



REQUEST FOR SUPPLIER QUALIFICATION ADDENDUM #1

RFSQ #DC-2023-PO-11 Canadian and International Human Resources Consulting Services Roster

Close Date/Time:

January 16, 2024
14:00 hours
Pacific Time

<u>Issue Date:</u>	December 19, 2023	<u>From:</u>	CTC Procurement
<u>To:</u>	All Vendors	<u>E-mail:</u>	procurement@destinationcanada.com

Below are answers to question(s) submitted in regard to the above noted RFSQ as of December 8, 2023 14:00PT.

Q1. Noted RFSQ is for both “Canadian and International” Human Resources Consulting Services. Can International be clarified? Is it focused on Offices and Services for Tokyo and Beijing, or are there other International locations/target geographies outside does DC anticipate for HR Consulting Services?

Answer: When referring to Canadian and International HR Consulting Services, we are looking for services for all of our Destination Canada employees. The majority of our employees are based in Canada, but we also have employees who reside in the UK, Japan, and China, so in some cases we may need services for those locations as well.

Q2. Is there a preferred format for submission (i.e. Word or PowerPoint?). Is there a content page limit?

Answer: PDF or PowerPoint would be preferred, but Word is acceptable. The only content limits are explicitly stated in the Desirable Criteria section (i.e. page limits).

Q3. Does DC have established measurement KPIs and expectations for Contractors? Can those be shared or is there an opportunity to co-create a scorecard with selected vendors?

Answer: DC does have a Vendor Performance Management scorecard that we share with suppliers during the onboarding process.

Q4. Can DC confirm discounts (volume, rate, etc.) will be negotiated as part of the selection process following RFSQ submission?

Answer: Yes, pricing is negotiated during the Contract Negotiations stage with the top ranked proponents per section G.10 of the RFSQ. At the end of the competition, contract(s) will be awarded to proponents, in which the agreement format is a standing offer agreement (SOA). However, being under a SOA doesn’t guarantee any future work with DC; the purpose of the RFSQ is to qualify proponents for future work should Destination Canada require Canadian and/or international consulting services during the contract period.

Q5. Can these services be done remotely?

Answer: Yes, many of these services can be provided remotely. Some services may be required in person, for example, if you are providing in-person training.

Q6. Can a submission be made if my business has not been established for a year?

Answer: Unfortunately, we can not accept proposals from companies that have not been established as a legal business for a minimum of one year as it is a mandatory requirement. Please review criteria identified in Section D – Mandatory Requirements. This section is a mandatory completion as part of your submission.

Q7. Will you accept proposals for [this competition], if [company] is based in the US?

Answer: Yes, we will accept proposals from US based organizations.

Q8. Is French a requirement?

Answer: French is not a requirement. We have an internal translation team that can assist with any documentation or communication that must be provided in both English and French.