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**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

Cette demande d'offres à commandes comprend des dispositions en matière de sécurité.

This Request for Standing Offers includes provisions for security.

**Vendor/Firm Name and Address**

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11 Laurier St. / 11, rue Laurier  
10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> PART-TIME GROUP TRAINING IN THE NCR	
<b>Solicitation No. - N° de l'invitation</b> EN578-093429/D	<b>Date</b> 2012-12-18
<b>Client Reference No. - N° de référence du client</b> 20093429	<b>Amendment No. - N° modif.</b> 008
<b>File No. - N° de dossier</b> 505zf.EN578-093429	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-505-25050	
<b>Date of Original Request for Standing Offer</b> 2012-10-31	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-08</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bélair, Christine	<b>Buyer Id - Id de l'acheteur</b> 505zf
<b>Telephone No. - N° de téléphone</b> (819) 956-7018 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation

EN578-093429/D

Amd. No. - N° de la modif.

008

Buyer ID - Id de l'acheteur

505zf

Client Ref. No. - N° de réf. du client

20093429

File No. - N° du dossier

505zfEN578-093429

CCC No./N° CCC - FMS No/ N° VME

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**See electronically attached document for the content of the  
Amendment 008 of the Request for Standing Offers (RFSO)**

**This Amendment to the Request for Standing Offers (RFSO) is intended to:**

**PART A: answer questions from bidders**

**PART B: amend the Request for Standing Offers**

**B-1: amendments to RFSO EN578-093429/C**

**B-2: amendments to RFSO EN578-093429/D**

**B-3: amendments to RFSO EN578-093429/E**

**NOTE TO POTENTIAL OFFERORS:** Questions received from potential offerors are grouped together in a single document entitled “Amendment to the Request for Standing Offers,” in order to avoid any potential errors or omissions in the three RFSOs. Offerors that do not want to submit an offer for more than one work stream or for more than one RFSO are to take into account only those questions that apply to the work stream(s) or the RFSO(s) in respect of which they would like to submit an offer. Questions not specifying a particular RFSO number apply to all the RFSOs, namely EN578-093429/C, EN578-093429/D and EN578-093429/E.

**PART A: QUESTIONS AND ANSWERS**

#### **Question 130**

**This question applies to RFSO EN578-093429/D**

In PART 1 - GENERAL INFORMATION, item 2 “Summary,” you indicate that the English courses in stream 5 will be offered in federal institutions, but in Amendment 002 (EN578-093429/D) on page 5, PRTC 1.1.2, you indicate that the courses in streams 3A, 3B, 3C and 5 will be offered on the Offeror’s premises. Which of these statements is accurate for stream 5?

#### **Answer 130**

The question no. 10 and the Amendment no. 6 of Part B-2 of the RFSO EN578-09429/D-AMENDMENT 002, state the following:

In the tables in articles 2 and 2.2.1 of PART 1 and article 2.1.5 of PART 4 (for work streams where more than one standing offer will be awarded), **work stream 5** should read as follow:

**Part-time group Training in English on the Offeror’s premises**

#### **Question 131**

**This question applies to RFSO EN578-093429/D.**

In PRTC 2.1.2, you indicate that the proposed pedagogical adviser must have a minimum of 3,600 hours of experience teaching part-time. Would you accept experience teaching full time as well? You define part-time courses as being 3 hours per week minimum, but you do not indicate a maximum.

#### **Answer 131**

No, only part-time training will be considered for this criterion. The Part-time training definition must read for PRTC 2.1.2 and PRTC 2.2.2 as follows: A part-time course is equivalent to a minimum of 3 hours per week, a maximum of 29 hours per week and a minimum of 12 consecutive weeks.

See Amendment 26 to Part B-2, which deals with the changes to RFSO EN578-093429/D.

### **Question 132**

**This question applies to all three RFSOs 2012-12-13**

This question refers to mandatory technical criterion MTC 2

A) We are having difficulty understanding how mandatory requirement MTC 2.3 can be demonstrated for pedagogical advisers. Answer 97 does not provide the required information. Is it the supervised teachers that must be demonstrated and identified or rather the training sessions supervised by the adviser?

1. Criterion 2.3.2 iv)

If we are only required to demonstrate the adviser's supervisory experience, are we to understand that we are not to identify/name the teachers that the adviser supervised during the demonstrated period of 40 consecutive weeks but are only to identify the supervised full-time training sessions by date and provide the number of resources (minimum 2) who taught these full-time training sessions at the same time?

2. Criterion 2.3.2 ii)

For reasons that are pedagogically valid and recognized by CSPS, our full-time teachers who teach 35 hours a week teach one training session in the morning (17.5 hours per week) and another in the afternoon (17.5 hours per week). These training sessions are all considered full time. The teachers are always supervised by the same adviser.

a) If we demonstrate that our adviser supervised, for 40 consecutive weeks, without interruption, teams of teachers who taught full-time training sessions (i.e. 30 hours per week) but taught one training session in the morning and another in the afternoon, will this supervisory experience be accepted?

b) Can you confirm that you do not require the training sessions taught by these teachers to have lasted 40 weeks, but rather that the sessions were full time and that the goal is to demonstrate that the adviser "supervised" the training and teachers for 40 consecutive weeks?

c) Must the same two resources have to be supervised for 40 weeks or can a number of resources have been supervised consecutively by the adviser during the 40 weeks?

Lastly, we are reiterating our request for postponement of the closing date to January 15, 2013, for the reasons given previously, namely because it is the Christmas season and our staff are not available, and because we still need clarification on a number of criteria.

### **Answer 132**

We presume that your questions are in reference to MTC 2.3.1.1 a).

**A)** The experience to be demonstrated is the proposed pedagogical adviser's supervisory experience of at least 30 hours per week, over a period of at least 40 weeks per year within a period of 12 consecutive months. To be considered as teacher with full-time teaching experience, the supervised teachers must have taught for a minimum of 30 hours a week.

**1)** For criterion MTC 2.3.2.1 a), iv, you must indicate the number of resources supervised concurrently for each year of demonstrated supervisory experience indicated. You do not have to provide details of the teaching experience for the resources supervised by the pedagogical advisor.

**2a)** We feel that a teaching resource who teaches one full-time group in the morning and another full-time group in the afternoon may be considered under criterion 2.3.1.1 a), since the resource meets the minimum of 30 hours of teaching per week.

**2b)** The teachers supervised by the pedagogical adviser must have taught full time for at least 30 hours per week, regardless of the number of weeks involved. To meet this criterion, it must be demonstrated that the pedagogical adviser has supervisory experience, as defined in MTC 2.3.1.1 a). See answer 132A) above.

**2c)** Several resources may have been supervised consecutively provided that, during the entire 40-week period, the pedagogical adviser supervised at least two resources at the same time, regardless of whether or not they are the same resources who meet the requirements under MTC 2.3.2.1 a).

**B)** The closing dates of RFSOs EN578-093429/C, EN578-093429/D and EN578-093429/E remain unchanged.

See Amendment 24, 25 and 26 to Part B-1, which deals with the changes to RFSO EN578-093429/C.  
See Amendment 23, 24 and 25 to Part B-2, which deals with the changes to RFSO EN578-093429/D.  
See Amendment 35, 36, 27 and 38 to Part B-3, which deals with the changes to RFSO EN578-093429/E.

### **Question 133**

**This question applies to RFSO EN578-093429/E.**

This is a Question in reference to RFSO 505-25053 E full-time /part-time individual training; PRTC2.1.1.

The criteria demands: "since January 2007, the proposed pedagogical adviser has gained knowledge and demonstrable experience in the supervision of full-time or part-time, group or individual language training courses for adults".

And the points are allocated as follows:

"3 point per group full-time course, to a maximum of 30 points"

"2 points per individual full-time courses to a maximum of 20 points"

And only "1 point for 1 to 3 part-time courses".

This RFSO being focused on full-time/part-time individual training, shouldn't there be more points allocated for individual training instead of allocating the most points for providers with full-time group experiences?

Could you please reassess the points awarded to the experience of our advisers so that it corresponds to the criteria of the Streams that we are responding to?

### **Answer 133**

No change to the RFSO EN578-093429/E.

**Question 134**

For work stream 4: Group training in French at a federal institution

Is the offeror obliged to offer its services for 100 groups and, therefore, two primary advisers and one backup adviser, or can it offer its services for 50 groups with one primary adviser and one backup adviser?

**Answer 134**

The minimum capacity to be met is 100 groups. To meet MTC 2, the offeror must propose two primary advisers and one backup adviser.

## **PART B-1 - AMENDMENTS TO THE REQUEST FOR STANDING OFFERS (RFSO) EN578-093429/C**

### **Amendment 24**

**Delete the paragraph of mandatory criterion MTC2.3.1.1a) of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 1 and 2 and replace with:**

**2.3.1.1a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

### **Amendment 25**

**At MTC2.3.2 of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 1 and 2, delete the instructions of mandatory technical criterion 2.3.1.1a) and replace with:**

For mandatory criterion 2.3.1.1a), in addition to proof of education, the Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:

- i.** Duration (number of weeks) as well as the number of hours per week for each year of experience **in supervision** that meets 2.3.1.1a)
- ii.** Start and end dates, i.e. From (month/year) to (month/year) for each year of experience demonstrated in i.
- iii.** Number of resources supervised at the same time **and have taught full-time** for each year of experience demonstrated in i;
- iv.** Language(s) taught;
- v.** One reference per year to a maximum of three references, including the name of the client organization and the name and current telephone number and/or e-mail address of a contract person who will be able to corroborate the information provided in the offer.

### **Amendment 26**

**In Section II of Annex A - Statement of Work, delete the paragraph 10.1.1.1 a) and replace with:**

**a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

**ALL OTHER CLAUSES AND CONDITIONS REMAINED UNCHANGED.**

## **PART B-2 - AMENDMENTS TO THE REQUEST FOR STANDING OFFERS (RFSO) EN578-093429/D**

### **Amendment 23**

**Delete the paragraph of mandatory criterion MTC2.3.1.1a) of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 3A, 3B, 3C, 3D, 4, 5 and 6 and replace with:**

**2.3.1.1a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

### **Amendment 24**

**At MTC2.3.2 of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 3A, 3B, 3C, 3D, 4, 5 and 6, delete the instructions of mandatory technical criterion 2.3.1.1a) and replace with:**

For mandatory criterion 2.3.1.1a), in addition to proof of education, the Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:

- i. Duration (number of weeks) as well as the number of hours per week for each year of experience **in supervision** that meets 2.3.1.1a)
- ii. Start and end dates, i.e. From (month/year) to (month/year) for each year of experience demonstrated in i.
- iii. Number of resources supervised at the same time **and have taught full-time** for each year of experience demonstrated in i;
- iv. Language(s) taught;
- v. One reference per year to a maximum of three references, including the name of the client organization and the name and current telephone number and/or e-mail address of a contract person who will be able to corroborate the information provided in the offer.

### **Amendment 25**

**In Section II of Annex A - Statement of Work, delete the paragraph 10.1.1.1 a) and replace with:**

**a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

### **Amendment 26**

**At PRTC 2.1.2 and PRTC 2.2.2 of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 3A, 3B, 3C, 3D, 4, 5 and 6 , the part-time definition must read as follows:**

A part-time course is equivalent to a minimum of 3 hours per week, **a maximum of 29 hours per week** and a minimum of 12 consecutive weeks.

**ALL OTHER CLAUSES AND CONDITIONS REMAINED UNCHANGED.**

## **PART B-3 - AMENDMENTS TO THE REQUEST FOR STANDING OFFERS (RFSO) EN578-093429/E**

### **Amendment 35**

**Delete the paragraph of mandatory criterion MTC 2.3.1.1a) of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 7 and 8 and of Attachement 2 to Part 4 - Evaluation Procedures - Work Streams 9A, 9B, 9C, 9D and 10 and replace with:**

**2.3.1.1a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

### **Amendment 36**

**At MTC 2.3.2 of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 7 and 8 and of Attachement 2 to Part 4 - Evaluation Procedures - Work Streams 9A, 9B, 9C, 9D and 10 and, delete the instructions of mandatory technical criterion 2.3.1.1a) and replace with:**

For mandatory criterion 2.3.1.1a), in addition to proof of education, the Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:

- i. Duration (number of weeks) as well as the number of hours per week for each year of experience **in supervision** that meets 2.3.1.1a)
- ii. Start and end dates, i.e. From (month/year) to (month/year) for each year of experience demonstrated in i.
- iii. Number of resources supervised at the same time **and have taught full-time** for each year of experience demonstrated in i;
- iv. Language(s) taught;
- v. One reference per year to a maximum of three references, including the name of the client organization and the name and current telephone number and/or e-mail address of a contract person who will be able to corroborate the information provided in the offer.

### **Amendment 37**

**In Section II-1 of Annex A - Statement of Work, delete the paragraph 10.1.1.1 a) and replace with:**

**a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

### **Amendment 38**

**In Section II-2 of Annex A - Statement of Work, delete the paragraph 10.1.1.1 a) and replace with:**

**a)** at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, **who delivered** full-time, English and/or French as a second language courses, **for a minimum of 30 hours per week**, to adults, on an individual or group basis. One (1) year of experience **in supervision** is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

**Amendment 39**

**At PRTC 2.2.1 of Attachement 1 to Part 4 - Evaluation Procedures - Work Streams 7 and 8 , the part-time definition must read as follows:**

A part-time course is equivalent to a minimum of 3 hours per week, a maximum of 29 hours per week and a minimum of 12 consecutive weeks.

**Amendment 40**

**At PRTC 2.1.2 and PRTC 2.2.1 of Attachement 2 to Part 4 - Evaluation Procedures - Work Streams 9A, 9B, 9C, 9D and 10 , the part-time definition must read as follows:**

A part-time course is equivalent to a minimum of 3 hours per week, a maximum of 29 hours per week and a minimum of 12 consecutive weeks.

**ALL OTHER CLAUSES AND CONDITIONS REMAINED UNCHANGED.**