



## 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>	<b>RFSO Amendment Date:</b>
3	October 24, 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>	<b>Tel No.</b>
Francine Touchette	(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:

This procurement is for multiple consultants over two (2) service categories, with each required to complete both a mandatory and rated grid (6 requirements total, per consultant), as well as completing specific project templates. The time between release of this procurement and the submission deadline does not give a lot of time for bidders to provide a thorough proposal to Elections Canada. In order to ensure that our consultants have time to update their CVs and our firm has time to review the CV updates to ensure a perfect alignment with the requirements, we respectfully request that Elections Canada kindly consider extending the due date of this request by 10 business days.

Answer:

The RFSO has already been extended until November 10, 2022.

### **2.2 Question No. 2**

Question:

Regarding M2, specifically “minimum of five (5) cumulative years of coaching (Group and Individual) experience within the past eight (8) years relevant to the category of service proposed.” Please confirm that bidders need to show a combined 5 years of experience with group and individual coaching.

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.

### 2.3 Question No. 3

Question:

Regarding M2, specifically “minimum of five (5) cumulative years of coaching (Group and Individual) experience within the past eight (8) years relevant to the category of service proposed.” Please confirm that bidders need to provide French experience for the French category of service, or if English experience will be accepted as long as the consultant is fluent in the language of that category.

Answer:

As stipulated in the RFSO – Part 8 - Table A – Mandatory Technical Evaluation Criteria each of the proposed Resources must be able to perform the totality of the Work in French or English.

### 2.4 Question No. 4

Question:

Regarding R1, specifically “The Offeror should clearly demonstrate using project descriptions (maximum of five (5) that the proposed Resource has experience providing Coaching services for Group and Individual using the proposed basic principles for Coaching Services”. Please confirm that bidders need to show 5 projects combined for group and individual coaching that meet the requested bullets.

Answer:

Elections Canada confirms that the Offeror should clearly demonstrate using project descriptions (maximum of five (5) that the proposed Resource has experience providing Coaching services for Group and Individual using the proposed basic principles for Coaching Services identified of the components mentioned in paragraphs I to v.

### 2.5 Question No. 5

Question:

Regarding R3, specifically “ii. focus on Individual and Group Coaching services, or training services”. Please confirm that bidders need to show 3 projects combined for group and individual coaching or training.

Answer:

Elections Canada confirm that the Offeror must provide 3 projects combined for group and individual coaching or training.

## 2.6 Question No. 6

Question:

Is Elections Canada looking for a leadership coaching program for its managers or rather for a co-development program?

Answer:

As stipulated in Appendix A – Statement of Work 4.01:

Elections Canada requires professional services to provide individual and group coaching services to its employees in order to help them develop their key leadership skills and soft skills.

## 2.7 Question No. 7

Question:

Around how many managers are there in a group in group coaching?

Answer:

A dozen

## 2.8 Question No. 8

Question 8:

How many managers will need to be coached over a one-year period?

1. What is the English–French ratio?
2. What proportion are at each level of management?

Answer:

Around 20 in total (one group and individuals).

The ratio cannot be determined at this time.

Most will be middle managers.

## 2.9 Question No. 9

Question:

Which additional documents should be provided?

Answer:

You must provide all documents required in the Request for Standing Offer.

**2.10 Question No. 10**

Question:

What are the next steps once the applicant has been chosen?

Answer:

Based on Elections Canada's needs, the project leader must select a coach based on the coach bios. Once the leader has determined that the coaching services needed are in line with the summary of services offered by a resource, a subsequent standing offer will be processed for the required services.