

ADDENDUM No. 1

CDIC RFSO 2020-2532 – 2021 REFRESH

Issued: February 21, 2022

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- 1. Title** Non-Executive Recruitment Services and Executive Search Services
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- 2. Questions and Answers** This question and answer section is provided in response to questions received from Suppliers for the above-noted RFSO, and does not amend the terms and conditions of the RFSO.
- 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. 1 or any related documents, the wording of the English version shall prevail.
- This Addendum No. 1 is issued to provide the following response to questions received from Suppliers to the RFSO referenced above:
- Q1. Is this for the MSA renewal, or for the specific roles around L&D and HRIS? What level are the roles?**
- Is the refresh required if a Supplier is already on your list with MSA in place?**
- A1.** Qualified Standing Offer Holders (SO Holders) are not required to resubmit a Technical Offer in response to annual qualification opportunities unless such Standing Offer Holders are seeking to be selected to provide services in Service Streams and/or Service Categories for which they were not previously qualified under the Initial RSFO.
- For additional clarity, existing SO Holders seeking to be selected to provide services for any additional Functions in a Service Category for which they have previously qualified, are required to provide all applicable rates by completing and submitting Appendix "D-1" (Financial Offer for Service Stream #1 and/or Appendix "D-2" (Financial Offer for Service Stream #2.
- Existing SO Holders seeking to be selected to provide services in any Service Stream and/or Service Category for which they have not previously qualified are required to submit a complete Technical Offer and a complete Financial Offer as set out in Schedule "B" (Evaluation and Selection Process)
- See section 15 (Open Supply Arrangement) of the RFSO for details.
- See section Appendix "A-1" (Service Stream #1 Service Categories and Functions) and Appendix "A-2" (Service Stream #2 Service Categories and Functions) for a list of the levels.

Q2. To qualify for the two (2) additional Roles added to Service Category 1 - Functions (under Service Stream #1: Non-Executive Recruitment Services) SA Holders are required to submit applicable rates by completing an Appendix "D-1" (Financial Offer for Service Stream #1) and Schedule "D" (Financial Offer).

A2. Please see response to Q1, above.

Q3. To qualify for the two (2) additional Roles added to Service Category 1 - Functions (under Service Stream #1: Non-Executive Recruitment Services) SA Holders do not need to resubmit a Technical Offer for the Service Category #1.

A3. Please see response to Q1, above.

Q4. To qualify for the two (2) additional Roles added to Service Category 1 - Functions (under Service Stream #1: Non-Executive Recruitment Services) SA Holders do not need to resubmit Reference Engagement Forms, as the forms are required per Service Category, not per role.

A4. Please see response to Q1, above.

Q5. We were advised that our executive search business had not been successful in the recent RFSO but that the Executive Interim Services could refresh their bid

We wanted to know what was wrong with our initial bid and what needed to be refreshed.

A5. Please see response to Q1, above.

CDIC is unable to provide a debriefing for the Initial RFSO process. Requests for debriefings have to be submitted within fifteen (15) working days of receipt of the notification of the results, in accordance with Section 17 (Debriefing) of the RFSO.

Q6. Is this just an update on the call we won?

We are automatically registered, and the 3-year contract still holds even if it does not bring any orders for the moment?

A6. Please see response to Q1, above.

Q7. Do I need to do anything with this?

Please let me know if this matter requires my attention.

A7. Please see response to Q1, above.

Q8. In regards to Service Stream #1, Service Category #2 for Non-Executive Permanent Placement, would the client kindly confirm that the engagements cited in the Reference Engagement Forms do not require a start and end date to be demonstrated in the form.

- A8. The intent of providing an End Date for a Reference Engagement relating to recruiting search services for permanent placements, is to ensure that Suppliers include Reference Engagements where a candidate has actually been successfully identified and hired under a client's own payroll.

CDIC is clarifying that for Reference Engagement Forms for Service Category #2 (Non-Executive Permanent Placement) under Service Stream #1, and Service Category #2 (Executive Permanent Placement) under Service Stream #2, the End Date (e.g., completion date) of the Reference Engagement is considered to be when a successful candidate has been hired on the client's own payroll.

- Q9. In regards to Service Stream #1, Service Category #2 for Non-Executive Permanent Placement, would the client kindly confirm that the engagements cited in the Reference Engagement Forms may be under contract OR permanent placement.

- A9. Please see response to Q8, above.

- Q10. **Appendix "D-1"** - Financial Offer for Service Stream #1, (Table A) for Service Category #1 – Non-Executive Interim Placement (RFSO page 42) AND **Appendix D-2** - Financial Offer for Service Stream #2, (Table A) for Service Category #1 – Executive Interim Placement (RFSO page 45)

With respect to existing Standing Offer Holders qualified for all Service Categories and all 14 Functions under Service Streams #1 and #2, please confirm that we only need to provide ceiling rates in Table A for the two (2) additional Functions (#15 & #16) being added as part of this RFSO 2021 Refresh.

- A10. Please see response to Q1, above.

- Q11. **Appendix "A-2"**, Service Stream #2 Service Categories and Functions (RFSO page 19) indicates there are now four (4) executive levels that apply to all Functions in Service Stream 2. The following is the additional Level applicable to this RFSO 2021 Refresh that is being added: Level 4 – Board of Directors.

Appendix "D-2" - Financial Offer for Service Stream #2, (Table A) for Service Category #1 – Executive Interim Placement (RFSO page 45) states: "...the Supplier should provide all-inclusive ceiling hourly rates for all levels they are qualified to offer.... 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..."

However, **Appendix "D-2"** (Table A) does not include this newly added Level 4 in the pricing table for the 14 Service Category #1 Functions from the initial RFSO and the two (2) additional Functions (#15 & #16) for Service Stream #2 applicable to this RFSO 2021 Refresh.

Would CDIC please provide clarification on how Bidders will qualify and price this added Level 4 – Board of Directors?

A11. Please see Addendum No. 2 for the Modification to Appendix "D-2".

[END OF ADDENDUM No. 1]