

## ADDENDUM No. 2

CDIC RFSO 2020-2532 – 2021 REFRESH

Issued: February 21, 2022

---

**1. Title**

Non-Executive Recruitment and Executive Search Services

---

**2. Amendment**

Unless otherwise specified, capitalized words and terms have the meaning set out in the RFSO. In the event of any discrepancy, inconsistency or conflicts between the wording of the English or French version of this Addendum No. 2 or any related documents, the wording of the English version shall prevail.

This Addendum No. 2 is issued to provide the following amendments to the RFSO referenced above:

**1    *Modification to Appendix "D-2" (Financial Offer for Service Stream #2), Table A: Service Category #1 – Executive Interim Placement***

**Delete:**

Appendix "D-2" (Financial Offer for Service Stream #2).

**and replace with:**

Appendix "D-2" (Financial Offer for Service Stream #2, as attached)

---

**[END OF ADDENDUM No. 2]**

**Appendix “D-2”****REVISED****Financial Offer for Service Stream #2**

In Table A, below, the Supplier should provide all-inclusive ceiling hourly rates for all levels they are qualified to offer for Service Category #1 (Executive Interim Placement) within each of the listed Functions for Service Stream #2: Executive Search Services.

For clarity, the information in Table A below will not be evaluated. However, only Standing Offer Holders that have provided a rate for a particular level within a Function may be qualified for that level/Function under a Service Request.

By submitting a rate for a level within a Function, the Supplier attests to being able to provide resources for the Function and that specific level.

**The following is a list of the fourteen (14) Functions for Service Stream #1 from the Initial RFSO.**

**Table A: Service Category #1 – Executive Interim Placement**

<b>Function #</b>	<b>Service Category #1 - Functions</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
1	Finance	\$	\$	\$	\$
2	Legal	\$	\$	\$	\$
3	Human Resources	\$	\$	\$	\$
4	Procurement	\$	\$	\$	\$
5	Communications	\$	\$	\$	\$
6	Strategy	\$	\$	\$	\$
7	Corporate Governance	\$	\$	\$	\$
8	Internal Audit	\$	\$	\$	\$
9	Risk Management	\$	\$	\$	\$
10	Insurance	\$	\$	\$	\$
11	Compliance	\$	\$	\$	\$
12	Information Technology	\$	\$	\$	\$
13	Information Management	\$	\$	\$	\$
14	Project/Program Management	\$	\$	\$	\$

**The following is a list of two (2) additional Functions for Service Stream #2 applicable to this RFSO 2021 Refresh.**

Function #	Service Category #1 - Functions	Level 1	Level 2	Level 3	Level 4
15	Instructional Design/Learning and Development	\$	\$	\$	\$
16	HRIS Systems/HR Analytics	\$	\$	\$	\$

### **Service Category #2 – Executive Permanent Placement**

The Supplier should provide either an all-inclusive flat ceiling fee rate in Table B, below, or a fixed percentage (%) rate in Table C, below, necessary to deliver the services in respect of Service Category #2 (Executive Permanent Placement) of a candidate under Service Stream # 2, as set out in Schedule “A” (Statement of Work). For clarity, Suppliers should complete either Table B (All-Inclusive Flat Ceiling Fee Rate) or Table C (Fixed Percentage (%) Rate), not both.

For clarity, the all-inclusive flat ceiling fee rate (Table B) or fixed percentage (%) rate (Table C), provided below, will not be evaluated.

**NOTE:** The Supplier must not alter the format of the tables below in any way. Columns and rows are not to be added or deleted.

**Table B: All-Inclusive Flat Ceiling Fee Rate**

Item	All-Inclusive Flat Ceiling Fee Rate
1	\$

**Table C: Fixed Percentage (%) Rate (of the total annual salary per search within the applicable position/role)**

Item	Fixed Percentage (%) Rate
1	%

Additionally, Suppliers must provide a breakdown in Table D, below, of the milestone payment schedule for the all-inclusive flat ceiling fee rate provided in Table B or the fixed percentage (%) rate provided in Table C, as applicable, for each milestone payment in respect of the permanent placement, as identified in Table B or Table C, above, on a percentage basis. For clarity, the milestone percentages provided in Table D will not be evaluated.

**Table D: Milestone Percentage Payment Schedule\***

Phase	Milestone Payment Schedule	All-Inclusive Flat Ceiling Fee Rate	Fixed Percentage (%) Rate
		% of the Fees Due	% of the Fees Due
1	Upon commencement of the search	%	%
2	30 days after commencement of the search	%	%
3	60 days after commencement of the search	%	%
4	Upon acceptance of offer by the selected candidate	%	%

**\*Complete only the column for All-Inclusive Flat Ceiling Fee Rate or the column for Fixed Percentage (%) Rate, not both.**

### **Guarantee Non-Performance**

By completing and submitting Table B or Table C, and Table D, above, of Appendix “D-2” (Financial Offer For Service Stream #2) Suppliers attest that if a recruited candidate/resource does not accept nomination to a position, resigns within twelve (12) months of the effective date of the appointment to a position, or is terminated within twelve (12) months of the effective date of the appointment to a position, the Standing Offer Holder must provide one or more alternate candidates at no additional cost.

### **Table E: Conversion Fee (Optional)**

The Supplier should provide, in Table E, below, its fee (“Conversion Fee”), if any, if CDIC hires an Assigned Person as an employee of CDIC while the Assigned Person is completing his or her work assignment as set out in a Task Authorization.

The Conversion Fee, if applicable, should not be greater than the Supplier's all-inclusive flat ceiling rate fee (provided in Table B) or fixed percentage fee (provided in Table C), as the case may be. For clarity, although the Conversion Fee will not be evaluated, CDIC reserves the right to include the Supplier's Conversion Fee, as it may be adjusted, in any resulting agreement with the Supplier.

<b>Conversion Fee</b>
(Maximum of 300 words)

**[END OF REVISED APPENDIX “D-2” (FINANCIAL OFFER FOR SERVICE STREAM #2)]**