



**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY SOLICITOR**

**ALEX VUCINIC**  
Purchasing Manager

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Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 3  
LEADERSHIP COACHING SERVICES  
RFP NO. 148-18**

**September 11, 2018**

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This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

**Questions and Answers**

1. What would the probable and maximum number of coaching participants be?

*Answer:* 20-25 people.

2. Will this be an ongoing intake for coaching or preset time periods?

*Answer:* Up to 2 years in the case of the Talent Management Program.

3. Is there a desired/optimum duration and time investment for each participant?

*Answer:* Not necessarily, but we hope monthly sessions for 1-2 years will suffice.

4. Is there any corporate interest in periodic group/peer coaching sessions that compliment individual sessions?

*Answer:* Not at this time. The focus is on individual sessions.

5. Would there be suitable private space available for in person and online coaching at City facilities?

*Answer:* Yes, we can provide a space in the Human Resources department for these sessions.

6. Is the successful proponent require to deliver the coaching services in person (City of Windsor) or can services be delivery virtually?

*Answer:* The City will allow coaching to occur by telephone or Skype in the event that the Proponent is not available in person. The preference is in-person coaching.

7. Page 21, item 5 – Actual Success-References:

List of past clients completed on Appendix B Schedule 1 –  
I have a hard copy of the RFP only. Please confirm that it is acceptable to reproduce Appendix B Schedule 1 in digital format so that I have more room to include information.

**Answer:** Yes

8. On Appendix B Schedule 1 there are 4 lines provided. Are references limited to 4 or can I provide more?

**Answer:** Up to four would be sufficient

9. Please confirm the difference between “Client” and “Contact” on Appendix B Schedule 1

**Answer:** Client is the name of the public or private sector entity. Contact is the person that can verify the reference

10. Please clarify what “Value” means on Appendix B Schedule 1

**Answer:** Value is how much the contract is worth.

11. I have coached several leaders at the City of Windsor and would like to include them as references but am concerned about contacting them due to item 4.5 on page 8 that states I am not to contact any City staff. Please let me know if it is acceptable to email these leaders to ask their permission to include them as references on my RFP.

**Answer:** You may email a reference that is a member of administration to inquire about their use for a reference only.

12. Would you be able to clarify the level of employees who are generally sponsored and enrolled into a coaching program - individual contributor, supervisor, manager, director, and/or executive level?

**Answer:** All levels.

13. In the past, has the City of Windsor provided participants with different coaching packages that differ in length, for instance, 3-month vs 6-month vs 12-months?

**Answer:** We have often utilized a 12 month schedule. Less or more sessions would be dependant on the participant’s progress.

14. Under Appendix B - Submission Contents 6, you request the proponent to "provide the step by step process, course structure and content which the Proponent provides." Would you like proponents to provide an overview of different coaching program packages, that may include 3-month, 6-month, 9-month and/or 12-month packages?

**Answer:** 12 month package would be acceptable.

15. Leadership assessment can provide insight into a leader's strengths, style and approach, and is often integrated into a coaching engagement. Will participants enrolled in a coaching program have already completed assessment as part of their development and enrollment, or does the City of Windsor expect proponents to be able to deliver leadership assessment as part of the coaching services?

**Answer:** No assessments will not have been completed beforehand, we leave it to the coach to decide if a leadership assessment is part of their program.

16. In your RFP, you request the resumes/cvs for the proponent personnel and staff identified. Would you accept comprehensive bios in place of resumes/cvs?

**Answer:** No

17. What level of employee typically takes part in the formalized coaching program?

**Answer:** There are no restrictions on employee levels, however, Non-Union management roles would be the largest group of employees utilizing coaching.

18. What is the length of the contract?

**Answer:** The term of the contract is one year with an option to extend for an additional year, upon mutual agreement.

19. Please provide more details on what you mean by Political Acuity techniques.

**Answer:** Municipal Government involves working with elected officials. Managing expectations, legality of what municipal administration can/cannot complete is important.

20. Please clarify if the original (1) and each of the copies (4) of the submission is to include an Offer Document that is signed in ink, or only the original requires the Offer Document to be signed in ink.

**Answer:** Please refer to section 9 of the RFP document.

21. For the Cost Proposal, may we provide different hourly coaching rates for different employee/leader levels?

*Answer: No*

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

***END OF ADDENDUM NO. 3***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

EC/js  
Attach.

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**ADDENDUM NO. 3  
LEADERSHIP COACHING SERVICES  
RFP NO. 148-18**

**September 11, 2018**

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I hereby acknowledge receipt of Addendum No. 3 to the RFP No. 148-18 (5 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca)  
SIGNED ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**