

NOTICE OF PROPOSED PROCUREMENT (NPP) 21-745

OUTPLACEMENT SERVICES

PURPOSE OF THIS NOTICE:

Export Development Canada (EDC), per its obligations under Chapter Five of the Canadian Free Trade Agreement (CFTA) and Chapter Nineteen of the Comprehensive Economic and Trade Agreement (CETA), is announcing that it is undertaking a Request for Proposal (RFP).

EDC is looking to secure outplacement career transition support services to be offered as a part of our severance packages. These services will support the employee through their exit, provide guidance and tools to get them working again (if that is their goal) and provide a positive employee experience as they transition out of the organization.

POTENTIAL SUPPLIERS

Should potential suppliers of these services wish to be included in this process, they must complete a “Letter of Interest” (as detailed below). Without exception, suppliers that do not submit letters of interest will not be considered in the RFP process.

INSTRUCTIONS FOR THE SUBMISSION OF A “LETTER OF INTEREST”

The letter of interest must identify “NPP # 21-745 – Outplacement Services”. Letters may be provided in either official language however the Supplier should be advised that its response may be required to be translated in order to be assessed and EDC reserves the right to rely upon its translation as the basis for this assessment.

Letters of Interest **must (M)** identify the supplier’s:

- Legal name
- Mailing address
- Telephone number
- Website/URL
- Contact (to coordinate receipt of the Non-Disclosure Agreement and RFP)
- Contact’s email address

Letters of Interest should also respond to the following questions as applicable:

- Is your organization a certified diverse supplier? If yes, please identify the Certifying Organization.
- Does your organization consider itself a diverse supplier?

A diverse supplier is defined as an organization that is owned and controlled by at least 51% of individual(s) who are considered: indigenous persons, women, lesbian, gay, bisexual, transgender, veterans, cultural minorities, visible minorities, individuals with physical limitations or other disabilities.

Letters of Interest **must (M)** be received by EDC by mail or by electronic mail (npp@edc.ca) before 3:00 p.m. Ottawa Time on January 10, 2022 Upon receipt of the letter of interest, a Non-Disclosure Agreement (NDA) will be issued to the supplier, who upon execution of the NDA will be entitled to receive the RFP documentation.

The RFP is scheduled to be released the week of January 10, 2022.

EDC may, in its sole and absolute discretion, change the foregoing dates and times upon prior written notice to the potential suppliers.

RFP MANDATORY REQUIREMENTS:

In order to assist potential suppliers in determining their suitability in responding to this RFP, below is an excerpt of the mandatory requirements of the RFP. Potential suppliers will be required to be **100% compliant** with **all** of the following mandatory elements and must address each element below in order of appearance within the RFP response. Interested companies are required to have proven expertise in the following areas:

1. The Proponent must (M) offer individual (one-on-one) coaching as part of their standard service.
2. The Proponent must (M) have an online, self-serve suite of tools and resources
3. The Proponent must (M) offer bilingual services
4. The Proponent must (M) be able to provide in-person services across Canada

RFP EVALUATION CRITERIA:

(Criteria and their associated weights are estimates and are subject to change at the discretion of EDC.)

1. Organization profile/experience. (20%)
2. Professional Qualifications of the Service Team. (20%)
3. Methodology for outplacement counselling, coaching and support. (25%)
4. Suite of outplacement services offered. Including in-person and virtual services as well as tools and resources. (25%)
5. References. (10%)

NON-DISCLOSURE AGREEMENT:

All participants in any subsequent RFP process will be required to sign EDC's Non-Disclosure Agreement without amendment prior to receiving the RFP documentation. Additionally, if deemed applicable by EDC, participants will be required to enter into a more detailed Agreement to ensure compliance with the requirements of the Privacy Act, should they be awarded the contract at the completion of the RFP process.

GENERAL:


EDC reserves the right to contact the referenced organizations for the selected provider as part of a subsequent RFP process.

EDC reserves the right to satisfy itself of the financial viability of the selected provider as part of a subsequent RFP process.

All documents and other deliverables provided in response to this NPP become the property of EDC.

This NPP and any submission received in response thereto, any associated RFP and proposal submitted in response thereto, and all related agreements, including a confidentiality agreement and services agreement, will be interpreted and governed by the laws of the Province of Ontario and federal laws of Canada applicable therein.

EDC has issued this NPP in order to solicit information from potential Service Providers. EDC assumes no liability, responsibility or obligation whatsoever to any Service Provider with respect to any aspect of this NPP.



EDC has no obligation to reimburse or in any way compensate any Service Provider for expenses incurred in connection with its receipt, review or response to this NPP or in connection with the negotiation of a confidentiality agreement, services agreement, or otherwise.



BACKGROUND – EDC:

ABOUT EDC

For 75 years, Export Development Canada (EDC) has been dedicated to helping Canadian companies of all sizes succeed on the world stage. We are a financial Crown corporation that equips Canadian companies with the tools they need – the trade knowledge, financing solutions, equity, insurance, and connections – to grow their business with confidence. As international risk experts, we make trade safer for Canadian companies. Underlying all our support is a commitment to sustainable and responsible business. For more information please visit our website edc.ca.