



Parliamentary Protective Service
Service de Protection Parlementaire
Canada

Request for Proposal / Demande de propositions: PPS_RFP_2021-076

Leadership Training for the Parliamentary Protective Service/
/ Prestation de programme de perfectionnement en leadership pour le Service de
protection parlementaire

AMENDMENT 003

The purpose of this amendment is to add the Stream 1 Text above the Table 1 of the first section of Appendix E – Evaluation Criteria and Financial Evaluation and to Delete Rated Criteria No. 4 in Stream 1 as per follow:

APPENDIX E – EVALUATION CRITERIA AND FINANCIAL EVALUATION

STREAM 1: LEADERSHIP DEVELOPMENT PROGRAMS

TABLE 1 – MANDATORY CRITERION (STAGE I)

Bidders must meet the following Mandatory Criterion in order to be considered on the basis of the Rated Criteria. Responses failing to meet the Mandatory Criteria will be deemed non-compliant and will not be considered further.

#	Description of Criterion	Bidder's Proposal Reference
M1	Resources The Bidder must demonstrate that the proposed resource has the minimum experience required for Stream 1 in section 12 of the Appendix D – Statement of Requirements.	
M2	Available Leadership Development Program Content and Material (if applicable and available) The Bidder should provide a list of available training content and	

	material for a leadership development program by completing a copy of the form included in Appendix G – Catalogue of available training.	
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TABLE 2 – RATED CRITERION (STAGE II)

Bidders who have met the Mandatory Criterion will be evaluated on the basis of the following Rated Criteria.

#	Description of Criterion	Bidder's Proposal Reference
R1	<p>Approach and Methodology</p> <p>The Bidder should describe in detail their approach, methodology and techniques in conducting leadership development programs. At a minimum, Bidders should cover the following items:</p> <ol style="list-style-type: none"> 1. Proposed schedule leading to the delivery of the program: Material to be submitted for review, Facilitator's name (for security purposes when applicable), Testing connectivity and IT equipment (when applicable), and training evaluation summary; and <p>Explain how current knowledge on industry practices and/or legislative changes will be maintained, and how Bidder's facilitators are kept abreast of such changes so that course information remains current and relevant.</p>	
R2	<p>Bidder Experience</p> <p>The Bidder should provide two (2) Project Summary to demonstrate it has experience relevant to the work described in Stream 1 in Appendix D – Statement of Requirements which was delivered to organizations other than the Service in the last five (5) years calculated from the closing date of this RFP.</p> <p>The submitted Project Summary will be assessed as to their quality and relevance to the identified program by the Bidder. Within the Project Summary provided, the Bidder should indicate:</p> <ol style="list-style-type: none"> 1. Project Title; 2. Name of the client organization, if not under privacy agreement, otherwise describe the sector and type of organization (i.e. Telecommunications, 5000+ employees, etc.); 3. Scope of the services provided (content of modules delivered); 4. Start and end date (YYYY-MM-DD); 5. Project Size (\$-value to the Bidder); 	

	<p>6. Number, and role of Bidder resources (including relevant qualifications based on the module delivered)</p> <p>7. Client Project Authority: name, address, telephone number and email address;</p> <p>Bidder should provide the Project Summary by completing a copy of the form included under Appendix F – Project Summary Template.</p> <p>The Service reserves the right to communicate with the named client contact for the purpose of verifying the accuracy and veracity of the information provided in the Bidder’s Offer. Should the Service choose to communicate with the named client contact and should one (1) or more named client contacts provide a negative reference regarding the accuracy or veracity of the Bidder’s offer, the Bidder will not be awarded any points against this rated criterion (R2).</p>	
<p>R3</p>	<p>Service quality</p> <p>The Bidder should demonstrate their capacity in meeting client expectations by providing a detailed description of the following elements:</p> <ol style="list-style-type: none"> 1. Role of a training coordinator in ensuring client satisfaction; 2. Management of client relationship; and <p>Complaint resolution and escalation process related to the training coordinator and to the Facilitator.</p>	
<p>R4</p>	<p>The Bidder should provide one (1) Project Summary to demonstrate it has experience relevant to the work described in Appendix D – Statement of Requirements which was delivered to organizations other than the Service in the last three (3) years calculated from the closing date of this RFP.</p> <p>The submitted Project Summary will be assessed as to their quality and relevance to the identified themes by the Bidder. Within the Project Summary provided, the Bidder should indicate:</p> <ol style="list-style-type: none"> 1. Project Title; 2. Name of the client organization, if not under privacy agreement, otherwise describe the sector and type of organization (i.e. Telecommunications, 5000+ employees, etc.); 3. Scope of the services provided (content of modules delivered); 4. Start and end date (YYYY-MM-DD); 5. Project Size (\$-value to the Bidder); 6. Number, and role of Bidder resources (including relevant qualifications based on the module delivered) 7. Client Project Authority: name, address, telephone number and email address; 	

	<p>Bidder should provide the Project Summary by completing a copy of the "Project Summary" form included under Appendix H.</p> <p>The Service reserves the right to communicate with the named client contact for the purpose of verifying the accuracy and veracity of the information provided in the Bidder's Offer. Should the Service choose to communicate with the named client contact and should one (1) or more named client contacts provide a negative reference regarding the accuracy or veracity of the Bidder's offer, the Bidder will not be awarded any points against this rated criterion (R4).</p>	
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**** All other terms and conditions remains the same.**

MODIFICATION 003

Le but de cette modification est d'ajouter la catégorie du Volet 1 sous l'annexe E pour les deux premiers tableaux de critères d'évaluation dans la version anglaise ainsi que de retirer le texte du critère d'évaluation technique numéro 4 du 1^{er} volet. La version française demeure inchangée pour les deux modifications.

****Tous les autres termes et conditions demeurent inchangés.**