

Question 1

M1 b) – National team of certified professional counselors.

Could you please give details on the locations we should understand in the use of the term « National ». Is a list of counselors for every location showed in Annex C sufficient to meet this criteria? Or should we provide our national network. Are we required to provide numbers of clinicians or do you require names?

Answer 1

While most Senate employees live and work in the National Capital Region, a small number of employees as well as many Senators and their immediate families reside elsewhere in Canada. As such, bidders must demonstrate their ability to provide EAP services throughout Canada. At a minimum, bidders must complete Annex C showing how individuals in the noted locations will be provided with EAP services by recognized professionals. Bidders are not required to provide the number of clinicians and all their names.

Question 2

M2 – Professional Counselors qualifications

Can the demonstration be made by presenting our detailed criteria for qualifications and selection process for counselors, supported by a table showing every counselor's name, address, credentials, specializations, diplomas and years of experience or do we have to produce a full resume for every counselor?

Answer 2

The requirement can be demonstrated through a table with the information you noted in your question.

Question 3

M4 a) – A list of organizations (minimum of 50) of present or past corporate clients.

Could you specify the type of clients you expect to see in this list as far as size, sector of activities, etc.? How much detail is required to submit for each organization?

Answer 3

The M4 a) Similar in scope and complexity is defined as: that have employees located in two or more cities or regions within Canada. They should have 100 or more employees eligible to receive EAP services. Some should require EAP services in both official languages. Some of the organizations should be from the public sector. The list should also indicate the period during which EAP services have been provided by the bidder. If the range or scope of services is comparable to those sought by the Senate

through the RFP then it would be sufficient to simply indicate “comparable”. If a significantly narrower range of EAP services is being provided then please list those services.

Question 4

R1 – Environmental Initiatives

We are prepared to properly address this question however we sensed it not fully aligned with this particular RFP for EAP services. Could you confirm?

Answer 4

The Senate of Canada has taken initiatives to reduce, reuse and recycle and wishes to encourage good corporate environmental stewardship. For this reason, it includes environmental initiatives criteria in all its competitive procurement processes and it is part of the Senate Procurement Policy.