

Standing Offer for Executive Search Contingent Labour

Beginning December 1st, 2019 Flextrack will begin a new contract with the Province of Nova Scotia (the “Province”) and the Nova Scotia Health Authority (“NSHA”) to coordinate the Province’s and NSHA’s Executive Search (“ES”) contingent labour through a Vendor Management System (“VMS”).

Note to suppliers who are currently on the Province’s ES Standing Offer with Flextrack: As all existing supplier Master Services Agreements (“MSA”)s will be expiring on November 30, 2019, every supplier **must** apply to join the eligible list in order to participate in the new Standing Offer that begins December 1st, 2019.

Flextrack will manage, centralize, and standardize the Province’s and NSHA’s process for engaging ES resources. Vendor engagement, review of proposals, selection of successful resources, proposals and invoicing of ES Contractors and Consultants will also be managed through the VMS and Flextrack.

Applicants interested in offering their ES Contingent Labour resources through the VMS as of December 1st, 2019, must do the following:

1. Contact Flextrack for vendor application package:
Flextrack’s MSP Program Manager, novascotia@flextrack.ca
2. If the Applicant is accepted:
 - a. The Applicant will be expected to sign a contract with Flextrack for the use of their VMS.
 - b. The Applicant will be expected to sign MSAs with both the Province and NSHA. Flextrack will manage this process. Alterations to the MSA will not be considered.
 - c. Flextrack will update their VMS system to include the new Applicant and provide training if required.

Program Highlights:

1. Contracts as of December 1st, 2019:
 - a. Flextrack will manage the distribution of requisitions for ES contingent labour requirements to suppliers. Requisitions released from December 1, 2019 may be issued for up to \$300,000.
 - b. Through the program, the Province and NSHA will have the ability to directly award a request to one vendor for requests under \$10,000. The Province and NSHA may solicit quotes for work under \$10,000 and/or directly award to vendors.
 - c. All submissions will continue to be facilitated through Flextrack’s vendor management system.
 - d. Flextrack will act as a central repository for contract documents.

2. Invoicing/timesheets

- a. All timesheets will be completed monthly through Flextrack's time sheet module and submitted online for designated Province of Nova Scotia (PNS) or NSHA approval. Milestone payment approval requests will continue to be submitted online through Flextrack for designated PNS approval.
- b. Submissions by supplier for payment will be managed via Flextrack.

3. Flextrack administration Fee and process standardization

- a. For requisitions released on or after December 1st, 2019, the Flextrack administration fee of 1.8% will be applied to any new projects awarded.
- b. Simultaneous distribution of requests to selected suppliers will continue to provide a level playing field for success.
- c. Consistent process for timesheets and invoicing
- d. Immediate status updates for requirements and their submitted candidates

