



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

Title – Sujet IT Talent Recruitment Drive / Search Assistance	
Solicitation No. – N° de l'invitation R000017904-B	Date June 18, 2018
Client Reference No. – N° référence du client 17904-B	
GETS Reference No. – N° de reference de SEAG n/a	
File No. – N° de dossier 2b0kb17904-B	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le June 26, 2018	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Krys Pikula	Buyer Id – Id de l'acheteur C38
Telephone No. – N° de téléphone : 613-608-2207	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée 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 à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature Date	



Questions and Answers:

Question	Answer
Q1. Do you have any volume that you can supply like: a. How many campaign per month/year? b. Minimum potential candidates to be identified per job title? c. Duration of the campaign	At this time, Shared Services estimates 10 - 20 recruitment drives/searches to be performed per year. As priorities within the organization change, this number may increase/decrease. SSC will issue Task Authorizations against the contract which will include the specific details pertaining to each recruitment drive/search including any requirements related to minimum potential candidates and deadlines.
Q2. Can we have access to your 'Work force plan'	No. Once the contract is awarded SSC will issue Task Authorizations against the contract which will include the specific details pertaining to the recruitment drive / search.
Q3. While we promote SSC during the campaign, can we also include our company logo and info	Each Task Authorization against the contract will have unique requirements, and as such the use of company logo and info can be discussed based on the requirements that will be outlined in the Task Authorization.
Q4. Do you need access to our tools and ATS	No. SSC does not require access to the tools, but requires the bidder awarded the contract to have an ATS and tools in order to conduct screening in an efficiently and timely manner to acquire the best candidates and to have a diverse mechanisms and technology to have a broad reach.
Q5. Is there an incumbent currently providing the services to SSC?	No
Q6. How many proponents will be selected?	ONE contract will be awarded.
Q7. Will the pending NAFTA agreement affect this scope of work?	At this time, the pending NAFTA agreement will not have any effects on the scope of work.
Q8. Please clarify if this bid is for permanent or contract work, or both?	The primary intent of this contract is to find talent for indeterminate (permanent) positions, however it may be used for contract / interchange / term / casual positions.



<p>Q9. For M1 Please clarify what is meant by high level corporate resume?</p>	<p>Description of the work done should be outlined in the resume at a high-level. It is a brief description and detailed information is not required.</p> <p>The information required to describe the search must include:</p> <ul style="list-style-type: none">• Client name and contact information;• Year Talent Recruitment Drive / Search conducted;• Positions for which Talent Recruitment Drive / Search was conducted;• Results of / Outcome from Talent Recruitment Drive / Search
<p>Q10. For M1 are we allowed to provide a blend of contract and permanent searches?</p>	<p>No. In M1 bids need to contain searches conducted for permanent placement.</p>
<p>Q11. R3 – Please clarify what is meant by de-biasing software.</p>	<p>De-biasing software is software that uses AI to reduce bias when screening resumes. It can be programmed / course corrected to ignore demographic factors from a resume such as the candidate's (implied) gender, race and age.</p>
<p>Q12. R4 –Question One – We do not necessarily share our recruitment strategy with our clients, because our client is interested in the result not the search itself, please explain why this is important? Please clarify question number two which is a statement and not a question. Please clarify the point rated system. We feel that the client references should be based on the quality of services and candidates received, not the strategy that was utilized to obtain those results.</p>	<p>Although the final deliverable is a list of names, Shared Services Canada is interested in the strategy that will be applied because the intent is for the successful bidder to collaborate with the client on searches/recruitment drives. Furthermore, it is to ensure that bidders follow proven strategy(ies) that have shown consistent success in the past.</p>



<p>Q13. How are we supposed to address international requirements for pricing and security clearances?</p>	<p>If there are international requirements they will be outlined in a Task Authorization against the contract. Each TA will state whether the requirement is international and level of security clearance.</p>
<p>Q14. How will security clearances apply to this scope of work and up to what level of clearance will be required?</p>	<p>Before someone can be hired Security Clearances will be conducted by the Government of Canada. Security clearance requirements will be outlined in a Task Authorization against the contract. Security clearance requirements could be enhanced, secret, or top secret. Talent being sought may already have a valid government of Canada security clearance. If they do not, SSC will address the requirement during the hiring process.</p>
<p>Q15. Annex B – Basis of Payment: Please clarify why a Firm Per Diem Rate is being requested?</p>	<p>As each Task Authorization against the contract will have unique requirements and will vary in scope, each Task Authorization will be negotiated based on level of effort required to complete the work.</p>
<p>Q16. 5.0 Scope of Work - *All Advertising/marketing needs/materials to be approved by SSC: Please clarify. Will SSC be paying for marketing done on SSC's behalf?</p>	<p>As each Task Authorization against the contract will have unique requirements and will vary in scope, each Task Authorization will outline any advertising/marketing needs/materials and if there will be any costs associated with these needs.</p>
<p>Q17. Will SSC be conducting a search in tandem with the proponents selected for the contract term? If so, will SSC provide a list of candidates they have said no to?</p>	<p>Yes it is possible that searches could be run in parallel. If SSC has screened out candidates in the past it does not mean they do not meet current requirements. SSC will not provide candidate information.</p>



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