

**Solicitation No. 24062-20-808****Question & Answer #1****Question 1**

Would TBS kindly release the list of vendors that were invited to respond to this RFP?

Answer 1: This is an open bidding process and any RFP documentation is on buyandsell.

**Question 2**

Question 2A Kindly confirm that the client references required throughout the Mandatory and Rated grids may be from the same Project Authority?

Answer 2A: Yes, it is at the bidders discretion.

Question 2B Would TBS consider capping client references to three (3) instead of five (5)?

Answer 2B: The bidding material does not mention any specific number of client references.

**Question 3**

Question 3A Would TBS kindly expand on the coordination/scheduling of the learning circles with the workshops?

Answer 3A: TBS will organize the learning circles and the same during the latter end of each workshops

Question 3B There is mention within the deliverables of 12 workshops and 8 learning circles, yet within the basis of payment section of the RFP, there are listed 4 consultants for 18 days; 2 consultants per learning circle would equal 9 learning circle sessions. For greater clarity:

- DCFO training = 6 x 2 day workshops with 4 x 1 day learning circles
- CFO training = 6 x 2 day workshops with 4 x 1 day learning circles

Therefore, 8 learning circles total with 2 leadership development consultants equals 16 days level of effort, yet the basis of payment is listed as 18 days

Answer 3B: Yes, that is Correct. Any resulting contract provided will have the flexibility built in to add additional coaching, if required, on an as and when requested basis

**Question 4**

For M2, the RFP states that reference information must be provided for each project referenced, however, there is no time associated or a number of projects. Are there criteria missing from M2?

Answer 4: M2 is an extension of M1 and provides details of the resource SR1 (Facilitator - Instructional Methodology)

**Question 5**

For M4, may vendors illustrate a combination of topics, or are all topics required to gain full points?

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Answer 5: M4 is a mandatory requirement and as such no points are associated with the topics, furthermore all topics must be demonstrated to meet this mandatory.

**Question 6**

For M6, may vendors illustrate a combination of competencies, or are all competencies required for full points?

Answer 6: M6 is a mandatory requirement and as such no points are associated with the topics, furthermore all topics must be demonstrated to meet this mandatory.

**Question 7:**

The Crown has indicated that it would like the vendor to "Prepare and provide all participants' material (including but not limited to electronic presentation, hardcopy, handouts, reading lists) in both official languages (French and English). In our experience, translation of materials within a Government of Canada context is best handled by the GC's translation services, as they are uniquely qualified to review and translate material while keeping the context and departments specific nuances in mind. We would request that the RFP be revised in order to allow for the successful vendor to provide material in english and that all translation be handled within the GCs existing infrastructure. Translation by

Answer 7: TBS will have the material translated. For ease of translation by TBS, any successful bidder should supply any already translated material to TBS. Any successful bidder should also supply the correct Jpegs, any diagrams etc. for any English material to be translated.

**Question 8:**

This is a large request for proposal, and many are planning for shutdowns between December 22-Jan 4th, we would therefore respectfully request an extension of **2** weeks to the solicitation close.

Answer 8: Yes, Canada is providing a 3 week extension. See amendment #1.

**Question 9:**

Item 7.9 I. i. Canada's total liability to the Contractor under the Contract, must not exceed \$200,000.00 and the Harmonized Sales Tax is extra, if applicable. Please confirm that the \$200,000 is only for the services provided from contract award to March 31, 2023, and does not include the two one year option periods.

Answer 9: No, the \$200,000.00 includes option years.

**Question 10**

Can your consultants be assured that TBS will provide guidance on the content requirements, and the logistical elements as to timing and coordination, such that sessions proceed smoothly as required.

Answer 10: Yes

**Question 11****Attachment 3.2 to Part 3 - Pricing Schedule & Annex B Basis of Payment**

Question 11A: The Schedule & Annex B indicate eight resources;

- SR1: (1) Facilitator Instructional Methodology – Senior

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- SR2: (2) Facilitator of Workshops – Senior
- SR3: (1) Facilitator on-line learning – NGDCFO – Senior
- SR4: (4) Leadership Development Consultant (Action Learning Circles) – Senior
- However, the Mandatory and Point Rated Requirements read as though only four resources are required in total (one resource at each level)
  - Please clarify how many resources are required to present in the bid, and at what level
  - If eight resources are required (at the levels indicated above), please clarify the points distribution in the Point Rated requirements section.

Answer 11A: SR1: (1) Facilitator Instructional Methodology – Senior - **1 resource**  
 SR2: (2) Facilitator of Workshops – Senior - **2 resources**  
 SR3: (1) Facilitator on-line learning – NGDCFO – Senior - **1 resource**  
 SR4: (4) Leadership Development Consultant (Action Learning Circles) – Senior - **4 resources**

Question 11B: The Estimated Level of Days for Evaluation Purposes (in days) indicates 20 days for SR2: (2) Facilitator of Workshops – Senior

- Please clarify whether this means 20 days per resource, or 20 days total for both resources

Answer 11B: 20 days total for both resources

Question 11C: The Estimated Level of Days for Evaluation Purposes (in days) indicates 18 days for SR4: (4) Leadership Development Consultant (ALC) – Senior

- Please clarify whether this means 18 days per resource, or 18 days total for all four resources.

Answer 11C: 18 days total for all four resources.

Question 11D: Please confirm that the Quoted all-inclusive per diem rate (in Cdn \$) is per resource.

Answer 11D: Confirmed, yes per resource, in Canadian dollars.

**Question 12****Action Learning Circles (ALC)**

12A: Does an internal methodology already exist for ALC?

Answer 12A: Yes.

12B: If not, is there an expectation for Contractors to develop and design the training based on a certain model?

Answer 12B: Yes, they can.

**Question 13****Incumbent**

Question 13A: Has an incumbent provided services in a similar role previously, or currently?

Answer 13A: There is no incumbent to these services, this is a new requirement. Many firms have been involved in various aspects of providing training services to TBS in the past years. Past government contracts of firms are available here: <https://buyandsell.gc.ca/procurement-data/contract-history>

Question 13B: If so, who is the incumbent vendor and have they been invited?

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Answer 13B: This is an Open Bidding process

13C: If so, can you provide the number of days worked on said contract along with the dollar value?

Answer 13C: See answer 13A

**Question 14**

The Crown has requested a submission date for this proposal of January 13, 2021. Given the substantial documentation requirements to demonstrate compliance with the various mandatory criteria, and the rated criteria (including a detailed methodology, agenda, instructional methods and example course materials), this submission date is not practical particularly with the holiday period. We request a 30 day extension of the submission date to provide bidders an adequate period to respond to these many evaluation criteria.

Answer 14: See Question and answer 8 and Amendment #1

**Question 15**

The Crown has requested substantial documentation to support each bidder's submission. In particular, the rated requirements require bidders to provide:

- Detailed approach and methodology
- Suggested training topics
- Agenda/Outline
- Breakdown of Materials for both classroom-based training and video conferencing
- Detailed approach and methodology for Workshop Training including session agenda and outline, and breakdown of material to be presented
- Description of how various instructional methods are incorporated into the workshop(s) training session(s), development of Customized Development Plans and Train the Trainer support to address the various learning styles of the participants
- Approach and methodology for providing a Customized Development Plan for participants (considering coaching, mentoring, learning, networking and experiential opportunities)
- Approach and methodology for developing train the trainer materials
- Appropriateness and completeness of the training materials expected to be used. This is to include a description of the training materials that will be used to support the training delivery, along with examples of participant training material related to Workshop Training and support the development of Customized Development Plans and instructors training material for the Train the trainer.

This is a significant documentation request, which requires bidders to develop a lot of the training material in advance for the Crown. This compels bidders to develop and share substantial intellectual property, without any compensation, prior to contract award. We request that the Crown revisit these requirements to better support the ease of bid preparation, and fairness and equity to all bidders.

Answer 15: For greater certainty, the above is a proposed outline, and Canada is not looking for bidders to prepare and develop any new training material in advance as part of the bidding process, rather

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Canada is looking for bidders to provide examples of similar work provided in the past as part of their response.

**Question 16:** With the holiday season starting soon, and most companies closing their offices for a week or more, is it at all possible to request an extension of a week or two to the closing date of January 13, 2021 for the Next Generation Leadership Development tender # 24062-20-808? This would allow us and other suppliers a little more time after the holidays to collect all necessary materials to prepare thorough proposals for you and your team to review and make an informed decision.

Answer 16: See Question and answer 8 and Amendment #1.