



## Q & A FOR OPEN BID RFP # FIN-951311-2017-04-26 DEPARTMENT OF FINANCE CANADA

### AMENDMENT #1:

Please note that the RFP has been extended until June 9<sup>th</sup>, 2017 @ 2pm EST

### ANSWER #6:

The department of Finance has incorporated a new section (management) to this program. We are looking at a new tailored program.

### QUESTION #6:

"A supplier has previously provided a customized Executive (EX) Leadership Program for EX minus 01 and 02 level managers focused on core leadership competencies". Would it be possible to have a copy of this material given you are asking suppliers to give a course, or courses, presumably based on it (this material).

### ANSWER #5:

The pricing the Department has asked for is an All-inclusive fixed rate as per the Annex B- Basis of Payment. The bidder must Bid accordingly.

### QUESTION #5:

Can you please confirm that the pricing information you require is "an all-inclusive fixed per diem rate" that presumably could include a portion for rental of suitable facilities. And with no estimation of actual costs based on number of course days etc. In other words, the costing is based on submission of a daily rate?

### ANSWER #4:

Please see the attached Bid Submission Form

### QUESTION #4:

Please indicate if bidders need to complete a Bid Submission Form as per section 3.1 a) of the RFP. If yes, please indicate where it can be found in the RFP or provide instructions to bidders regarding how they can obtain the Form.

**ANSWER #3:** Yes you must submit a resume for each proposed resource

### QUESTION #3:

On page 7 of the RFP it indicates under section e) that "unless specified otherwise in the RFP, the technical bid must include resumes for the resources identified in the bid...". Mandatory requirements M5 and M6 provide very specific information required for each proposed



resource. If we provide the detailed information provided in M5 and M6 is it also required that bidders submit a resume for each resource?

**ANSWER #2:** The proposed program must be linked to the key leadership competencies

**QUESTION #2:**

It was mentioned that the identified executives have already taken a training program on basic leadership skills. In order to avoid any redundancies between the proposed program and the program that was already taken by the executives in the past, can you give us an overview of the themes and content that would be addressed in the basic program?

**ANSWER #1:**

The Department of Finance will amend the following under M1;

- One of the three programs must have been delivered to Executives in the Federal Public Service and/or **provincial experience**

**QUESTION #1:**

For M1, we must have delivered three programs delivered within the last five years, and one of them must have been delivered to executives in the federal public service.

We have considerable experience in this type of program, mainly with clients in the provincial public service. Would it be possible to amend this criterion so that experience with provincial governments can be taken into account?