



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.	RFSO Amendment Date:
5	November 2, 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:	Tel No.
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:

Please confirm that the Key Leadership Competencies Profile, mentioned in R3, refers to the Government of Canada’s profile or to the Generic Key Leadership Competencies Profile.

Answer:

Elections Canada confirms that the Key Leadership Competencies refer to the Government of Canada’s Profile.

Part 3. Amendments

3.1 Amendment to Part 7 – Annex B – Pricing Table

The Request for Standing Offer is hereby amended by deleting in its entirety Part 7 – Annex B – Pricing Table and replacing it with the attached Part 7 – Annex B - Pricing Table (November 2, 2022)

The Part 7 - Annex B – Pricing Table in English remain unchanged.

3.2 Amendment to Part 9 – Financial Offer Pricing Table

The Request for Standing Offer is hereby amended by deleting in its entirety Part 9 – Financial Offer Pricing Table and replacing it with the attached Part 9 – Financial Offer Pricing Table (Revised on November 2, 2022)

The Part 9 – Financial Offer Pricing Table in French remain unchanged.



Coaching Services

PART 9 – Financial Offer Pricing Table (Revised November 2, 2022)

Part 9 – Financial Evaluation Criteria

9.1 General Instruction for the Financial Table

- 9.1.1 Offerors must complete Annex A – Financial Offer Table Template (the “Financial Table”) for each service category that they have submitted a Technical Offer for.
- 9.1.2 All prices indicated in the Financial Table must be in Canadian dollars; include amounts representing Canadian custom duties and excise taxes, where applicable; and exclude applicable sales taxes.

9.2 Financial Table

- 9.2.1 Offerors must provide a firm hourly rate for the Initial Term of the Standing Offer and for each of the three (3) option years. These hourly rates will be used for the purpose of pricing Call-ups (as such term is defined in the Standing Offer).
- 9.2.2 The firm hourly rates must include all costs to provide the Work outlined in the SOW for the Initial Term (as such term is defined in Section 1.01 of the Standing Offer) and the option periods set out in Section 2.02 of the Standing Offer (the “Option Period”). Without limiting the generality of the foregoing and subject to Subsection 8.1.2, hourly rates shall be all-inclusive and include all necessary labour, profit, training, travel time, and taxes and Canadian custom duties and excise taxes, where applicable.
- 9.2.3 A separate financial evaluation will be conducted for each service category.
- 9.2.4 For the purpose of the financial evaluation of offers of those Offerors that successfully attained Phase 2 in accordance with Part 4 – Evaluation Procedures and Basis of Section of the RFSO:
- (a) For the Initial Term (Column A), the hourly rate of the Initial Term of the Standing Offer (Column C) will be multiplied by the specified Weighting (Column B) which will then be the “WEIGHTED Price Initial Term”;

Example:

Individual Coaching Services		
Column A	Column B	Column C
Period	Weighting	Firm All-Inclusive Hourly Rate
Initial Term – effective date to March 31, 2024	55%	\$80.00 / per hour
WEIGHTED Price Initial Term (Column C x Column B)		\$44.00

- (b) For the Option Period 1 (Column A), the hourly rate of the Option Period 1 of the Standing Offer (Column C) will be multiplied by the specified Weighting (Column B) which will then be the “WEIGHTED Price Option Year 1”;

Example:

Individual Coaching Services - French		
<i>Column A</i>	<i>Column B</i>	<i>Column C</i>
Period	Weighting	Firm All-Inclusive Hourly Rate
Option Period 1 – April 1, 2024 to March 31, 2025	15%	\$90.00 / per hour
WEIGHTED Price Option Period 1 (Column C x Column B)		\$13.50

- (c) For the Option Period 2 (Column A), the hourly rate of the Option Period 2 of the Standing Offer (Column C) will be multiplied by the specified Weighting (Column B) which will then be the “WEIGHTED Price Option Year 2”;

Example:

Individual Coaching Services - French		
<i>Column A</i>	<i>Column B</i>	<i>Column C</i>
Period	Weighting	Firm All-Inclusive Hourly Rate
Option Period 2 – April 1, 2025 to March 31, 2026	15%	\$100.00 / per hour
WEIGHTED Price Option Period 2 (Column C x Column B)		\$15.00

- (d) For the Option Period 3 (Column A), the hourly rate of the Option Period 3 of the Standing Offer (Column C) will be multiplied by the specified Weighting (Column B) which will then be the “WEIGHTED Price Option Year 3”;

Example:

Individual Coaching Services - French		
<i>Column A</i>	<i>Column B</i>	<i>Column C</i>
Period	Weighting	Firm All-Inclusive Hourly Rate
Option Period 3 – April 1, 2026 to March 31, 2027	15%	\$100.00 / per hour
WEIGHTED Price Option Period 3 (Column C x Column B)		\$15.00

- (e) The “Offer Price will be the sum of the “WEIGHTED Price Initial Term” + “WEIGHTED Price Option Period 1” + “WEIGHTED Price Option Period 2” . + “WEIGHTED Price Option Period 3”

Example:

WEIGHTED Price Initial Term	\$44.00
WEIGHTED Price Option Period 1	\$13.50
WEIGHTED Price Option Period 2	\$15.00
WEIGHTED Price Option Period 3	\$15.00
<i>OFFER PRICE (WEIGHTED Price Initial Term + WEIGHTED Price Option Period 1 + WEIGHTED Price Option Period 2 + WEIGHTED Price Option Period 3</i>	\$87.50

Annex A – Financial Offer Template

Service Category – Group and Individual Coaching Services

Individual Coaching Services – French		
Column A	Column B	Column C
Period	Weighting	Firm All-Inclusive Hourly Rate
Initial Term – effective date to March 31, 2024	55%	\$_____ / per hour
Option Period 1 – April 1, 2024 to March 31, 2025	15%	\$_____ / per hour
Option Period 2 – April 1, 2025 to March 31, 2026	15%	\$_____ / per hour
Option Period 3 – April 1, 2026 to March 31, 2027	15%	\$_____ / per hour

Individual Coaching Services – English		
Column A	Column B	Column C
Period	Weighting	Firm All-Inclusive Hourly Rate
Initial Term – effective date to March 31, 2024	55%	\$_____ / per hour
Option Period 1 – April 1, 2024 to March 31, 2025	15%	\$_____ / per hour
Option Period 2 – April 1, 2025 to March 31, 2026	15%	\$_____ / per hour
Option Period 3 – April 1, 2026 to March 31, 2027	15%	\$_____ / per hour

Group Coaching Services – French		
Column A	Column B	Column C
Period	Weighting	Firm All-Inclusive Hourly Rate
Initial Term – effective date to March 31, 2024	55%	\$_____ / per hour
Option Period 1 – April 1, 2024 to March 31, 2025	15%	\$_____ / per hour
Option Period 2 – April 1, 2025 to March 31, 2026	15%	\$_____ / per hour
Option Period 3 – April 1, 2026 to March 31, 2027	15%	\$_____ / per hour

Group Coaching Services – English		
Column A	Column B	Column C
Period	Weighting	Firm All-Inclusive Hourly Rate
Initial Term – effective date to March 31, 2024	55%	\$_____ / per hour
Option Period 1 – April 1, 2024 to March 31, 2025	15%	\$_____ / per hour
Option Period 2 – April 1, 2025 to March 31, 2026	15%	\$_____ / per hour
Option Period 3 – April 1, 2026 to March 31, 2027	15%	\$_____ / per hour