for Broader Public Sector, Crown Corporations, or Private Sector clients be accepted?

**A8.** The 20 searches for M1 are searches that have been conducted by your firm for a role(s) required by a client. They do not have to have resulted in a successful placement. The clients for M1 do not have to be Government clients.