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REQUEST FOR PROPOSAL

Proposal to:

Canada Council for the Arts

We hereby offer to sell to the Canada Council for the Arts, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Title <i>Corporate Competency Framework</i>		Date April 12, 2024
Solicitation Number: CCA005HROD		
Amendment Number: 001		
Client Reference Number: CCA005HROD		
Solicitation closes at: 2:00 p.m. EST (Eastern Standard Time) On: May 3, 2024		
F.O.B. Destination	Taxes See herein	Duty See herein
Destination of Goods and Services See herein		
Instructions See herein		
Address Inquiries to: Email: bids-offres@canadacouncil.ca		

This solicitation amendment is raised to answer questions received from Bidders and to modify the bid solicitation.

1. Questions & Answers

Q1: In the Statement of Work, under sections 1.0 and 3.0, it is specified: “This renewed competency framework will include core competencies with definitions and behavioural indicators with defined levels of proficiency by job families and/or functions.” Are we correct to assume that “by levels of work” is implied, we would include behavioural indicators reflective of different hierarchical levels?

A1: The term “By job families and/or functions” used in sections 1.0 and 3.0 implies groups of related jobs that share similar skillsets (e.g., administrative and support job family) and/or functions (e.g., information technology and management) that include jobs at different levels in the hierarchy.

Q2: For the point-rated criterion R1, are we correct to assume that the term “private sector” excludes all public or broad-public organizations, and could include all other organizations, such as for-profit and non-for-profit organizations who have certificates of incorporation issued by Industry Canada (for example) or other government instances?

A2: The bid solicitation was modified as reflected in Section 2 below.

Q3: Would it be possible to see a copy of the existing two competency profiles?

A3: Yes, these are now published as supplemental documents on CanadaBuys.

Q4: Mandatory criterion M1, and point-rated criteria R1 and R2 all require vendors to provide between 1 and 3 project descriptions. Are we correct to assume that the same projects can be used for all 3 criteria if each of the project meets the requirements?

A4: Yes, the same projects can be used for all criteria, provided that the project(s) meet the requirements.

Q5: Criteria M1, R1 and R2 all require project experience to be obtained in the last 3 years. Some organizations may have had limited opportunities to complete such projects during the core of the COVID pandemic which would fall within this time period. This current restriction could result in limited responses for this solicitation and ultimately result in a procurement process that is not very competitive. Therefore, would the Council consider expanding the requirement time period limitation from three (3) years to five (5) years or even to seven (7) years for M1, R1 and R2?

A5: The bid solicitation was modified as reflected in Section 2 below.

2. Changes to the Original RFP:

1) At Section 1.1 of Annex C, criteria M1:

Delete:

The Bidder must provide three (3) projects, completed in the last three (3) years, where the Bidder:

Replaced with:

The Bidder must provide three (3) projects, completed in the last five (5) years, where the Bidder:

2) At Section 2.1 of Annex C, criteria R1:

Delete:

The Bidder should provide one project, completed in the last three (3) years, where the Bidder:

Replace with:

The Bidder should provide one project, completed in the last five (5) years, where the Bidder:

3) At Section 2.1 of Annex C, criteria R1:

Delete:

- developed a competency framework in the art sector or private sector using a structured and consultative methodology involving the facilitation of consultations with stakeholders. The methodology consists of an iterative process while following key steps.

Replace with:

- developed a competency framework in the art sector or private sector* using a structured and consultative methodology involving the facilitation of consultations with stakeholders. The methodology consists of an iterative process while following key steps.

*Private sector excludes all public and broad-public organizations but includes for-profit and non-for-profit organizations.

4) At Section 2.1 of Annex C, criteria R2:

Delete:

The Bidder should provide a maximum of two (2) projects, completed in the last three (3) years, where the Bidder:

- developed competency frameworks for a Federal Government Department, agency or organization, using a structured and consultative methodology involving the facilitation of consultations with stakeholders. The methodology consists of an iterative process while following key steps.

Replace with:

The Bidder should provide a maximum of two (2) projects, completed in the last five (5) years, where the Bidder:

- developed competency framework for a Federal Government Department, Federal Government Agency or Crown Corporation, using a structured and consultative methodology involving the facilitation of consultations with stakeholders. The methodology consists of an iterative process while following key steps.

5) **At Part 3, Section 3.1.1 of bid solicitation:**

Delete:

Section IV: Additional Information - One soft copy (PDF) sent by electronic mail

All other terms and conditions remain the same.