



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.

RFSO Amendment No. 4	RFSO Amendment Date: October 26, 2022
File No. ECFT-2022-1629	
Title: Coaching Services	
Request for Standing Offer Closing Date: November 10, 2022 at 2:00PM (Gatineau Time)	
ENQUIRIES – address enquiries to the Contracting Authority: Commissioner of Canada Elections 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Francine Touchette	Tel No. (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:

What you mean by submitting an offer for both French and English categories ‘under separate cover’, and how it would differ from submitting one offer for the French services and another offer providing English coaching services?

Answer:

Two separate proposals need to be created, one for each category. Elections Canada’s intent is to have an English and French evaluating team therefor it is mandatory that French and English proposals be submitted under separate cover.

2.2 Question No. 2

Question:

In addition, could you please confirm that each reference must submit as many client project references as needed to meet all Mandatory Technical Evaluation Criteria, given that they also follow the minimum/maximum client project reference requirements for each R1, R2, and R3 criterion sections (e.g., having three client project references that refer to criterion #R2 and successfully demonstrate a reference’s professional coaching experience within a public sector and within the past five years)?

Answer:

Each proposed resource, must submit as many client project references as needed to meet all Mandatory Technical Evaluation Criteria.

2.3 Question No. 3

Question:

Under this assumption, each reference can provide a maximum of 11 client project references in total (though this is unlikely as it is more efficient to use each project reference for multiple criteria to hit multiple birds with one stone).

Demonstrated projects must be a minimum of six (6) months for the resource category. For longer projects, the time will be divided by six (6) months, e.g. a 12-month project is equal to two (2) projects. No partial values will be given.'

Does this mean the client project references for both R2 and R3 criteria can only add up to three years - as the maximum amount of projects for each is three (3 x 6 months = 1.5 years worth of projects each), and each resource needs to demonstrate the remaining two years of coaching experience with their client project references for criteria R1 which would need to be equal to four projects?

Answer:

Elections Canada confirms each project must be a minimum of 6-month length and have been completed in the past (5) years.

2.4 Question No. 4

Question:

Section 8.0- Individual Coaching Services – Have or will participants in coaching receive a 360 or other assessment to determine their current level of performance regarding the Key Leadership Competencies? Does Elections Canada have a preferred assessment tool?

Answer:

Yes a 360 or equivalent assessment may be administered to the coaching recipient's to establish their current level of performance regarding the Key Leadership Competencies. No Elections Canada does not currently have a preferred assessment tool.

2.5 Question No. 5

Question:

The last paragraph in the Rated Technical Evaluation Criteria reads "The Offeror should clearly demonstrate the project description by completing all the information requested in Annex B to Part 7 - Client Reference/Project Template that allows them to meet the rated criteria."

Annex B to Part 7 is the pricing table. Do you mean 'Section B to Part 8 - Client Project Reference Template'?

Answer:

Elections Canada confirms that this is Annex B to Part 8 – Client Reference/Project Template

2.6 Question No. 6

Question:

Please clarify the following in Part 8 - Section A

8. Demonstrated projects must be a minimum of six (6) months for the resource category. For longer projects, the time will be divided by six (6) months, e.g. a 12-month project is equal to two (2) projects. No partial values will be given. Start and end dates must always be given. If using project equivalency, the offeror must indicate this in the grid. (Project equivalency cannot be used when the evaluation criteria request different projects).

Does this mean that every project of each resource identified has to be a minimum of 6 months duration, or that each resource must demonstrate a minimum of 6 months duration across all project examples? For example, if the resource has 20 years experience coaching, can they offer a recent 4-month coaching program as a project example?

Answer:

Elections Canada, confirms that every project of each resource identified has to be a minimum of six (6) months duration.

Part 3. Amendments

3.1 Amendment to the Request for Standing Offer document

The Request for Standing Offer is hereby amended as follows:

The Request for Standing Offer is hereby amended by deleting in its entirety Part 7 – Annex E – Fair Price Certificate and replacing it with the attached Part 7 – Annex E – Fair Price Certificate (Revised on October 26, 2022).

Annex E – Fair Price Certificate

1. I, the undersigned, on behalf of _____ **[INSERT NAME OF OFFEROR]** (the “Supplier”) hereby certifies that as of the date of this certification, the price offered to **Elections Canada for Coaching Services**:
- (a) is not in excess of the lowest price charged to anyone else, including the Supplier’s most favoured customer, for the like quality and quantity of the goods, services or both;
 - (b) does not include an element of profit on the sale in excess of that normally obtained by the Supplier on the sale of goods, services or both of like quality and quantity, and
 - (c) does not include any provision for discounts to selling agents.
2. Attached to this certificate is evidence that the price proposed represents fair value in accordance with this certification:
- (a) a copy of a paid invoice for similar goods/services in similar quantities and quality issued to another customer; or
 - (b) a copy of a signed contract showing pricing for similar goods/services of similar quantity and quality; or
 - (c) a copy of a pay slip confirming payment by another customer to the Supplier of specified rates or amounts for similar goods/services in similar quantities and quality; or
 - (d) a copy of the current published price list indicating the percentage discount available to Elections Canada; or
 - (e) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit;
 - (f) Other:
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3. The undersigned acknowledges that Elections Canada shall rely on this certification to award the contract. In the event that verification by Elections Canada discloses that this certificate is untrue, whether knowingly or unknowingly, Elections Canada has the right to treat any resulting contract based on this certificate as being in default and to terminate it pursuant to its default provisions.

Dated this ____ day of _____, 20__.

Witness

Signature of Authorized Representative

Print Name of Witness

Print Name of Authorized Representative

Print Title of Authorized Representative