

Please note that the Word version is attached for ease of completion of the required tables. In the event that the wording is modified in the word document by an Offeror, the wording of the PDF version shall prevail.

SOLICITATION NUMBER: 5000049085

AMENDMENT 002 TO THE RFSO

A1. At Attachment 1 to Part 4, section 2.0 Mandatory Technical Criteria

Delete: The grid for Stream 3B – Group Facilitation – Intermediate Resource in its entirety.

Insert:

<u>Stream 3B - Group Facilitation - Intermediate Resource</u>			
Mandatory Technical Criteria			
#	Mandatory Technical Criteria	Offer Preparation Instructions	Cross-Reference to Proposal (where in the proposal the information can be found)
M3B.1	The Offeror must demonstrate that the proposed resource has a minimum of 5 years of experience, in the last 10 years at the time of RFSO closing, designing and delivering facilitation sessions for group meetings or events.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the services were provided iii. A description of the services provided 	
M3B.2	The Offeror must demonstrate that the proposed resource has experience developing and facilitating a minimum of 5 virtual group sessions, in the last 3 years at the time of RFSO closing.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the facilitation services were provided iii. The number of sessions provided iv. The platform on which the session was delivered <p>The Offeror should submit the name and contact information</p>	

		(email and/or telephone number) of at least 2 client references for whom the proposed resource has provided these services. If not provided with the Offer, it must be provided upon request by the Contracting Authority.	
--	--	--	--

A2. At Attachment 1 to Part 4, section 4.1.1.2 Point-rated Technical Criteria

Delete: In its entirety

Insert:

3.0 Point Rated Technical Criteria

Offers which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Offeror must provide the necessary documentation to clearly demonstrate compliance with these requirements. **Simply repeating the statement contained in the solicitation without supporting detail is not sufficient and does not demonstrate compliance.**

Offers which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

<u>Stream 1 – Executive Coaching (Director level and above)</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R1.1	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 3 years at the time of RFSO closing, providing coaching services to Director General level and above employees in the Federal Public Service*.</p> <p>*As defined under sections I to VI of the Financial Administration Act.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The level of the resource to whom the coaching was provided. (For example: Director General, Vice-President, President, Assistant Deputy Minister, Deputy Minister) iii. The start and end date of when the coaching was provided iv. number of hours of coaching 	<p>0 hours to less than 20 hours = 0 points</p> <p>20 hours to less than 75 hours= 5 points</p> <p>75 hours to less than 100 hours = 10 points</p> <p>100 hours to less than 125 hours = 15 points</p> <p>125 or more hours = 20 points</p> <p>/20</p>	

		provided v. A description of the services provided		
R1.2	The Offeror should demonstrate that the proposed resource has experience providing coaching to executives in a science-based organization.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted including a brief description of the organization's mandate or main line of business to support that it's a science-based organization. ii. The level of the resource to whom the coaching was provided. (For example: Director General, Vice-President, Chief Operating Officer, Chief Executive Officer) iii. The start and end date of when the coaching was provided iv. number of hours of coaching provided v. A description of the services provided	0 hours to less than 20 hours = 0 points 20 hours to less than 75 hours = 2 points 75 hours to less than 100 hours = 5 points 100 hours to less than 125 hours = 8 points 125 or more hours = 10 points /10	
Maximum Points Available			30	
Score			/30	

<u>Stream 2 – Individual or Group Coaching for Employees (includes career guidance and career transition)</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R2.1	The Offeror should demonstrate that the proposed resource has experience, in the last 3 years at the time of RFSO closing, providing coaching services to Director level and below employees in the Federal Public	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted and whether it's Federal Public Service or Canadian Provincial Government ii. The start and end date of	0 hours to less than 20 hours = 0 points 20 hours to less than 75 hours = 5 points 75 hours to less than 100 hours = 10 points 100 hours to less than 125 hours = 15 points	

	Service* and/or the Canadian Provincial Government. *As defined under sections I to VI of the Financial Administration Act.	when the coaching was provided iii. The number of hours of coaching provided iv. A description of the services provided specific to the list of topics identified	125 or more hours = 20 points / 20	
R2.2	The Offeror should demonstrate that the proposed resource has experience providing coaching to non-executives in a science-based organization.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted including a brief description of the organization's mandate or main line of business to support that it's a science-based organization. ii. The level of the resource to whom the coaching was provided. iii. The start and end date of when the coaching was provided iv. number of hours of coaching provided v. A description of the services provided	0 hours to less than 20 hours = 0 points 20 hours to less than 75 hours = 2 points 75 hours to less than 100 hours = 5 points 100 hours to less than 125 hours = 8 points 125 or more hours = 10 points /10	
Maximum Points Available			30	
Score			/30	

<u>Stream 3A Group Facilitation - Senior Resource</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R3A.1	The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, designing and facilitating tailored sessions for	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted ii. The start and end date of when the services were	1-5 tailored sessions – 2 points 6-9 tailored sessions – 5 points 10-17 tailored sessions – 9 points 18-24 tailored sessions – 12 points 25+ tailored sessions – 15 points	

	<p>the Federal Public Service*.</p> <p>*As defined under sections I to VI of the Financial Administration Act.</p>	<p>provided</p> <p>iii. A brief description of the services provided including customizations made to tailor the session based on the needs of the client and their objectives for the specific session.</p>	/15	
R3A.2	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, designing and facilitating sessions for Management (Team Leader and above, EX minus 1 and above; or private sector equivalent)</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <p>i. The organization for whom the work was conducted</p> <p>ii. The start and end date of when the services were provided</p> <p>iii. The level of employee participating in the session.</p> <p>iv. A description of the services provided</p>	<p>1-9 sessions – 1 point</p> <p>10-19 sessions – 2 points</p> <p>20+ sessions – 3 points</p> <p>/ 3</p>	
R3A.3	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 10 years at the time of RFSO closing, designing and facilitating sessions for a science-based organization</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <p>i. The organization for whom the work was conducted including a brief description of the organization’s mandate or main line of business to support that it’s a science-based organization.</p> <p>ii. The start and end date of when the services were provided</p> <p>iii. number of sessions provided</p> <p>iv. A description of the services provided</p>	<p>1-10 sessions – 2 points</p> <p>11-24 sessions – 5 points</p> <p>25-36 sessions – 9 points</p> <p>37-49 sessions – 12 points</p> <p>50+ sessions – 15 points</p> <p>/15</p>	
R3A.4	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, in designing and delivering sessions to promote team building and adapting to working in a remote or hybrid environment.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <p>i. The organization for whom the work was conducted</p> <p>ii. The start and end date of when the services were provided</p> <p>iii. number of sessions provided</p> <p>iv. A description of the services provided specific to the criterion</p>	<p>1-9 sessions – 1 point</p> <p>10-19 sessions – 2 points</p> <p>20+ sessions – 3 points</p> <p>/ 3</p>	

Maximum Points Available		36	
Score		/36	

<u>Stream 3B Group Facilitation - Intermediate Resource</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R3B.1	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, designing and facilitating tailored sessions for the Federal Public Service*.</p> <p>*As defined under sections I to VI of the Financial Administration Act.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the services were provided iii. A description of the services provided including customizations made to tailor the session based on the needs of the client and their objectives for the specific session. 	<p>1-3 tailored sessions – 2 points 4-6 tailored sessions – 5 points 7-9 tailored sessions – 9 points 10-14 tailored sessions – 12 points 15+ tailored sessions – 15 points</p> <p>/15</p>	
R3B.2	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 10 years at the time of RFSO closing, designing and facilitating sessions for a science-based organization</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted including a brief description of the organization's mandate or main line of business to support that it's a science-based organization. ii. The start and end date of when the services were provided iii. number of sessions provided iv. A description of the services provided 	<p>1-7 sessions – 2 points 8-15 sessions – 5 points 16-24 sessions – 9 points 25-34 sessions – 12 points 35+ sessions – 15 points</p> <p>/15</p>	
R3B.3	<p>The Offeror should demonstrate that the proposed resource</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the</p>	<p>1-4 sessions – 1 point 5-9 sessions – 2 points</p>	

	has experience, in the last 5 years at the time of RFSO closing, in designing and delivering sessions to promote team building and adapting to working in a remote or hybrid environment.	following: i. The organization for whom the work was conducted ii. The start and end date of when the services were provided iii. number of sessions provided iv. A description of the services provided specific to the criterion	10+ sessions – 3 points / 3	
Maximum Points Available			33	
Score			/33	