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Bid Receiving
 Shared Services Canada | Services
 partagés Canada
 180 Kent Street
 Ottawa, Ontario
 K1G 4A8
 13th Floor

AMENDMENT REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Shared Services Canada

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 or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Services partagés Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées **Instructions : See Herein** ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

Comments - Commentaires

This document contains a Security Requirement

Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution

Shared Services Canada – SA Authority
 Procurement Operations
 180 Kent Street
 Ottawa, Ontario
 K1G 4A8

Title – Sujet Psychometric Testing Tool and Training Services	
Solicitation No. – N° de l'invitation R0000059995	Date July 16, 2020
Amendment number: 1	
Buy & Sell Reference No. – N° de reference de SEAG R0000059995	
File No. – N° de dossier R0000059995	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le August 17, 2020	
Time Zone Fuseau horaire EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Julie Dessureault	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone : 613-608-3114	FAX No. – N° de FAX 613-948-0990
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Amendment #01 is raised to respond to Question 1 to 11

QUESTION	RESPONSES
<p><u>Question 1:</u></p> <p>It says that two CVs of professionals certified in psychometric analysis must be provided, but is it possible to have several individuals?</p>	<p>Only the two proposed professionals will be evaluated as part of the procurement process, but we are open to working with other professionals if necessary. Those new resources will be also be evaluated at a later date.</p>
<p><u>Question 2:</u></p> <p>To better evaluate the cost, must the bid be based on three consecutive years of full-time work?</p>	<p>The cost must be based on the use of the psychometric tools and training as needed.</p>
<p><u>Question 3:</u></p> <p>Is there any cost to bid?</p>	<p>No, there is no cost to bid.</p>
<p><u>Question 4:</u></p> <p>Page 12 of the French document indicates that ten courses need to be provided for the facilitators. Do these ten courses relate to content that is different, for which training is given repeatedly or once per content?</p>	<p>We are referring to the certification courses for facilitators. We need to certify existing SSC facilitators and facilitators who will be joining the department throughout the duration of the contract.</p>
<p><u>Question 5:</u></p> <p>5A) In planning this mandate, will the following be added?: Analyses of organizational culture, work environment, the make-up of groups, specific needs to be considered?</p> <p>5B) Ongoing training, tracking of learning, mentoring and coaching?</p>	<p>5A) SSC facilitators do not have a mandate to carry out analyses of the organizational culture and work environment. Having psychometric tests that include these types of analyses would be interesting but is not required to fulfill the mandate of SSC facilitators.</p> <p>As mentioned in the statement of work, the tool needs to be able to identify individual needs and combine individual psychometric profiles to show the make-up of the groups.</p> <p>5B) SSC facilitators do not have a mandate to carry out ongoing training, tracking of learning, mentoring and coaching. However, the vendor may pursue these learning solutions for the certification of facilitators.</p>



<p><u>Question 6:</u></p> <p>6A) In the French document, are the SSC “animateurs” different from the “facilitateurs”?</p> <p>6B) How many “animateurs” are there? How many “facilitateurs”?</p>	<p>6A) The term “facilitateurs” refers to Shared Services Canada (SSC) facilitators.</p> <p>6B) There are currently 11 facilitators. The actual number to be trained will vary as facilitators arrive and leave throughout the duration of the contract.</p>
<p><u>Question 7:</u></p> <p>-Who is responsible for tracking the completions?</p>	<p>After a test is completed, the vendor must produce and share the report.</p>
<p><u>Question 8:</u></p> <p>How many people with a disability are there who would need support to take the tests?</p>	<p>SSC employs roughly 420 people with various accessibility needs. The actual number varies depending on the departures and arrivals of employees.</p>
<p><u>Question 9:</u></p> <p>It is indicated that the platform allows for psychological tests to be assigned. Is this in relation to stress? To which difficulties?</p> <p>Do you have specific requirements regarding the types of psychological tests that you would like?</p>	<p>The requirements regarding the tests are specified in the statement of work.</p>
<p><u>Question 10:</u></p> <p>Can meetings, training and consultations be done remotely?</p>	<p>Yes, training and consultations may be done remotely.</p>
<p><u>Question 11 :</u></p> <p>We are in the process of reviewing the RFP, and we have a question. If we have any exceptions, are we able to include this in the RFP? Or... does it work that if we respond to the RFP it means we are in compliance with the Standard Acquisition Clauses and Conditions (SACC) Manual?</p> <p>If we have exceptions, where/when do we raise them?</p>	<p>If you wish to raise requested changes or exceptions you will need to raise them at the RFP Stage and SSC will provide a response to specific questions or requests.</p> <p>You must be in compliance with the Standard Acquisition Clauses and Conditions (SACC) Manual.</p>