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**Demande de proposition (DDP)
Request for Proposal (RFP)**

Proposal To: Natural Resources Canada
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 therefor.

Commentaires - Comments

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Natural Resources Canada
1055, du PEPS, PO Box 10380
Quebec, QC
G1V 4C7

Title – Sujet Advanced Leadership Course and Communications Training	
Solicitation No. – No de l'invitation RNCan- 500025626-001	Date September 30, 2016
Requisition Reference No. - N° de la demande 134247	
Solicitation Closes – L'invitation prend fin at 02:00 PM EDT on October 24, 2016	
Address Enquiries to: - Adresse toutes questions à: france.bolduc@canada.ca	
Telephone No. – No de telephone 418 648-5043	Fax No. – No. de Fax
Destination – of Goods, Services and Construction: Destination – des biens, services et construction: Natural Resources Canada Canmet ENERGY 1615 Bld. Lionel-Boulet Varenes, QC J3X 1S6	
Security – Sécurité There are security requirements associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur:	
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 _____	



Amendment 001 – This amendment is prepared to answer questions and to make a correction in the mandatory technical criteria.

A. QUESTIONS / ANSWERS

1. Can the coaching be done remotely (Facetime, Skype or phone)? **No, given the number of hours that will be dedicated to coaching, this must take place in person, and the purpose of the exercise is to improve specific skills and answer questions of each participant.**
2. APPENDIX 2 – FINANCIAL PROPOSAL FORM
Deliver group training. Minimum 50 hours. Does this mean that the course must have a minimum of 6-7 days (7.5 hours per day)? **Yes, the course should be designed to take place over several days. We ask that the training be a minimum of 50 hours to ensure greater depth and breadth of content.**
3. Could the course "Advanced Leadership" be given in several modules within one or two days? **Yes, the course would ideally take place over several weeks/months, in modules lasting a few days each, so that participants can assimilate the information and gradually begin to apply it in their daily interactions.**
4. On page 25, it states that: ... Participants will already have made an assessment of their leadership skills in-house. The evaluation reports leadership skills ... Is it possible to know the name of the tool used and receive more information related to this assessment. **The tool used will be Franklin Covey's Leadership Quotient Assessment (360 evaluation – survey in which one asks one's colleagues to evaluate one's leadership skills).**
5. In relation to mandatory criteria O1, what is your definition of a "year of experience"? 50 days/year, 100 days/year, 200 days/years or fulltime job? We would like it to be changed to 3 years within the last 5 years or 5 years within the last 10 years. **We will accept three (3) years of experience (not required to be full-time) acquired over the last five (5) years.**
6. Rated criteria R3 stipulates the possibility of proposing one or more resources. However, there seems to be only one mandatory experience/talent related criteria O1 for both programs. We fail to see why one would need 5 years of leadership development skills (within the last 5 years) to teach a communication course and this, in the context that 2 resources might be proposed? Can you divide the requirement (create a separate mandatory criteria) for the communication program? **As a result of another question received, we have changed the criteria to accept three years of experience in leadership skills development (not required to be full-time), acquired over the last five years. The requirements for the communications component will be the same (i.e. three years of experience in communication skills development [not required to be full-time], acquired over the last five years.**
7. APPENDIX 2 – FINANCIAL PROPOSAL FORM
You ask to estimate the completion of psychometric tests of the 20 candidates. However, on page 25, section BACKGROUND, the 3rd paragraph, it says that the participants will already have



been internally assessed on their leadership skills, the reports provided will be for analysis and creation of a personal development plan for each participant. Should we still allow time for establishing the tests? **Yes. These are two different elements. Participants will have made their assessment of leadership skills, but the psychometric analysis of participants will be made by the supplier. Companies should clearly indicate what kind of test they will offer candidates.**

8. Will our proposal be considered if the process for obtaining security clearances for employees assigned to the project is still ongoing at the bids closing time on October 24? **Unfortunately not, as written on page 18 of 42, employees must hold a valid reliability status at the bid closing date (security certificate).**
9. Should we provide a hard copy of our organization security clearance issued by the Canadian Industrial Security Directorate (CISD)? **No it's not mandatory with the bid, but it's a quick method to validate that you have a valid Designated Organization Screening (DOS) clearance.**
10. Section 5.2.2, should we apply for conformity assessment in the Federal Contracts Program? **No. You can submit a bid if your company is not identified in the list of "limited eligibility bidders FCP" the Federal Contractors Program (FCP) for employment equity. You certify that you are not identified by signing the certificates of Part 5.**



B. CONTRACT AMENDMENT

APPENDIX 1 - EVALUATION CRITERIA

1.1 Mandatory Technical Criteria

Replace mandatory criteria O1 with:

Requirement N°	Mandatory Requirement	Page N° Proposal	Pass/Fail
O1	<p><u>Component A) The Advanced Leadership Program</u> The proposed resource(s) must have three (3) years (not required to be full-time) of experience related to leadership skills development, acquired over the last five (5) years.</p> <ul style="list-style-type: none"> Copies of curriculum vitae (CV) 		

ADD

Requirement N°	Mandatory Requirement	Page N° Proposal	Pass/Fail
O4	<p><u>Component B) Communications Training Program</u> The proposed resource(s) must have three (3) years (not required to be full-time) of experience related to communication skills development, acquired over the last five (5) years.</p> <ul style="list-style-type: none"> Copies of curriculum vitae (CV) 		