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Québec

K1A 0S5

Bid Fax: (819) 997-9776

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

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

PSBID, PWGSC / DIASP,TPSGC

11 Laurier St. / 11, rue Laurier

10C1/Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet PART-TIME GROUP TRAINING IN THE NCR		
Solicitation No. - N° de l'invitation EN578-093429/D		Date 2012-11-19
Client Reference No. - N° de référence du client 20093429		Amendment No. - N° modif. 002
File No. - N° de dossier 505zf.EN578-093429	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-505-25050		
Date of Original Request for Standing Offer		2012-10-31
Date de la demande de l'offre à commandes originale		
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-14		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Bélair, Christine		Buyer Id - Id de l'acheteur 505zf
Telephone No. - N° de téléphone (819) 956-7018 ()	FAX No. - N° de FAX (819) 956-2675	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité 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

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
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)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

EN578-093429/D

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

ATTACHMENT 1 TO PART 4

Evaluation Procedures – Work Streams 3A, 3B, 3C, 3D, 4, 5 et 6.

Work stream 3: part-time group training in French on the Offeror's premises

3A: training in Ottawa-Gatineau downtown

3B: training in Outaouais/Quebec

3C: training in East/Ontario

3D: training in West/Ontario

Work stream 4: part-time group training in French at a federal institution

Work stream 5: part-time group training in English on the Offeror's premises

Work stream 6: part-time group training in English at a federal institution

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, as a minimum, provide the following information:	
<ol style="list-style-type: none">Offeror's volume capacity (overall capacity of groups that the Offeror intends to train 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 as follows, depending on the work stream for which the offer is being submitted:<ol style="list-style-type: none">Work stream 3A: 100 groups.Work stream 3B: 20 groups.Work stream 3C: 20 groups.Work stream 3D: 20 groups.Work stream 4: 100 groups.Work stream 5: 100 groups.Work stream 6: 100 groups.Number of classrooms offered. A classroom can accommodate up to ten (10) groups per week for the training hours indicated in clause 2.0 of Annex A – Statement of Work. The number of classrooms must correspond to at least one tenth (1/10) of the capacity (volume) stipulated by the Offeror to satisfy item 2 listed above and comply with the requirements described in clause 6.0 (The Offeror's Facilities) in Annex A – Statement of Work. For example, if the Offeror indicates that it has a capacity for 200 groups, the number of classrooms must be 20.Number of facilities and their location, in addition to the number of classrooms per location.	

MTC 2	Offeror's Pedagogical Advisers
2.1	<p>Proposed Primary Pedagogical Adviser and Backup Pedagogical Adviser</p> <p>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 50 groups at the same time, the Offeror must propose one additional primary pedagogical adviser for every 50 groups.</p> <p>A primary pedagogical adviser cannot be proposed as a backup pedagogical adviser (and vice versa).</p> <p>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 followed:</p> $ \begin{aligned} &\text{number of full-time groups} \div 10 \\ &+ (\text{number of full-time individuals} \div 30) \\ &+ (\text{number of part-time groups} \div 50) \\ &+ (\text{number of part-time individuals} \div 100) \\ &= 1 \text{ for a pedagogical adviser's maximum load} \end{aligned} $ <p>For example, for a capacity of 125 part-time groups, the Offeror must propose 2 primary pedagogical advisers for the first 100 groups and a third primary pedagogical adviser for the remaining 25 groups. The third pedagogical adviser may also be assigned responsibility for up to five (5) full-time groups, 15 learners in full-time individual training or 50 part-time Learners in individual training.</p> <p>In addition, the Offeror must propose one backup pedagogical adviser for every three primary pedagogical advisers.</p>
2.2	<p>Names of Proposed Pedagogical Advisers</p> <p>The offer must include the names of each of the proposed primary and backup pedagogical advisers.</p>
2.3	<p>Competencies and Qualifications of the Proposed Pedagogical Advisers</p> <p>2.3.1 Each of the pedagogical advisers (primary and backup) proposed by the Offeror must have, as a minimum, one of the following qualifications (point 1 or 2 below):</p> <p>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 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>http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</p> <p>AND</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</p>

	<p>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 and/or part-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:</p> <ul style="list-style-type: none"> • PBFT • PFL₂ - A, B or PFL₂ C; or • CEWP • a program used by a recognized Canadian post-secondary institution • or any other French or English as a second language adult learning program <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>OR</p> <p>2. 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"> • PBFT • PFL₂ - A, B or PFL₂ C, or CEWP • a program used by a recognized Canadian post-secondary institution • or any other French or English as a second language adult learning program <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>2.3.2</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> <ol style="list-style-type: none"> i. modality, i.e. group or individual, full-time or part-time courses; 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); iii. start and end dates, i.e. from [month/year] to [month/year] for each year of experience demonstrated in ii; iv. number of resources supervised at the same time for each year of experience demonstrated in ii; v. language(s) taught;
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	<p>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.</p> <p>For mandatory criterion 2.3.1.1b), 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"> i. total number of hours of experience in supervision; 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; iii. start and end dates, i.e. from [month/year] to [month/year] for the experience demonstrated in i; iv. number of resources supervised at the same time for each year of experience demonstrated in i; v. one reference per year, to a maximum of three references, including the name of the client organization and the name and current telephone number and/or e-mail address of a contact person who will be able to corroborate the information provided in the offer. <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"> i. total number of hours of experience in teaching; ii. start and end dates, i.e. from [month/year] to [month/year] for the experience demonstrated in i; iii. number of groups and number of learners un each group for the experience demonstrated in i; iv. language(s) taught, as well as the modality of the courses taught, i.e. full-time or part-time; v. training program(s) used; 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. <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"> i. number of years of experience in teaching; ii. number of hours of teaching for each year identified in i; iii. start and end dates, i.e. from [month/year] to [month/year] for each year of experience identified in i; iv. language(s) taught, as well as the modality of the courses taught, i.e. full-time or part-time; v. training program(s) used; 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. <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"> i. number of years of experience in supervision; ii. number of hours of supervision for each year identified in i; iii. start and end dates, i.e. from [month/year] to [month/year] for each year of experience identified in i; iv. language(s) taught, as well as the modality of the courses taught by the teaching resources, i.e. full-time or part-time; v. number of supervised teaching resources at the same time for each year of experience
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	<p>demonstrated in i;</p> <p>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.</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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MTC 3	Human Resources Management Plan
	<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) A hiring plan including at least the selection criteria and the hiring process.</p> <p>b) A professional development plan including at least the current training procedure of the Offeror for training and professional development to teaching resources and pedagogical advisers.</p> <p>c) A plan of supervision of teaching resources 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.

For Work streams 3A, 3B, 3C 3D and 5 – Part-time group training at Offeror's Premises

Point-rated Technical Criteria (PRTC)	Minimum Number of Points Required	Maximum Number of Points
PRTC 1 Offeror's Experience	0	125
PRTC 2 Offeror's Pedagogical Advisers		
PRTC 2.1 Primary Pedagogical Adviser	0	40
PRTC 2.2 Backup Pedagogical Adviser	0	40
PRTC 3 Offeror's Facilities	0	25
OVERALL SCORE (even though there is no minimum number of points required for each of the point-rated technical criteria (PRTC1 to PRTC3), the Offer must obtain a minimum of 60 points, in total, to be considered responsive).	60	230

For Work streams 4 and 6 – Part-time group training at Federal Institution's Premises

Point-rated Technical Criteria (PRTC)	Minimum Number of Points Required	Maximum Number of Points
PRTC 1 Offeror's Experience	0	125
PRTC 2 Offeror's Pedagogical Advisers		
PRTC 2.1 Primary Pedagogical Adviser	0	40
PRTC 2.2 Backup Pedagogical Adviser	0	40
OVERALL SCORE (even though there is no minimum number of points required for each of the point-rated technical criteria (PRTC1 and PRTC2), the Offer must obtain a minimum of 40 points, in total, to be considered responsive).	40	205

PRTC 1 Offeror's Experience

Joint venture: If the offer is submitted by a joint venture, the members of the joint venture cannot pool their capacities to satisfy PRTC 1. The Offeror must indicate which member of the joint venture meets this criterion.

125 points maximum, 0 points minimum

No.	Point-rated Technical Criterion	Offer Preparation Instructions	Weighting (Points)
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<p>PRTC 1.1</p>	<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 at least the following information:</p> <ul style="list-style-type: none"> a) the number of years of experience in language training for adults; b) the start and end dates of the training services delivered for each year, i.e. from [month/year] to [month/year]; c) the number of hours of teaching for each year identified in b); d) the language training programs used; e) the language(s) taught; 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>For PRTC 1.1, points will be awarded as follows:</p> <p>PRTC 1.1 A) Number of years of experience</p> <p>10 points per year of experience that meets PRTC 1.1, to a maximum of 100 points</p> <p>PRTC 1.1 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ 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 1.1 B), if the Offeror has demonstrated that it has experience with more than one training program in response to PRTC 1.1, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p>Maximum 110 points</p>
<p>PRTC 1.2</p>	<p>The Offeror's number of years of experience since January 2006 in delivering part-time language training in English and/or French as a second language to groups of at least three (3) Learners.</p> <p>For evaluation purposes only, part-time training is training less than 15 hours per week. One (1) year of experience is the equivalent of 1,200 hours</p>	<p>The offer should include at least the following information for each demonstrated year of experience:</p> <ul style="list-style-type: none"> a) Start and end dates for part-time language training of group(s) consisting of at least three Learners, i.e. from [month/year] to [month/year]; b) the number of teaching hours per week for each year of experience listed in a); 	<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 15 points</p> <p>Maximum 15 points</p>

	of training over a period of 12 consecutive months.	c) the number of Learners in each group; d) the language(s) taught; and e) 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.	
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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 the groups is 150, and a total of 4 pedagogical advisers is 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.

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 these 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)
PRTC 2.1.1	<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 PFL₂ A and B or PFL₂ 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>2.1.1. A) Number of courses managed that meet criterion PRTC 2.1.1</p> <p>3 points per group full-time course, to a maximum of 30 points</p> <p>OR</p> <p>2 points per individual full-time course, to a maximum of 20 points</p> <p>OR</p> <p>1 to 3 part-time courses: 1 point Plus 1 point for every additional set of 3 part-time* 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 not for a combination of experience in a number of streams.</p> <p>PRTC 2.1.1 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ 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 teaching program: 1 point</p> <p>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.</p> <p>Maximum 40 points</p>
<p>OR</p> <p><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>			
PRTC 2.1.2	<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 and/or French as a second language for adults on a part-time* basis, using one or more of the CSPS** programs or any other language training program.</p> <p>*A part-time training is equivalent to a minimum of 12 consecutive weeks and a minimum of 3 hours of teaching per week.</p> <p>** CSPS refers to the Canada School of Public Service. The programs are PBFT or PFL₂ A and B or PFL₂ 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 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 [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</p>	<p>For PRTC 2.1.2, points will be awarded as follows:</p> <p>PRTC 2.1.2 A) Number of hours taught on a part-time basis meeting PRTC 2.1.2</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>PRTC 2.1.2 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ C and/or CEWP: 10 points PBFT: 5 points</p> <p>A program used by a recognized Canadian post-secondary institution: 2 points</p>

		<p>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>Any other adult language learning program: 1 point</p> <p>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, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p>Maximum 30 points</p>
<p>OR</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>			
PRTC 2.1.3	<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 Canada School of Public Service. The programs are PBFT or PFL₂ A and B or PFL₂ C or CEWP.</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 experience to a maximum of three references, including the name of the client organization and the name and current telephone</p>	<p>For PRTC 2.1.3, points will be awarded as follows:</p> <p>PRTC 2.1.3 A) Number of years of experience that meet criterion PRTC 2.1.3</p> <p>7 to 10 years: 8 points 10 years + 1 day to 15 years: 13 points Over 15 years: 18 points</p> <p>PRTC 2.1.3 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ 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 2.1.3 B), if the Offeror has demonstrated that it has experience with more than one training program in response to</p>

		<p>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 corroborate the information provided in the offer.</p>	<p>PRTC 2.1.3, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p>Maximum 28 points</p>
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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 together and then divided by the number of these 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)
PRTC 2.2.1	<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, a 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</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</p>	<p>For PRTC 2.2.1, points will be awarded as follows:</p> <p>2.2.1. A) Number of courses managed that meet criterion PRTC 2.1.1</p> <p>3 points per group full-time course, to a maximum of 30 points</p> <p>OR</p> <p>2 points per individual full-time course, to a maximum of 20 points</p> <p>OR</p> <p>1 to 3 part-time courses: 1 point Plus 1 point for every additional set of 3 part-time* 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 not for a combination of experience in a number of streams.</p>

	PBFT or PFL ₂ A and B or PFL ₂ C or CEWP.	by a recognized Canadian post-secondary institution, the Offeror must indicate the institution's name.	<p>PRTC 2.2.1 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ 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>Maximum 40 points</p>
<p>OR</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>			
PRTC 2.2.2	<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 and/or French as a second language for adults on a part-time* basis, using one or more of the CSPS** programs or any other language training program.</p> <p>*A part-time training is equivalent to a minimum of 12 consecutive weeks and a minimum of 3 hours of teaching per week.</p> <p>** CSPS refers to the Canada School of Public Service. The programs are</p>	<p>The offer should include at least the following information:</p> <p>a) the total number of hours 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 [month/year] to [month/year];</p>	<p>For PRTC 2.2.2, points will be awarded as follows:</p> <p>PRTC 2.2.2 A) Number of hours taught on a part-time basis meeting PRTC 2.2.2</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>PRTC 2.2.2 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ C and/or CEWP: 10 points</p>

	PBFT or PFL ₂ A and B or PFL ₂ C or CEWP.	<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>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>Maximum 30 points</p>
<p>OR</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>			
PRTC 2.2.3	<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 Service. The programs are</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 2.2.3, points will be awarded as follows:</p> <p>PRTC 2.2.3 A) Number of years of experience that meet criterion PRTC 2.2.3</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>PRTC 2.1.3 B) Language training program(s) used</p> <p>PFL₂ A and B and/or PFL₂ 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 2.2.3 B), if the Offeror has demonstrated</p>

	<p>PBFT or PFL₂ A and B or PFL₂ 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</p>	<p>that it has experience with more than one training program in response to PRTC 2.2.3, points will be awarded for the program earning the highest number of points but not for a combination of programs.</p> <p>Maximum 28 points</p>
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PRTC 3 Offeror's Facilities (for Work Streams at Offeror's Premises only)

For PRTC 3.1, 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 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 (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 (for example, 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.

25 points maximum, 0 points minimum

PRTC 3.1	<p>The proposed facility or facilities 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> <ul style="list-style-type: none"> a) address(es) of the identified parking lot(s); b) the distance(s) between the parking lot(s) and the proposed facilities; c) whether there is a charge for parking and/or parking is free; and 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>For PRTC 3.1, points will be awarded as follows:</p> <p>For free parking: 10 points 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>Maximum 10 points</p>
PRTC 3.2	<p>The proposed facility or facilities by the Offeror are located at a maximum distance of 0.50 km from a public transit stop.</p>	<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 3.2, 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>Maximum 5 points</p>
PRTC 3.3	<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"> - access for persons with limited mobility (access to the building, elevator, washrooms, etc.); - a meal area outside the classrooms. 	<p>The offer should include the following information for each facility:</p> <p>a) a description of the access for persons with limited mobility offered;</p> <p>b) a description of the meal area; and</p> <p>c) the address of the facility or facilities.</p>	<p>For PRTC 3.3, 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>Maximum 10 points</p>