



**RETURN BIDS TO:**

Office of the Superintendent of Financial  
Institutions  
Procurement and Contracting  
255 Albert Street, 12<sup>th</sup> Floor  
Ottawa, ON  
K1A 0H2  
Email: contracting@osfi-bsif.gc.ca

**REQUEST FOR PROPOSAL**

**Proposal To: Office of the  
Superintendent of Financial Institutions**

We hereby offer to sell to Her Majesty the Queen in  
right of Canada, in accordance with the terms and  
conditions set out herein, referred to herein or  
attached hereto, the goods, services, and  
construction listed herein and on any attached sheets  
at the price(s) set out thereof.

**Vendor/Firm Name and address**

**Issuing Office – Bureau de distribution**  
Procurement and Contracting  
255 Albert Street, 12<sup>th</sup> Floor  
Ottawa, ON  
K1A 0H2

|  |  |
|--|--|
| <b>Title</b><br>Amendment 1 : 360° Feedback Assessment Tool  |  |
| <b>Solicitation No.</b><br>GETS-2013-002   | <b>Date</b><br>October 8, 2013                         |
| <b>Client Reference No.</b><br>GETS-2013-002   |  |
| <b>GETS Reference No.</b><br>-   |  |
| <b>Solicitation Closes</b><br><b>at 02 :00 PM</b><br><b>on November 18, 2013</b>   | <b>Time Zone</b><br>Eastern<br>Standard<br>Time<br>EST |
| F.O.B.<br>Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> |  |
| <b>Address Inquiries to :</b><br>Lauren Gadd   |  |
| <b>Telephone No.</b><br>613-990-4173   | <b>FAX No.</b><br>613-990-0081                         |
| <b>Destination – of Goods, Services, and Construction:</b><br>See Herein   |  |

**Instructions:**

|  |                          |
|--|--------------------------|
| <b>Delivery</b><br>See Herein  | <b>Delivered Offered</b> |
| <b>Vendor/firm Name and address</b>  |                          |
| <b>Facsimile No.</b><br><b>Telephone No.</b>   |                          |
| <b>Name and title of person authorized to sign on behalf of Vendor/firm<br/>(type or print)-</b> |                          |
| <b>Signature</b>   | <b>Date</b>              |



Amendment 1 is raised to amend Annex “B” - Basis of Payment, as follows:

**DELETE** Annex “B” – Basis of Payment

**INSERT:**

**Annex “B” – Basis of Payment**

**Initial Contract Period:** Contract Award to November 30, 2014

| Requirement                      | Price (D) |
|----------------------------------|-----------|
| Customization of Assessment Tool | \$        |

| Requirement               | Cost Per Person (B) | Number of people* (C) | Extended Price (E) (B x C) |
|---------------------------|---------------------|-----------------------|----------------------------|
| Use of Assessment Tool    | \$                  | 50                    | \$                         |
| Coaching Session          | \$                  | 50                    | \$                         |
| <b>Subtotal</b>           |                     |                       | \$                         |
| <b>Annual Report Cost</b> |                     |                       | \$                         |
| <b>Total</b>              |                     |                       | \$                         |

\*Please note that in the initial contract period, the number of uses and people is “up to” a maximum of 50 and will be used at OSFI’s discretion and should not be construed as a guarantee of work.

**Option Period #1:** December 1, 2014 to November 30, 2015

| Requirement               | Cost Per Person (B) | Number of people* (C) | Extended Price (F) (B x C) |
|---------------------------|---------------------|-----------------------|----------------------------|
| Use of Assessment Tool    | \$                  | 50                    | \$                         |
| Coaching Session          | \$                  | 50                    | \$                         |
| <b>Subtotal</b>           |                     |                       | \$                         |
| <b>Annual Report Cost</b> |                     |                       | \$                         |
| <b>Total</b>              |                     |                       | \$                         |

\*Please note that in the Option Period #1, the number of uses and people is “up to” a maximum of 50 and will be used at OSFI’s discretion and should not be construed as a guarantee of work.

**Option Period #2:** December 1, 2015 to November 30, 2016

| Requirement               | Cost Per Person (B) | Number of people* (C) | Extended Price (G) (B x C) |
|---------------------------|---------------------|-----------------------|----------------------------|
| Use of Assessment Tool    | \$                  | 50                    | \$                         |
| Coaching Session          | \$                  | 50                    | \$                         |
| <b>Subtotal</b>           |                     |                       | \$                         |
| <b>Annual Report Cost</b> |                     |                       | \$                         |



|              |    |
|--------------|----|
| <b>Total</b> | \$ |
|--------------|----|

\*Please note that in the Option Period #2, the number of uses and people is “up to” a maximum of 50 and will be used at OSFI’s discretion and should not be construed as a guarantee of work.

**Option Period #3:** December 1, 2016 to November 30, 2017

| <b>Requirement</b>     | <b>Cost Per Person<br/>(B)</b> | <b>Number of people*<br/>(C)</b> | <b>Extended Price (H)<br/>(B x C)</b> |
|------------------------|--------------------------------|----------------------------------|---------------------------------------|
| Use of Assessment Tool | \$                             | 50                               | \$                                    |
| Coaching Session       | \$                             | 50                               | \$                                    |
| Subtotal               |                                |                                  | \$                                    |
| Annual Report Cost     |                                |                                  | \$                                    |
| <b>Total</b>           |                                |                                  | \$                                    |

\*Please note that in the Option Period #3, the number of uses and people is “up to” a maximum of 50 and will be used at OSFI’s discretion and should not be construed as a guarantee of work.

**Option Period #4:** December 1, 2017 to November 30, 2018

| <b>Requirement</b>     | <b>Cost Per Person<br/>(B)</b> | <b>Number of people*<br/>(C)</b> | <b>Extended Price (I)<br/>(B x C)</b> |
|------------------------|--------------------------------|----------------------------------|---------------------------------------|
| Use of Assessment Tool | \$                             | 50                               | \$                                    |
| Coaching Session       | \$                             | 50                               | \$                                    |
| Subtotal               |                                |                                  | \$                                    |
| Annual Report Cost     |                                |                                  | \$                                    |
| <b>Total</b>           |                                |                                  | \$                                    |

\*Please note that in the Option Period #4, the number of uses and people is “up to” a maximum of 50 and will be used at OSFI’s discretion and should not be construed as a guarantee of work.

**Evaluated Price (D+E+F+G+H+I) = \$** \_\_\_\_\_

**Optional Services:** Contract Award to November 30, 2018

*Note to Bidders: The services below may be required during the term of the contract; however, OSFI is not sure when and/or if they will be exercised. As these services may not be used, the prices below will not be included in the Evaluated RFP Price. As such, prices are not mandatory for the items below and a Bidder may be awarded a contract without providing pricing for these items.*

| <b>Requirement</b>   | <b>Price</b> |
|--|--------------|
| Customization of Assessment Tool for Executive Level Employees | \$           |

| <b>Requirement</b>                                   | <b>Cost Per Person</b> | <b>Number of People*</b> |
|--|------------------------|--------------------------|
| Use of Assessment Tool for Executive Level Employees | \$                     | 20-25                    |
|  |                        |                          |



|  |    |       |
|--|----|-------|
| Coaching Session for Executive Level Employees | \$ | 20-25 |
| Certification for OSFI Employees               | \$ | 3     |

\*Please note that for the Optional Services, the number of people is “up to” a maximum of 25 and will be used at OSFI’s discretion and should not be construed as a guarantee of work.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**