

**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC/Réception des soumissions -  
TPSGC

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0A1/Noyau 0A1

Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Solicitation remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Professional Services Online & Temporary Help  
Services Division/Division des services  
professionnels en ligne et d'aide temporaire

11 Laurier St./11, rue Laurier

10C1, Place du Portage III

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> PROSERVICES	
<b>Solicitation No. - N° de l'invitation</b> E60ZT-120001/D	<b>Date</b> 2013-04-19
<b>Client Reference No. - N° de référence du client</b> E60ZT-120001	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 009zt.E60ZT-120001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZT-009-25977	
<b>Date of Original Request for Supply Arrangement</b> 2013-04-18 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-21</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gilmour, Peggy	<b>Buyer Id - Id de l'acheteur</b> 009zt
<b>Telephone No. - N° de téléphone</b> (819) 956-7642 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

## AMENDMENT 1

### REASON FOR AMENDMENT

#### Modify: Stream 9 - Business Consulting/Change Management

Insert the following text in Annex A:

#### Category 9.15 Facilitator

##### 2.15 FACILITATOR CONSULTANT

The required services may include, but are not limited to the following:

1. Encouraging group members to participate and interact productively and guide the group through an effective process;
2. Facilitating strategic and operational planning;
3. Facilitating team building sessions;
4. Facilitating knowledge transfer, coaching and skills development;
5. Utilizing tools and techniques to engage participation such as (but not limited to) brainstorming session, role playing, walk-thrus,;
6. Facilitating large and small groups;
7. Providing electronic facilitation services;
8. Moderating group discussions;
9. Stimulating a constructive and clear exchange of ideas among the members and promoting feedback;
10. Redirecting group members to carry on with an interaction when tangents occur.
11. Timekeeping to ensure that the planned agenda is completed prior to the end of the allotted time or in accordance with an agreed to modifications by the group
12. Guiding a group to consensus and desired outcomes
13. Planning and preparation of the session such as understanding the clients needs, predefine the approach and techniques to be used and develop event plan;
14. Promoting group participation, mutual understanding and shared responsibilities among the group by fostering open participation with respect for client culture, norms and participant diversity
15. Providing end to end facilitation which may involve physical arrangements, delegating program committees, visual materials, defining the agenda, establishing goals, structure and strategy of the sessions, closeout activities
16. Draft and finalize reports on the results and conclusions of facilitated sessions and prepare and deliver presentations based on facilitated sessions such as lessons learned reports
17. Working with different levels of hierarchy within an Organization on a national level

FACILITATOR FLEXIBLE GRID		
Levels of Expertise		
	Senior	Minimum 95 pts
	Intermediate	Minimum 70 pts
	Junior	Minimum 50 pts
Relevant Education to the Consultant Category		
	University	30 pts
	College or CEGEP Diploma / Certificate.	25 pts

Solicitation No. - N° de l'invitation

E60ZT-120001/D

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

009zt

Client Ref. No. - N° de réf. du client

E60ZT-120001

File No. - N° du dossier

009ztE60ZT-120001

CCC No./N° CCC - FMS No/ N° VME

Formalized Training (examples of formalized training but not limited to, Recognized Mediation Certifications, CTDTP Certified Training and Development Professional, Training Certifications from accredited Institutions, ANSI - Association for Challenge Course Technology, Certified Online Facilitation)		20 pts
Secondary School		15 pts
<b>Professional Certification</b>		
Relevant Professional Certification		10 pts
<b>Relevant Experience in Consultant Category : Range of years is based on a minimum of 3 completed facilitation events within one calendar year</b>		
≥1 yr and <2 yrs	≥3 events and <6 events	10 pts
≥2 yrs and <4 yrs	≥6 events and <12 events	20 pts
≥4 yrs and <6 yrs	≥12 events and <18 events	25 pts
≥6 yrs and <8 yrs	≥18 events and <24 events	40 pts
≥8 yrs and <10 yrs	≥24 events and <30 events	55 pts
≥10 yrs	≥30 events	70 pts
≥15 yrs	≥45 events	80 pts