

QUESTIONS and ANSWERS SERIES # 2

REQUEST FOR STANDING OFFER (RFSO)

For the Public Service Commission of Canada

Question 1:

Is it necessary to include organization charts if the CV describes in detail the positions held, reporting relationship, size of organization, responsibilities in various departments at various times?

Answer 1:

As long as the following information is complete, an organizational chart will not be necessary (see section 3.5):

- a) Organization name and total workforce (permanent full-time or part-time);
- b) Positions occupied, including start and end dates (mm-yy);
- c) The resource's hierarchical level in the organization;
- d) Reporting structure both below and above the resource's position.

Question 2 :

For joint venture proposals, do both parties need to have a Procurement Business Number (PBN), or is it sufficient that the representative party has a PBN to submit the proposal?

Answer 2:

It is sufficient that the representative party has a PBN to submit the proposal.

Question 3

Can the proponent submit a proposal which includes a sub-contractor as the resource?

Answer 3:

Yes, please refer to the RFSO requirements regarding sub contractors.

Question 4 :

For MT.2-2 "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 (can be in addition to MT.2.1)" - can we count this for a proposed resource whose job description was predominantly HR (e.g.,80%) - with a different job position title?

Answer 4:

Yes, as long as the position is at the Managerial or Executive level. (see definitions in section 3.3) and the experience clearly pertains to Human Resources Management functions (e.g.,

assessment and selection, development and talent management, classification). If the position wasn't in the HR sector, the HR Management functions should be clearly listed in the submission and should reflect the majority of the workload in that position.

Question 5:

For MT.2-5, can you provide an example of coaching “not within the context of a regular working relationship”? For example, if the resource has provided coaching to an employee in the same organization but a different division (e.g., not a direct supervisory relationship), does that count as coaching “not within the context of a regular working relationship”?

Answer 5:

As is stipulated in MT.2-5, the coaching must be delivered 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*). Hence the proposed mentoring example of an employee in a different division will count if the coaching was delivered in a formal structure (e.g., a mentoring program, a development program), but will not count if it was an informal agreement.

Question 6:

Can the proposed resource be located outside of NCR (e.g., another Canadian province)?

Answer 6:

Yes, but the services will be mostly delivered in the NCR (and travel to the NCR is not paid).

Question 7:

Thinking of resources located outside of the NCR that would require travel, will the orientation and training for a specific assessment occur right before a contract work starts (e.g., continuous days) or should we expect breaks in the schedule between the initial training/orientation, the contract-specific training/orientation, and the actual contract work?

Answer 7 :

Yes, there will certainly be breaks in the scheduling of training/orientation and actual work. To ensure that contractors are up to date when delivering services, periodic Quality Assurance exercises will be conducted.

Question 8 :

Is there a minimum number of days for actual work (once a call-up is issued)? Or alternatively, is there an average number of days for each call-up work?

Answer 8:

It depends on the assessment, but generally it ranges between a 0.5 day and 1.5 day of work. There may be assignments that are shorter or longer in length of time, but the resource would always be advised of this requirement prior to accepting the work.

Question 9 :

During call ups, will we know how many days of work is being required? To assist resources outside of the NCR, will the schedule be known during call ups?

Answer 9:

Yes, the scope of the work will be clearly defined when it is offered through a call-up.

Question 10 :

At what point should we process the security clearance requirements for this project? Do we apply for a security clearance before submitting the proposal, or after we have been selected for a standing offer? How do we apply for a security clearance?

Answer 10:

Section 1.2 security requirements of Part 1 stipulates that the security requirements must be met before issuing a TA. Here is the link to obtain information on obtaining a security clearance <https://www.tpsgc-pwgsc.gc.ca/esc-src/soustraitance-subcontracting-eng.html#s8>

Question 11 :

If one of our members has a Secret Security Clearance, is that sufficient? What information do you need to get proof of this clearance level?

Answer 11:

Yes secret security clearance is sufficient as only a Reliability clearance is required. We require full name, date of birth and security clearance number to confirm the resource's security clearance.

Question 12 :

For Items 1 to 3 in Appendix G, do the Maximum Batch Prices listed represent the maximum daily rates?

Answer 12:

These are the batch prices for the assessment modules listed, not a daily rate. Each assessment listed requires a different time commitment.

Question 13 :

The project indicates that we cannot communicate with anyone else but the associated procurement officers. However, is it possible to communicate with the Office of Small and Medium Enterprises (OSME) in Public Services and Procurement Canada (PSPC)?

Answer 13:

Yes

Question 14 :

Some retired executives are contractual' for the Executive Counselling Services. As per the mentioned criteria MT.2-5, will the interventions of these retired executives, in contract with the Services and Business Development Sector, are considered «formal coaching». If so, why?

Answer 14:

Yes, these interventions are considered « formal coaching » since they occur within a formal structure.

Question 15 :

Why is the requirement MT.2-5 focusing on the recent experience on formal coaching focuses on coaching while the evaluators are not required to play a coaching role.

Answer 15:

Criteria MT.2-5 (coaching experience) encompasses knowledge, skills and competencies that are related and can be applied to the assessment of leadership

Question 16 :

Why allow points for coaching (25 points per year cumulative of involvement – up to 125 points) when you have reduce the requirement of past experience in the various standardized assessment instruments from 60 candidates to only 25 candidates and have lowered the requirements of 3 different type of assessments to 2. Furthermore, the points for experience with the assessment instruments counts for 100 points while the coaching goes for 125 points. Is this requirement unbalanced since you are searching for evaluator and not coaches?

Answer 16:

Criteria MT.2-5 (coaching experience) encompasses knowledge, skills and competencies that are related and can be applied to the assessment of leadership

Question 17 :

Will the evaluators be asked to play a more formal coaching role in the future?

Answer 17:

No

Question 18:

Regarding MT.2-2 "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". Question: Would the Crown accept over 3 consecutive years of senior executive experience with responsibility for the HR sector (with other sectors), with demonstration of extensive experience in leading re-organizations, re-classification, staffing processes, etc., including sole signing authority for all HR decisions for over 1 year).

Answer 18:

Yes, as long as the position is at the Managerial or Executive level. (see definitions in section 3.3) and the experience clearly pertains to Human Resources Management functions (e.g., assessment and selection, development and talent management, classification). If the position wasn't in the HR sector, the HR Management functions should be clearly listed in the submission and should reflect the majority of the workload in that position.

Question 19:

Regarding MT.2-2 - Would the Crown accept direct experience working on development of assessment tools (such as the in-basket or leadership competencies) for this criteria?

Answer 19:

Please include these details in your submission as they relate to your role as a Manager or Executive in the HR sector (MT.2-2).

Question 20:

Regarding MT.2-5 "recent experience with formal coaching". Would the Crown accept a list of names (& contact info) with number of years of mentoring/providing career advice to each person (not within a regular working relationship) as sufficient to demonstrate this experience?

Answer 20:

As is stipulated in MT.2-5, the coaching must be delivered 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*). Hence the proposed mentoring example of various individuals will count if the coaching was delivered in a formal structure (e.g., a mentoring program, a development program), but will not count if it was an informal agreement.

Question 21:

re Appendix G - Basis of Payment. We currently provide these services within the public sector and have a number of senior practitioners who qualify; however, the ceiling rates as shown in Appendix G are well below current industry levels, thus discouraging responses from seasoned consultants and limiting the pool of qualified candidates to the Crown. Would the Crown consider remove the ceiling rates and evaluate based on a 70/30 technical/financial response as per common industry practice?

Answer 21:

No

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.