



## REQUEST FOR STANDING OFFER AMENDMENT

The Request for Standing Offer is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Standing Offer remain the same.

<b>RFSO Amendment No.</b>  2	<b>RFSO Amendment Date:</b>  October 20, 2022
<b>File No.</b>  ECFT-2022-1629	
<b>Title:</b>  Coaching Services	
<b>Request for Standing Offer Closing Date:</b>  November 10, 2022 at 2:00PM (Gatineau Time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Commissioner of Canada Elections</b> 30 Victoria Street Gatineau, Quebec K1A 0M6  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>  Francine Touchette	<b>Tel No.</b>  (873) 416-0811

## Part 1. Interpretation

- 1.1 Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer for Coaching Services bearing number ECFT-RFSO-2022-1629 and dated September 29, 2022 (the "RFSO"). This amendment hereby forms part of the RFSO.
- 1.2 Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

## Part 2. Questions and Answers

The following questions have been asked in response to the Request for Standing Offer and Elections Canada, hereby answers as follows:

### 2.1 Question No. 1

Question:

Can bidders have an extension of 1 week to the RFSO submission date of November 2? This is required in order to inform and obtain client permission to act as a reference.

Answer:

The Request for Standing Offer closing date has been extended until November 10, 2022 at 2:00PM (Gatineau Time).

### 2.2 Question No. 2

Question:

Does EC expect that each proposed resource will have 5 **cumulative** years of coaching experience in the last 8 years (i.e., 9,375 hours of coaching experience\*) for each of the category (French or in English) (\*i.e., 37.5 hours per week x 50 weeks (accounting for stat holidays) x 5 years = 9,375 hours)? If this is correct, a resource offering coaching services in French and English would require 10 years of cumulative experience? Unless we are misreading M2, this requirement seems excessive (and impossible to meet for a coach offering its services in both official languages).

- a. Question : Given that most other RFSOs recently published by federal agencies and departments ask for **500** hours of coaching experience in the last 5 years, would EC accept 500 hours of coaching experience in the last 5 years and in either French and English as proof of a coach's experience?

Answer:

Each proposed Assigned Resource must have coaching experience (Group and Individual) in projects that sum up to 5 years (in months) within the past eight (8) years relevant to the category of service proposed.

**2.2 Question No. 3**Question:

Can a bidder instead provide 3 (or 5, as EC prefers) client references in this format per proposed resource, even if the number of hours in the 3 (or 5) **Client Reference/Project Template** does not add up to 5 years of coaching experience?

If we are misinterpreting M2, please clarify.

Answer:

Each proposed Assigned Resource must have coaching experience (Group and Individual) in projects that sum up to 5 years (in months) within the past eight (8) years relevant to the category of service proposed.

**Part 3. Amendments****3.1 AMENDMENT TO THE REQUEST FOR STANDING OFFER DOCUMENT**

The Request for Standing Offer is hereby amended as follows:

At Part 8 – Technical Evaluation Criteria – Section A – Instructions to Offerors

Delete: Article 5 in its entirety:

In determining years of experience, overlaps of years or months for projects submitted by the Offeror to demonstrate such experience will only be counted once for evaluation purposes. For example: Project #1: January 2021–November 2021 (11 months) + Project #2: October 2021–March 2022 (6 months) = Total experience (17 months).

Delete: Article 6 in tis entirety:

Projects must have been completed by the offer closing date. Any education/certification/professional qualification must have been completed by the offer closing date.

Insert: Article 5

Any education/certification/professional qualification must have been completed by the offer closing date.