

Addendum No. 1**Non-Executive Recruitment and Executive Search Services**

Following are questions(s) (Q.); answer(s) (A.); modification(s) (M.) and notice(s) (N.) regarding RFSO 2020-2532 Refresh 2022.

Unless otherwise specified, capitalized words and terms have the meaning set out in the RFSO. All questions were received in English. In the event of any discrepancy, inconsistency or conflicts between the wording of the English or French version of this Addendum #1 or any related documents, the wording of the English version shall prevail.

Q1. We currently have a standing offer arrangement with CDIC that runs from 2021-Mar 2024; can you confirm if we should submit with this refresh of if there will be another one later this year.

A1. Existing Standing Offer (SO) Holders are not required to resubmit a Technical Offer in response to annual qualification opportunities unless such SO Holders are seeking to qualify to provide services in Service Streams and/or Service Categories for which they were not previously qualified.

Any 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 Technical Offer and a Financial Offer to be given consideration.

Any existing SO Holders seeking to be qualified for any additional Functions within a Service Stream for which they are already qualified, are only required to submit 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).

Q2. Schedule "B", Evaluation and Selection Process outlines the evaluation methodology for the Proponent responses. However, Schedule "B" does not specify an evaluation methodology for financial offers.

- a. **Can CDIC please confirm if Proponent's financial offers will be evaluated?**
- b. **If financial offers will be evaluated, can the CDIC please indicate how financial offers will be evaluated? What will the scoring methodology be and how much weight will be given to the financial offer?**

A2. Please see the responses below:

a) CDIC confirms Financials Offers will not be evaluated, however will be the maximum rates payable by CDIC under any resulting agreement. For additional clarity, please refer to Appendix "D-1" (Financial Offer for Service Stream #1) and Appendix "D-2" (Financial Offer for Service Stream #2).

b) See response to a) above.

Q3. Section 3.2 d) Guarantee Non-Performance, outlines a guarantee period of 12 months for permanently placed executive level candidates. We would like to request that this guarantee period be reduced to 6 months. From our experience, a 6-month guarantee is standard for executive level placements.

A3. CDIC is unable to modify any of the terms of this RFSO and subsequent Annual Refresh processes.

Q4. We would like to gain further clarity about the Service Request and Task Authorization processes. On page 14, it is stated “CDIC will issue a Service Request to one or more Standing Offer Holders describing the requirements of a specific engagement”. Would the client please advise on the following:

- a) **Are Standing Offer Holders permitted to engage with hiring managers before a Service Request is issued, to determine their possible upcoming needs?**
- b) **Should a hiring manager want to work directly with a specific Standing Offer Holder, would the client be permitted to engage with that Standing Offer Holder?**
- c) **If yes to the above, and the client works directly with a Standing Offer Holder to select a candidate, would a TA be issued directly to that Standing Offer Holder?**
- d) **In situations when a Service Request is sent to multiple Standing Offer Holders, how will the winning candidate be selected (i.e., lowest cost, highest years of experience in relevant specialty, subjective assessment of best fit etc.)**

A4. Please see the responses below:

- a) SO Holders are not permitted to engage with hiring managers before a Service Request is issued to determine possible upcoming needs.
- b) CDIC hiring managers may work directly with a SO Holder if the requirements for Services are of an estimated dollar value equal or less than seventy-five thousand dollars (\$75,000), excluding applicable taxes, and CDIC is directing to any one (1) SO Holder, in its sole and absolute discretion
- c) Yes, a Task Authorization would be issued directly to the SO Holder, if the requirements for Services was directed.
- d) Where a Service Request is issued to multiple Standing Offer Holders, the evaluation criteria and selection methodology will be outlined in the Service Request.

Q5. We are providing references for contract placements within the Government of Canada. The Government of Canada procures contract resources through different vehicles, each of which as predetermined job titles based on the resource category selected at the time of the request for services. There are instances where the job title will not necessarily reflect the seniority of the consultant, or the correct title/equivalency of title for the work the consultant is providing. Will the Client accept contracts that do not match the exact title of the role requested (ie. Director), but where equivalency is shown through mapping of a Statement of Work, or tasks and duties of the work they provided. For example, would the client allow for a Special Advisor contract title to be displayed as equivalent to a Director title but drawing parallels to the work provided in the contract to the duties a Director would take on?



- A5. CDIC will accept a Function title that does not match the exact CDIC Function title in a Reference Engagement provided the bidder clearly identifies a Function title with the equivalent relevant CDIC Function title and demonstrates relevant parallels to the general duties of that CDIC Function.

ALL OTHER TERMS AND CONDITIONS OF THE RFSO REMAIN UNCHANGED.

[END OF ADDENDUM NO. 1]