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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.

<b>Title</b> <i>Corporate Competency Framework</i>		<b>Date</b> April 25, 2024
<b>Solicitation Number:</b> CCA005HROD		
<b>Amendment Number:</b> 002		
<b>Client Reference Number:</b> CCA005HROD		
<b>Solicitation closes at:</b> 2:00 p.m. EST (Eastern Standard Time) <b>On:</b> May 3, 2024		
<b>F.O.B.</b> Destination	<b>Taxes</b> See herein	<b>Duty</b> See herein
<b>Destination of Goods and Services</b> See herein		
<b>Instructions</b> See herein		
<b>Address Inquiries to:</b>  <b>Email:</b> <a href="mailto:bids-offres@canadacouncil.ca">bids-offres@canadacouncil.ca</a>		

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

**1. Questions & Answers**

**Q6: Can you define “Core Competency”? Is a Core Competency so critical to the organization that all jobs require this?**

**A6:** By “Core Competency”, the Canada Council means organization-wide competencies that are essential for all employees. They are core capabilities selected to achieve the Canada Council's strategic objectives and priorities.

**Q7: Do you expect that the behavioural indicators for a Core Competency will apply to all jobs, or do you expect they will differ depending on the job family or function?**

**A7:** The behavioural indicators will differ depending on the job family or function.

**Q8: How many competencies do you have in your current competency profiles?**

**A8:** The current Competency Frameworks for senior leaders and employees are published on CanadaBuys as Annex D and E.

**Q9: Can you provide a copy of your current competencies?**

**A9:** The current Competency Frameworks for senior leaders and employees are published on CanadaBuys as Annex D and E.

**Q10: In Annex B – Basis of Payment, it is indicated that the Bidder's Evaluated Price will be the fixed per diem rate proposed. Can you confirm that you are not asking for an overall price based on the number of days to complete the work, but only the per diem rate?**

**A10:** Bidders must include a single, fixed, all-inclusive per diem rate, not an overall price for the project. The bid solicitation was modified as reflected in Section 2 below.

**Q11: Regarding Annex B – Basis of Payment, should the price table referred to in the annex have more than one row? In fact, the paragraph about blank prices refer to several items to be entered in the table, whereas the said table has only one row. Should all the estimated cost of the project be included in the Senior Consultant's rate or should we itemize our price?**

**A11:** Bidders must include a single, fixed, all-inclusive per diem rate which must include all costs for the requirement described in the bid solicitation for the entire contract period. The bid solicitation was modified as reflected in Section 2 below.

**Q12: Requirement R2 of Annex C indicates “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”.**

**Will you accept associations and councils that have national mandates and are federally funded but are not officially defined as government agencies or organizations? For example, national not-for-profit organizations.**

**A12:** Criteria R2 was clarified to include only experience related to a Federal Government department, Federal Government Agency or Crown Corporation, as specified in Amendment 001. As such, experience with associations and councils would not be accepted for R2.

However, it should be noted that the Canada Council will accept experience with for-profit and not-for-profit organizations, as specified, under Criteria R1.

**2. Changes to the RFP:**

**1) At Annex B – Basis of Payment**

**Delete:**

The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, fixed, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

<b>ROLE:</b>	<b>Bidder’s Contract Period Rate</b>
Senior Consultant	\$

The Bidder’s Evaluated Price will be the fixed per diem rate proposed.

**Replaced with:**

The total amount of Applicable Taxes must be shown separately, if applicable. Bidders must include a single, fixed, all-inclusive per diem rate quoted in Canadian dollars in the cell requiring an entry in Table B.1- Pricing Schedule.

<b>Table B.1 - Pricing Schedule</b>	
<b>ROLE:</b>	<b>Bidder’s Fixed Per Diem Rate</b>
Senior Consultant	\$

The Bidder’s Evaluated Price will be the fixed per diem rate proposed by the Bidder.

**Delete:**

Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, the Canada Council will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**Replace with:**

If the Bidder leaves the Bidder's Fixed Per Diem Rate cell blank in table B.1, the Canada Council will treat the rate as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the rate is, in fact, \$0.00. No bidder will be permitted to add or change the rate as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

All other terms and conditions remain the same.