



Number: 9K001-S15-0130-C
Financial codes: 0121-5102-3053-0481-000000000

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS
À:**

Réception des soumissions
(Mailroom)

Développement économique
Canada
Édifice Dominion Square
1255, rue Peel – Bureau 900
Montréal (Québec) H3B 2T9

**MODIFICATION DE L'INVITATION
002**

SOLICITATION AMENDMENT 002

Title – Sujet Coaching related to the development and implementation of mechanisms for Canada Economic Development for Quebec Regions' process optimization management./	
Accompagnement dans l'élaboration et mise en œuvre de mécanismes pour la gestion de l'optimisation des processus de Développement économique Canada pour les régions du Québec	
Solicitation No. – N° de l'invitation	Date
9K001-S15-0130-C	2015-05-21
Client Reference No. – N° référence du client 9K001-S15-0130-C	
GETS Reference No. – N° de référence de SEAG	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME
9K001-S15-0130-C	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le 2015-06-02	Time Zone Fuseau horaire EDT/ HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to - Adresser toutes questions à: Aline Mulinda	
Telephone No. – N° de téléphone : 514-496-6477	FAX No. – N° de FAX 514-283-3302
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Développement économique Canada Édifice Dominion Square 1255, rue Peel, bureau 900 Montréal (Québec) H3B 2T9	

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
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Comments - Commentaires

Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)
Signature
Date

Vendor/Firm Name and address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**



AMENDMENT # 002

Request for proposal 9K001-S15-0130-C

AMENDMENT N° 002

Solicitation amendment 002 is issued to **amend the evaluation criteria R1** and to respond to questions received during the solicitation period and the bidders' conference.

Please find enclosed the above mentioned amendment which is an integral part of the bid documents. This amendment modifies the bid documents in the manner described below. There will be no other written confirmation. All information included in this amendment take precedence over the information previously issued.

DELETE:

In Annex D, Evaluation Grid

R1. The bidder must demonstrate that one of the proposed resources has acquired experience in at least two government process optimization projects in the last 5 years.

To meet this requirement, the bidder must submit a maximum of 7 projects along with the following information:

- the name of the project
- the name of the client
- the resource's responsibilities as part of the project
- the project start and end dates
- a description of each project submitted; this description must include the reason why the bidder considers the project to be a government optimization project

0 to 1 project = 0 points

2 to 3 projects = 18 points

4 projects = 24 points

5 or more projects = 30 points

INSERT:

In Annex D, Evaluation Grid

R1. The bidder must demonstrate that one of the proposed resources has acquired experience in at least two projects subject to legislation, regulations, standards and guidelines in the last 5 years.

To meet this requirement, the bidder must submit a maximum of 7 projects along with the following information:

- the name of the project
- the name of the client
- the resource's responsibilities as part of the project
- the project start and end dates
- a description of each project submitted; this description must include the reason why the bidder considers to be a project subject to legislation, regulations, standards and guidelines.

0 to 1 project = 0 points

2 to 3 projects = 18 points

4 projects = 24 points

5 or more projects = 30 points

Questions and answers

Question 4: When you refer to simulation, are you referring to a Kaizen step or to simulations intended to demonstrate Lean principles?

Answer 4: We are referring to Kaizen simulations and not to simulations intended to demonstrate Lean principles. However, in some processes, it will not be possible to define the portion on which work needs to be done and a Value Stream Mapping (VPM) will need to be carried out.



Question 5: In criterion C3, when you refer to the simulation-based approach, are you referring to continuous improvement projects?

Answer 5: Yes.

Question 6: In the evaluation grid, the first paragraphs of criteria R1, R2 and R3 state that we need to demonstrate that one of our resources has experience. The second paragraph asks the bidder to demonstrate projects or activities.

- a. Confirm that you are not referring only to the resource cited in paragraph 1?
- b. Do these projects or activities need to have been carried out only by the resources being submitted?

Answer 6:

- a. we are referring only to the person who has experience under paragraph 1.
- b. Yes.

Question 7: Can we submit a resource for evaluation without being part of the work team?

Answer 7: No.

Question 8: What is the difference between R1 and R3?

Answer 8: For criterion R1, the proposed resource will be evaluated based on experience in process optimization. For criterion R3, the proposed resource will be evaluated based on experience in leading a group in a process optimization activity.

Question 9: Define risk management?

Answer 9: Risk management is a systematic approach to setting the best course of action under uncertainty by identifying, assessing, understanding, making decisions on and communicating risk issues.

Question 10: We want to clarify risk management: Does this involve risk management business processes or targeted process risk management?

Answer 10: Processes are graded according to risk. The steps of the process will be different depending on the risks associated with the action to be taken.

Question 11: Is the risk associated with day-to-day operations or in relation to a process change, based on the impact it could have? What is the level of risk?

Answer 11: The risk is in relation to the process.

Question 12: What organizations do you recognize for Lean Master / Black Belt certification?

Answer 12: We recognize certifications from all organizations.

Question 13: What certification criteria do you recognize for a Lean Master or a Lean Black Belt?

Answer 13: We recognize certifications from all organizations.

Question 14: Would you accept a Master's degree in Management Science – Management and Organizational Development, which includes courses in Lean, process improvement, project management, coaching, management dashboards, conflict management and change management IN ADDITION to 3+ years of experience in Lean facilitation, training and coaching in the federal government?

Answer 14: Please refer to the evaluation grid presented in Annex D of the RFP

