

2021-01-13

**REQUEST FOR PROPOSAL
RFP 01 (2021-01)
EXECUTIVE COACHING AND LEADERSHIP DEVELOPMENT
ADDENDUM #1**

This addendum shall be incorporated into, and form part of RFP 01 (2021-01) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of one (1) page.

Section 3.1- Deliverables.

Question 1: Might you be able to specifically clarify what you are seeking for the group sessions?

Answer: Looking for recommendations based on assessment of our team, discussion with Directors and CEO.

Question 2: Do you wish for the proponent to share their approach and methodology to team/cohort/group coaching and leadership development

Answer: Yes

Question 3: Might you be able to confirm the expected number of participants in a group session?

Answer:10-15

Question 4: Do you want the proponent to share a sample list of leadership assessments (psychometric, 360, etc) and materials as part of its proposal?

Answer: NO, as long as we have options of doing these if needed.

Question 5: What types of assessment has the Zoo utilized in the past –

Answer: DISC several years ago, Doing DISC again – but to a wider Zoo group?

Question 6: Can you explain what the Toronto Zoo requires from the successful vendor in the area of “annual develop plans” and “organizational action plans”?

Answer: After assessments and some coaching help people identify of plan for development over the next 1-2 years.

Question 7: Can you further explain the requirements for the proponent to build the Zoo’s talent management framework and development of the leader-manager competencies?

Answer: Help determine some of the courses required in our L&D plan for leaders and review the core competencies we have to ensure they align with what we need?

Question 8: In addition to the coaching and leadership development services, are you seeking the successful proponent to provide consulting services in this area?

Answer: No some recommendation recommendations?

Appendix A – Schedule of Prices,

Question 9: How should the proponent share pricing details for group sessions, assessments, and consultation on the Zoo’s talent management framework?

Answer: Group pricing by: Groups sessions, Individual Coaching, Assessments

Question 10: To provide an estimated timeframe and work plan to complete the project deliverables, might the Zoo clarify if this should reflect the coaching services only, or should it also include the elements of group coaching, talent management framework consultation, and/or assessments?

Answer: Ideally would include all.

Receipt of the Addendum shall be acknowledged as part of your submission.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Tenders or to accept any quotation, should it deem such action to be in its interests.

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916 or by email pvasilopoulos@torontozoo.ca.

Yours truly,

Peter Vasilopoulos
Supervisor, Purchasing & Supply

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

Signed (Must be Signing Officer of Firm)

Name of Firm

Date:
