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**Capacity on Demand – HR Process**

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# Document Review/ Revision History

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# Document Approvers

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# Purpose

This document describes the process to leverage the Capacity on Demand (CoD) contract for Human Resources (HR) Services.

***Summary***

*What is Capacity on Demand Human Resources (COD HR)?*

In an effort to satisfy an ongoing departmental need for HR Services to support various initiatives the Chief Financial Officer Branch (CFOB) has awarded a task based contract.

The resulting Task Authorizations (TA) will identify the category of resource required, level of effort, per Diem rates and the work to be completed.

*Who can use COD HR?*

All branches of ESDC

If you are uncertain about whether your requirement is suited for this COD contract please contact the *COD Triage team*.

*Contact COD Triage Team*

[NC-COD-CALD-GD@hrsdc-rhdcc.gc.ca](mailto:NC-COD-CALD-GD@hrsdc-rhdcc.gc.ca)

*Contact EPSI*

*Nicholas Roy -* [*nroy@epsi-inc.com*](mailto:nroy@epsi-inc.com)

***Roles and Responsibilities:***

*Client*

* + Defines requirement;
  + Works with the *Procurement Planning and Advisory Services (PPAS)* team on a Project Procurement Plan (where applicable);
  + Completes Draft Task Authorization form (DTA);
  + Project Authority Signs DTA form;
  + Sends DTA form and Project Procurement Plan (where applicable) to   
    *COD Triage Team (Triage Team);*
  + Client evaluates proposed resource submitted by the *Triage Team* using the flexible grid*;*
  + Upon *Triage Team* approval, Client submits Purchase Requisition with completed flexible grid, CV, Approved DTA Form and Procurement Plan (where applicable) to Procurement via myEMS (SAP);
  + Manages TA;
  + Closes out TA;
  + Identifies needs for amendments in a timely fashion (where applicable), including changes of resources;
  + Completes Service Entry Sheet (SES) and pays invoices in myEMS (SAP).

*Procurement Planning and Advisory Services (PPAS)*

* + PPAS team works with client to create or amend the Project Procurement Plan;
  + Approves Project Procurement Plans;
  + Provides copy of CFOB approved Project Procurement Plan to client.

*COD Triage Team*

* + Reviews DTA form and verifies that the information provided by the client is appropriate and can be supported by COD HR Contract;
  + If it is determined that the COD HR is the appropriate method of supply,   
    *Triage Team* signs the DTA;
  + Advises client, by email, that the request has been approved – or denied;
  + Contacts vendor for CVs and Security Information;
  + Routes CVs from Contractor to Client and liaise between Client and Contractor as needed;
  + Tracks usage against parent-contract;

*ESDC Procurement Officer*

* + Reviews TA to ensure appropriate legal contract language and security;
  + Issues TAs to Contractor for signature;
  + Actions TA in myEMS (SAP) via a Purchase Requisition from the client;
  + Provides copy of signed TA to client;
  + Actions amendments upon request from client via a Purchase Requisition;
  + Provides copies of the TA issued by ESDC to *Triage Team*.

*Contractor*

* + Reviews TA and returns signed copy to Procurement (within 2 business days);
  + Provides CVs and Signed Certifications upon request, within the timelines given by *Triage Team;*
  + Performs work in accordance with the TA;
  + Provides replacement resources as required;
  + Complies with rules and regulations of the contract.

***Step-by-Step Process***

| **Step #** | **ACTIVITY** | **Responsibility** | **Tool** |
| --- | --- | --- | --- |
| 1 | Client defines requirement and determines if a new or amended Project Procurement Plan is required. | Client | Statement of Work |
| 2 | If a Project Procurement Plan is required then client works with *Procurement Planning and Advisory Services (PPAS)* at the following General Email Box: | PPAS | Project Procurement Plan |
| [NC-PPAS-PASC-GD.](mailto:NC-PPAS-PASC-DG@hrsdc-rhdcc.gc.ca) |
| 3 | Client submits Draft TA form and Project Procurement Plan (if needed) to the COD Triage Team at the following General Email Box for review: | Client | Email |
| [NC-COD-CALD-GD](mailto:NC-COD-CALD-GD@hrsdc-rhdcc.gc.ca) |
| 4 | *COD Triage Team* reviews the Draft TA form submitted by the client and determines if the COD HR is the appropriate method of supply. | COD HR | Draft TA form |
| Triage Team |
| 5 | If COD HR is the appropriate method of supply, *COD Triage Team* will advise the client by email. | COD Triage Team | Email |
| 6 | *COD Triage Team* will contact contractor and request: | COD Triage Team | Email |
| 1)     CV(s);  2)     Signed certification(s) (Appendix to Annex D);  3)     Security File # and expiry date;  4)     Date of Birth. |
|  |
| 7 | Contractor provides requested documents to *COD Triage Team* within the specified time frame. | Contractor | Email |
| 8 | *COD Triage Team* sends the signed Draft TA form and resource information to the client, including the appropriate Flexible Grid. | COD Triage Team | Email |
| 9 | Client evaluates CV(s) using Flexible Grid provided. | Client | Flexible Grid |
| 10 | Client submits a Purchase Requisition (PREQ) to Procurement via myEMS (SAP) | Client | myEMS (SAP) |
| Client to ensure that the following information is included in the PREQ: |
| 1. Header Text   “COD HR Contract 2000115”   1. GL   533088 – Human Resources Support Services   1. Approved Draft TA form 2. Signed certification: Appendix to Annex D 3. CV 4. Completed and signed flexible grid (for the successful resource only) 5. Security Information (i.e. Date of birth, PSPC file #) 6. CFOB approved or amended Procurement Plan, if applicable. |
| 11 | ESDC Procurement Officer will review the Draft TA and supporting documentation. | Procurement | TA |
| Once documentation provided by the client is complete and in order, a TA will be issued. |
| A TA will be issued to the contractor with a copy (cc) to the client **and** *COD Triage Team.* |
| 12 | Contractor signs the TA and sends back to ESDC Procurement Officer by replying all. | Contractor | TA |
| 13 | ESDC Procurement Officer ensures that a copy of the signed TA went to the client and to the *COD Triage Team* for tracking purposes. | Procurement | TA |
| 14 | *COD Triage Team* tracks usage against contract. | COD Triage Team | Excel |
| 15 | Client manages TA: | Client | TA and myEMS(SAP) |
| 1. Tracks completion of deliverables and manages burn rate. |
| 1. Requests amendments in a timely manner as required. |

***Documents***

## Draft Task Authorization (DTA)



## Certifications at the TA Stage (Appendix to Annex D)



***Basis of Payment***

Click on the category description, below, to obtain typical tasks/services.

|  |  |
| --- | --- |
| **HR Services – Expected Level** | **Average Per Diem**  **($)** |
| [1.1 - Human Resources Consultant](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspsso-clas1-eng.html#a1-1) - Senior | 590.00 |
| [1.2 - Organizational Design and Classification Consultant](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspsso-clas1-eng.html#a1-2) - Senior | 590.00 |
| [1.7 - Leadership Development Consultant](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspsso-clas1-eng.html#a1-7) - Senior | 590.00 |
| [1.8 - Staffing Consultant](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspsso-clas1-eng.html#a1-8) - Senior | 590.00 |
| [1.10 - HR Assistant Consultant](http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspsso-clas1-eng.html#a1-10) - Intermediate | 350.00 |

***Flexible Grids***

#### <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html>

The Human Resources Services Stream Flexible Grid is applicable to:

* 1.1 HR Consultant;
* 1.2 Organizational Design and Classification Consultant;
* 1.8 Staffing Consultant.

#### Human Resources Services Stream Flexible Grid

##### **Levels of Expertise**

Senior: **Minimum 95 pts**

##### **Relevant Education to the Consultant Category**

University (PhD, Graduate, Undergraduate, degree): 35 pts

College or CEGEP Diploma/Certificate: 25 pts

High School Diploma: 20 pts

##### **Professional Certification**

Relevant Professional Certification: 15 pts

##### **Relevant Experience in Consultant Category**

≥1 yrs and <2 yrs: 12-23 months **—** 10 pts

≥2 yrs and <4 yrs: 24-47 months **—** 20 pts

≥4 yrs and <6 yrs: 48-71 months **—** 30 pts

≥6 yrs and <8 yrs: 72-95 months **—** 40 pts

≥8 yrs and <10 yrs: 96-119 months **—** 50 pts

≥10 yrs: 120 + months **—** 60 pts

The Leadership Development Consultant Flexible Grid is applicable to:

* 1.7 Leadership Development Consultant

#### Leadership Development Consultant Flexible Grid

##### **Levels of Expertise**

Senior: **Minimum 100 pts**

##### **Relevant Education to the Consultant Category**

University (PhD, Graduate, Undergraduate, degree): 35 pts

College or CEGEP Diploma/Certificate: 25 pts

##### **Professional Certification**

Relevant Professional Certification: 15 pts

##### **Relevant Experience in Consultant Category**

≥1 yrs and <2 yrs: 12-23 months **—** 15 pts

≥2 yrs and <4 yrs: 24-47 months **—** 20 pts

≥4 yrs and <6 yrs: 48-71 months **—** 30 pts

≥6 yrs and <8 yrs: 72-95 months **—** 35 pts

≥8 yrs and <10 yrs: 96-119 months **—** 55 pts

≥10 yrs: 120 + months **—** 65 pts

The HR Assistant Consultant Flexible Grid is applicable to:

* 1.10 HR Assistant Consultant

#### HR Assistant Consultant Flexible Grid

##### **Levels of Expertise**

Intermediate: **Minimum 50 pts**

##### **Relevant Education to the Consultant Category**

College or CEGEP Diploma/Certificate: 25 pts

High School Diploma: 20 pts

##### **Relevant Experience in Consultant Category**

≥1 yrs and <2 yrs: 12-23 months **—** 10 pts

≥2 yrs and <4 yrs: 24-47 months **—** 25 pts

≥4 yrs and <6 yrs: 48-71 months **—** 35 pts

≥6 yrs and <8 yrs: 72-95 months **—** 40 pts

≥8 yrs and <10 yrs: 96-119 months **—** 45 pts

≥10 yrs: 120 + months **—** 50 pts