



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder name and address

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

Telephone No. - No de téléphone

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Table with 2 columns: Solicitation No. - No de l'invitation, Date, Amendment No. - N° modif., Solicitation closes - L'invitation prend fin, Time zone - Fuseau horaire, Contracting Authority - Autorité contractante, Fax No. - No de télécopieur, Destination - Destination, THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.



SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP.

1. QUESTIONS AND ANSWERS

At Appendix 2: Point Rated Criteria, Category A: Counsellor Experience and Education, 1. Professional Counsellors:

Section C

c) For each proposed professional counsellor, the Bidder should describe their experience in providing counselling in the following areas:

1. Solution-oriented therapy
2. Brief individual therapy
3. Brief family therapy
4. Cognitive behavioural therapy
5. Suicide intervention
6. Career counselling (ex. Myers-Briggs Type Indicator (MBTI))
7. Assessment and treatment of trauma, abuse or violence
8. Addictions
9. Grief counselling

Q1. What type of professional counselling services do you expect?

A1. We want to ensure that the proposed counsellors have a variety of approaches and specialties in counselling services in an Employee Assistance Program context.

Section E

e) Critical Incident Stress Management (CISM)

The Bidder should provide the number of debriefing or defusing sessions provided by the proposed counsellors that meet the mandatory criteria 3 d) in the 24 months prior to bid closing.

Q2. As these services are specialized, do the professionals in question have to be part of the minimum 43 proposed resources whose point average will be calculated, or can we introduce them separately as professionals specialized solely in critical incident response?

A2. You can have a group of counsellors who specialize in critical incident stress management. They can be different from those who provide counselling services.

Section F

f) The Bidder should describe advisory-related training of each proposed professional counsellor offering professional consultation and advisory services.

1. Coaching
2. Consultation skills
3. Conflict resolution
4. Organisational development
5. Team-building

Q3. As these specialized services do not usually fall within the EAP, do the professionals in question have to be part of the minimum 43 proposed resources whose point average will be calculated, or can we introduce them separately as professionals specialized solely in guidance and consultation services?



A3. Yes, they can be introduced separately, but you should also include documentation on professional training and membership in a recognized professional association.

Q4. Explain what expertise in counselling and organizational development means to the CRA so we can identify training our counsellors have taken that relates to these fields.

A4. By "expertise in counselling," we mean professional counselling services for managers. With regard to organizational development, we want to know what your counsellors can offer regarding the issues, processes and strategies in an organizational and a business project assistance setting.

Q5. How can we prove that the maximum of 6 points was obtained? Can one counsellor get all 6 points for the firm or will there be an average for all the proposed counsellors?

A5. You must indicate whether your counsellors have been trained in these fields. Given that each field is worth 0.5 points, a counsellor cannot receive the maximum of 6.

At Appendix 1: Mandatory Criteria, Table M1

Current membership in an applicable EAP-related or clinical counselling organisation that has a code of ethics and means of investigating complaints and imposing disciplinary measures or legal sanctions: The Bidder must provide a copy of the membership documentation for all applicable EAP-related or clinical counselling organisations for each proposed professional counsellor **at bid closing**. Moreover, the proof of membership document must clearly state the **expiry date** to demonstrate that the membership is current. If the proof of membership does not include an expiry date, it must be accompanied by a letter of standing from the EAP-related or clinical counselling organisation providing the name of the proposed professional counsellor, status of membership, and an expiry date.

Q6. As mentioned on the [Ordre des psychologues du Québec](#) website, every year, professional associations ask their members if they are still practicing when it comes time to renew their membership. Membership is therefore annual and renewable once a year on the anniversary of membership. Is proof of membership enough to meet the mandatory criterion even if this proof does not clearly show an expiry date?

A6. Yes, this proof is enough. If necessary, provide detailed information to facilitate understanding of the type of document provided.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED