



REQUEST FOR PROPOSAL (“RFP”) NO. 353

PROFESSIONAL COACHING SERVICES

Amendment #1

This amendment is raised to provide answers to bidders' questions and amend the Point-Rated Evaluation Criteria R2 in Section 3.

1. Questions and Answers

Question 1: May we please have a copy of the RFP in MS Word as it greatly simplifies constructing a response. We do NOT have a subscription to Abode that will allow us to do that as the cost will not justify the very few times we need it.

Answer 1: An MS Word version of the document is available upon request.

2. Revisions

- At section 3 Proposal Requirements, subsection 3.3.2 Point-Rated Evaluation Criteria R2, Bidder's Proposed Resources, Senior Coaching Resource, is deleted in its entirety and replaced with the following:

The Bidder should demonstrate the experience of the senior coaching resource proposed in M1 with delivering online or in-person executive coaching services to different clients*, by providing three (3) coaching examples, which include the following elements:

- a) An explanation of the process used to define the coaching objective(s);
- b) An explanation how the final outcome of coaching met the set out objectives;
- c) A description of the challenges encountered during coaching process and how they were addressed; and,
- d) Identification of psychometric tools used and the purpose.

Only examples completed within the last two (2) years, prior to RFP closing date will be evaluated.

Bidder information: The Bidder is requested to provide the following information for each of the examples:

- i. Indicate if the experience is online or in-person coaching;
- ii. Identify the client, and demonstrate the client meets the definition*;
- iii. Demonstrate that the services were executive coaching services; and
- iv. Indicate start and end dates of the executive coaching services (from month/year to month/year).

Scoring:

If the Bidder submits more than three (3) coaching examples, only the first three (3) examples in order of presentation will be evaluated.

Each example will be awarded up to 10 points as described below for a maximum of 30 points for this rated criterion:

- i. The demonstration includes one (1) element (a to d) from the criterion above – 4 points
- ii. The demonstration includes two (2) elements (a to d) from the criterion above – 6 points
- iii. The demonstration includes three (3) elements (a to d) from the criterion above – 8 points
- iv. The demonstration includes all four (4) elements (a to d) from the criterion above – 10 points

**A client of senior coaching resource includes any public or private sector organization that receives a service from them in return for payment.*

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED