

Request for Qualifications FII-24-02 Recruitment Services

Addendum #2 – August 23, 2023

Answers to Questions received as at August 23, 2023

This information is posted on both <https://www.bcfii.ca/contract-opportunities/> and <https://bcbid.gov.bc.ca>.

Q1. Will FII require full-cycle recruitment services from vendors (ie: the vendor runs the entire recruitment cycle independently and submits candidates to FII for a review), OR is this strictly an advisory role?

A1. FII will require full-cycle recruitment from its qualified vendors.

Q2. Is there a current vendor list for these services? if YES, can FII tell us how many firms you have on the list?

A2. Yes, we have 8 firms on the current list.

Q3. Are there any specific improvements with the vendor list that FII would like to see improve going forward?

A3. Not at this time.

Q4. Are the recruitment services for contract resources, or permanent roles?

A4. The recruitment services are for both temporary roles as well as permanent roles.

Q5. For the categories (a) Professional or Technical staff; and/or (b) Financial and Administrative staff can FII provide examples of roles that you have required?

A5. Here are some job title examples required in previous years: Vice President, International Marketing; Technical Advisor, Wood Products; Director, Marketing & Communications; Manager, Content Marketing; Manager, Corporate Communications.

Q6. How many roles did FII require recruitment advisory services for over the past 12 or months?

A6. FII has not engaged in recruitment advisory services over the past 12 months. We have engaged in full-cycle recruitment services over the past 12 months. If the question relates to full-cycle recruitment services, we have engaged vendors on 8 roles over the past 12 months.

Q7. How many roles does FII anticipate requiring recruitment advisory services for over the next 12 months?

A7. As this is a Request for Qualification (RFQ), it is not tied to any specific placement project. We are unable to provide specifics at this time. The RFQ process is meant to identify vendors that meet specific requirements as per section 4.5 to 4.6 and provide a pool of qualified suppliers to call on as these needs arise.

Q8. What was the total spend in the past 12 months on recruiting advisory services?

A8. No spend for recruiting advisory services. Please refer to question 6.

Q9. How many vendors do you anticipate adding to the vendor list?

A9. This is dependent on number of compliant submissions received and result of submission evaluation.

Q10. Can the project examples for section 4.6, Question 2, be the same projects used for the References section (4.6, Question 4)?

A10. Yes, references should be relevant to the project examples provided under section 4.6, question 2.

Q11. Are the role Categories listed in Appendix E (aside from the Temporary Staffing Placements) permanent placements, temporary, or both?

A11. The role categories are for permanent placements.

Q12. As a staffing firm we offer contingency placement services, in this pricing model FII will not pay until a successful placement has been made and there is no need to pay hourly. Given that FII will accept proposed fees for direct placements, if we propose this type of payment model does FII still require hourly and/or daily rates for each resource (4.6, Question 5)?

A12. For contingency placement services, FII does not require hourly/daily rates for each resource.

Q13. Recruitment Services from an Indian service provider shall be for India office only or hiring for any of your other office too?

A13. We are seeking a supplier who provides recruitment services in any of the identified locations. The supplier does not need to provide services to all locations as we recognize that each location is unique in its employment market.

Q14. How many recruitment requirement do you foresee during the duration of this project?

A14. Please refer to question 7.

Q15. One of the support included in point 2.2.2 : facilitating the recruitment panel, so kindly confirm will the recruitment panel will be travelling to India or will it be virtual?

A15. Meetings can be held over conference call or online meeting platform.

Q16. If travelling to India then all bookings and logistics will be taken care by FII directly or service provider shall do it and then reimburse from FII?

A16. If required, vendor shall arrange booking and receive reimbursement according to Schedule C: Travel Policy and Expense Claims of the Professional Services Agreement under Appendix C.

Q17. Cost to be provided hourly/daily only or can we provide cost/fees of each recruitment?

A17. Hourly rate basis and contingent percentage basis will be considered for this RFQ.

Q18. For the hired employee will the payroll be managed by FII or the service provider?

A18. FII will manage payroll for permanent placements and vendor for temporary placements.

Q19. As per section 2.2.1 RFQ Service Description Background, FII is currently seeking qualified suppliers for Recruitment Services under two separate categories, (a) Professional or Technical staff; and/or (b) Financial and Administrative staff. Could FII provide the list of roles under the two categories that they are looking to recruit?

A19. Please refer to question 7.

Q20. Could FII provide examples of the types of projects they currently have, for which they are seeking resources?

A20. Please refer to question 7 and question 5 for sample roles from previous years.

Q21. As per section 4.3 Resource Requirements, proponents should include a list of key staff members with short biographies detailing their education, experience and areas of expertise and relevant past work examples. Is FII looking at a list of individuals in the proponent's firm that looks after account management and recruiting or is that a list of resources they are looking to recruit?

A21. FII is looking for a list of individuals in the proponent's firm that looks after account management and recruiting.

End of Addendum #2