

ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 20210344

The Financial Consumer Agency of Canada has a requirement for the provision of a contract for the delivery of job descriptions writing and job evaluation (determining the allocation and level of positions) using proprietary Korn Ferry Hay Methodology consistently used by Federal Government of Canada for Executive Positions.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to the pre-selected supplier:

Korn Ferry (CA) Ltd.
81 Metcalfe Street, Suite 1200
Ottawa, Ontario K1P 6K7

Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

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 pre-selected supplier, as referenced above.

BACKGROUND

The Financial Consumer Agency of Canada (FCAC) handles all HR disciplines such as HR planning and classification under most circumstances. However, from time to time work activities may be outsourced to a consultant. The writing of job descriptions and job evaluation (determining the allocation and level of positions) are commonly outsourced to consultants, in whole or in part, to supplement internal capacity in these areas. Related services such as organizational design can also be outsourced on an as-needed basis.

CURRENT REQUIREMENTS

The consultant will work on an "as and when required" basis with the Technical Authority (TA) to assist the TA and Senior Management through the performance of tasks and activities which can include (but not limited to) the following:

- 1) Analyzing current and end state, developing options and recommending new organizational structures (could include costing);
- 2) Reviewing existing work processes and organization structures to determine their efficiency and effectiveness, and making recommendations;
- 3) Performing job, activities, responsibilities, and SWOT (Strength, Opportunity, Weakness, Threats) analysis.
- 4) Holding discussions with management to obtain clarity around the activities and responsibilities of a specific function and/or organization, and to provide options;
- 5) Reviewing, evaluating current job descriptions and recommending appropriate changes.
- 6) Developing and updating generic and specific job descriptions, and delineating responsibilities within various work streams;

- 7) Developing and implementing new classification standards and occupational group structures, as well as providing related advice;
- 8) Researching, preparing relativity analysis, evaluating job descriptions;
- 9) Developing and conducting job evaluation training/information sessions (includes the preparation of training material and the delivery of the training information sessions to various groups).
- 10) Providing advice on federal pay equity developments and compliance requirements that leverage the use of and analysis of outputs relative to the Korn Ferry Hay job evaluation methodology.

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

1. The potential supplier must be **legally** capable of using proprietary(IP Rights Reserved) Korn Ferry Hay Methodology for job descriptions writing and job evaluation (determining the allocation and level of positions);
2. Recent* and significant** experience relevant to the delivery of classification services (job description writing and job evaluation) with the Hay Method for executive and non-executive level position.
3. Knowledge of classification and organizational design concepts and principles
4. In-depth knowledge of the Hay Method.

*Recent is defined as experience normally acquired within the last five years.

**Significant is defined as experience associated with the performance of a broad range of various and complex classification activities acquired over a period of three years or more.

CONTRACT PERIOD

The resulting contract will be valid from date of award to March 31, 2022, plus three optional one (1) year periods..

QUALIFICATIONS

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

1. The potential supplier must be **legally** capable of using proprietary(IP Rights Reserved) Korn Ferry Hay Methodology for job descriptions writing and job evaluation (determining the allocation and level of positions);
2. Recent* and significant** experience relevant to the delivery of classification services (job description writing and job evaluation) with the Hay Method for executive and non-executive level position.
3. Knowledge of classification and organizational design concepts and principles
4. In-depth knowledge of the Hay Method.

GOVERNMENT OF CANADA REGULATIONS EXCEPTION

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. This includes:

d. "only one supplier person or firm is capable of performing the contract."

This requirement is only available from **Korn Ferry (CA) Ltd.**

Term of Contract

The period of the Contract is from 2021-07-01 to 2022-03-31 inclusive.

Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **three (3)** additional **one (1) year** periods under the same conditions.

ESTIMATE OF COSTS

Original contract period: \$88,496.00 + HST, PLUS \$88,496.00 + HST per each optional period.

SUPPLIER NAME AND ADDRESS

Korn Ferry (CA) Ltd.
81 Metcalfe Street, Suite 1200
Ottawa, Ontario K1P 6K7
Canada
Phone: (613)-288-7982
E mail: jan.kennedy@kornferry.com

CONTRACTING AUTHORITY

Pavlo Kyryakov, Procurement and Contracting Officer
Financial Consumer Agency of Canada (FCAC)
Administrative Services
427 Laurier West, suite 600
Ottawa, Ontario K1R 1B9
Email: pavlo.kyryakov@fcac-acfc.gc.ca

SUPPLIERS RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a Statement of Capabilities in writing to the address identified below.

Statements of Capabilities must be delivered to and received by the Contracting Authority on or before the closing date of **2021-06-18**, noon, Eastern Standard Time (EST).

The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

Statements of capabilities must be submitted via email to FCAC.Contract-Contrat.ACFC@fcac-acfc.gc.ca on or before the closing date/time. Statement of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process.

Suppliers that have submitted a statement of capabilities will be notified in writing of FCAC decision to proceed to award the contract without a further additional tendering process.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The FCAC file number, the contracting officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.

TRADE AGREEMENTS

This procurement is subject to the provision of the following trade agreements:

1. Canada-Chile Free Trade Agreement (CCFTA)
2. Canada-Colombia Free Trade Agreement
3. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
4. Canada - Honduras Free Trade Agreement
5. Canada - Korea Free Trade Agreement
6. Canada - Panama Free Trade Agreement
7. Canada-Peru Free Trade Agreement (CPFTA)
8. Canada-Ukraine Free Trade Agreement (CUFTA)
9. Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA)
10. Canadian Free Trade Agreement (CFTA)
11. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
12. World Trade Organization Agreement on Government Procurement (WTO-AGP)