

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 2023.

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. I'm confirming that [redacted] and CDIC have already signed the amended agreement for Non-Executive and Executive search, which is now effective until March 31st, 2026 and that [redacted] does not need to bid on this tender. Please let me know if there's anything that we need to do.

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. Is this for specific recruitment opportunities or for participation in the "approved vendor" program generally?

A2. This is an annual qualification opportunity for the Standing Offer and not a specific recruitment opportunity.

Please see response to Q1., above.

Q3. We are a current holder of this RFSO and it was recently extended through 2026. I just want to confirm that we don't need to respond to the current posting in order to maintain our current standing offer?

A3. Please see response to Q1., above.

Q4. [redacted] was identified as a successful supplier in the 2022 refresh. Can you please confirm that suppliers who are already on the list of qualified vendors are not required to submit a proposal in response to this refresh?

A4. Please see response to Q1., above.

Q5. Can you please tell me why everyone is invited and we are not directly asked to recruit? We underwent a very long bid and won it to end up never being asked to hire.

A5. Please see response to Q2., above.

Q6. Could you please confirm whether, in order to submit a proposal for expanding our services to CDIC to include Executive Search, our refresh bid only needs to contain the necessary information for that specific area of staffing? I want to ensure that our existing services remain unaffected.

A6. Please see response to Q1., above.

Q7. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

A7. Please see the response to Q2., above.

The Award Notices for this Standing Offer can be found on www.CanadaBuys.canada.ca .

Q8. Can you please let us know the previous spending of this contract?

A8. The spend to date for all Task Authorizations awarded under this Standing Offer is \$1,314,426.73 CAD, inclusive of taxes, as at February 5, 2024.

Q9. Please confirm if we can get the proposals or pricing of the incumbent(s).

A9. CDIC is unable to provide such information.

Q10. Are there any pain points or issues with the current vendor(s)?

A10. CDIC will not respond.

Q11. Please confirm the anticipated number of awards.

A11. There is no limit to the number of awards under this RFSO.

A12. We kindly request the relevant steps and processes associated with the tender.

A12. All solicitation documents are available for download free of charge on www.CanadaBuys.canada.ca . Please refer to the RFSO for more information on how to submit a response.

Q13. Could you kindly provide clarification on whether remote services are being considered for this project?

A13. Yes, remote services are considered.

Q14. Do we need to provide three references for each service category rather than for each function? For instance, if bidding for a non-executive interim placement, should we submit three references specifically for a non-executive interim placement, potentially covering one or more functions? Is this understanding, correct?

Therefore, if we apply for all streams, encompassing all service categories, we would need to submit a total of 12 references: 3 reference forms for non-executive interim placements, 3 for non-executive permanent placements, 3 for executive interim placements, and 3 for executive permanent placements.

A14. Yes, this is correct.

Q15. Can we submit references that highlight different engagements within the same field (for example, for the Executive Interim Placement stream, can we have multiple references under the Information Technology function?)

A15. Yes, bidder may submit separate Reference Engagement Forms within the same Function.

Q16. Please accept this as confirmation that we will be submitting a proposal. As we understand it, we are to submit our proposal material(s) via email to this email address. Can you please confirm whether there is anything we need to submit via the SAP Ariba platform – or if submitting all material(s) via email to this email address will suffice?

A16. CDIC confirms that the email address to submit a Proposal is as outlined in the RFSO and no documents are to be submitted via the SAP Ariba platform.

Q17. Section 4 of the Statement of Work, Service Request Process, indicates that “Reference checks may be conducted on the candidate(s) proposed and such checks may be with sources other than those listed in the candidate’s resume or in the Standing Offer Holder’s response to the Service Request.”, can CDIC please clarify what other “sources” it intends to check and if it will inform Standing Offer Holders prior to contacting any references or sources not provided by the candidate?

A17. CDIC will inform Standing Offer Holders prior to conducting reference checks with other sources.

Q18. Can CDIC provide an example of a “milestone payment schedule” as mentioned in Section 4 of the Statement of Work?

A18. Please refer to [Appendix “D-1”](#) (Financial Offer for Service Stream #1) and [Appendix “D-2”](#) (Financial Offer for Service Stream #2), Table D: Milestone Percentage Payment Schedule of the RFSO.

Q19. Is this a new contract or renewal of an existing contract?

A19. Please see response to Q2., above.

Q20. How many positions are expected to fill under this contract?

A20. CDIC is unable to respond.

Q21. Please share the minimum estimated hours for all job positions.

A21. Please refer to the RFSO, under [Schedule “A”](#) (Statement of Work), section 7. Work Hours.

Q22. Please share the total number of temporary staff placed annually under the ongoing contract.

A22. CDIC is unable to respond.

Q23. Please share the most commonly filled position.

A23. CDIC is unable to respond.

Q24. Is subcontracting mandatory to be responsive for this RFP? Please confirm.

A24. No.

Q25. If subcontracting is mandatory, then please confirm the goal percentage we need to achieve.

A25. Please see response to Q24., above.

Q26. In order to be responsive, is it mandatory to bid on all job positions/areas?

A26. No.

Q27. How will job requests be shared among multiple awarded Contractors? Please confirm.

A27. Please see the Service Request process set out in Schedule "A" (Statement of Work), section 4. Service Request Process of the RFSO.

Q28. Do we need to provide fully burdened hourly bill rate as part of pricing?

A28. Yes. Please refer to "Schedule D" (Financial Offer Requirements and Evaluation) of the RFSO.

For clarity, the bidder should provide all-inclusive ceiling hourly rates for all levels they wish to be qualified to offer for Service Category #1 (Non-Executive Interim Placement) within each of the listed Functions for Service Stream #1: Non-Executive Recruitment Services and Service Category #1 (Executive Interim Placement) within each of the listed Functions for Service Stream #2: Executive Search Services.

For additional clarity, the information 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.

Q29. Can you please share the estimated budget per year for this contract?

A29. CDIC is unable to respond.

Q30. Could you please share the current contractor's pricing and Proposals?

A30. Please see response to Q9., above.

Q31. Can you share details from where we can get old proposal details?

A31. The initial solicitation is titled RFSO 2020-2532 Non-Executive Recruitment and Executive Search Services and is available on www.CanadaBuys.canada.ca .

Q32. Can you please share the email id/details where we can raise the public record request for old RFP?

A32. Please see response to Q31., above.

Q33. Is there any issue with existing contractors?

A33. CDIC is unable to respond.

Q34. When was the existing contract started, and what is the annual spent value of the current contract since inception?

A34. The Standing Offer commencement date is April 1, 2021. Annual spend is inclusive of taxes.

Annual spend for the period of April 1, 2021, to March 31, 2022: \$586,933.96

Annual spend for the period of April 1, 2022, to March 31, 2023: \$613,570.85

Annual spend for the period of April 1, 2023, to February 5, 2024: \$113,921.92

Q35. Can you please let us know the previous spending on this contract? Please Confirm.

A35. Please see response to Q8., above.

Q36. Can you please share the amount of business each Contractor did under this contract in previous years?

A36. CDIC is unable to respond.

Please see response to Q8., above.

Q37. Can you please share the list of certifications and licenses needed to be submitted with the proposal?

A37. There are no certifications and licenses required to be submitted with a Proposal.

Q38. Do we need to provide sample certificate of insurance with the proposal? Please confirm.

A38. No, it is not required with the proposal.

Q39. Do we need to provide actual certificate of insurance with the proposal? Please confirm.

A38. Please see response to Q38., above.

Q40. Can we provide large commercial references? Please confirm.

A40. Yes.

Q41. To be responsive, is it mandatory to have experience with Canada government agencies? Please confirm.

A41. No.

Q42. What is the annual Budget of the resulting contract?

A42. Please see response to Q29., above.



Q43. What is the Past 3 years' spending on the current contract for similar services?

A43. Please see response to Q8., and Q34., above.

Q44. Is there any local preference? Please confirm.

A44. No.

Q45. Can we submit US based references? Please confirm.

A45. Yes. For additional clarity, please refer to Schedule "A" (Statement of Work), section 8. Eligibility to Work in Canada and Security Clearance, of the RFSO.

Q46. Is there any preference given to Canada based references? Please confirm.

A46. No.

Please see response to Q45., above.

ALL OTHER TERMS AND CONDITIONS OF THE RFSO REMAIN UNCHANGED.

[END OF ADDENDUM NO. 1]