

## ADDENDUM No. 01

**RFP No:** RFP SEN-007 23/24

**Title:** Employment Systems Review (ESR) for the Senate of Canada

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The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.

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### **Questions and Answers**

- Q1: Does the workforce analysis include exempt staff (political staffers)?
- R1: The workforce analysis will include employees of the Senate Administration. Some portions will include employees from senator's offices.
- Q2: Does the scope of the review include support staff from the Senate or politically exempt staff?
- R2: The review includes input from employees from the administration and senator's offices.
- Q3: How many stakeholders will need to be reviewed?
- R3: Samples from HR, employees, managers, senators, and individuals from designated groups
- Q4: On Page 31, Section 4.1 - Tasks, the RFP talks about HR, employees, managers, senators, and individuals from designated groups. What would you consider to be a designated group?
- R4: Designated groups based on the Employment Equity Act.
- Q5: On Page 31, Section 4.2 - Organizational Review, could you further explain what workforce analysis comprises?
- R5: Review and analyze reports on Senate workforce including aggregate self-identification data and identify specific areas where under-representation exists.



June 29, 2023

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Q6: Can it be described which variables and factors are considered for the Senate's workforce analysis?

R6: Identifying gaps related to employment equity groups, workforce availability, employee status, job class, functional group, activity sector, age, resource type, unionized vs. non-unionized, Admin Function, etc.

Q7: What quantitative data will be made available?

R7: General workforce data, aggregated self-identification data. Other forms of quantitative data may also be included, subject to approval.

Q8: What are the requirements of evidence required for bilingualism?

R8: The composition of the bidder's project team must demonstrate an ability to work in English and French. Bidders should reflect this in their respond to M3 and will be required to answer questions in French and English during the interview portion of the evaluation.

Q9: Does start and end dates have to include a day, or would the month and year of start and end dates suffice?

R9: Month and year suffices.

Q10: General: What is the impetus for this RFP/ask?

R10: The results of the ESR will help inform the Senate's strategy for further improving its organizational culture and performance as well as removing barriers to attracting and retaining the best talent. The results of the ESR will advance the goal of creating a safer, equitable and more accessible workplace.

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Q11: Related to R4: Can you confirm the expected background for this role? (screenshot below)

<p><b>R4. Industrial Organizational Psychologist</b></p> <p>Having an industrial organizational psychologist as a member of the project team is considered an asset.</p>	<p><b>Maximum 5 points</b></p> <p><b>0 point:</b> The Bidder does not demonstrate accessibility practices.</p> <p><b>5 points:</b> The Bidder demonstrate accessibility practices.</p>
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R11: Expertise and knowledge of workplace psychology principles and research, to be applied to the analysis.

Q12: Is there a budget for this RFP/ask?

R12: The Senate of Canada is not releasing the budget for this project.

Q13: Related to R5: Does this requirement refer to the accessibility practices of the company itself or specifically how the chosen proponent will incorporate accessibility practices into their activities?

R13: The accessibility practices of the company itself that apply to the delivery of services to clients.

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