



## REQUEST FOR PROPOSAL (“RFP”) NO. 353

### PROFESSIONAL COACHING SERVICES

#### Question & Answer # 3

This Question & Answer # 3, including any appendices attached hereto (the “Addendum”), amends and clarifies Request for Proposal (“RFP”) NO. 353, as previously amended and clarified (the “RFP”). The RFP otherwise remains unchanged and any capitalized words not defined herein have the meaning ascribed thereto in the RFP.

1. I am writing with regards to RFP 353 - Professional Coaching Services for the Office of the Auditor General of Canada as I wish to ensure that I have completed the information required in order to be eligible to apply for the RFP.

The previous coaching work that I have done within the Federal Government has been processed as a Vendor so I would appreciate it if you could clarify for me that I am eligible to apply. (I have a PBN number and have completed the SRI information as per the outline on the RFP).

**Answer:** Yes, when a Notice of Proposed Procurement (NPP) is published on the Government Electronic Tendering Service (GETS) as an open tender, all interested suppliers may submit a proposal responding to the requirements of the RFP.

The solicitation documents are available on Buy and Sell.  
(<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-22-01003186>)

2. Can a combination of the skills and certifications below be accepted to meet the Executive Coaching Workstream 1 M1 and Workstream 2 M3?
  - ICF Accreditation (ACC)
  - 400+ coaching hours Executive Coaching
  - 125 Training Coaching hours from an accredited university
  - Attained certification in Evidence-Based Coaching
  - MBTI Assessment experience (Riso Hudson Enneatype Indicators) RHETI

**Answer:** No, a combination of skills and ACC certification will not be accepted in lieu of a PCC certification.



### 3. Workstream 2: One on One Coaching

M3 - Bidder must propose one (1) intermediate coaching resource and demonstrate that this resource holds an Associate Certified Coach (ACC) Certification from the International Coaching Federation (ICF) or an equivalent certificate from a recognized institution, by submitting a copy of the certification with their proposal.

Per the ICF guidelines and credentialing you cannot have both ACC / PCC designations. You either have ACC (499 coaching hours or less) or PCC designation of (500+ coaching hours)

Which is the requirement for M1 and M3 for Workstream #2? ACC or PCC designation?

**Answer:** The bidder must propose two separate levels of coaching resources i.e. a senior level coach and an intermediate level coach. This is not the same resource but rather two resources that the OAG will select based on the level of the employee requesting to be coached.

4. ICF ethics guidelines are clear: coaches cannot partake in leadership assessments and then coach the same individuals- this would breach and violate ICF ethics guidelines. Consultants give advice, Coaches don't give advice whatsoever.

Workstream# 2

Is the OAG seeking (4) resources that are leadership development consultants who specialize in MBTI assessments which include Riso Hudson Enneatype (RHETI) and are also ICF accredited coaches either with ACC or PCC designation?

Example:

If a leadership development consultant is executing MBTI assessments on parties A, B, and C then in order to comply with ICF guidelines ( ethics) those parties (A, B, C) are given to a different ICF accredited coach to do the coaching. This way you are not breaching the ICF ethics standards. By having the word " Leadership Development Consultant & ICF accredited coaches you are demonstrating a clear distinction between the two roles and respecting the ICF standards.

ICF Guidelines:

1. Explains what coaching is and is not and describes the process to the client and relevant stakeholders
2. Reaches agreement about what is and is not appropriate in the relationship, what is and is not being offered, and the responsibilities of the client and relevant stakeholders

<https://coachingfederation.org/app/uploads/2021/03/ICF-Core-Competencies-updated.pdf>

**Answer:** After reviewing the core competencies and ICF Code of Ethics, we have determined there is no potential breach or violation with the coach using a psychometric tool. The tool is used to increase self –awareness in the client and help the client to reflect on their coaching objectives. The role of the coach is not of an advisor when using the tool. When we are using



a “coaching approach” we are not referring to an action plan but rather the basis of the interaction between the coach and coachee.

5. We are asking the crown to amend the following clauses:

Sections (1.1)

1.1 section: part (a) (i) (ii) (iii) (iv) (v) (vi)

part (b) (i) (ii) (iv) (v) (vi)

Leadership Development Consultants perform MBTI assessments they may have coaching credentialing, however they perform assessments in the role of a leadership development consultant and do not act in the capacity of an executive coach when performing MBTI assessments. Leadership Development consultants can help the client create an action plan. A coach does not create an action plan nor does a coach give advice. The coachee has to drive the action plan.

This section tasks the " executive coach" to release information and give advice, and create an action plan for coaching individuals. Per the ICF standards and guidelines coaches are not permitted to give advice nor create an action plan for their clients.

This breaches the ICF code of conduct & ethics:

Section 1 Demonstrates Ethical Practices (#6)

Point #6- Maintains the distinctions between coaching, consulting, psychotherapy and other support professions

Section 3- Establishes and Maintains Agreements

Point #1

Explains what coaching is and what it's not.

ICF Code of Conduct Reference:

<https://coachingfederation.org/app/uploads/2021/03/ICF-Core-Competencies-updated.pdf>

**Answer:** See response to question 4.

6. Can you please confirm if the crown would accept a Candidate with a masters in Organizational Development and Leadership?

Also, for the certification, would the crown accept ACC instead of PCC? Thank you.

**Answer:** The undergraduate degree is a minimum requirement. If the proposed resource has education that is above the minimum requirement, it will be accepted.

The ACC requirement and the PCC requirement are used as a criteria to differentiate between an intermediate and a senior coaching resource. Therefore, the proposed resource must align with the requirement.



- 7. Would it be possible to review the evaluation criteria forms in Word format? In both languages?

Section 3.3 Workstream 1  
 Section 3.4 Workstream 2

**Answer:** MS Word versions of the forms are available upon request.

- 8. In the RFP documentation, there are two sections presenting a table for the financial either at Section 3.5 of the Proposal Requirement (and Annex B – Basis of Payment). Can you confirm that the following table is the one to be presented in our financial proposal (example for Workstream 1)

**Workstream 1: Executive Coaching**

Resource Category	Annual Estimate d Level of Effort (A)	All - inclusive Hourly Rate Contract Year 1 (B)	All - inclusive Hourly Rate Contract Year 2 (C)	All - inclusive Hourly Rate Option Year 1 (D)	All - inclusive Hourly Rate Option Year 2 (E)	All - inclusive Hourly Rate Option Year 3 (F)	Total (G= (A) x (B+C+D+E+F))
Senior Coaching resource	150hrs	\$	\$	\$	\$	\$	\$
<b><u>WorkStream 1 Total Bid Evaluation Price:</u></b>							\$ _____

**Answer:** Yes, if you are submitting a proposal for Workstream 1 Executive Coaching Services, this is the table you are submitting.