

## **TASK Based Professional Services (TSPS) Requirement**

This requirement is for the Administrative Tribunals Support Service of Canada (ATSSC).

This requirement is open only to those **Supply Arrangement Holders under E60ZT-18TSPS** who qualified under Tier 1 for the following category(ies):

- **1.8 Staffing Consultant – Senior**

**The following SA Holders have been invited to submit a proposal:**

1. 7792395 Canada Inc.
2. Altis Human Resources (Ottawa) Inc., Excel Human Resources Inc., and Altis Human Resources Inc., in Joint Venture
3. Archipelago Alliance Inc.
4. BEVA Global Management Inc.
5. Cofomo Ottawa
6. Fast Track Staffing, 49 Solutions in Joint Venture
7. Hackett Consulting Inc.
8. Janet LeBlanc & Associates Inc.
9. Nisha Technologies Inc.
10. OLAV CONSULTING CORP., MOSHWA ABORIGINAL INFORMATION TECHNOLOGY CORPORATION, IN JOINT VENTURE
11. Pricewaterhouse Coopers LLP
12. QMR Staffing Solutions Incorporated
13. The Right Door Consulting & Solutions Incorporated
14. Y2 Consulting Psychologists Inc./Psychologues consultants Y2 inc.
15. Zernam Enterprise Inc

### **Description of the Requirement:**

The Administrative Tribunals Support Service of Canada (ATSSC) requires on an as and when requested basis services of one (1) Senior Staffing Consultant through the issuance of a Task Authorisation (TA) for specific services required. The Senior staffing consultant will build tools, prepare guides, scoring grids, reference questions and help develop assessment material and schedule and conduct interviews related to various staffing processes for the ATSSC. One senior resource is required but additional senior resource(s) may be required, on an as and when requested basis, if more than one tribunal or business client requires Human Resources (HR) services at the same time.

The Senior staffing consultant shall provide services for various staffing process for the ATSSC which include, but are not limited to: development of materials (e.g. statement of merit criteria, assessment tools, test material, interview guide, interview questions, reference check guide, additional evaluation materials, conducting interviews, reference check), résumé/applications screening, test coordination, administration and marking tests, interview candidate list creation, interview invitations, and coordination, interview result creation, interview result gathering and collation, administration and documentation of reference check, result collation coordination, production of a list of qualified candidates, completion of informal discussion as required by the Project Authority.

The Senior staffing consultant shall work with the Human Resources division at the ATSSC to ensure that any staffing processes are compliant with the latest Government of Canada's Human Resources staffing policies, processes, rules and regulations. The HR staffing consultant must

not provide advice to Project Authorities related to the Government of Canada's Human Resources staffing policies, processes and regulations.

**Level of Security Requirement:** Common PS SRCL # 6 applies

**Company Minimum Security Level Required:**

Canada	NATO	Foreign
<input checked="" type="checkbox"/> Protected A	<input type="checkbox"/> NATO Unclassified	<input type="checkbox"/> Protected A
<input checked="" type="checkbox"/> Protected B	<input type="checkbox"/> NATO Restricted	<input type="checkbox"/> Protected B
<input type="checkbox"/> Protected C	<input type="checkbox"/> NATO Confidential	<input type="checkbox"/> Protected C
<input type="checkbox"/> Confidential	<input type="checkbox"/> NATO Secret	<input type="checkbox"/> Confidential
<input type="checkbox"/> Secret	<input type="checkbox"/> Cosmic Top Secret	<input type="checkbox"/> Secret
<input type="checkbox"/> Top Secret		<input type="checkbox"/> Top Secret
<input type="checkbox"/> Top Secret (SIGINT)		<input type="checkbox"/> Top Secret (SIGINT)

**Resource Minimum Security Level Required:**

Canada	NATO	Foreign
<input checked="" type="checkbox"/> Protected A	<input type="checkbox"/> NATO Unclassified	<input type="checkbox"/> Protected A
<input checked="" type="checkbox"/> Protected B	<input type="checkbox"/> NATO Restricted	<input type="checkbox"/> Protected B
<input type="checkbox"/> Protected C	<input type="checkbox"/> NATO Confidential	<input type="checkbox"/> Protected C
<input type="checkbox"/> Confidential	<input type="checkbox"/> NATO Secret	<input type="checkbox"/> Confidential
<input type="checkbox"/> Secret	<input type="checkbox"/> Cosmic Top Secret	<input type="checkbox"/> Secret
<input type="checkbox"/> Top Secret		<input type="checkbox"/> Top Secret
<input type="checkbox"/> Top Secret (SIGINT)		<input type="checkbox"/> Top Secret (SIGINT)

**Applicable Trade Agreements:**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement, the Canada - Honduras Free Trade Agreement, the Canada - Korea Free Trade Agreement, the Canada - Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement (CPFTA), and the Canada-Ukraine Free Trade Agreement (CUFTA).

**Proposed period of contract:**

The proposed period of contract shall be from date of Contract award to June 30, 2021 inclusive, plus two (2) irrevocable options periods of one (1) year each allowing Canada to extend the term of the contract under the same terms and conditions.

**Estimated Level of Effort:**

The estimated level of effort of the contract will be for:  
 95 days (Initial contract period)  
 95 days (Option 1)  
 95 days (Option 2)

File Number: **20200113**

Contracting Authority: Paula Todorovic

E-Mail: [procurements-achats@tribunal.gc.ca](mailto:procurements-achats@tribunal.gc.ca)

***NOTE: The Task and Solutions Professional Services (TSPS) Method of Supply is subject to quarterly refresh cycles. If you wish to find out how you can be a “Qualified SA Holder”, please contact [SPTS.TSPS@TPSGC-PWGSC.GC.CA](mailto:SPTS.TSPS@TPSGC-PWGSC.GC.CA)***