

STATEMENT OF WORK
Directorate of Civilian Classification and Organizational Design (DCCO)
CLASSIFICATION SERVICES

Purpose:

The purpose of this contract will be to have as many classification specialists' resources as the contract affords to deliver classification services within the DCCO to DND clients, on behalf of ADM (HR-Civ), which includes: performing organizational design assessments, as required, evaluating Job descriptions against the applicable classification standard, ensuring compliance with the TBS Classification Policy, and ensuring relativity with other departments, convening classification committees as required, writing or updating job descriptions and preparing classification rationales.

Background:

ADM (HR-Civ) requires additional resources designated to deliver classification services to DND.

Description of Work:

- Perform organizational design assessments, including organizational modelling, as required
- Evaluation of positions against the applicable classification standards
- Submit & discuss the proposed ratings to the Manager in charge;
- Conduct relativity studies as appropriate;
- Conduct job validation studies and reviews;
- Chair/participate on classification committees or classification grievances.
- Amend, write or re-write Job descriptions to meet the Standard;
- Identify sub-groups;
- Prepare complete narrative classification rationales;
- Coaching/ mentoring of trainees, if applicable;
- Ensure adherence to TBS Classification Policies throughout the classification process.

Level of Effort

DND is expecting approx. **3 days of full-time work, per week, per contractor** from date of contract for the consultants work.

1. **We need 4 consultants.** If one company cannot provide all 4, multiple companies through the evaluation process can be used.
2. 2 contract years plus 1 option years for a total of 3 years.
3. Estimated to 400 K over the three years. Estimated to spend is less than 135K in the first year, assuming the contract is put in place by November 2023. This assumption is based on \$700 per day per consultant as follows:

4. $\$700 \times 4 \times 3 = \8400 per week. Assuming they are working 16 weeks from November 2023 to March 31, 2024 = $8400 \times 16 = 134,400$
5. Option to seamlessly roll over unused funds between the years of contract.

Number of estimated days per year (did not include 3 weeks at Christmas and 5 weeks in the summer): about 180 days per each year of the contract, with the exception of the first year (as it is being out in pace through the mid of the fiscal year).

Location of work

The work will be conducted offsite access to DND facilities will be provided as required for the conduct of work.

Deliverables:

The essential deliverables include:

1. Full narrative classification documents, including current and future state assessments of the organizations, rationales supporting each new classification decision, organizational modelling (where applicable); classification grievance reports and other applicable documents.
2. Relativity studies, including leading practices strengths and weaknesses and other key observations from the industry.
3. Invoices are to be submitted with a breakdown of hours by activity.

Requirements:

The consultants must have:

1. Recent experience delivering classification and / or organization design services for the Federal Public Service, with sufficient depth and breadth to demonstrate that the resource is capable to work with independence and minimal direction.
2. Significant experience related to analyzing organizations and writing work descriptions.
3. Classification Accreditation by Treasury Board would be considered an asset, especially working with classification grievance files.
4. Bilingualism would be considered an asset.

Evaluation:

1. The money is 40% of the bid.
2. The experience is the 40% of the experience and knowledge to ensure the right fit.

Travel: N/A

Security: Reliability