

## AMENDMENT NO. 3

### TO THE REQUEST FOR PROPOSAL DOCUMENTS

RFP Reference Number: 1000013618

**CLOSING DATE: OCTOBER 16, 2013**

**CLOSING TIME and TIME ZONE: 2:00 PM EDT**

**PROJECT TITLE: Executive Leadership Program**

#### **To All Bidders:**

The purpose of this Amendment is to give effect to the following:

#### **Questions & Answers**

The following questions were asked in response to the RFP # 1000013618 and Justice Canada hereby answers as follows.

**Question 1:** Under Criteria M3, does the bidder have to demonstrate that they have delivered 3 courses in French or simply that the bidder has the capacity to deliver in French, such as by having francophone instructors who we designated as francophones by the Public Service Commission?

**Answer:** For each of the proposed resources the bidder must provide a proven track record in facilitating/delivering programs/courses or specific modules of a leadership development program in English **and/or** French. This means that for any given resource, it could be exclusively English, exclusively French, or a mix of both.

The M3 Criteria also requires bidders to provide clear evidence of the ability of each named resource to provide services in one or both official languages. Here is the excerpt of M3 which covers this part: *“At least one third of the named resources must be able to provide services in English and at least one third must be able to provide services in French. The remaining resources must be able to provide services in either English or French or both.”*

**Question 2:** Under Criteria M1, do open enrolment courses on executive leadership count as one of the course offerings for the purpose of this criteria?

**Answer:** The Department of Justice will accept open enrolment. Bidders must demonstrate that a minimum of one session has been delivered to executives from the public sector. Bidders must provide clear and detailed evidence that some of the participants were employees of the public sector.

**Question 3:** Would the client accept a bidding organization being a joint venture, such that together two or three companies meet the mandatory requirements?

**Answer:** Yes, a joint venture is acceptable.

**Question 4:** Does the client have a preference as to whether the 4-5 training days are consecutive, or offered over different time blocks of 1, 2 or 3 days?

**Answer:** The program must be delivered over the course of 4-5 consecutive days during a given work week (Monday to Friday, normal business hours). The 4 to 5 days classroom delivery may be supplemented with additional non-classroom, virtual training, which does not have to be offered during the same work week as the classroom delivery.

**Question 5:** Do you see any conflict of interest in one of our resources using as a reference a Justice executive who could possibly be in the program in the future?

**Answer:** Yes it is a conflict of interest to use a Justice executive as a reference.

**Question 6:** Would it be possible to revisit Criteria M1 and limit training to 2 days instead of 3?

**Answer:** Criteria M1 will not be changed. The minimum for Criteria M1 must be 3 days for each delivery.