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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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Linguistic Services Division / Division des services linguistiques

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11 Laurier St. / 11, rue Laurier

10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> FULL-TIME GROUP TRAINING / NCR		
<b>Solicitation No. - N° de l'invitation</b> EN578-093429/C		<b>Date</b> 2012-11-19
<b>Client Reference No. - N° de référence du client</b> 20093429		<b>Amendment No. - N° modif.</b> 002
<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-505-25051		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2012-10-31
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-14</b>		<b>Time Zone Fuseau horaire</b> 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>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <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>		

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

**PART A:** answer questions from Bidders

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

**B-1:** Amendments to the RFSO EN578-093429/C

**B-2:** Amendments to the RFSO EN578-093429/D

**B-3:** Amendments to the RFSO EN578-093429/E

**NOTE TO POTENTIAL OFFERORS:** Questions received from potential offerors are grouped together in a single document entitled "Amendments 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**

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

### **Question 10**

Could you check and correct certain tables indicating the place of training for streams 5 and 6?

Example : Part 1 General Information, Summary stream 5 = at a Federal institution, stream 6 = on the Offeror's premises

article 2.2.1 stream 5 =at a Federal institution, stream 6= on the Offeror's premises

In pricing schedule : stream 5=on the Offeror's premises ?, stream 6=at a Federal institution ?

At article 2.2 Basis of Selection : stream 5 at a Federal Institution ?, stream 6 on the Offeror's premises ?

### **Answer 10**

See Amendment 6 to Part B-2, dealing with the changes to RFSO EN578-093429/D.

### **Question 11**

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

p. 74, article 9.4.1 OIV

Could you specify the number of resources that you require to conduct these interviews: one or two?

### **Answer 11**

Only one resource is needed to administer an OIV.

### **Question 12**

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

p. 43, article 6.1.2.6

With respect to the Offeror's deadline for advising the Project Authority of its capacity to carry out the Work, could you extend this deadline by one or two business days, because forming groups, assigning teachers and assigning classrooms, etc. takes time?

**Answer 12**

The purpose of the one-day deadline is merely to notify the IU's Project Authority if the Offeror is not able to perform the Work. Deadlines for forming groups and assigning resources, etc. are longer.

**Question 13**

p.27, PRTC 2.2.2.

Points awarded for the method used: How will you do the calculation for an adviser/teacher who has taught a number of hours using PBFT and a number of hours using PFL<sub>2</sub>? Since PFL<sub>2</sub> has only been in the marketplace since 2006, we suggest that 10 points be awarded for it if the Offeror has been using PFL<sub>2</sub> since 2006. The Offeror should not be penalized for what was done prior to 2006 because PFL<sub>2</sub> was not available at that time.

**Answer 13**

As indicated in PRTC 2.2.2 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.2.2, points will be awarded for the program earning the highest number of points but not for a combination of programs. In the example provided in question 13, the offer may receive 10 points.

**Question 14****This question applies to RFSO EN578-093429/C**

MTC 1 Offeror's Capacity

You require that the capacity be a multiple of 5. Could this condition be withdrawn to give greater flexibility to schools that, for example, have the capacity to offer 12 classes at the same location?

**Answer 14**

No change to the RFSO is made.

**Question 15****This question applies to RFSO EN578-093429/D**

Technical Criterion PRTC 3 article 1.1.2 Offeror's Facilities

This criterion does not apply to streams 4 and 6 because the courses are given at federal institutions. Could you provide another scoring grid for streams 4 and 6 only?

**Answer 15**

See Amendment 3 to Part B dealing with the changes to RFSO EN578-093429/D.

**Question 16**

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

MTC 1 Offeror's Capacity for stream 3 A

You are requiring a minimum of 10 classrooms, based on the knowledge that one classroom can accommodate 10 part-time groups, and you intend to award three standing offers. Aren't your assumptions too optimistic? Couldn't you reduce this to two or three large classrooms for this stream? We know through experience that part-time training is preferably given on departments' premises in order to avoid time-consuming travel. What's more, individual departments already have a number of standing offers to meet their own particular requirements.

**Answer 16**

No change to the RFSO is made.

**Question 17**

PRTC 2.2.2 - 2nd column, a) "by the proposed pedagogical adviser" should be replaced by "by the proposed teacher" because it is the teacher who is being evaluated.

**Answer 17**

See Amendment 3 to Part B, dealing with the changes to RFSO EN578-093429/C.

See Amendment 3 to Part B, dealing with the changes to RFSO EN578-093429/D

See Amendment 3 to Part B, dealing with the changes to RFSO EN578-093429/E.

**Question 18**

PRTC 2.2.2 Backup Adviser (experienced teacher)

For a teacher with over 9,000 hours of teaching experience, we can provide: a) the number of hours per year since 2002, and b) the number of learners, but calculating the number of weeks and the number of hours of training per student would be an arduous, virtually impossible task; we would have to search through 10 years of files, and the applicable government references are no longer available! Could you change this requirement and, as with PRTC 2.2.3 c), ask for the start and end dates for each year, with one reference per year of experience up to a maximum of three references?

**Answer 18**

See Amendment 3 to Part B, dealing with the changes to RFSO EN578-093429/C.

See Amendment 3 to Part B, dealing with the changes to RFSO EN578-093429/D

See Amendment 3 to Part B, dealing with the changes to RFSO EN578-093429/E.

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**Question 19**

With respect to the answer given to question 2 in Amendment 001:

- 1) How long will the Offeror have between the announcement of the successful offerors and the start of the Work to fit up other classrooms if the Offeror has proposed the same classrooms for two different streams?
- 2) Could you confirm whether the Offeror may propose the same backup adviser for the three offers (C, D, E) if it proposes a single primary adviser for each offer?

**Answer 19**

1) Canada cannot determine in advance the number of days that it will need to evaluate the offers received in response to the RFSO. Furthermore, it cannot provide the start and end dates of the Work, as the training will be provided when requested by Identified Users (IUs). However, as is indicated in MTC 1: Offeror's Capacity, the Offeror must have the number of classrooms indicated in its offer throughout the duration of the standing offer and the resulting call-ups.

2) Yes, provided it complies with the ratio required for each work stream in respect of which it submits an offer.

**Question 20**

In item 2.3.1 of MTC 2, you ask for a copy of the original equivalency certificate certified as true. Is a copy certified by a notary or lawyer acceptable? And does a certified copy have to be included with each copy of an offer?

**Answer 20**

Yes, a copy certified by a notary or a lawyer is acceptable.

If you are referring to each of the Requests for Standing Offers (RFSO), a certified copy must be attached to each RFSO.

If you referring to article 1.1 of PART 3 - OFFER PREPARATION INSTRUCTIONS, a single certified copy may be provided in response to the work stream(s) included in the same RFSO.

**Question 21**

In MTC 2, item 1. a), of 2.3.1, do you require the names of at least two teaching resources that have been supervised, or do you want details of their teaching experience over a period of at least one year?

**Answer 21**

The information required is listed in 2.3.2.

**Question 22**

**This question applies to RFSOs DOC EN578-093429/C and EN578-093429/E.**

We currently have a primary pedagogical adviser and a backup pedagogical adviser working with and supervising the same groups, individuals and teaching resources. Can these two advisers use the same groups, individuals and teaching resources to describe their experience?

#### Answer 22

No, because backup pedagogical advisers cannot have supervised the same groups or individuals as the primary pedagogical adviser at the same time.

#### Question 23

##### This question applies to RFSO EN578-093429/C

In PRTC 2.1.2, we understand that you would like to evaluate the experience of the proposed pedagogical adviser (teacher), but the criteria focus on the number of weeks and hours of training received by the students; for example, you have indicated that a full-time course is equivalent to 16 consecutive weeks and a minimum of 30 hours per week. Like all other language schools, our teachers teach two learners per day (morning/afternoon) on a full-time basis, which works out to 17.5 hours per week for each learner, for a total of 35 hours per week for the teacher. The criterion of 16 consecutive weeks and 30 hours per week for the learners will automatically eliminate a teacher with experience teaching 35 hours per week. Will you consider this teacher as having taught full time? Or, could you amend the requirements so they focus on the hours taught rather than the hours of training received by the learner?

You have also added a statement indicating that training for 32 consecutive weeks cannot be divided, which limits the chances of teachers who have taught long sessions.

#### Answer 23

See Amendment 3 to Part B, which deals with the changes to RFSO EN578-093429/C.

#### Question 24

In PRTC 2.1.1, we have courses for international students, who are not federal employees, at 30 hours per week using a CSPA program.

Is this experience considered valid experience for pedagogical advisers?

#### Answer 24

Yes, provided that the courses meet the criteria.

#### Question 25

We would like to discuss the Familiarization Sessions on the PFL<sup>2</sup>. If instructor has already been teaching PFL<sup>2</sup> could there be a shorter version of this course. For example 2 days instead of 5 days.

#### Answer 25

No, because the content of the new Familiarization Sessions is different. The Canada Shchool plans to offer a part of the Familiarization Sessions on an e-learning basis.

#### Question 26

If we would like to propose a pedagogical adviser with more than 15 years of experience teaching federal employees in various schools and we do not have any information on this teacher's previous experience besides the number of hours taught, would you consider the number of teaching hours as sufficient experience for the purposes of this RFSO?

#### Réponse 26

Only offers containing all the information required for each criterion will be considered and evaluated for these RFSOs.

#### Question 27

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

#### Work streams 3A and 3B

For work streams 3A and 3B, based on our understanding of the area, schools located in downtown Gatineau may qualify for both stream 3A and stream 3B, while all other schools, whether in downtown Ottawa, in the east or in the west, may only qualify for one work stream.

Therefore, we request that you amend the boundary for stream 3A so it covers only downtown Ottawa and the boundary for stream 3B so it covers only the Outaouais region, or that you consolidate streams 3A and 3B so all schools are subject to the same rules and are unable to qualify for more than one work stream based on the geographic location of their facility.

#### Answer 27

As indicated in article 10.0 of Section I of the Annex A - Statement of Work, the territories for each work streams 3A, B, C and D are defined as follows:

**Stream 3A** : within the following boundaries: between Wellington Street, Maclaren Street, Bay Street and Elgin Street in Ottawa, Ontario and between Laurier Street, Sacré-Cœur Boulevard and St-Rédempteur Street in Gatineau, Quebec.

Champ 3B : within a 10 km radius from the center of the river behind the library of the Parliament Building on Wellington Street, Ottawa, Ontario, in the Outaouais, in the Quebec province, except for the predefined area in stream 3A.

Champs 3C : within a 10 km radius from the center of the river behind the library of the Parliament Building on Wellington Street, Ottawa, Ontario, in the East area of the Ontario province, except for the predefined area in stream 3A.

Champs 3D : within a 10 km radius from the center of the river behind the library of the Parliament Building on Wellington Street, Ottawa, Ontario, in the West area of the Ontario province, except for the predefined area in stream 3A.

As indicated in article 1. **Offer Preparation Instructions of PART 3**, the Offeror may submit one or more work streams. In the event that the Offeror submits an offer for more than one work stream, the Offeror may qualify for each of the work streams for which it has submitted an offer.

## Question 28

### Bidder's Conference

You are planning on holding two separate conferences for Offerors: one in French and one in English. In the spirit of federal bilingualism and especially considering the expertise of language training schools in both official languages, we request that you combine the two conferences and present one single **bilingual** session that will address issues in both official languages and therefore provide offerors with the same information. Otherwise, you are somewhat forcing offerors to attend both sessions to ensure that they receive all the information requested and provided, and to participate in the discussion that takes place.

## Answer 28

Two presentations will be offered, one in French and one in English.

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

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

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

## Question 29

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

### Stream 2 - Group in English

You indicate that offerors must submit a proposal for a minimum of 10 groups. Your estimates suggest that only 37 learners will receive training in English every 12 months. The chances that 10 groups will receive training are therefore very slim if we consider that Identified Users might change their plans. Please provide us with the number of groups that received full-time training in English from the CSPS in the last three years before the training centre closed its doors. We also ask that you lower the number of groups for which a school can submit an offer to a number of the school's choice or at least to 5, given the high risk to offerors of having a large number of empty classrooms for stream 2 if they have to provide for a minimum of 10 groups.

## Answer 29



There were approximately 20 groups at Asticou. However, this is not representative of the total number of groups trained in the departments.

The reason why there are so few learners in the estimates for full-time group training is that there were no SOs or contracts to provide group training in English. We are hoping that for this RFSO, there will be responsive offers for this work stream, which would enable us to provide full-time group language training in English.

As indicated in section 2.2.1, PART 1, of the RFSO, the inclusion of volumetric data in this document is done in good faith and does not represent a commitment by Canada with respect to its future use of SOs. The actual number may be higher or lower than the estimate. Given that the number of learners is limited to a minimum of 3 and a maximum of 6, the required minimum number of groups is justified.

No change to de RFSO is made.

### Question 30

**This question applies to RFSO EN578-093429/C. This question also applies to the other streams for which the RFP indicates experience in French or in English.**

### Work Streams 1 and 2

We understand that you intend to award 6 standing offers for full-time courses in French and 1 standing offer for full-time courses in English. The criteria include both French and English, which is somewhat confusing and can be interpreted in a number of ways. Could you please confirm that the requirement to qualify in French is **experience in teaching French** and that the requirement to qualify in English is **experience in English**. More specifically, if the Offeror submits a proposal for stream 1, must the experience indicated be strictly in teaching French and for stream 2, strictly in teaching English? Or can the experience be a combination of the two languages?

In order for an adviser to qualify, it seems that there are several indications that the experience of the proposed resource must have been acquired in the teaching language of the specific work stream, meaning either in French or in English.

Please clarify the exact content required to meet this criterion.

### Answer 30

The experience can be in either language, meaning that it can be in French or in English or in a combination of the two languages.

See Amendment 3 to Part B, which deals with the changes to RFSO EN578-093429/C.

See Amendment 3 to Part B, which deals with the changes to RFSO EN578-093429/D

See Amendment 3 to Part B, which deals with the changes to RFSO EN578-093429/E.

### Question 31

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

**Use of the PFL2 - Work streams 1 and 2 - Criterion PRTC1.1 (page 20)**

For this criterion, you ask the offerors to indicate the number of years of experience they have acquired since January 2000. Given that PFL<sub>2</sub> was not officially published and used until 2006 and that the CSPS used PBFT prior to 2006, it would seem that no school can score 10 points—they will all score 5 points. Can you explain the link between January 2000 and the publication of PFL<sub>2</sub> in 2006, and explain why schools that used PBFT until 2006 but have since used PFL<sub>2</sub> will be penalized 5 points?

**Answer 31**

Refer to Answer 13.

**Question 32**

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

**Computer Equipment provided by the Supplier - Criterion PRTC3.2 (page 031)**

For work streams 1 and 2 (page 29), will PWGSC allow the contractors to have the learners sign accountability agreements concerning their custody and care of the computer equipment that will be lent to them?

**Answer 32**

Contractors will not be permitted to have learners sign accountability agreements.

**Question 33**

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

**Parking Lot disponibility - Criterion PRTC4.2 (page 31)**

Under PRTC 4.2, you award points for free and paid parking facilities. We deem this criterion to be discriminatory, given that it has absolutely nothing to do with the language training services to be provided. Given that the geographic locations and distances have already been determined, this criterion does not seem appropriate. The RFP seems to strongly favour schools situated outside downtown Ottawa, which consequently pay lower rent. We request that you award the same number of points for free and paid parking, as long as sufficient spaces are available to meet the needs of the people who choose to attend the course. In general, when the federal government sends its employees on training (regardless of the type of training), parking is not generally one of the point-rated criteria used to award contracts to companies, and the government employees are responsible for covering the cost of parking.

**Answer 33**

No change to the RFSO is made.

**Question 34**

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

**Daylight - Criterion PRTC4.4 (page 32)**

Could you please explain what you mean by direct access to daylight? For example, daylight could mean windows in the classroom, but it could also mean direct, but diffuse, light that enters through a window, passes through a hallway, filters through a door, and so on. Please clarify.

**Answer 34**

Direct access to daylight means unobstructed access. Indirect access to daylight by way of another room that has direct access is not acceptable.

**Question 35****Cost per student**

It is difficult, if not impossible, to set a price per participant if you do not know in advance how many learners there will be in the group (based on the number of registrations for a given step). You want the schools to provide a price, which might vary from 50% to 100%, depending on the number of learners (3 to 6) in the group.

If, for example, a supplier sets its rate at \$30 per hour, here are the possible scenarios: three learners = \$10 per learner, four learners = \$7.50 per learner, five learners = \$6 per learner, six learners = \$5 per learner. As you can see, the price varies greatly and could create major financial issues for the supplier. Should the price be based on three, four, five or six learners in a group?

As indicated in our letter of interest and by many other schools, it is very important that the rules of the game be the same for all the schools. The current financial proposal requires the schools to guess how many learners will be in a group. This could have negative effects on both the learners and the schools, who are asked to pull numbers out the air.

We therefore suggest the following two options for setting prices that are fairer and more equitable for all offerors:

- a. Ask the offerors to submit an hourly rate.
- b. Ask the offerors to submit a price for an **actual number** of participants, that is, one price per learner for three learners, another price per learner for four learners, and so on. That way, if there are three learners in the group, the price quoted for three learners will be billed; if there are four learners in the group, the price quoted for four learners will be billed, etc.

These options will require new calculation formulas, but we truly believe that using one of these options is the only way for PWGSC to fairly evaluate the financial proposals and place the suppliers on an even playing field where they can prepare their financial proposals according to the same rules.

We therefore request that PWGSC revise the terms and conditions of the required financial proposal for all work streams.

**Answer 35**

No change to the RFSO is made.

### Question 36

#### **Closing date—reasonable and adequate preparation time compared with evaluation time**

Given that we still have at least 10 other questions and that the bidders' conference will not take place until November 22, we will have barely three weeks after that to complete our submission of proposals for the various work streams. Because a number of sections in our offers cannot be completed until our questions are answered, we request that you change the RFP closing date to January 15 (to take the holiday season into account).

The RFP is long and complex. The government required a number of years and committees to prepare it, and we have been sending our comments on this subject to PWGSC and other parties for over a year now. We do understand, however, PWGSC's desire to award the standing offers by April 1.

Nonetheless, because private companies have been given the period of October 31, 2012, to December 14, 2012, to prepare their offers (six weeks), we believe that it would be much fairer if PWGSC gave us one month more, that is, two and a half months to prepare our offers. This amount of time would be equal to the amount of time PWGSC will take to evaluate the offers (two and a half months for the schools to prepare their proposals and two and a half months for PWGSC to evaluate the offers).

We hope that you will be open to this very reasonable request on the part of the suppliers, who have their work cut out for them.

### Answer 36

The closing date of the RFSOs remained unchanged.

### Question 37

I will want clarification around the financial piece. I understand that per hour per learner works easily to bill back to departments or to JV the invoice, but from my perspective, I need to ensure that I cover my costs on the minimum number of participants, so the Crown is arguably not getting the best value. I would also like to understand invoicing practices. Will each call-up come from PWGSC for a whole group or will we have to invoice each participant's organisation separately with a unique contract number per person? This is an ongoing issue with EN578-090378 - not with PWGSC, but the identified users, so I'd like to know ahead of time as it has an impact on the rate.

### Answer 37

#### **This question applies to RFSO EN578-093429/C and DOC EN578-093429/D**

The minimum number of learners for each work stream is indicated in each Request for Standing Offer (RFSO), in Attachment 1 to PART 3 and in article 3.3 of Section II of Annex A - Statement of Work.

#### **This question applies to RFSO DOC EN578-093429/C, EN578-093429/D and EN578-093429/E.**

All Identified Users (IUs), including PWGSC, will proceed in the same fashion. IUs will be able to issue a call-up for one or more learners and/or group classes. The Offeror will have to submit the invoice(s) in accordance with the instructions provided in article 5 - Invoicing Instructions, set out in Part 7B of each RFSO.

Solicitation No. - N° de l'invitation

EN578-093429/C

Amd. No. - N° de la modif.

002

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

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

### Amendment 2

**Delete** the article **5. Bidder's Conference** of **PART 2** in its entirety and **replace by**:

A bidders' conference will be held at Asticou Centre, 241, Cité-des-Jeunes blvd., Room 2519, Gatineau, QC, K1N 6Z2 on Thursday November 22, 2012. The conference in French will be from 9 : 00 AM to 11 : 00 AM and in English from 1 : 00 PM to 15 : 00 PM. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

**Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance.** Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

If applicable, any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

### Amendment 3

**Delete** the ATTACHMENT 1 TO PART 4 in its entirety and replace by the attached electronic document intitled ATTACHMENT 1 TO PART 4, Evaluation Procedures - Work Stream 1 and 2.

### Amendment 4

In Section II of the Annex A - Statement of Work, **delete** article **10.1.1** Primary and Backup Pedagogical Advisers - Mandatory Qualifications in its entirety **and replace by**:

#### 10.1.1 Primary and Backup Pedagogical Advisers - Mandatory Qualifications

All primary and backup pedagogical advisers must have at least one of the following qualifications (point 1 or point 2).

**1.** A bachelor's degree from a recognized Canadian university. In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the International Credential Assessment Service of Canada, as well as other credential assessment services recognized for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials Web site:

<http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada>

**AND** one of the following qualifications:

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

b) at least 1,200 hours of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering part-time English and/or French as a second language courses to adults, on an individual or group basis; or,

c) at least 3,600 hours of teaching experience since January 2007 delivering full-time English and/or French as a second language training to groups of at least three (3) adults, using one or more of the following training programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

A Full-time training is defined as at least 30 hours per week.

As proof of education, the Offeror must submit an original document or a true copy of the original certified by the Offeror or by a commissioner of oaths, confirming each pedagogical adviser's level of education.

**OR**

2. Seven (7) years of experience, since January 2002, in one of the following fields. One (1) year of experience is defined as at least 1,200 hours over a period of 12 consecutive months, using one or more of the following training programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

a) teaching French and/or English as a second language to adults, full time and/or part time.

b) supervising at least two (2) teaching resources at the same time delivering full-time and/or part-time English and/or French as a second language courses to adults.

c) a combination of 2a) and 2b) above.

## **Amendment 5**

In Section II of Annex A - Statement of Work, **delete** article **10.2.1.1. Teaching resources with Minimum Experience** and **replace by**:

### **10.2.1.1. Teaching resources with Minimum Experience**

A main teaching resource is a teaching resource who, since January 2007, has acquired at least 500 hours of experience teaching English or French as a second language (depending on which work stream the resource is assigned to) to adults on a individual or group basis. Moreover, these hours of training must have been delivered using one or more of the following programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

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



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

**Delete** the article **5. Bidder's Conference** of **PART 2** in its entirety and **replace by**:

A bidders' conference will be held at Asticou Centre, 241, Cité-des-Jeunes blvd., Room 2519, Gatineau, QC, K1N 6Z2 on Thursday November 22, 2012. The conference in French will be from 9 : 00 AM to 11 : 00 AM and in English from 1 : 00 PM to 15 : 00 PM. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

**Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance.** Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

If applicable, any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

**Amendment 3**

**Delete** the ATTACHMENT 1 TO PART 4 in its entirety and **replace by** the attached electronic document intitled ATTACHMENT 1 TO PART 4, Evaluation Procedures - Work Streams 3A, 3B, 3C, 3D, 4, 5 and 6.

**Amendment 4**

For PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, the table of contents should read as follows:

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures  
Attachment 1 to Part 4, Evaluation Procedures - Work Streams 3A, 3B, 3C, 3D, 4, 5 and 6
2. Basis of Selection
3. Security Requirements

## Amendment 5

Delete the table of article 1.0 Professional Services of Annex B - BASIS OF PAYEMENT in its entirety and replace by the following:

### Work Streams 4 and 6:

Firm All-inclusive Hourly Rate per learner	Location	Initial Period (24 monts) From ___ to ___	Extension Period 1 From ___ to ___	Extension Period 2 From ___ to ___
	At Federal Institution	\$	\$	\$

### Work Streams 3A, 3B, 3C, 3D and 5:

Firm All-inclusive Hourly Rate per learner	Location	Initial Period (24 monts) From ___ to ___	Extension Period 1 From ___ to ___	Extension Period 2 From ___ to ___
	On the Offeror's premises	\$	\$	\$

## Amendment 6

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 follows:

### Part-time group Training in English on the Offeror's premises

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 6** should read as follows:

### Part-time group Training in English at Federal Institution

## Amendment 7

In Section II of the Annex A - Statement of Work, **delete** article 10.1.1 Primary and Backup Pedagogical Advisers - Mandatory Qualifications in its entirety **and replace by**:

### 10.1.1 Primary and Backup Pedagogical Advisers - Mandatory Qualifications

All primary and backup pedagogical advisers must have at least one of the following qualifications (point 1 or point 2).

1. A bachelor's degree from a recognized Canadian university. In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the International Credential Assessment Service of Canada, as well as other credential assessment services recognized for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials Web site:

<http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada>

**AND** one of the following qualifications:

- a) at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering full-time English and/or French as a second language courses to adults, on an individual or group basis. One (1) year of experience in full-time training is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.
- b) at least 1,200 hours of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering part-time English and/or French as a second language courses to adults, on an individual or group basis; or,
- c) at least 3,600 hours of teaching experience since January 2007 delivering full-time and/or part-time English and/or French as a second language training to groups of at least three (3) adults, using one or more of the following training programs:
  - PBFT
  - PFL2 - A et B or PFL2 - C
  - CEWP
  - a program used by a recognized Canadian post-secondary institution
  - any other English or French as a second language adult education program.

As proof of education, the Offeror must submit an original document or a true copy of the original certified by the Offeror or by a commissioner of oaths, confirming each pedagogical adviser's level of education.

**OR**

**2.** Seven (7) years of experience, since January 2002, in one of the following fields. One (1) year of experience is defined as at least 1,200 hours over a period of 12 consecutive months using one or more of the following training programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

a) teaching French and/or English as a second language to adults, full time and/or part time.

b) supervising at least two (2) teaching resources at the same time delivering full-time and/or part-time English and/or French as a second language courses to adults.

c) a combination of 2a) and 2b) above.

#### **Amendment 8**

In Section II of Annex A - Statement of Work, **delete** article **10.2.1.1.** Teaching resources with Minimum Experience and **replace by**:

#### **10.2.1.1. Teaching resources with Minimum Experience**

A main teaching resource is a teaching resource who, since January 2007, has acquired at least 500 hours of experience teaching English or French as a second language (depending on which work stream

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the resource is assigned to) to adults on a individual or group basis. Moreover, these hours of training must have been delivered using one or more of the following programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

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

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

### Amendment 2

**Delete** the article **5. Bidder's Conference** of **PART 2** in its entirety and **replace by**:

A bidders' conference will be held at Asticou Centre, 241, Cité-des-Jeunes blvd., Room 2519, Gatineau, QC, K1N 6Z2 on Thursday November 22, 2012. The conference in French will be from 9 : 00 AM to 11 : 00 AM and in English from 1 : 00 PM to 15 : 00 PM. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

**Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance.** Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

If applicable, any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

### Amendment 3

**Delete** the ATTACHMENT 1 and ATTACHMENT 2 TO PART 4 in its entirety and **replace by** the attached electronic documents intitled ATTACHMENT 1 TO PART 4, Evaluation Procedures - Work Streams 7 and 8 and ATTACHMENT 2 TO PART 4, Evaluation Procedures - Work Streams 9A, 9B, 9C, 9D and 10.

### Amendment 4

In Section II-1 of the Annex A - Statement of Work, **delete** article **10.1.1** Primary and Backup Pedagogical Advisers - Mandatory Qualifications in its entirety **and replace by**:

#### 10.1.1 Primary and Backup Pedagogical Advisers - Mandatory Qualifications

All primary and backup pedagogical advisers must have at least one of the following qualifications (point 1 or point 2).

1. A bachelor's degree from a recognized Canadian university. In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the International Credential Assessment Service of Canada, as well as other credential assessment services recognized for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials Web site:

<http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada>

**AND** one of the following qualifications:

a) at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering full-time English and/or French as a second language courses to

adults, on an individual or group basis. One (1) year of experience in full-time training is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.

b) at least 1,200 hours of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering part-time English and/or French as a second language courses to adults, on an individual or group basis; or,

c) at least 3,600 hours of teaching experience since January 2007 delivering full-time English and/or French as a second language training to groups and/or individuals, using one or more of the following training programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

A Full-time training is defined as at least 30 hours per week.

As proof of education, the Offeror must submit an original document or a true copy of the original certified by the Offeror or by a commissioner of oaths, confirming each pedagogical adviser's level of education.

**OR**

2. Seven (7) years of experience, since January 2002, in one of the following fields. One (1) year of experience is defined as at least 1,200 hours over a period of 12 consecutive months using one or more of the following training programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

a) teaching French and/or English as a second language to adults, full time and/or part time.

b) supervising at least two (2) teaching resources at the same time delivering full-time and/or part-time English and/or French as a second language courses to adults.

c) a combination of 2a) and 2b) above.

## **Amendment 5**

In Section II-2 of the Annex A - Statement of Work, **delete** article **10.1.1** Primary and Backup Pedagogical Advisers - Mandatory Qualifications in its entirety **and replace by:**

### **10.1.1 Primary and Backup Pedagogical Advisers - Mandatory Qualifications**

All primary and backup pedagogical advisers must have at least one of the following qualifications (point 1 or point 2).

1. A bachelor's degree from a recognized Canadian university. In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the International Credential Assessment Service of Canada, as well as other credential assessment services recognized for

comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials Web site:

<http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada>

**AND** one of the following qualifications:

- a) at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering full-time English and/or French as a second language courses to adults, on an individual or group basis. One (1) year of experience in full-time training is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months.
- b) at least 1,200 hours of experience since January 2007 supervising at least two (2) teaching resources at the same time, delivering part-time English and/or French as a second language courses to adults, on an individual or group basis; or,
- c) at least 3,600 hours of teaching experience since January 2007 delivering full-time and/or part-time English and/or French as a second language training to groups and/or individuals, using one or more of the following training programs:
  - PBFT
  - PFL2 - A et B or PFL2 - C
  - CEWP
  - a program used by a recognized Canadian post-secondary institution
  - any other English or French as a second language adult education program.

As proof of education, the Offeror must submit an original document or a true copy of the original certified by the Offeror or by a commissioner of oaths, confirming each pedagogical adviser's level of education.

**OR**

**2.** Seven (7) years of experience, since January 2002, in one of the following fields. One (1) year of experience is defined as at least 1,200 hours over a period of 12 consecutive months using one or more of the following training programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

a) teaching French and/or English as a second language to adults, full time and/or part time.

b) supervising at least two (2) teaching resources at the same time delivering full-time and/or part-time English and/or French as a second language courses to adults.

c) a combination of 2a) and 2b) above.

#### **Amendment 6**

In Section II-1 and 2 of Annex A - Statement of Work, **delete** article **10.2.1.1.** Teaching resources with Minimum Experience and **replace by**:

#### **10.2.1.1. Teaching resources with Minimum Experience**

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A main teaching resource is a teaching resource who, since January 2007, has acquired at least 500 hours of experience teaching English or French as a second language (depending on which work stream the resource is assigned to) to adults on a private or group basis. Moreover, these hours of training must have been delivered using one or more of the following programs:

- PBFT
- PFL2 - A et B or PFL2 - C
- CEWP
- a program used by a recognized Canadian post-secondary institution
- any other English or French as a second language adult education program.

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



## ATTACHMENT 1 TO PART 4

### EVALUATION PROCEDURES - WORK STREAMS 1 AND 2

Work stream 1: Full-time group training in French on the Offeror's premises

Work stream 2: Full-time group training in English on the Offeror's premises

#### 1.1.1. Mandatory Technical Criteria (MTC)

The offers must meet all the mandatory technical criteria listed below. The Offeror must provide the required documentation to demonstrate that it meets this requirement.

Offers that fail to meet the mandatory technical evaluation criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**1.1.1.1 Out-of-area Facilities:** All the additional facilities that the Offeror indicates in its offer as available (as described in clause 2.2.2 of Part 1, clause 1.1.2 of Part 4 of the Request for Standing Offers and clause 10.0 of Section I of Annex A – Statement of Work) to meet the needs of identified users and that are not located in the predefined geographic area of the work stream for which the offer is being submitted will not be considered or assessed by Canada to meet any of the mandatory and point-rated technical criteria for the work stream for which the offer is being assessed.

MTC 1	Offeror's Capacity
To meet this criterion, the Offeror must at least provide the following information:	
<ol style="list-style-type: none"><li>1. Offeror's volume capacity (overall capacity of groups at which the Offeror intends to provide training at the same time during the Standing Offers period, including extension periods). For its offer to be considered responsive, an offeror must have a minimum capacity of 10 groups and a maximum capacity of 30 groups. The capacity must be a multiple of 5.</li><li>2. Number of classrooms offered. The number of classrooms must correspond to the capacity (volume) stipulated by the Offeror to meet item 1 listed above and comply with the requirements described in clause 6.0, The Offeror's Facilities, in Section II, Annex A – Statement of Work. For example, if the Offeror indicates that it has capacity for 20 groups, there must also be 20 classrooms.</li><li>3. Number of facilities and their location, in addition to the number of classrooms per location.</li></ol>	

MTC 2	Offeror's Pedagogical Advisers
2.1	<b>Proposed Primary Pedagogical Adviser and Backup Pedagogical Adviser</b>  The Offeror must propose one (1) primary pedagogical adviser and one (1) backup pedagogical adviser. If in response to MTC 1 the Offeror has the capacity to train more than 10 groups at the same time, the Offeror must propose one additional primary pedagogical adviser for every 10 groups.  A primary pedagogical adviser cannot be proposed as a backup pedagogical adviser (and vice versa).  If the Offeror submits an offer for more than one work stream, a pedagogical adviser may be proposed for more than one work stream if the ratios listed below are adhered to:

	<p> number of full-time groups ÷ 10  + (number of full-time individuals ÷ 30)  + (number of part-time groups ÷ 50)  + (number of part-time individuals ÷ 100)  = 1 for the maximum workload of a full-time pedagogical adviser </p> <p>For example, to have a capacity of 15 groups, the Offeror must propose a primary pedagogical adviser for the first 10 groups and a second primary pedagogical adviser for the remaining 5 groups. The second pedagogical adviser could also be assigned responsibility for up to 15 full-time individual Learners, 25 part-time groups or 50 Learners taking part-time individual training.</p> <p>In addition, the Offeror must propose one backup pedagogical adviser for every three primary pedagogical advisers.</p>
<b>2.2</b>	<p><b>Names of Proposed Pedagogical Advisers</b></p> <p>The offer must include the names of each of the proposed primary and backup pedagogical advisers.</p>
<b>2.3</b>	<p><b>Competencies and Qualifications of the Proposed Pedagogical Advisers</b></p> <p><b>2.3.1</b> Each pedagogical adviser (primary and backup) proposed by the Offeror must have at least one of the following qualifications (point 1 or 2 below):</p> <p><b>1.</b> a bachelor's degree from a recognized Canadian university. In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the International Credential Assessment Service of Canada, as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials Web site:</p> <p><a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a></p> <p style="text-align: center;"><b>AND</b></p> <p>one of the following qualifications is also required:</p> <p>a) at least one (1) year of experience since January 2007 supervising at least two (2) teaching resources, at the same time, delivering full-time English and/or French as a second language courses to adults, on an individual or group basis. One (1) year of experience in full-time training is defined as at least 30 hours per week, over a period of at least 40 weeks within a period of 12 consecutive months;</p> <p>b) at least 1,200 hours of experience since January 2007 supervising at least two (2) teaching resources, at the same time, delivering part-time English and/or French as a second language courses to adults, on an individual or group basis;</p> <p>c) at least 3,600 hours of teaching experience since January 2007 delivering full-time English and/or French as a second language courses to groups of at least three (3) Learners, using one or more of the following training programs. Full-time training is defined as a minimum of 30 hours per week.</p> <ul style="list-style-type: none"> <li>• PBFT</li> </ul>

	<ul style="list-style-type: none"> <li>• PFL<sub>2</sub> - A, B or PFL<sub>2</sub>C; or</li> <li>• CEWP</li> <li>• a program used by a recognized Canadian post-secondary institution</li> <li>• any other English or French as a second language adult education program.</li> </ul> <p>As proof of education, an original document or a copy of the original certified as true by the Offeror or a commissioner of oaths must be submitted for each proposed pedagogical adviser, confirming each pedagogical adviser's level of education. If an original document is submitted, a copy shall be made by the Technical Authority and the original shall be returned to the Offeror after the offer evaluation process has been completed. The proof to be submitted must correspond to the applicable qualifications listed above.</p> <p><b>OR</b></p> <p><b>2.</b> Seven (7) years of experience since January 2002 in one of the following fields. One (1) year of experience is equivalent to at least 1,200 hours over a period of 12 consecutive months using one or more of the following training programs:</p> <ul style="list-style-type: none"> <li>• PBFT</li> <li>• PFL<sub>2</sub> - A, B or C, or CEWP</li> <li>• a program used by a recognized Canadian post-secondary institution</li> <li>• or any other French or English as a second language adult education program</li> </ul> <p>a) teaching English and/or French as a second language to adults on a full-time and/or part-time basis;</p> <p>b) supervising at least two (2) teaching resources, at the same time, delivering English and/or French as a second language courses to adults on a full-time and/or part-time basis;</p> <p>c) a combination of the two areas above (2a) and 2b)).</p> <p><b>2.3.2</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>i. modality, i.e. group or individual, full-time or part-time courses;</li> <li>ii. duration (number of weeks) as well as the number of hours per week for each year of experience that meets 2.3.1.1a);</li> <li>iii. start and end dates, i.e. from [month/year] to [month/year] for each year of experience demonstrated in ii;</li> <li>iv. number of resources supervised at the same time for each year of experience demonstrated in ii;</li> <li>v. language(s) taught;</li> <li>vi. 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 contact person who will be able to corroborate the information provided in the offer.</li> </ul> <p>For mandatory criterion 2.3.1.1b), in addition to proof of education, the Offeror must</p>
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	<p>provide the following information to confirm the experience of each of the proposed pedagogical advisers:</p> <ul style="list-style-type: none"> <li>i. total number of hours of experience in supervision;</li> <li>ii. language(s) taught, as well as the modality of the courses taught by the teaching resources, i.e. group or individual, full-time or part-time;</li> <li>iii. start and end dates, i.e. from [month/year] to [month/year] for the experience demonstrated in i;</li> <li>iv. number of resources supervised at the same time for each year of experience demonstrated in i;</li> <li>v. one reference per year, to a maximum of three references for all the hours of experience, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</li> </ul> <p>For mandatory criterion 2.3.1.1c), in addition to proof of education, the Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:</p> <ul style="list-style-type: none"> <li>i. total number of hours of experience in teaching;</li> <li>ii. start and end dates, i.e. from [month/year] to [month/year] for the experience demonstrated in i;</li> <li>iii. number of groups and number of learners un each group for the experience demonstrated in i;</li> <li>iv. language(s) taught;</li> <li>v. number of hours per week for each group identified in iii;</li> <li>vi. training program(s) used;</li> <li>vii. one reference per year to a maximum of three references for all the hours of experience, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</li> </ul> <p>For mandatory criterion 2.3.1.2a), the Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:</p> <ul style="list-style-type: none"> <li>i. number of years of experience in teaching;</li> <li>ii. number of hours of teaching for each year identified in i;</li> <li>iii. start and end dates, i.e. from [month/year] to [month/year] for each year of experience identified in i;</li> <li>iv. language(s) taught, as well as the modality of the courses taught, i.e. full-time or part-time;</li> <li>v. training program(s) used;</li> <li>vi. one reference per year of experience 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 contact person who will be able to corroborate the information provided in the offer.</li> </ul> <p>For mandatory criterion 2.3.1.2b), the Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:</p> <ul style="list-style-type: none"> <li>i. number of years of experience in supervision;</li> <li>ii. number of hours of supervision for each year identified in i;</li> <li>iii. start and end dates, i.e. from [month/year] to [month/year] for each year of experience identified in i;</li> <li>iv. language(s) taught, as well as the modality of the courses taught by the teaching resources, i.e. full-time or part-time;</li> <li>v. number of supervised teaching resources at the same time for each year of experience demonstrated in i;</li> <li>vi. one reference per year of experience to a maximum of three references, including the name of the client organization and the name and current</li> </ul>
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	<p>telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</p> <p>For mandatory criterion 2.3.1.2c), the Offeror must provide the information requested in points 2.3.1.2a) and 2.3.1.2b) above.</p> <p>If the Standing Offer Authority determines that the Offeror has failed to include proof or certification as required above, the Authority will grant the Offeror 24 hours to provide it.</p>
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<b>MTC 3</b>	<b>Human Resources Management Plan</b>
	<p>The Offeror must provide a detailed human resources management plan for pedagogical advisers and teaching resources. This plan must include at least the following elements:</p> <p>a) <b>A hiring plan</b> including at least the selection criteria and the hiring process.</p> <p>b) <b>A professional development plan</b> including at least the current training procedure of the Offeror for training and professional development to teaching resources and pedagogical advisers.</p> <p>c) <b>A plan of supervision of teaching resources</b> including at least the process of teaching evaluation, the process of follow-up to the training of teaching resources and the process of supervision of teaching resources by the pedagogical adviser.</p> <p>The human resources management plan presented by the Offeror in response to this RFSO will be in effect for the duration of the contract.</p>

### 1.1.2. Point-rated Technical Criteria (PRTC)

Bids that meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

<b>Point-rated Technical Criteria (PRTC)</b>	<b>Minimum Number of Points Required</b>	<b>Maximum Number of Points</b>
<b>PRTC 1 Offeror's Experience</b>	<b>0</b>	<b>125</b>
<b>PRTC 2 Offeror's Pedagogical Advisers</b>		
PRTC 2.1 Primary Pedagogical Adviser	<b>0</b>	<b>40</b>
PRTC 2.2 Backup Pedagogical Adviser	<b>0</b>	<b>40</b>
<b>PRTC 3 Computer Equipment on the Offeror's Premises</b>	<b>0</b>	<b>30</b>
<b>PRTC 4 Offeror's Facilities</b>	<b>0</b>	<b>45</b>
<b>Overall Score (even though there is no minimum number of points required for each of the point-rated technique criteria (PRTC1 to PRTC4), the Offer must obtain a minimum of 80 points, in total, to be considered responsive).</b>	<b>80</b>	<b>280</b>

<b>PRTC 1 Offeror's Experience</b>			
<p><b>Joint venture:</b> If the offer is submitted by a joint venture, the members of the joint venture cannot pool their capacities to meet PRTC 1. The Offeror must indicate which member of the joint venture meets this criterion.</p>			
<b>125 points maximum, 0 points minimum</b>			
<b>No.</b>	<b>Point-rated Technical Criterion</b>	<b>Offer Preparation Instructions</b>	<b>Weighting (Points)</b>
<b>PRTC 1.1</b>	<p>The Offeror's number of years of experience since January 2000 in delivering language training services to adults in English and/or French as a second language using at least one language training program.</p> <p>For evaluation purposes only, one year of experience is equivalent to at least 1,200 hours over a maximum period of 12 consecutive months for teaching groups and/or Learners.</p>	<p>The offer should include, as a minimum, the following information:</p> <p>a) the number of years of experience in language training for adults;</p> <p>b) the start and end dates of the training services delivered for each year, i.e. from [month/year] to [month/year];</p> <p>c) the number of hours of teaching for each year identified in b);</p> <p>d) the language training program(s) used;</p> <p>e) the language(s) taught;</p> <p>f) one reference per year of experience 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 contact person who will be able to corroborate the information provided in the offer.</p>	<p>For PRTC 1.1, points will be awarded as follows:</p> <p><b>PRTC 1.1 A) Number of years of experience</b></p> <p>10 points per year of experience that meets PRTC 1.1, to a maximum of 100 points</p> <p><b>PRTC 1.1 B) Language training program(s) used</b></p> <p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C and/or CEWP: 10 points</p> <p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p><b>For PRTC 1.1 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 1.1</b>, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p><b>Maximum 110 points</b></p>
<b>PRTC 1.2</b>	<p>The Offeror's number of years of experience since January 2006 in delivering language training in English and/or French as a second language to groups</p>	<p>The offer should include at least the following information for each demonstrated year of experience:</p> <p>a) Start and end dates for</p>	<p>For PRTC 1.2, points will be awarded as follows:</p> <p>3 points per year of experience that meets PRTC 1.2, to a maximum of</p>

	<p>of at least three (3) Learners on a full-time basis.</p> <p>For evaluation purposes only, one (1) year of experience in full-time training is the equivalent of at least 30 hours per week, over a period of at least 40 weeks within a period no greater than 12 consecutive months.</p>	<p>full-time language training of group(s) consisting of at least three Learners; i.e. from [month/year] to [month/year];</p> <p>b) the number of teaching hours per week for each year of experience listed in a);</p> <p>c) the number of Learners in each group;</p> <p>d) the language(s) taught; and</p> <p>e) one reference per year of experience 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 contact person who will be able to corroborate the information provided in the offer.</p>	<p>15 points</p> <p><b>Maximum 15 points</b></p>
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#### **PRTC 2 Offeror's Pedagogical Advisers**

In the event that the Offeror's offer does not identify which of the proposed pedagogical advisers should be evaluated as primary and backup, the first (in the copy of the offer kept by the Standing Offer Authority) will be evaluated as being the primary and the second (in the copy of the offer kept by the Standing Offer Authority) will be evaluated as the backup.

In the event that more than one primary and/or backup pedagogical adviser is proposed and the Offeror's offer does not identify which of the proposed pedagogical advisers should be evaluated as primary and backup, the evaluation team may take into account the total ratio of pedagogical advisers indicated by the Offeror and then designate the pedagogical advisers listed in the offer in accordance with the stated ratio, while satisfying requirement MTC 2, indicating the primary advisers first and the backup advisers second. Example: The stated capacity of groups is 30, and a total of 4 pedagogical advisers are proposed in the offer but no indication is made as to whether the individuals are primary or backup advisers. The evaluation team will select the first three advisers as the primary advisers and the last one as the backup adviser (the order of the pedagogical advisers will correspond to the order indicated in the copy of the offer held by the Standing Offer Authority).

The Standing Offers resulting from this RFSO must reflect the designations assigned during the evaluation (e.g. If Mr. X is designated as the "primary" adviser and Ms. Y as the "backup" adviser by the evaluation team, the Offeror must offer Mr. X's services as the "primary" adviser and Ms. Y's services as the "backup" adviser).

#### **2.1 Primary Pedagogical Adviser**

The number and name(s) of the primary pedagogical adviser(s) evaluated must correspond to the name(s) provided in response to MTC 2. No other candidate will be taken into consideration.



If the Offeror indicates capacity of more than 10 groups in MTC 1, each person proposed will be evaluated individually against all the criteria in PRTC 2.1.

The results of the individuals proposed who satisfy MTC 2 will be added together and then divided by the number of those individuals to obtain the average numerical rating of the offer for PRTC 2.1.

**40 points maximum, 0 points minimum**

No.	Point-rated Technical Criterion	Offer Preparation Instructions	Weighting (Points)
<b>PRTC 2.1.1</b>	<p>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 in English and/or French as a second language, using one or more CSPS* programs or any other language training program in English and/or in French as a second language.</p> <p>For evaluation purposes, one full-time course is equivalent to a minimum of 16 consecutive weeks and a minimum of 30 hours per week.</p> <p>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.</p> <p>Part-time winter courses may be combined with those in the spring. This must be clearly indicated in the offer.</p> <p>*CSPS refers to the Canada School of Public Service. The programs are PBFT or PFL<sub>2</sub> A and B or PFL<sub>2</sub> C or CEWP.</p>	<p>The offer should include at least the following information for each of the courses managed by the pedagogical adviser:</p> <p>a) the mode, that is, group course, including the number of Learners per group, or individual course on a full-time or part-time basis;</p> <p>b) the duration (number of weeks) and the number of hours per week;</p> <p>c) the course start and end dates, i.e. from [month/year] to [month/year];</p> <p>d) the language taught;</p> <p>e) the name of the program used;* and</p> <p>f) one reference, to a maximum of three references for all the courses, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</p> <p>*If the program is one used by a recognized Canadian post-secondary institution, the Offeror must indicate the institution's name.</p>	<p>For PRTC 2.1.1, points will be awarded as follows:</p> <p><b>2.1.1. A) Number of courses managed that meet criterion PRTC 2.1.1</b></p> <p>3 points per <b>group full-time</b> course, to a maximum of 30 points.</p> <p>OR</p> <p>2 points per <b>individual full-time</b> course, to a maximum of 20 points</p> <p>OR</p> <p>1 to 3 <b>part-time</b> courses: 1 point Plus 1 point for every additional set of 3 <b>part-time</b>* courses, to a maximum of 10 points.</p> <p>*A set must comprise three courses. If the number of courses is not a multiple of three, the overage may not be considered. For example, for 10 part-time courses, the Offeror will obtain 3 points.</p> <p>Points will be awarded for experience in one of the three work streams above, but <b>not</b> for a combination of experience in a number of streams.</p> <p><b>PRTC 2.1.1 B) Language training program(s) used</b></p>



			<p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C and/or CEWP: 10 points</p> <p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p><b>For PRTC 2.1.1 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.1.1, points will be awarded for the program earning the highest number of points but not for a combination of programs.</b></p> <p><b>Maximum 40 points</b></p>
<p><b>OR</b> <i>If the proposed pedagogical adviser does not have the pedagogical advisory experience required in PRTC 2.1.1, the experience listed below will be taken into consideration and points awarded as follows:</i></p>			
<p><b>PRTC 2.1.2</b></p>	<p>The proposed pedagogical adviser is an experienced teacher with more than 3,600 hours of teaching, since January 2002, of language training in English or French as a second language for adults in full-time* groups, using one or more of the CSPS** programs or any other language training program.</p> <p>*A full-time training is equivalent to a minimum of 16 consecutive weeks and a minimum of 30 hours of teaching per week.</p> <p>**CSPS refers to the Canada School of Public Service. The programs are PBFT or PFL<sub>2</sub> A and B or PFL<sub>2</sub> C or CEWP.</p>	<p>The offer should include at least the following information:</p> <p>a) the total number of hours of experience as teacher since January 2002;</p> <p>b) the duration of the training (number of weeks) and the number of hours taught weekly by the teacher, to corroborate the experience demonstrated in a);</p> <p>c) the language(s) taught;</p> <p>d) start and end dates of the teaching for each training demonstrated in b), i.e. from [month/year] to [month/year];</p> <p>e) the name of the program(s) used* for each</p>	<p>For PRTC 2.1.2, points will be awarded as follows:</p> <p><b>PRTC 2.1.2 A) Number of hours taught to full-time groups meeting PRTC 2.1.2</b></p> <p>3,601 to 5,400 hours: 5 points 5,401 to 7,200 hours: 10 points 7,201 to 9,000 hours: 15 points 9,001 hours or more: 20 points</p> <p><b>PRTC 2.1.2 B) Language training program(s) used</b></p> <p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C and/or CEWP: 10 points</p>

		<p>training demonstrated in b);</p> <p>f) one reference per year to a maximum of three references for all the hours of experience, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</p> <p>*If the program is one used by a recognized Canadian post-secondary institution, the Offeror must indicate the institution's name.</p>	<p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p><b>For PRTC 2.1.2 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.1.2,</b> points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p><b>Maximum 30 points</b></p>
<p><b>OR</b></p> <p><i>If the proposed pedagogical adviser does not have the education required in MTC 2.3, the following experience will be considered and points will be awarded as follows:</i></p>			
<b>PRTC 2.1.3</b>	<p>The proposed pedagogical adviser is an experienced teacher with more than seven (7) years of experience in teaching and/or providing supervision to at least two (2) teaching resources in language training for adults in English and/or French as a second language, using one or more CSPS* programs or any other language training program in English and/or French as a second language of work.</p> <p>For evaluation purposes only, one year of experience is equivalent to at least 1,200 hours over a maximum period of 12 consecutive months for teaching groups and/or Learners.</p> <p>*CSPS refers to the Canada School of Public</p>	<p>The offer should include at least the following information:</p> <p><u>Demonstrated experience in teaching:</u></p> <p>a) the number of years of experience in language training for adults;</p> <p>b) the number of hours of teaching for each year identified in a);</p> <p>c) the start and end dates of the training services delivered for each year identified in a), i.e. from [month/year] to [month/year];</p> <p>d) the language(s) taught, as well as the modality of the courses taught by the teaching resource, i.e. full-time or part-time;</p> <p>e) the language training programs used;</p> <p>f) one reference per year of</p>	<p>For PRTC 2.1.3, points will be awarded as follows:</p> <p><b>PRTC 2.1.3 A) Number of years of experience that meet criterion PRTC 2.1.3</b></p> <p>7 to 10 years: 8 points 10 years and 1 day to 15 years: 13 points Over 15 years: 18 points</p> <p><b>PRTC 2.1.3 B) Language training program(s) used</b></p> <p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C and/or CEWP: 10 points</p> <p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p><b>For PRTC 2.1.3 B), if the</b></p>

	<p>Service. The programs are PBFT or PFL<sub>2</sub> A and B or PFL<sub>2</sub> C or CEWP.</p>	<p>experience 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 contact person who will be able to corroborate the information provided in the offer.</p> <p>AND/OR</p> <p><u>Demonstrated experience in providing supervision to teaching resources:</u></p> <p>a) the number of years of experience in providing supervision to teaching resources;</p> <p>b) the number of teaching resources supervised at the same time for each of the years listed in a);</p> <p>c) the number of supervision hours for each year identified in a);</p> <p>d) the start and end dates of the training services delivered for each year of experience demonstrated in a), i.e. from [month/year] to [month/year];</p> <p>e) the language(s) taught, as well as the modality of the courses taught by the teaching resources, i.e. full-time or part-time;</p> <p>f) the language training programs used;</p> <p>g) one reference per year of experience 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 contact person who will be able to</p>	<p><b>Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.1.3, points will be awarded for the program earning the highest number of points but not for a combination of programs.</b></p> <p><b>Maximum 28 points</b></p>
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		corroborate the information provided in the offer.	
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## 2.2. Backup Pedagogical Adviser

The number and names of the backup pedagogical advisers evaluated must correspond to the information provided (names and number of the backup advisers proposed) in response to MTC 2. No other candidate will be taken into consideration.

Each person proposed will be evaluated individually against PRTC 2.2.

The numerical results for the proposed individuals who have met MTC 2 will be added up and then divided by the number of those individuals in order to obtain the average numerical ranking of the offer for PRTC 2.2.

**40 points maximum, 0 points minimum**

No.	Point-rated Technical Criterion	Offer Preparation Instructions	Weighting (Points)
<b>PRTC 2.2.1</b>	<p>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 in English and/or French as a second language, using one or more CSPS* programs or any other language training program in English and/or in French as a second language.</p> <p>For evaluation purposes, one full-time course is equivalent to a minimum of 16 consecutive weeks and a minimum of 30 hours per week.</p> <p>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.</p> <p>Part-time winter courses may be combined with those in the spring. This must be clearly indicated in the offer.</p>	<p>The offer should include at least the following information for each of the courses managed by the pedagogical adviser:</p> <p>a) the mode, that is, group course, including the number of Learners per group, or individual course on a full-time or part-time basis;</p> <p>b) the duration (number of weeks) and the number of hours per week;</p> <p>c) the course start and end dates, i.e. from [month/year] to [month/year];</p> <p>d) the language taught;</p> <p>e) the name of the program used;* and</p> <p>f) one reference, to a maximum of three references for all the courses, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</p>	<p>For PRTC 2.2.1, points will be awarded as follows:</p> <p><b>2.2.1. A) Number of courses managed that meet criterion PRTC 2.1.1</b></p> <p>3 points per <b>group full-time</b> course, to a maximum of 30 points</p> <p>OR</p> <p>2 points per <b>individual full-time</b> course, to a maximum of 20 points</p> <p>OR</p> <p>1 to 3 <b>part-time</b> courses: 1 point Plus 1 point for every additional set of 3 <b>part-time*</b> courses, to a maximum of 10 points.</p> <p>*A set must comprise three courses. If the number of courses is not a multiple of three, the overage may not be considered. For example, for 10 part-time courses, the Offeror will obtain 3 points.</p> <p>Points will be awarded for experience in one of the three work streams above,</p>

	<p>*CSPS refers to the Canada School of Public Service. The programs are PBFT or PFL<sub>2</sub> A and B or PFL<sub>2</sub> C or CEWP.</p>	<p>*If the program is one used by a recognized Canadian post-secondary institution, the Offeror must indicate the institution's name.</p>	<p>but <b>not</b> for a combination of experience in a number of streams.</p> <p><b>PRTC 2.2.1 B) Language training program(s) used</b></p> <p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C and/or CEWP: 10 points</p> <p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p>For PRTC 2.2.1 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.2.1, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p><b>Maximum 40 points</b></p>
<p><b>OR</b></p> <p><i>If the proposed pedagogical adviser does not have the pedagogical advisory experience required in PRTC 2.2.1, the experience listed below will be taken into consideration and points awarded as follows:</i></p>			
<p><b>PRTC 2.2.2</b></p>	<p>The proposed pedagogical adviser is an experienced teacher with more than 3,600 hours of teaching, since January 2002, of full-time* group language training in English and/or French as a second language for adults, using one or more of the CSPS** programs or any other language training program.</p> <p>*A full-time training is equivalent to a minimum of 16 consecutive and a minimum of 30 hours of teaching per week. **CSPS refers to the Canada School of Public</p>	<p>The offer should include at least the following information:</p> <p>a) the total number of experience as a teacher since January 2002;</p> <p>b) the duration of the training (number of weeks) and the number of hours taught weekly by the teacher to corroborate the experience demonstrated in a);</p> <p>c) the language(s) taught;</p> <p>d) start and end dates of the teaching for each training demonstrated in b), i.e. from</p>	<p>For PRTC 2.2.2, points will be awarded as follows:</p> <p><b>PRTC 2.2.2 A) Number of hours taught to full-time groups meeting PRTC 2.2.2</b></p> <p>3,601 to 5,400 hours: 5 points 5,401 to 7,200 hours: 10 points 7,201 to 9,000 hours: 15 points 9,001 hours or more: 20 points</p> <p><b>PRTC 2.2.2 B) Language training program(s) used</b></p> <p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C</p>

	Service. The programs are PBFT or PFL <sub>2</sub> A and B or PFL <sub>2</sub> C or CEWP.	<p>[month/year] to [month/year];</p> <p>e) the name of the program(s) used* for each training demonstrated in b);</p> <p>f) one reference per year to a maximum of three references for all the hours of experience, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer.</p> <p>*If the program is one used by a recognized Canadian post-secondary institution, the Offeror must indicate the institution's name.</p>	<p>and/or CEWP: 10 points</p> <p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p>For PRTC 2.2.2 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.2.2, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p><b>Maximum 30 points</b></p>
<p><b>OR</b></p> <p><i>If the proposed pedagogical adviser does not have the education required in MTC 2.3, the following experience will be considered and points will be awarded as follows:</i></p>			
<b>PRTC 2.2.3</b>	<p>The proposed pedagogical adviser is an experienced teacher with more than seven (7) years of experience in teaching and/or providing supervision to at least two (2) teaching resources in language training for adults in English and/or French as a second language, using one or more CSPA* programs or any other language training program in English and/or French as a second language of work.</p> <p>For evaluation purposes only, one year of experience is equivalent to at least 1,200 hours over a maximum period of 12 consecutive months for teaching groups and/or Learners.</p> <p>*CSPA refers to the</p>	<p>The offer should include, as a minimum, the following information:</p> <p><u>Demonstrated experience in teaching:</u></p> <p>a) the number of years of experience in language training for adults;</p> <p>b) the number of hours of teaching for each year identified in a);</p> <p>c) the start and end dates of the training services delivered for each year identified in a), i.e. from [month/year] to [month/year];</p> <p>d) the language(s) taught, as well as the modality of the courses taught by the teaching resource, i.e. full-time or part-time;</p> <p>e) the language training programs used;</p>	<p>For PRTC 2.2.3, points will be awarded as follows:</p> <p><b>PRTC 2.2.3 A) Number of years of experience that meet criterion PRTC 2.2.3</b></p> <p>7 to 10 years: 8 points 10 years and 1 day to 15 years: 13 points Over 15 years: 18 points</p> <p><b>PRTC 2.1.3 B) Language training program(s) used</b></p> <p>PFL<sub>2</sub> A and B and/or PFL<sub>2</sub> C and/or CEWP: 10 points</p> <p>PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p> <p>Any other adult language learning program: 1 point</p> <p><b>For PRTC 2.2.3 B), if the</b></p>

	<p>Canada School of Public Service. The programs are PBFT or PFL<sub>2</sub> A and B or PFL<sub>2</sub> C or CEWP.</p>	<p>f) one reference per year of experience 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 contact person who will be able to corroborate the information provided in the offer.</p> <p>AND/OR</p> <p><u>Demonstrated experience in providing supervision to teaching resources:</u></p> <p>a) the number of years of experience in providing supervision to teaching resources;</p> <p>b) the number of teaching resources supervised at the same time for each of the years listed in a);</p> <p>c) the number of supervision hours for each year identified in a);</p> <p>d) the start and end dates of the training services delivered for each year of experience demonstrated in a), i.e. from [month/year] to [month/year];</p> <p>e) the language(s) taught, as well as the modality of the courses taught by the teaching resources, i.e. full-time or part-time;</p> <p>f) the language training programs used;</p> <p>g) one reference per year of experience 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 contact person</p>	<p><b>Offeror has demonstrated that it has experience with more than one training program in response to PRTC 2.2.3</b>, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p><b>Maximum 28 points</b></p>
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		who will be able to corroborate the information provided in the offer.	
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### **PRTC 3 Computer Equipment at the Offeror's Facilities**

For PRTC 3.2 and 3.3, if the Offeror has submitted more than one facility in response to MTC 1, each of its facilities will be awarded points only if it contains, as a minimum, the number of classrooms determined as follows:

$80 \div \text{number of facilities} = \text{percentage of classrooms that must be in a facility for it to be considered.}$

If the percentage obtained is not a whole number, it will be rounded down to the next whole number (e.g. if the percentage is 33.76%, the percentage used will be 33%).

If the number of classrooms obtained is not a whole number, it will be rounded down to the next whole number (e.g. if the number is 2.6, the facility will have to contain a minimum of two [2] classrooms).

For example, if an Offeror has a total capacity of 15 classrooms in three (3) different facilities, in order to be able to obtain points, each facility will have to have a minimum of 26% ( $80 \div 3 = 26.67$ ) of the total classrooms, or three (3) classrooms ( $15 \times 26\% = 3.9$ ).

Even if a facility does not contain a sufficient number of classrooms to obtain points, the facility will be counted in the total number of the Offeror's facilities.

Facilities offered outside the predefined area will not be evaluated.

**30 points maximum, 0 points minimum**

<b>No.</b>	<b>Point-rated Technical Criterion</b>	<b>Offer Preparation Instructions</b>	<b>Weighting (Points)</b>
<b>PRTC 3.1</b>	Classrooms in which the Offeror will provide one computer per Learner.	<p>The offer should include at least the following information:</p> <p>The number of classrooms equipped with one computer per workstation (one computer per Learner).</p>	<p>For PRTC 3.1, points will be awarded as follows:</p> <p>1 point per classroom equipped with one computer per Learner, to a maximum of 10 points</p> <p><b>Maximum 10 points</b></p>
<b>PRTC 3.2</b>	Wireless Internet access in the Offeror's facilities.	<p>The offer should include at least the following information:</p> <p>a) the number of facilities that the Offeror will be using to deliver the training;</p> <p>b) for each facility, the availability of wireless Internet access.</p>	<p>For PRTC 3.2, points will be awarded as follows:</p> <p>10 points per facility equipped with wireless Internet</p> <p>If the Offeror has more than one facility, each of the facilities will be evaluated, and the sum</p>



			of the points obtained will be divided by the number of facilities.  <b>Maximum 10 points</b>
<b>PRTC 3.3</b>	The number of computers made available to Learners in a separate closed room reserved for computer-assisted learning in the same facilities as the classes.	The offer should include at least the following information:  a) the number of facilities that the Offeror will be using to deliver the training;  b) for each facility, the number of computers made available to Learners in a separate closed room reserved for computer-assisted learning.	For PRTC 3.3, points will be awarded as follows:  1 point per computer available in a separate closed room reserved for computer-assisted learning, to a maximum of 10 points.  If the Offeror has more than one facility, each of the facilities will be evaluated, and the sum of the points obtained will be divided by the number of facilities.  <b>Maximum 10 points</b>

#### **PRTC 4 Offeror's Premises**

For PRTC 4.2, 4.3 and 4.5, if the Offeror has submitted more than one facility in response to MTC 1, each of its facilities will be awarded points only if it contains at least the number of classrooms determined as follows:

$80 \div \text{number of facilities} = \text{percentage of classrooms that must be in a facility for it to be considered.}$

If the percentage obtained is not a whole number, it will be rounded down to the next whole number (for example, if the percentage is 33.76%, the percentage used will be 33%).

If the number of classrooms obtained is not a whole number, it will be rounded down to the next whole number (e.g. if the number is 2.6, the facility will have to contain a minimum of two [2] classrooms).

For example, if an Offeror has a total capacity of 15 classrooms in three (3) different facilities, in order to be able to obtain points, each facility will have to have a minimum of 26% ( $80 \div 3 = 26.67$ ) of the total classrooms, or three (3) classrooms ( $15 \times 26\% = 3.9$ ).

Even if a facility does not contain a sufficient number of classrooms to obtain points, the facility will be counted in the total number of the Offeror's facilities.

Facilities outside the predefined area will not be evaluated.

**45 points maximum, 0 points minimum**

<b>PRTC 4.1</b>	The proposed number of classrooms for the groups and	The offer should include the following information:	For PRTC 4.1, points will be awarded as follows:
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	the location of each of these classrooms located within the following boundaries: between Wellington Street, MacLaren Street, Bay Street and Elgin Street in Ottawa, Ontario, and between Laurier Street, Sacré-Cœur Boulevard and St-Rédempteur Street in Gatineau, Quebec.	<p>a) the proposed number of classrooms; and</p> <p>b) the address of each of the proposed classrooms.</p>	<p>for 100% of the classrooms that meet the criterion: 10 points</p> <p>for 80% to 99% of the classrooms that meet the criterion: 8 points</p> <p>for 60% to 79% of the classrooms that meet the criterion: 6 points</p> <p>for 40% to 59% of the classrooms that meet the criterion: 4 points</p> <p>for 20% to 39% of the classrooms that meet the criterion: 2 points</p> <p><b>Maximum 10 points</b></p>
<b>PRTC 4.2</b>	<p>The facility or facilities proposed by the Offeror are served by a parking lot, which is located no more than 0.50 km from the proposed facility and where there is a charge / no charge for parking.</p> <p>The parking lot(s) must not have a waiting list and/or if a parking permit is required, it may be obtained within one month prior to the start date of the training.</p> <p>For evaluation purposes, parking in the street will not be considered as an acceptable parking lot.</p>	<p>The offer should include the following information:</p> <p>a) address(es) of the identified parking lot(s);</p> <p>b) the distance(s) between the parking lot(s) and the proposed facilities;</p> <p>c) whether there is a charge for parking and/or parking is free; and</p> <p>d) for parking lots where a permit is required, whether the permit may be obtained within one month prior to the start of training.</p>	<p>For PRTC 4.2, points will be awarded as follows:</p> <p>For free parking: 10 points</p> <p>For pay parking: 5 points</p> <p>If the Offeror has more than one facility, each of the facilities will be evaluated, and the sum of the points obtained will be divided by the number of facilities.</p> <p><b>Maximum 10 points</b></p>
<b>PRTC 4.3</b>	The facility or facilities proposed by the Offeror are located at a maximum distance of 0.50 km from a public transit stop.	<p>The offer should include the following information:</p> <p>The distance from the public transit stop nearest to facilities proposed.</p>	<p>For PRTC 4.3, points will be awarded as follows:</p> <p>5 points per facility that meets the criterion</p> <p>If the Offeror has more than one facility, each of the facilities will be evaluated, and the sum of the points obtained will be divided by the number of facilities.</p> <p><b>Maximum 5 points</b></p>
<b>PRTC 4.4</b>	The proposed classrooms have direct access to daylight.	<p>The offer should include the following information for each proposed facility:</p> <p>The number of classrooms that have direct access to daylight and</p>	<p>For PRTC 4.4, points will be awarded as follows:</p> <p>100% of the classes have direct access to daylight: 10 points</p>

		their location.	<p>between 50% and 99% of the classes have direct access to daylight: 5 points</p> <p><b>Maximum 10 points</b></p>
<b>PRTC 4.5</b>	<p>The facility or facilities proposed by the Offeror are equipped with additional amenities or offer specific services:</p> <ul style="list-style-type: none"> <li>- access for persons with limited mobility (access to the building, elevator, washrooms, etc.);</li> <li>- a meal area outside the classrooms.</li> </ul>	<p>The offer should include the following information for each facility:</p> <ul style="list-style-type: none"> <li>a) a description of the access for persons with limited mobility offered;</li> <li>b) a description of the meal area; and</li> <li>c) the address of the facility or facilities.</li> </ul>	<p>For PRTC 4.5, points will be awarded as follows:</p> <p>Provides access for persons with limited mobility: 5 points</p> <p>Provides Learners with access to a meal area outside the classrooms: 5 points</p> <p>If the Offeror has more than one facility, each of the facilities will be evaluated, and the sum of the points obtained will be divided by the number of facilities.</p> <p><b>Maximum 10 points</b></p>

