

**QUESTIONS and ANSWERS SERIES # 1 and AMENDMENT #001**

**REQUEST FOR STANDING OFFER (RFSO)**

**For the Public Service Commission of Canada**

**This amendment is raised to:**

- 1. Modify 3.5.1 – Mandatory Technical Requirements ; and**
- 2. Modify item 1.2 Template that must be used for submitting information on experience for assessing individuals (i.e., MT2 - 3) of Appendix L**

**Question 1:**

I'm located in Vancouver, is there a possibility of work being done remotely? i.e. telephone or video conference?

**Answer 1:**

Very rarely. This contract is intended for mostly in-person assessments.

**Question 2 :**

MT.1 asks for a minimum of 10 years of experience as a Manager but there seems to be no points allocated.

Question: Is there a missing point rating?

**Answer 2:**

No, MT.1 is a pass or fail criterion.

**Question 3**

MT.2-1

Experience as an Executive or Senior Executive for at least 5 consecutive years on a full-time basis

Question: Would the PSC consider awarding 100 points for every 5 years of executive service?

**Answer 3:**

No, we will not consider having 100 points awarded for every 5 years of executive service.

**Question 4 :**

MT.2.3

Recent experience using a variety of standardized assessment instruments.

The resource must have delivered or used assessment instruments with at least 60 candidates in the last 5 years. At least 3 different types of assessments must have been administered.

Standardized instruments may include, but are not limited to: simulation exercises, behaviour-based structured reference checks, scoring written in-basket tests, structured interviews, 360 degree feedbacks. Assessment Centres, including PPC Assessment Centres, are considered. These include SELEX, SIL, IMMP, EX-03.

IMPORTANT NOTE: Bidders MUST fill out Appendix L to demonstrate this Technical criteria.  
100 points

Question: Would the PSC consider a wording change to:  
60 candidates in the last 10 years from any of the following assessments

**Answer 4:**

No, but we have made a change to this criteria. Please refer to **3.5.1 – Mandatory Technical Requirements** Rev #1.

**Question 5:**

MT. 2-4

Recent Continuous Learning and/or Development in the field of HR and/or leadership  
(25 points per cumulative year of involvement – up to 125 points)

Question: Would the PSC consider dropping this requirement?

**Answer 5:**

No

**Question 6:**

MT.2-5

Recent experience with Formal Coaching (25 points per year cumulative of involvement – up to 125 points) Mentoring or providing career advice to supervisors, managers and/or executives in a formal context (i.e., as a certified coach or as part of a coaching organisation– not within the context of a regular working relationship). These services must have been provided in the last five (5) years prior to the RFSO closing date.

Question: Would the PSC agree that coaching and mentoring is part of the responsibilities of an executive position as accepted in the recent PSC Standing Offer text for Executive Counselling and hence reflected in the requirement and dropping the following words: (i.e., as a certified coach or as part of a coaching organisation– not within the context of a regular working relationship). These services must have been provided in the last five (5) years prior to the RFSO closing date.

**Answer 6:**

No

**Question 7:**

You mention in the example from the PPC Assessment Centres, SELEX, SIL, IMMP, EX-03. However you do not mention the other centre like IPEX and the series belonging to 800, such as the 861 and the 862. And you do not mention the 400 series, however, these simulations are part of the PPC and also evaluate the key competencies in leadership. Can we mention in our experience this or simply the examples mentioned in the RFSO?

**Réponse 7 :**

You can include the other assessment (IPEX, 800, 861, 862) in your submission. The listed evaluations are only examples.

**Question 8 :**

The Appendix "L" asks the name of the organisation for which we have conducted the evaluation. Our evaluators do not have this level of detail. Moreover, during the last meeting with the managers of PPC, the evaluators and the contracted psychologists mentioned the need to be briefed in advance on the needs of the clients, including who is the client. Very often we do assessment without knowing which federal institute the candidate belongs. Those details are part of the archived files of the PPC for which we do not have access, therefore it is impossible to give the required information in the appropriate box in Appendix "L".

**Réponse 8:**

The name of the organisation for the delivered assessment at PSC does not need to be specified. Simply indicate that the assessment was conducted at PSC (and indicate the approximate dates)

**1. Modify 3.5.1 Mandatory Technical Requirements:**

Delete: **3.5.1 Mandatory Technical Requirements** in its entirety; and

Insert: The following **3.5.1 – Mandatory Technical Requirements Rev. #1**

Item #	Mandatory Technical Requirements	Cross-Reference to Proposal (Indicate section and page # as appropriate)	Met/Not Met (Column for PSC use only)
<b>MANAGEMENT EXPERIENCE</b>			
<b>MT.1</b>	The proposed resource <b>MUST</b> have a minimum of (10) consecutive years (on a full time basis) of experience as a Manager.		
<b>EXPERIENCE GAINED AS AN EXECUTIVE; IN HUMAN RESOURCES MANAGEMENT; WITH STANDARDIZED ASSESSMENTS; COACHING; AND CONTINUOUS LEARNING AND DEVELOPMENT</b>			

<p><b>MT.2</b></p> <p><b>MT.2-1</b></p> <p><b>MT.2-2</b></p>	<p>The proposed resource <b>MUST</b> have acquired, as a minimum, a combination of the following experience that is equal to at least 225 points.</p> <p>If a proposed resource does not demonstrate experience equal to at least 225 points, this mandatory requirement will be evaluated as <b><u>NOT MET</u></b>.</p> <p>Experience as an Executive or Senior Executive for at least 5 consecutive years on a full-time basis</p> <p><i>100 points</i></p> <p>Managerial or Executive Experience in the HR sector (e.g., Head of HR, Manager of classification, Director of Corporate HR) for at least 3 consecutive years on a full-time basis</p> <p><i>(can be in addition to MT.2.1)</i></p> <p><i>75 points</i></p>		
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<p><b>MT.2-3</b></p>	<p><b>Recent experience using a variety of standardized assessment instruments (for selection and/or development).</b></p> <p><b>The resource must have delivered or used assessment instruments with at least 25 candidates in the last 5 years. At least 2 different types of assessments must have been administered.</b></p> <p><i>Standardized instruments may include, but are not limited to: simulation exercises, behaviour-based structured reference checks, Mock Interview Boards (practice interviews), scoring written in-basket tests, structured interviews, 360 degree feedbacks. Assessment Centres, including PPC Assessment Centres, are considered. These include SELEX, SIL, IMMP, EX-03.</i></p> <p><b>IMPORTANT NOTE: Bidders <i>MUST</i> fill out Appendix L to demonstrate this Technical criteria.</b></p> <p><b>100 points</b></p>		
<p><b>MT.2-4</b></p>	<p><b>Recent Continuous Learning and/or Development in the field of HR and/or leadership</b></p> <p><b>(25 points per cumulative year of involvement – up to 125 points)</b></p> <p><i>Having completed a university degree, course, diploma, certificate, etc. specifically in Human Resources and/or leadership – in the last five (5) years prior to the RFSO closing date. To count as one year, the course undertaken must be of a duration of at least one year OR a combination of relevant courses</i></p>		

<p><b>MT.2-5</b></p>	<p><i>completed over a period of at least one year. Please provide detailed information on the continuous learning or development courses listed.</i></p> <p><b>Recent experience with Formal Coaching</b></p> <p><b><i>(25 points per year cumulative of involvement – up to 125 points)</i></b></p> <p><i>Mentoring or providing career advice to supervisors, managers and/or executives in a formal context (i.e., as a certified coach or as part of a coaching organisation– not within the context of a regular working relationship). These services must have been provided in the last five (5) years prior to the RFSO closing date.</i></p>		
<p><b>Total points for MT 2</b></p>			<p><b>/525</b></p>
<p><b>EDUCATION</b></p>			



<p><b>MT.3</b></p>	<p>The proposed resource <b>MUST</b> possess as a minimum, a post-secondary diploma from a recognized Canadian university or college or a post-secondary diploma recognized by a Canadian credentials assessment service or Canadian legally mandated professional regulatory body if obtained outside Canada.</p> <p>The proposed resource <b>MUST</b> provide documentation (<b>such as a copy of diploma</b>) to confirm education.</p> <p><b>Bidders who do not submit the requested documentation with their proposal will have 72 hours (three business days) to provide them. If the documents are not provided within the 72 hours, the resource will be deemed non-compliant.</b></p>		
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**2. Modify Appendix L Template that must be used for submitting information on experience for assessing individuals (i.e., MT2 - 3):**

Delete: Item **1.2 Template that must be used for submitting information on experience for assessing individuals (i.e., MT2 - 3)** of Appendix L in its entirety; and

Insert: The following new item **1.2 Template that must be used for submitting information on experience for assessing individuals (i.e., MT2 - 3) of Appendix L**

**1.2 Template that must be used for submitting information on experience for assessing individuals (i.e., MT2 - 3)**

Experience in assessing individuals' competencies using standardized assessments such as, but not limited to, SELEX, SIL, Simulation Exercise for Senior Executive (EX03), IMMP, simulation exercises, 360 feedback, structured interviews, Mock Interview Boards or other assessment techniques/tools/methods				
Name of Assessment	<u>If not an assessment product offered by the Personnel Psychology Centre (PPC) at the Public Service Commission (PSC) please provide the following information:</u>  Description of the assessment, including : <ul style="list-style-type: none"> <li>• Level of candidates assessed (Supervisor, Manager, Executive);</li> <li>• Components of assessment (e.g., role play, presentation, simulation, quantitative data)</li> <li>• Composition of assessment panel (if applicable);</li> <li>• Length of assessment (hours);</li> <li>• Use of assessment (selection or development); and</li> <li>• Competencies assessed.</li> </ul>	Name of Organization for whom the assessment was conducted	Dates conducted (start and end dates, mm-yy to mm-yy)	Number of Candidates Assessed
			<b>TOTAL NUMBER OF CANDIDATES ASSESSED</b>	

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**