



REQUEST FOR INFORMATION (RFI)

FOR THE PROVISION OF AN ICF ACCREDITED COACHING CERTIFICATION PROGRAM

Date issued:

September 18, 2018

Solicitation File Number:

RFx-000053

Solicitation Closes:

October 5, 2018 at 11:00 am Ottawa local time

Inquiries:

Daniela C. Michaud
Senior Officer, Procurement

Tel: (613) 742 - 5377

Email: dcmichau@cmhc-schl.gc.ca

1. INTRODUCTION

Canada Mortgage and Housing Corporation (CMHC) is the Government of Canada's National Housing Agency, with a mandate to help Canadians gain access to a wide choice of quality, affordable homes. It is a Crown Corporation, with a Board of Directors, reporting to Parliament through the Minister of Families, Children and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation, the Honourable Jean-Yves Duclos.

CMHC has 2,000 employees located at its National Office in Ottawa, and at various Business Centres throughout Canada. The Business Centre areas are divided into five regions: Atlantic; Quebec; Ontario; British Columbia; and Prairies & Territories.

A comprehensive Company profile of CMHC can be found at www.cmhc-schl.gc.ca

2. DEFINITIONS SUMMARY

ACC	Associate Certified Coach
ACSTH	Accredited Coach Specific Training Hours
CMHC	Canada Mortgage and Housing Corporation
ICF	International Coach Federation
RFI	Request for Information
RFP	Request for Proposal
Respondents	Potential vendors submitting a response to the RFI
Proponents	Potential vendors submitting a proposal to the RFP

3. PURPOSE

The purpose of this Request for Information (RFI) is to seek information from companies on their ability to provide a coaching certification program certified by the International Coach Federation (ICF) to CMHC's people leaders.

4. BACKGROUND

At the end of 2018 or beginning of 2019 CMHC would like to offer an ICF certified coaching certification program, in both official languages to its various people leaders.

5. REQUIREMENTS

5.1 Requirement overview

CMHC will require to train approximately 25 employees. It is understood that training would be held remotely over a longer period of time and with certain sessions held onsite CMHC National Office in Ottawa. The training may be offered in group sessions (for example 2 groups of 12 employees), must be delivered in French and English and should have a level of effort of approximately 100 hours for each participant

Required program(s):

- a. The ICF certified ACSTH (Accredited Coach Specific Training Hours) program for employees to receive their ACC (Associate Certified Coach) international coach designation;

5.2 Respondents must meet the following **mandatory requirements**:

- a. Be accredited by ICF to provide an ACSTH program towards the ACC path; and
- b. Have the ability to provide the coaching programs in Canada's both official languages.

6. ACQUISITION STRATEGY

If multiple qualified responses to this RFI are received, it is CMHC's intended to have a three (3)-stage procurement process:

Stage 1: Seek capable companies	→	Request for Information
Stage 2: Select (1) one company	→	Request for Proposals
Stage 3: Contracting	→	Agreement negotiation and ratification

Stage 1: RFI

Responses submitted under the RFI are non-binding. The issuance of the RFI is not to be considered in any way a commitment by CMHC or as authority to undertake any work.

Stage 3: RFP

Respondents with qualified responses from this RFI may be requested to submit full proposals. Full proposals will be evaluated in accordance with the evaluation criteria identified in the RFP. Shortlisted proponents may enter negotiations with the CMHC.

Stage 4: Contracting

The selected proponent(s) from the RFP may enter into negotiations with CMHC and sign an agreement.

7. REVIEW OF THE RFI

CMHC reserves the right to request additional information for clarification during the review of the responses to this RFI, and/or to consider a subsequent modification of the response put forward by a Respondent.

No payment will be made for costs incurred and associated with the preparation and submission of a response to the RFI. All costs are the sole responsibility of the Respondent.

8. NO OBLIGATION

The issuance of this RFI does not create an obligation for CMHC to issue a subsequent competitive procurement process and does not bind CMHC legally or otherwise, to enter into any agreement or to accept any suggestions from Respondents.

This RFI process is not a bid solicitation and a contract will not result from this request.

9. PROCUREMENT PROCESS

Respondents should express their interest to CMHC by the closing date shown on this notice. In the event CMHC chooses to issue a RFP following this RFI, the RFP will be issued to those Respondents who: (i) meet the mandatory requirements; and (ii) have expressed their interest to CMHC.

The timing of a subsequent RFP is planned as follows:

- RFP issue date: November 2018
- Proposal receipt: December 2018
- Evaluations & negotiations: December 2018
- Award date: January 2018

10. TERMS OF REFERENCE

- Only those Respondents able to meet the RFP timelines as stated above, should respond to this RFI;
- If there are any questions relating to the requirements as provided, companies should direct their inquiries to the Contract Authority (Daniela Michaud) at the following address:

dcmichau@cmhc-schl.gc.ca and
ProcurementSourcing_Sourcesd'approvisionnement@cmhc-schl.gc.ca

by 02:00 pm ET on September 20, 2018. Answers to questions will be posted on **September 27, 2018** unless they are of proprietary or confidential in nature;

- In order for interested Respondents qualifications to be considered for this opportunity, CMHC requests that the RFI responses be provided to the Contract Authority (Daniela Michaud) **by 11:00 am ET on October 5, 2018**;
- CMHC reserves the right to request supporting details and validate any interested parties qualifications and capabilities;
- CMHC intends to conduct negotiations as part of the RFP selection process;
- CMHC reserves the right to cancel this RFI at any point and/or refrain from issuing an RFP;
- Neither this RFI nor any subsequent selection process will in any way impose an obligation or responsibility on CMHC (i) to execute any contract with any Respondent and (ii) for any costs incurred by a Respondent to respond to this RFI. By submitting a response to this RFI, Respondents waive any right to seek costs or damages or any other remedy against CMHC with respect to this RFI or any subsequent RFP or other selection process.

11. RFI RESPONSE

The Respondent's RFI response should include the following items:

- A signed copy of the Expression of Interest; and
- A statement of interest outlining the Respondent's program offerings as per Section 5.1 a. and a brief description per each mandatory requirement as per Section 5.2 a. and b. as to how the Respondent meets the mandatory requirements, maximum of two (2) pages total.

EXPRESSION OF INTEREST

This form is used to confirm your company's intent to respond to a subsequent Request for Proposal.

RFI No.: RFX-000053

Dear Sir or Madam:

We hereby confirm our interest in responding to a RFP. We acknowledge and warrant that we meet the mandatory requirements stated in this notice, and possess the requisite experience and expertise, as well as the financial stability to (i) fulfill the service; or (ii) supply the good.

Please indicate language of preference for RFP documents:

English; or

French.

Signed:	
Name & Title: (point of contact)	
Company:	
Address:	
Telephone:	
Mobile:	
Email:	
URL:	