



NOTICE TO PROPONENTS

Response to enquiries re: Request for Proposals for Recruitment Services

1. With regards to fees, the RFP requires that fee's must be set at a fixed rate. Is your preference/requirement that fees be a flat rate (for example \$XX per role) or would a set percentage rate or combination flat rate and percentage also be accepted?

A: All fees are required to be set a fixed flat rate.

2. For interview support, will virtual interviews be an acceptable format or is it your preference that interviews be completed in-person (for example, that consultants travel to complete the interviews in person)?

A: Virtual interviews is the acceptable format and are routinely used by the Nunatsiavut Government however, the successful Proponent should be committed to travel from time to time to meet with the Nunatsiavut Government's Department of Finance, Human Resources and Information Technology and hiring committees in person. A schedule for in person meetings will be determined between the Nunatsiavut Government and the successful Proponent on an as needed basis.

3. For references: is your preference that the successful provider not only request reference checks from the top candidate(s) but also complete the references as well (for example call the referees and provide reference reports)?

A: The Nunatsiavut Government's internal staff shall request and conduct all reference checks.

4. Are all the hires going to be direct hires of NG or will some/all be agency employees utilized on a temporary basis?

A: All hires will be direct hires of the Nunatsiavut Government.

5. What type of roles are required?

A: Due to the diversity of the Nunatsiavut Government's recruitment needs, it is not feasible to provide a finite list of roles required to be filled. Proponents are encouraged to visit www.nunatsiavut.com and view our Job Listings section for a non-exhaustive sample of current recruitment requirements.

6. Is there a sense of the anticipated need?

A: Please see response to enquiry #6.

7. Who is responsible for the recruitment efforts, advertising, etc.?

A: Nunatsiavut Government's Department of Finance, Human Resources and Information Technology is responsible for all recruitment efforts. An audit is currently being performed by an external service provider to assess the promotion of job opportunities with the Nunatsiavut Government. This service provider will be responsible for managing all job postings under the direction of the Department of Finance, Human Resources and Information Technology.

8. Could the work be done remotely or would travel to NG offices be required?

A: Please see response to enquiry #2.