



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.

RFSO Amendment No. 3	RFSO Amendment Date: June 23, 2016
Office of the Chief Electoral Officer File No. ECCL-RFSO-15-0580	
Title: Coaching Services	
Request for Standing Offer Closing Date: July 12, 2016 - 2:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Chantal Lagacé	Tel No. 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. 8

Question:

Who are your existing suppliers for the coaching services?

Answer:

We don't have any right now. Rolling out a standing offer tool for coaching services is a new initiative for Elections Canada.

2.2 Question No. 9

Question:

In the statement of work at point 5.05, can you clarify what you mean by “competitive processes?”

Answer:

Competitive Process is defined as follow: It is a selection process in which all eligible candidates are given an opportunity to express an interest to be considered for the position and where the candidate deemed most qualified through assessment of merit (as determined based on assessment of the candidate against the essential and any asset qualifications identified for the position), is selected for appointment. Competitive processes will normally involve an advertised notice that provides sufficient information regarding the essential and asset qualifications of the position and that allow potential candidates adequate opportunity to decide whether or not to apply and submit an appropriate application.

2.3 Question No. 10

Question:

With regard to criterion M2, how many resources do we need to propose?

Answer:

The Offeror may propose multiple resources as part of one offer.

Multiple resources are defined as follow: Minimum of one resource up to a maximum of four resources.

The offeror must submit an individual proposal for each proposed resource.

2.4 Question No. 11

Question:

Regarding criterion M4, we'd like to have descriptors for an "advanced level." Are you referring to the Public Service Commission levels or to a particular frame of reference?

Answer:

Public service reference:

Advanced level: Must be able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. May have some difficulty with some dialects and slang.

2.5 Question No. 12

Question:

Can you tell us how many Elections Canada employees will receive these services and the type of positions affected?

Answer:

The standing offer for coaching services will be available to all Elections Canada staff.

2.6 Question No. 13

Question:

How many hours of coaching are planned per person and per group?

How many total hours is EC allotting for this requirement?

Could you also provide us with the estimated budget for this requirement?

How many cohorts per year is EC anticipating for this requirement, and how many people per cohort?

Answer:

Coaching services is a new initiative for Elections Canada. Sessions will take place according to Elections Canada's needs, the number of hours are unlimited and cannot be anticipated.

There is no budget limit for this requirement.

The number of cohorts per year will vary depending on demand and EC employees' needs. "According to the definitions in Annex A – Statement of Work. **Group:** a maximum of four to six employees who will receive coaching from an assigned resource.

2.7 Question No. 14

Question:

How will the technical point rated criteria be rated if two resources are proposed on one offer?

Answer:

Each proposed resources, will be evaluated individually for both Mandatory & Technical Criteria's. Table 7.1 – Mandatory Technical Evaluation Criteria and Table 7.2 – Rated Technical Evaluation Criteria of Part 7 – Technical Evaluation Criteria must be completed for each proposed resource.

2.8 Question No. 15

Question:

If one resource gets fewer points is it an average of the two resources proposed?

Answer:

No, only the top proposed resources per category will be granted a Standing Offer. EC will be valuating each proposed resource individually.

2.9 Question No. 16

Question:

For each category (French and English) it states that they need to be submitted under separate cover – does this mean that two entire proposals need to be created for each

category (i.e. certifications, mandatories, financials etc. duplicated) or just two technical responses?

For clarification, in section A #1 if the vendor wishes to submit a proposal for both French and English can this be included in a single proposal? If so, can the resources be designate for either or both services in the proposal?

Answer:

Two separate proposals need to be created, one for each category. Elections Canada's intent is to have an English and French evaluating team therefor it is mandatory that French and English proposals be submitted under separate cover.

2.10 Question No. 17

Question:

Reference Appendix C – Article 12 Disposing of Records and Returning records to Elections Canada. Could you please advise which records? The records of coaching conversations maintained by the coach are confidential between the client and the coach. Also, professional standards for some professionals who provide coaching services require that documentation be kept for 7 years (e.g. Registered Nurse). Can you please clarify what must be returned?

Answer:

For the purpose of the Work, the notes of coaching conversations created by the Assigned Resource would not constitute Personal Information or a Record as defined in Appendix C and as such would not be required to be provided to EC. Information that is developed in response to Sections 5.07 and Subsection 8.01.01 of the SOW may constitute a Record.

2.11 Question No. 18

Question:

Part 7 – Rated Technical Criteria R1. What is the minimum number of project descriptions for each resource?

Answer:

R1 is a rated Criterion with no minimal requirement. The Offeror will receive up to ten (10) points for each project (maximum of eight), to a maximum of 80 points, that demonstrates the experience using the proposed principles in (i to v). A summary of the project should be provided.

2.12 Question No. 19

Question:

Section 7 – Rated Technical Criteria R4 – Coaching Approach – Group and Individual - Do you require a separate 1500 word submission for each resource or is it acceptable to provide a submission that covers all resources?

Answer:

A separate submission must be completed for each proposed resource. EC will be valuating each proposed resource individually.

2.13 Question No. 20

Question:

How many employees do you estimate will be referred for coaching services in a one year period?

Answer:

Coaching Services will be on an as and when required basis, EC is unable to provide an estimate.

2.14 Question No. 21

Question:

Since typically, coaches are working with multiple clients/engagements simultaneously, would the Crown consider waving the condition that overlapping coaching periods can be counted only once towards experience?

Answer:

Elections Canada, will only authorized overlapping of Coaching Services projects/engagements for Technical Rated Criteria – R1.