



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

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**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Business Management and Consulting Services Division /
Division des services de gestion des affaires et de
consultation
Terrasses de la Chaudière 5th Floor
Terrasses de la Chaudière 5e étage
10 Wellington Street
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Gatineau
Québec
K1A 0S5

Title - Sujet RFI for Digital recruitment	
Solicitation No. - N° de l'invitation D1120-200003/A	Date 2020-11-27
Client Reference No. - N° de référence du client D1120-200003	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZG-404-38704
File No. - N° de dossier 404zg.D1120-200003	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-12-18 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Papineau, Alain	Buyer Id - Id de l'acheteur 404zg
Telephone No. - N° de téléphone (613) 858-8997 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

**THIS IS NOT A SOLICITATION DOCUMENT
THIS IS A REQUEST FOR INFORMATION (RFI) FROM INDUSTRY**

Reference number: D1120-200003/A
Title: Digital Recruitment Reach Solutions

NATURE OF REQUEST FOR INFORMATION

This RFI is neither a call for tender nor a bid solicitation. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access to Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Participation in this RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this RFI.

The RFI closing date published herein is not the deadline for comments or input. Comments and input will be accepted any time up to the time when/if a follow-on solicitation is published.

The Crown retains the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada.

Introduction

In order to modernize the Government of Canada's current recruitment services, the Public Service Commission (PSC) on behalf of the Government of Canada (GoC) will conduct Proof of Concepts (PoCs) on digital recruitment Reach¹ solutions, such as professional networking and job matching platforms to assess the value of these services to the GoC as well as inform the PSC of digital recruitment trends.

¹ **Important Note:** This RFI is for digital recruitment reach solutions only, such as professional networking and job matching platforms, and is separate from the [GC Jobs Transformation project procurement process for the core recruitment solution \(Contract No. 24062-190560\), which is also underway.](#)

Background

The PSC is a federal agency that promotes and safeguards a non-partisan, merit-based and representative public service that serves all Canadians. A key role of the PSC is to facilitate the recruitment of talented Canadians from across the country on behalf of departments and agencies.

The [Public Service Resourcing System \(PSRS\)](#), also known as [GC Jobs](#), is the principal tool by which the PSC manages staffing and associated activities under the [Public Service Employment Act \(PSEA\)](#). The PSC intends to replace the current system with a user-centric, inclusive, modern and seamless recruitment solution that attracts talent to the public service. A separate procurement process is underway to find a solution to meet these needs.

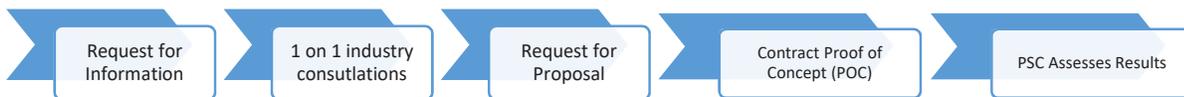
Objectives

The objectives of this RFI are to explore the benefits of digital recruitment reach solutions in the GoC and the breadth of services offered through such platforms.

Following the launch of the RFI, the PSC will hold one-on-one consultations to offer vendors the opportunity to present their solutions and show Canada how their services meet GoC needs.

Subsequently, a Request for Proposal (RFP) for the opportunities to demonstrate PoCs may be launched. Vendors will have the opportunity to bid on participating in Proofs of Concepts to assess the efficacy and efficiency of their solutions. The results of the RFP will be reviewed to determine next steps.

Multi-phased agile procurement process:



Requirements

The following is a non-exhaustive list of general requirements that solution providers are requested to demonstrate as part of the RFI:

Requirements
1. The solution effectively targets qualified candidates, including candidates not actively looking for various positions advertised by departments and agencies on GC Jobs.
2. The solution links to networks that support matching candidates to specialized recruitment campaigns, such as student programs, Indigenous Peoples' networks and persons with disabilities.
3. The solution offers advanced job search and matching capabilities based on skills, location and any other criteria.
4. The solution provides hiring organizations with Labour Market Information to support their resourcing strategies.
5. The solution provides insights on candidate skills that are beneficial for various types of jobs to help hiring organizations better define the job requirements.
6. The solution provides insights on candidate expectations and preferences to help hiring organizations better position themselves as an employer of choice.
7. The solution offers individuals the ability to refer other qualified candidates to a job.

8. The solution avoids discriminatory targeting practices, such as age, gender and any other grounds deemed discriminatory under the Canadian Human Rights Act .
9. The solution allows the user to seamlessly switch between English and French interfaces.
10. The solution meets the applicable Web Content Accessibility Guidelines (WCAG) 2.0 level AA requirements as per the Standard on Web Accessibility .

NATURE OF RESPONSES REQUESTED

Respondents are at their own discretion in this regard, but Canada is seeking relevant information, simply and directly stated, in order to avoid undue work by respondents and undue effort by Canada to analyze the results.

Responses from potential suppliers to this RFI will assist Canada in formulating any possible procurement strategy to meet Canada’s business and operational requirements.

Respondents are requested to provide comments, concerns, and suggestions, and where applicable, recommendations regarding how the requirements or objectives described in this RFI could be satisfied or improved upon.

Respondents are requested to provide feedback related to Table 1 and Table 2.

Only written response will be accepted. Respondents should explain any assumptions made when preparing their responses.

TABLE 1 – THE PUBLIC SERVICE COMMISSION OF CANADA WOULD LIKE TO LEARN MORE ABOUT YOUR DIGITAL RECRUITMENT REACH SOLUTIONS. PLEASE RESPOND TO THE FOLLOWING QUESTION IN WRITING	
QUESTIONS	RESPONSE
1) What are the best in class attributes of your services?	
2) What is the strategy for evolving your services over time including enhancements and new functionality?	
3) What is the pricing structure of your offerings (eg. Monthly payment, one-time payment, license, subscription, per user, per usage, etc.)? Would you accept other pricing structures that differ from your business model if necessary?	
4) Would you be willing to demonstrate your solution and services to the PSC during a one-on-one virtual consultation session thru Webex, Microsoft Teams, etc.?	

TABLE 2 – THE PSC WOULD ALSO LIKE TO RECEIVE YOUR COMMENTS AND FEEDBACK ON THE FOLLOWING:	
QUESTIONS	RESPONSE
1) Can you describe how your digital recruitment reach solution addresses the requirements listed in the requirements section above?	
2) Are there any requirements that, in your view could be problematic if implemented? If so, how can we improve on them?	
3) Are there any requirements that are missing from the list in the requirement section above that could be beneficial to include?	
4) We would also welcome any additional information and knowledge that is key to digital recruitment reach solutions.	

FORMAT OF RESPONSES

Cover Page: If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the RFI number, the volume number and the full legal name of the respondent.

Title Page: The first page of each volume of the response, after the cover page, should be the title page, which should contain:

- * the title of the respondent's response;
- * the name, address, email and telephone number of the respondent;
- * the date; and
- * the RFI number.

Canada requests that respondents submit their response in unprotected (i.e., no password) PDF format by email, if the size of the email is less than 6MB, to the Contracting Authority. An email acknowledging the reception of your response will be sent.

If the response is more than 6MB, respondents will have to submit using epost Connect. The address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

If the Respondent chooses to submit its response electronically using the epost Connect service provided by Canada Post Corporation,

- Canada requests that the Respondent submits its response in accordance with section 08, Transmission by facsimile or by epost Connect, of the 2003 standard instructions. Sub-section 2, epost Connect, contains instructions and conditions;
- The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Responses to this RFI may be provided in either of Canada's official languages, English or French.

ENQUIRIES

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: Alain Papineau
E-mail Addresses: Alain.Papineau@tpsgc-pwgsc.gc.ca
Telephone: (613) 858-8997

OPPORTUNITIES FOR DISCUSSION

There will be an opportunity for Canada and Industry to enter into discussions about the requirement during scheduled one-on-one consultations.

The scope of the requirement outlined in the RFI would be reviewed during the meeting and questions would be answered. A discussion can be requested even though a written response to the RFI was not submitted.

Respondents may use this session to better understand the requirements and to explain their comments in regards to the documents attached to this RFI. Meetings will be up to one and a half (1.5) hours in duration and may be attended by Webex, Microsoft Teams, teleconference. Any meeting request must be submitted in writing to the Contracting Authority, noted herein, prior to the closing of the RFI, and must include the names of the representatives who will attend, along with their Title/Responsibility within the company, and at least three proposed (3) time slots (9:30am-11:00am or 1:30pm-3:00pm), from January 11 to 15, 2021, in which they would be available to meet.

Meeting requests received after that time may not be accommodated and PSPC cannot guarantee that any respondent will be allocated any of its preferred meeting times. Respondents who do not request a meeting will not be precluded from submitting a bid, should an RFP be issued in the future.

A sample table is included below.

Supplier Name	
Names and Title of Representatives who will attend one-on-one consultation	
Proposed time slot #1	
Proposed time slot #2	
Proposed time slot #3	

TREATMENT OF RESPONSES

A) Use of Responses:

Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.

B) Confidentiality:

Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.

C) Follow-up Activity:

Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. Canada reserves the right to invite any or all respondents to present their submissions to this RFI and/or perform a product demonstration.

CLOSING DATE

Responses to this RFI should be submitted no later than 02:00 PM Eastern Standard Time (EST) December 18, 2020. However, written responses submitted after this date will still be accepted.