



Advance Contract Award Notice

Introduction (Bilingual Web Based Applicant Tracking and Career Site Hosting)

The Canadian Nuclear Safety Commission (CNSC) requires the services of a Contractor to provide bilingual applicant tracking and career site hosting services to streamline and automate its recruitment and hiring processes. This service is critical for the efficiency of the hiring processes of the CNSC. It provides a centralized database to track and manage candidates and enables self-serve capability for applicants. In addition, it allows for the management of both internal and external hiring processes, which includes the creation and posting of jobs, the screening of candidates and resume management, and communication with those involved in the process. The applicant tracking service also enables both operational and strategic work and decisions through quick and easy access to recruitment metrics and information.

The purpose of this advance contract award notice (ACAN) is to signal the CNSC's intention to award a contract for these services to:

Conseillers en gestion et informatique CGI Inc.
1350 boulevard René-Levesque Ouest, 1^{er} étage
Montreal, Quebec H3G 1T4

Before awarding a contract, however, the CNSC would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this ACAN, by submitting a statement of capabilities within the posting period for this ACAN, which is 15 calendar days.

If, during the posting period, other potential suppliers submit a statement of capabilities that meets the requirements set out in this ACAN, the CNSC may proceed to a full tendering process via the Government Electronic Tendering Service or by inviting bids directly from suppliers.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the above-noted supplier.

Background

The Canadian Nuclear Safety Commission (CNSC) is the nuclear energy and materials regulator in Canada. The mission of CNSC is to regulate the use of nuclear energy and materials to protect health, safety, security, and the environment; and to respect Canada's international commitments on the peaceful use of nuclear energy. Nuclear activities are carefully regulated to ensure their safe operation. The Human Resource Directorate (HRD) supports the operation of the Commission by providing a variety of services and resources. One of those services is being able to provide competent and knowledgeable employees with a diverse set of skills, experience and talent required to power a nuclear regulator. This includes a blend of highly skilled technical staff to ensure that the CNSC meets its obligations to protect health, safety, security and the environment as well as corporate professionals who enable the workforce, facilities and systems to be the best they can be, and ensure that relations with local, national and international stakeholders are effective.

In order to meet this evolving need for talent, the CNSC has a broad range of staffing options and processes available for Managers. Having applicant tracking and career site hosting services to streamline and automate its recruitment and hiring processes is a fundamental part of ensuring that the CNSC can attract, evaluate, and hire the skills that it needs to meet its mission and continue to be a world-class nuclear regulator.

Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement, the Canada-Chile Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership,



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Canada-Colombia Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement and the World Trade Organization-Agreement on Government Procurement.

Justification for the Pre-Selected Supplier

CNSC believes that CGI is the only source capable of successfully performing the work as their service offering meets all the functional, technical and financial requirements needed by the CNSC. In addition, CGI is the owner and creator of the NJOYN system and holds exclusive Intellectual Property rights to the technology. No other distributor is legally authorized to distribute the technology.

Limited tendering of this requirement is consistent with the provisions of the:

- Government Contracts Regulations Section 6, where only one firm is capable of performing the contract and additionally, as per the:
- Canadian Free Trade Agreement, Article 513 Section 1 (b);
- Canada-Chile Free Trade Agreement, Part 3, Article Kbis-09 1 b;
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership, Chapter 15, Part 15-10, section 2 (b)
- Canada-Colombia Free Trade Agreement, Chapter 14, Article 1409, Section b.
- Canada-European Union Comprehensive Economic and Trade Agreement, Chapter 19, article 19.12, section b.
- Canada-Honduras Free Trade Agreement, Chapter 17, Article 17.11, Section 2 (b)
- Canada-Korea Free Trade Agreement, Chapter 14, Article
- Canada-Panama Free Trade Agreement, Chapter 16, Article 16.10, Section 1 b.
- Canada-Peru Free Trade Agreement, Article 1409 Section 1. (b)
- Canada-Ukraine Free Trade Agreement, Chapter 10, Article 10.13, Section (b)
- World Trade Organization-Agreement on Government Procurement, Chapter XV, Article XIII, Section 1 b.

Contract Period

The services are required over a period of three years (estimated dates September 1st, 2020 to August 31st, 2023) with five (5) options to renew the contract for a period of one year.

Estimated Contract Value

The estimated value of the contract for the initial contract period is between \$100,000 and \$120,000.00, applicable taxes extra. The estimated value of each option period is between \$33,000 and \$35,000 applicable taxes extra.

Minimum Mandatory Requirements

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

M1. The Bidder must have a minimum of 5 years of experience, in the last 10 years providing applicant tracking and career site hosting services in both English and French which include at a minimum all of the following:

- Web hosting recruitment and staffing processes which includes at a minimum:
 - electronic application forms for recruiters to select and modify as follows:



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- create, save, edit and share customized application forms based on a competency profile for a vacancy
- specify the relative importance (weight) of questions in terms of 'must have' and 'nice to have' criteria
- specify relative weights for the rated criteria
- post links to the customized job postings that they have developed on the cnsccsn.gc.ca website
- creating and posting job ads on internal (intranet) and external (internet web sites)
- viewing and managing applications and jobs
- processing responses as soon as an applicant completes an application for a specific process with a date and time of completion.
- providing applicants with the capability to access, modify and delete their application at any point up until the closing time for the job posting.
- providing users/recruiters with the capability to review applicant submissions over the Internet
- tracking the jobs posted, and collecting data on the number of applicants
- generating customizable correspondence and processes including at a minimum:
 - Automatic e-mail notifications to applicants
 - Electronic offer letters for approval and signature of hiring managers
 - Approval workflows at various stages of recruitment process
 - Sending electronic resumes
- creating, retrieving, editing, copying, deleting and save standard and custom job ads, screening questions, templates, applicant correspondence and reports and to purge old data
- importing/exporting applicant data (provided in a non-proprietary format)
- running standard and custom recruitment reports in real-time. Reports must allow users to view aggregate data based on all information collected about current and historical job requisitions. This includes:
 - Details about applicant information for specific jobs such as education and experience of applicants
 - Details about all jobs in one report including information such as status, classification, division, position number, salary, type of process, location, language requirements
 - Details about all applicants such as status, employment equity information, education

M2. The Contractor's applicant tracking and career site hosting service must:

- Host web-based recruitment and staffing processes which includes at a minimum posting job ads, collecting submitted applications, searching and screening applications, hiring managers reviewing screened-in applicants and updating applicant results.
- Provide applicants with the capability to self-declare, on a voluntary basis, as a member of employment equity designated group, and capability to extract this information to meet reporting requirements as per the *Canadian Employment Equity Act*.
- Provide access for a minimum of 20 users and 4 administrators, unlimited access for hiring managers.
- Provide a single point of contact for change requests, quality assurance, reporting purposes, invoicing, and all other matters that may arise as a result of the work;
- Support in both English and French via telephone or email inquiries Monday through Friday from 8 am to 5 pm EST.

M3. The Contractor's applicant tracking and career site hosting system must:

- Be bilingual, both French and English:
- network infrastructure, in support of the system, must have appropriate technical and operational safeguards commensurate with the risks to the information and IT assets. This includes the



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deploying of the latest security patches and adherence to secure application-coding practices to reduce risks to an acceptable level, which is proportionate to the minimum security requirements for the safeguarding of Protected B information as defined in accordance with the TBS Directive on Security Management (DSM).

- strong identification and authentication functionality through the use of Secure Socket Layer/Transport Layer Security (SSL/TLS) certificates for all application users. SSL certification from a certificate issuer must be obtained at all times. Upon request, the supplier must identify its external SSL certificate issuer and illustrate that the third party certificate issuer issues digital identities to government agencies and corporations and verifies through an independent body, such as Dun and Bradstreet, that the information concerning the applicant's business is both legitimate and accurate.
- encrypted communication and data exchange (TLS session encryption, version 1.2 and above) for all data between the connecting client web browser and the hosting web server.
- full system and application layer auditing so that in the event of system compromise, effective damage assessments can be carried out.
- incorporate password clipping controls in login interface, in order to mitigate or prevent password guessing attacks and provide account lockout and password complexity features for administrators and users alike that conform to Industry best practices.
- be backed up daily, either incrementally or differentially with full weekly backups, in order to ensure that complete service restoration is in line with the contracts service availability requirements.
- have an audit log which tracks by who and when information is accessed and by who and when changes to the system are made.
- have physical and administrative security measures available to safeguard government-protected data, which complies with the Government of Canada's Policy on Government Security (PGS), and the DSM and its associated standards.
- Data must be isolated from any other tenant's data.
- Data at rest must be encrypted using AES 128 encryption standard or better.

M4. The Bidder's service offering must meet the following requirements with respect to the Protection and Security of Data Stored in Databases:

- The Contractor must ensure that all the databases containing any information related to the Work are located in Canada.
- The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
- The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases and otherwise meet the requirements of this article.
- The Contractor must ensure that all data relating to the Contract is processed only in Canada. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada.
- The Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

M5. Financial Limitations:

The CNSC has an annual budgetary limitation for this requirement. The total cost must not exceed \$40,000 per year, excluding applicable taxes. The total cost must include any service costs, migration configurations, implementation, licensing costs and any other additional costs required for the applicant tracking system and career site hosting services to be implemented and function as outlined in this text.



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Intellectual Property

Ownership of any foreground intellectual property arising out of the proposed contract will vest with the contractor.

Statement of Capabilities

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the contracting authority identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The closing date and time for accepting statements of capabilities is August 14, 2020 at 2:00pm EDT

Contact Information

Inquiries and statements of capabilities are to be directed in writing to:
CNSC Solicitation
280 Slater Street
P.O. Box 1046, Station B
Ottawa ON K1P 5S9
Canada

Email: cnsolicitation-demandedesoumission.ccsn@canada.ca