



**Procurement and Contracting Services**  
30 Victoria Street  
Gatineau, Quebec K1A 0M6

## AMENDMENT TO REQUEST FOR STANDING OFFER

The Request for Standing Offer is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Standing Offer remain the same.

<b>RFSO Amendment No.</b>  1	<b>RFSO Amendment Date:</b>  June 9, 2016
<b>Office of the Chief Electoral Officer File No.</b>  ECCL-RFSO-15-0580	
<b>Title:</b>  Coaching Services	
<b>Request for Standing Offer Closing Date:</b>  July 12, 2016 - 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>  Chantal Lagacé	<b>Tel No.</b>  819-939-1233

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer (RFSO) for Coaching Services bearing number ECCL-RFSO-15-0580 and dated June 1, 2016 (the "RFSO"). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

## **Part 2. Questions and Answers**

The following question(s) have been asked in response to the RFSO and Elections Canada hereby answers as follows:

### **2.1 Question No. 1**

Question:

In Appendix A to Annex A, Part IV, Parameters, you state:

- a) Coaching services will take place at ECHQ, the Distribution Centre or any other location within the NCR as determined by the Technical or Project Authority.

Can we presume then that you are only willing to accept face-to-face coaching (rather than telephone, Skype, etc.)?

and

- b) that combined with section 12 "EC will not accept any travel and living expense incurred and no travel time costs will be reimbursed. "means you are only interested in firms located within the NCR?"

Answer:

- a) Yes, EC will only accept face-to-face Coaching Services.
- b) No, it means EC will not accept any travel and living expense incurred and no travel time costs.

### **2.2 Question No. 2**

Question:

- a) Are the group services provided to employees who will also receive individual coaching?

- b) Is this group a 'cohort' where they will meet together over a period of time, with individual coaching in between group meetings?
- c) Is there any indication of the number of group and individual sessions required on an annual basis

Answer:

- a) Employees participating in group coaching may or may not also receive individual coaching
- b) Groups will be a 'cohort' that will meet together over a period of time, and participants may or may not receive individual coaching in between group meetings
- c) As and when required

### **2.3 Question No. 3**

Question:

"Each proposed Assigned Resource must hold a current professional designation and/or education degree from one of the following..."

Could you please define "education degree" given many professional executive coaches have degrees in a number of technical subjects, have become coaches as a career path change and the accumulation of many years of management experience not strictly related to their original university degree.

Answer:

For the purpose of M3, EC requires that each proposed Assigned Resource must hold a current professional designation and/or education degree from one of the following:

- a) Degree or diploma from a recognized post-secondary institution;
- b) Professional and Personal Coach Certification (PPCC);
- c) International Coach Federation (ICF)
- d) Accredited Coaching Training Program (ACTP);
- e) Approved Coach Specific Training Hours (ACSTH); or
- f) Continuing Coach Education (CCE).

Education degree is define by: University Degree (i.e.: Bachelor, Master, etc.) or College Diploma from a recognized Canadian or American University / College (Post-Secondary Institution). For Degree or Diploma gained outside North America – Canadian equivalency will be required. (This statement also applies for R3)

#### **2.4 Question No. 4**

Question:

Would the Crown kindly be able to specify which level(s) of seniority within Elections Canada the coaches would be working with for these standing offers?

Answer:

The Standing Offer for Coaching Services will be available to all employees of Elections Canada.

#### **2.5 Question No. 5**

Question:

Would the Crown please specify what kind of group coaching would be considered as relevant experience for this solicitation? For example: Group Leadership Training, Situation Management, Competency Workshops, Coaching Skills Training, etc.?

Answer:

Relevant experience: Facilitating Group Coaching Services as described in Section 9 of Appendix A to Annex A.

Facilitating Training Sessions and workshops will not be considered as relevant experience for Group Coaching Services.