



RETURN BIDS TO:
Canadian Nuclear Safety Commission (CNSC)

Ground Floor Reception/Security

Attention:
Alex Cassol
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Ottawa, Ontario
Canada
K1P 5S9

BID SOLICITATION

Proposal To: Canadian Nuclear Safety Commission

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out thereof.

Instructions : See Herein

Supplier Name and address

Issuing Office:
Canadian Nuclear Safety Commission (CNSC)

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title: Language training – French as a second language	
Solicitation No. 87055-13-0108	Date June 24, 2013
File No. – N° de dossier 87055- 13-0108	
Solicitation Closes August 6, 2013 At 02 :00 PM / 14 h	Time Zone Eastern Daily Saving Time (EDT)
Address Inquiries to : <i>Alex Cassol</i>	
Telephone No. 613-996-6638	Fax No. (613) 995-5086
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Destination: See Herein	

Delivery required	Delivered Offered
Supplier Name and address :	
Facsimile No. Telephone No.	
Name and title of person authorized to sign on behalf of Supplier (type or print)	
Signature	Date



BID SOLICITATION

FOR THE PROVISION OF

Language training in French as a second language

Requirement “A”: Part-time group training (three resources)

**Requirement “B”: Part-time individual or semi-private training
(one resource)**



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PART 1 - GENERAL INFORMATION

It is understood that the procurement of services for the Canadian Nuclear Safety Commission (CNSC) falls under the provisions of the *Nuclear Safety and Control Act*, S.C. 1997, c. 9.

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Work to be performed is detailed in Annex "A" attached to this Contract.

3. Multiple Contracts for 1 Year with 4 One-Year Option Periods

The CNSC may establish up to four contracts for language training services as defined in Annex "A" – Statement of Work subject to the terms and conditions stipulated in this RFP.

The establishment of any contract resulting from this RFP is on a non-exclusive basis; the CNSC may therefore enter into contractual arrangements with other suppliers of similar services during the period of any resulting contract.

4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions (A0000T – 2012-07-12)

- 1.1 All instructions, clauses and conditions incorporated by reference in the bid solicitation (number, date and title) are set out in the [Standard Acquisition Clauses and Conditions \(SACC\) Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. All of the clauses of this document are legally binding on the parties.
- 1.2 The Annexes “A”, “B” and “C” form part of the legally binding agreement between the parties.
- 1.3 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- 1.4 Standard Instructions - Goods or Services - Competitive Requirements (2003) dated 2013-06-01 are incorporated by reference into and form part of the bid solicitation. The following changes are made:
 - a) Replace references to ‘Canada’ and ‘Public Works and Government Services Canada’ with ‘Canadian Nuclear Safety Commission’ (CNSC);
 - b) Delete subsections 4 and 5 of Section 01: Code of Conduct and Certifications - Bid;
 - c) Delete section 02 in its entirety;
 - d) Revise subsection 2d of section 05 submission of Bids, to read:

“send its bid only to the Canadian Nuclear Safety Commission as specified on page 1 of the bid solicitation”.
 - e) Revise subsection 4 of section 05: Submission of Bids as follows:

Delete: sixty (60) days
Insert: ninety (90) days
 - f) Delete subsection 1. of section 08: Transmission by Facsimile, in its entirety;
 - g) Delete subsections 1a and 1b of Section 12: Rejection of Bid, and replace with:

Bidders are advised that the CNSC reserves the right to consider, as part of its evaluation, any unsatisfactory performance in a previous or current assignment performed by the Bidder, proposed subcontractor or individual proposed resource either on contract or under previous CNSC employment.

Additionally, bidders shall take note that once awarded, the performance of the Contractor during and upon completion of the work shall be evaluated by the CNSC. The evaluation may include all or some of the following criteria: quality of deliverables, timeliness of completion of the work, project management, contract management, and cost. Should the Contractor’s performance be considered unsatisfactory, the contractor may be declared ineligible for future CNSC contracts.
 - h) Add the following paragraphs to Section 18, Conflict of Interest – Unfair Advantage:

Conflict of Interest – Performance of the Work

 - i. The CNSC reserves the right to review real, potential or apparent conflict(s) of interest. Bidders must disclose any of their activities related to the subject of the Statement of Work that are licensed by the CNSC. Bidders are also required to disclose any involvement in previous, current or planned work undertaken for a CNSC licensee that is or may be related to the subject of the Statement of Work. Such activities or work are not in themselves grounds for rejection; however, proposals to review



previous work contributed by the Bidder on behalf of a CNSC licensee, and proposals to make recommendations affecting the CNSC licensing decisions in which the Bidder has a financial or non-financial interest may be rejected.

- ii. Bidders must address in detail, in their submitted bids, any real, potential or apparent conflict(s) of interest they may encounter while performing the work, and must substantiate which measures they are taking to prevent the conflict(s). If in doubt about a particular situation, bidders may contact the Contracting Authority before bid closing. The CNSC reserves the right to reject any bids in which a real, potential or apparent conflict of interest exists.
- i) Delete Subsection 2. of Section 20, Further Information, in its entirety.

2. Submission of Bids

Bids must be submitted only to the Canadian Nuclear Safety Commission (CNSC) by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

- 3.1 All enquiries must be submitted in writing to the Contracting Authority **no later than five (5) calendar days before the bid closing date**. Enquiries received after that time may not be answered.
- 3.2 Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable the CNSC to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where the CNSC determines that the enquiry is not of a proprietary nature. The CNSC may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by the CNSC.

4. Applicable Laws

- 4.1 Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- 4.2 Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

- 1.1 The CNSC requests that bidders provide their full company name and address, as well as a contact name, telephone number and fax number.

IMPORTANT

- 1.2 The CNSC requests that Bidders provide their Bid in separately bound sections and in separate envelopes as follows:

a) indicate on the envelope the requirement for which you are submitting your Bid. If you are submitting Bids for both Requirements, please indicate this clearly and separately on the inside of the envelope.

Requirement "A": Part-time group training

Requirement "B": Part-time individual or semi-private training

b) use a corresponding reference system to complete the evaluation tables for the mandatory requirements and point-rated technical requirements

Section I : Technical Bid : 4 hard copies

Section II : Financial Bid : 2 hard copies

Section III: Certifications (1) hard copy (certifications should accompany the Financial Bid)

- 1.3 **A maximum of four (4) teaching resources proposed per bid.**

- 1.4 **Prices must appear in the financial bid only.** No prices must be indicated in any other section of the bid.

- 1.5 The CNSC requests that bidders follow the format instructions described below in the preparation of their bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- b) use a numbering system that corresponds to the bid solicitation.

- 1.6 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

1.7 Section I: Technical Bid

- a) The Technical Bid should address clearly and in sufficient depth the elements that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, the CNSC requests that bidders address and present topics in the order of the evaluation criteria and under the same



headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

- b) The Technical Bid must demonstrate compliance with all mandatory evaluation criteria and must specifically respond to each of the point-rated technical evaluation criteria.
- c) If a mandatory evaluation criterion is not complied with, the bid will be considered non-responsive and will not receive further consideration. Variations on mandatory criteria will not be accepted.

1.8 Section II: Financial Bid

- a) Bidders must submit their Financial Bid in Canadian dollars, in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3 of this Bid Solicitation. The total amount of Applicable Taxes must be shown separately, if applicable. Bidders must also reference Annex "B": Basis of Payment of this Bid Solicitation when preparing their Financial Bid.
- b) The financial bid must also include costs as follows:
 - i. A detailed cost breakdown, including fees for each resource category; and
 - ii. an estimate of the general expenses expected to be incurred during the performance of the work. Such expenses could include equipment, materials and supplies, communication costs, travel costs and subcontracts.

1.9 Section III: Certifications

Bidders must submit the certifications required under Part 5 of this Bid Solicitation.



ATTACHMENT 1 TO PART 3 Pricing Schedule

1. The Bidder must complete this pricing schedule and include it in its Financial Bid.

	Requirement A: Part-time group training	Requirement B: Part-time individual or semi-private training
Contract Periods	Firm all-inclusive hourly rate for part-time group French training (before taxes)	Firm all-inclusive hourly rate for individual or semi-private French training (before taxes)
12 months from the contract date (initial period)		
Option year 1 12 months beginning on the date of expiration of the initial period		
Option year 2 12 months beginning on the date of expiration of the first option year period		
Option year 3 12 months beginning on the date of expiration of the second option year period		
Option year 4 12 months beginning on the date of expiration of the third option year period		
Total for bid evaluation purpose only (Add initial period + 4 option years)		



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of the CNSC will evaluate the bids.

1.1 Technical Evaluation

a) Mandatory Technical Criteria

Refer to Attachment 1 to Part 4 of this Bid Solicitation.

b) Point-Rated Technical Criteria

Refer to Attachment 1 to Part 4 of this Bid Solicitation. Point-rated technical criteria not addressed in the bid will be given a score of zero.

1.2 Financial Evaluation

- a) Refer to Attachment 1 to Part 3 of this Bid Solicitation.
- b) For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3 of this Bid Solicitation.

1.3 Evaluation of Price (A0220T – 2013-04-25)

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical and Price (A0027T – 2012-07-16)

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;

Requirement « A »

- c. obtain the pass mark of 60 points required for the point-rated criteria.

The rating scale is 90 points.

Requirement « B »

- d. obtain the pass mark of 40 points for the point-rated criteria

The rating scale is 60 points.

- 2. Bids not meeting any of the requirements set out above in subsection 1 will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % percent for the technical merit and 20% percent for the price.



4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80% percent.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20% percent.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points for technical score equal 135 and for price, 45 points, based on the lowest evaluated price of \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



3. Security Requirement

3.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- I the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3.3 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Website.



ATTACHMENT 1 TO PART 4 Evaluation Procedures

1. Mandatory Technical Criteria

- 1.1 The bid must meet the mandatory technical criteria specified below. The Bidder must address each criterion separately and provide the necessary documentation to support compliance with each criterion.
- 1.2 Any bid which fails to meet the mandatory technical criteria will be declared non-responsive and will receive no further consideration.

IMPORTANT

Requirement “A”: Part-time group training

Requirement “B”: Part-time individual or semi-private training

Bidders may submit a proposal for Requirement A OR for Requirement B OR for both requirements.

Mandatory criteria for the teaching resource

The teaching resources must meet all the mandatory technical criteria specified below. The Bidder must provide the necessary documentation and concrete examples to demonstrate that the teaching resource meets each of the mandatory criteria.

Mandatory Technical (MT) Criteria for the Requirements “A” and/or “B”				
The teaching resources will be assessed against the mandatory technical criteria specified below.				
Resources Proposed for Requirements “A” and “B”				
Number	Mandatory Technical (MT) Criterion	YES	NO	Cross-Reference to Proposal
MT1	At a minimum, the teaching resource must have an undergraduate degree from a recognized Canadian university. <u>Note:</u> In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an institution accredited to recognize credentials will be accepted. http://www.cicic.ca/383/foreign-credential-assessment.canada			
MT2	The teaching resource must have at least five years of experience in teaching French as a second language <u>full time</u> ** to public servants, including two years since 2010. **Note: A minimum of 1,050 hours is required for a year to be considered full-time. Requirement A: five years' experience in group teaching Requirement B: five years' experience in individual teaching			



MT3	The teaching resource must have experience in using the Canada School of Public Service (CSPS) French as a Second Language Program.			
MT4	The teaching resource must have experience in preparation for Public Service Commission (PSC) Second Language Evaluation (SLE) tests.			
MT5	<p>The teaching resource must submit an up-to-date resume clearly demonstrating his or her employment history (e.g. positions held, employers, number of teaching hours per year, levels taught, related responsibilities).</p> <p><u>Note:</u> The resume must be prepared by the teaching resource and not by the school submitting the proposal, if applicable.</p>			
MT6	The teaching resource must have passed a reliability check or agree to undergo such a check before this contract is awarded.			



2. Point-Rated Technical Criteria

- 2.1 Any bid which meets all the mandatory technical criteria will be evaluated and scored in accordance with the table below. The Bidder must provide the necessary documentation to demonstrate its qualifications and capabilities in relation to each criterion.
- 2.2 Any bid which fails to obtain the required minimum number of points specified will be declared non-responsive and will receive no further consideration.

2.3 Point-rated technical criteria for the teaching resource for Requirement “A”

Only teaching resources who meet all the mandatory technical criteria will be considered for evaluation against the point-rated technical criteria.

Teaching resources who do not obtain the pass mark of 60 points on the point-rated technical criteria for Requirement A will not be given further consideration.

Point-Rated Technical (PRT) Criteria for Requirement “A”						
For the purposes of the point-rated technical criteria specified below, the experience of the teaching resource and not the Bidder will be considered. Demonstration of how the criteria are met must be supported by concrete examples.						
Teaching Resource for Requirement “A”: Part-Time Group Training						
Number	Point-Rated Technical Criterion	Max Points	0 Points	5 Points	10 Points	15 Points
PRT1-A	The teaching resource must demonstrate that he or she has experience in teaching groups of public servants at all levels (beginner, intermediate and advanced).	15	The teaching resource has no experience in teaching groups of public servants.	The teaching resource has experience at one level only.	The teaching resource has experience at two levels only.	The teaching resource has experience at all three levels.
PRT2-A	The teaching resource must submit a <u>lesson plan</u> that he or she personally developed. The plan submitted must include the context, learning objectives, proposed activities and teaching aids.	15	The plan submitted does not indicate any relationship between the context, objectives, proposed activities and teaching aids: No match.	The plan submitted does not clearly indicate the relationship between the context, objectives, proposed activities and teaching aids: Inadequate match.	The plan submitted adequately indicates the relationship between the context, objectives, proposed activities and teaching aids: Good match.	The plan submitted effectively and appropriately indicates the relationship between the context, objectives, proposed activities and teaching aids: Perfect match.



PRT3-A	<p>The teaching resource must submit a <u>quick reference tool</u> that he or she personally developed to maximize the learners' chances of success on the PSC tests of reading comprehension or written expression.</p> <p>The document provided must explain the context and learning objectives, the concepts or rules to remember, and the strategy for effectively achieving the objectives.</p>	15	The document does not contain any concepts or rules to remember <u>or</u> strategy that supports achievement of the objectives.	The document contains only a few concepts or rules to remember <u>or</u> a strategy for achieving the objectives.	The document contains concepts or rules to remember and an adequate strategy to support achievement of the objectives.	The document appropriately presents concepts or rules to remember and an effective strategy to support achievement of the objectives.
PRT4-A	<p>The teaching resource must submit <u>material</u> that he or she personally adapted to meet the learning needs of one or more learners.</p> <p>The document must explain the nature of the requirement and reflect the intended objective, the method used and the results obtained.</p>	15	Material not at all adapted to the learning needs of one or more learners.	Material inadequately adapted to the learning needs of one or more learners.	Material adequately adapted to the learning needs of one or more learners.	Material effectively and appropriately adapted to the learning needs of one or more learners.
PRT5-A	The teaching resource must clearly show his or her strategy for preparing groups of learners for the PSC Test of Oral Proficiency when their objective is to achieve Level B.	15	No strategy for achieving Level B.	Inadequate strategy for achieving Level B.	Adequate strategy for achieving Level B.	Effective and appropriate strategy for achieving Level B.
PRT6-A	The teaching resource must provide a document to clearly demonstrate his or her strategy for preparing groups of learners who have already achieved Level B in oral proficiency and whose objective is to achieve Level C on the PSC oral test.	15	No strategy for achieving Level C adapted to the learners' level.	Inadequate strategy for achieving Level C adapted to the learners' level.	Adequate strategy for achieving Level C adapted to the learners' level.	Effective and appropriate strategy for achieving Level C adapted to the learners' level.
Total : 90 points – pass mark 60/90		90				



2.4 **Point-rated technical criteria for the teaching resource for Requirement “B”**

Only teaching resources who meet all the mandatory technical criteria will be considered for evaluation against the point-rated technical criteria.

Teaching resources who do not obtain the pass mark of 40 points on the point-rated technical criteria for Requirement B will not be given further consideration.

Point-Rated Technical (PRT) Criteria for Requirement “B”						
For the purposes of the point-rated technical criteria specified below, the experience of the teaching resource and not the Bidder will be considered. Demonstration of how the criteria are met must be supported by concrete examples.						
Teaching Resource for Requirement “B”: Part-Time Individual or Semi-Private Training						
Number	Point-Rated Technical Criterion	Max Points	0 Points	5 Points	10 Points	15 Points
PRT1-B	The teaching resource must demonstrate that he or she has experience in individual teaching for the purpose of language retention <u>and</u> preparation for the three PSC tests.	15	The teaching resource has none of the experience required.	The teaching resource has experience in individual teaching for the purpose of retention <u>or</u> in preparation for one of the three PSC tests.	The teaching resource has experience in individual teaching for the purpose of retention <u>and</u> in preparation for two of the three PSC tests.	The teaching resource has experience in individual teaching for the purpose of retention <u>and</u> in preparation for the three PSC tests.
PRT2-B	The teaching resource must submit a <u>lesson plan</u> that he or she personally developed. The plan submitted must include the context, learning objectives, proposed activities and teaching aids.	15	The plan submitted does not indicate any relationship between the context, objectives, proposed activities and teaching aids: No match.	The plan submitted does not clearly indicate the relationship between the context, objectives, proposed activities and teaching aids: Inadequate match.	The plan submitted adequately indicates the relationship between the context, objectives, proposed activities and teaching aids: Adequate match.	The plan submitted effectively and appropriately indicates the relationship between the context, objectives, proposed activities and teaching aids: Full match.



PRT3-B	<p>The teaching resource must demonstrate the approach that he or she uses so that the learner retains each language skill.</p> <p>The description of the approach must explain what is taken into consideration and the teaching aids used.</p>	15	The approach used does not result in the retention of language skills.	The approach used is inadequate for real retention of all the language skills.	The approach used is adequate for retention of all the language skills.	The approach used is effective and appropriate for retention of all the language skills.
PRT4-B	The teaching resource must provide a document to clearly demonstrate his or her strategy for preparing a learner for the PSC test when the learner's Level C in oral proficiency has expired.	15	No strategy for achieving Level C.	Inadequate strategy for achieving Level C.	Adequate strategy for achieving Level C.	Effective, appropriate strategy for achieving Level C.
Total : 60 points – pass mark 40/60		60				



3) Additional teaching resource criteria for Requirements “A” and “B”

Only teaching resources that receive a pass mark on the point-rated criteria for Requirements A and/or B will be considered at the final stage of teaching resource evaluation.

3.1 Ability to synthesize and write: Written test (30 points)

The teaching resource will have to prepare a summary of a document given to him or her. The test will be administered on a computer. The use of any other documents or tools will not be permitted.

The purpose is to evaluate the following:

- Clarity and conciseness of text: (10 points)
- Organization of ideas: (5 points)
- Vocabulary used: (5 points)
- Use of grammar rules: (10 points)

3.2 Ability to teach: Simulation (30 points)

Using material given to him or her, the teaching resource will have to prepare a 20-minute lesson and present it to the evaluation team (small group or individual). A period of 30 minutes will be allowed for preparation of the lesson. The teaching resource will be allowed to bring and use personal material during the preparation period.

The purpose is to evaluate the following:

- Instructional approach : (10 points)
- Relationship with learners : (10 points)
- Oral communication : (10 points)

Total for the additional teaching resource criteria for Requirements A and B: 60 points – pass mark 45/60



MARKING SUMMARY

DESCRIPTION	Mark required if the bid is for both requirements and the additional criteria		Mark required if the bid is for Requirement "A" and the additional criteria only		Mark required if the bid is for Requirement "B" and the additional criteria only	
	Max Score	Pass Mark	Max Score	Pass Mark	Max Score	Pass Mark
Point-rated technical criteria for Requirement A	90	60	90	60		
Point-rated technical criteria for Requirement B	60	40			60	40
Additional point-rated technical criteria	60	45	60	45	60	45
TOTAL	210	145	150	105	120	85



PART 5 – CERTIFICATIONS

1. Bidders must provide the required certifications and related documentation to be awarded a contract. The CNSC will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.
2. Compliance with the certifications bidders provide to Canada is subject to verification by the CNSC during the bid evaluation period (before award of a contract) and after award of a contract.
3. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

4. Certification Required with the Bid

4.1 Bidders must submit the following duly completed certifications with their bid.

4.2 Federal Contractors Program – Over \$25,000 and below \$200,000 (A3031T – 2010-08-16)

1. Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the [Government Contracts Regulations](#), SOR/87-402.
2. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
 - b. () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
 - c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
 - d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.
4. Further information on the [FCP](#) is available on the HRSDC Web site.

4.3 Former Public Servant Certification (A3025T – 2013-04-25)

1. Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.



2. Definitions

For the purposes of this clause, “former public servant” is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

“lump sum payment period” means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

“pension” means, in the context of the fee abatement formula, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S.C, 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S.C, 1985, c. C-17, the [Defence Services Pension Continuation Act](#), R.S.C. 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S.C, 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S.C, 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S.C, 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder’s status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4.4 Status and Availability of Resources (A3005T – 2010-08-16)

1. The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by the CNSC representatives and at the time specified in the bid solicitation or agreed to with the CNSC. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.
2. If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to the CNSC. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

4.5 Education and Experience (A3010T – 2010-08-16)

1. The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate.
2. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



PART 6 - RESULTING CONTRACT CLAUSES

It is understood that the procurement of services for the Canadian Nuclear Safety Commission (CNSC) falls under the provisions of the *Nuclear Safety and Control Act*, S.C. 1997, c. 9.

1.0 Security Requirement

1. The Contractor is solely responsible for obtaining any security clearance required for the performance of the work under this Contract.
2. The Contractor is responsible to return to the CNSC Security Officer (or other designated person) any building access cards issued related to the Contractor's work under this Contract. In the event that such cards are not returned to the appropriate authority, the CNSC reserves the right to deduct from the Contractor's final invoice an amount sufficient to offset the CNSC's costs to replace any such cards.
3. The CNSC performs a Criminal Record Name Check (CRNC) on all contractors who require access to the CNSC facilities for the performance of their work. The Contractor hereby agrees to release any information required by the CNSC in order for it to complete a verification of the Contractor's CRNC. Failure to provide such information will constitute grounds for the CNSC not to award the Contract to the Contractor – or, if the Contract has commenced, to terminate the Contract under the provisions of Public Works and Government Services Canada's General Conditions 2010B, incorporated herein by reference.

2.0 Statement of Work (B4007C – 2006-06-16)

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3.0 Standard Clauses and Conditions (A0000C – 2012-07-16)

1. All clauses and conditions incorporated by reference in the Contract (number, date and title) are set out in the [Standard Acquisition Clauses and Conditions \(SACC\) Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. All of the clauses of this document are legally binding on the parties. The following changes are made:
2. Wherever 'Public Works and Government Services Canada' or "Canada" appears in any of the standard clauses or the General or Supplemental General Conditions, replace with 'Canadian Nuclear Safety Commission (CNSC)'.
3. The Annexes "A", "B" and "C" form part of the legally binding agreement between the parties.

3.1 General Conditions

2010B (2013-04-25), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract. The following change is made:

- a) Replace Section 27 with the following:
 - i. The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act (S.C. 2006, c. 9, s. 2) the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Sector, the Treasury Board Policy on Conflict of Interest and Post-Employment, the CNSC Values and Ethics Code or the CNSC Conflict of Interest and Post-Employment Policy cannot derive any direct benefit resulting from the Contract. Post-employment procedures apply to individuals who have left the public sector.
 - ii. The CNSC's Values and Ethics Code and Conflict of Interest and Post-Employment Policy can be found at <http://www.nuclearsafety.gc.ca/eng/about/index.cfm>.



4.0 Term of Contract

4.1 Period of the Contract (A9022C – 2007-05-25)

The period of the Contract is from ____ to ____ inclusive.

4.2 Option to Extend the Contract (A9009C – 2008-12-12)

1. The Contractor grants to the CNSC the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
2. The CNSC may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5.0 Authorities

5.1 Contracting Authority

1. The Contracting Authority for the Contract is:

Name: Alex Cassol
Title: Senior Contracting Officer
Canadian Nuclear Safety Commission
Corporate Services Branch
P.O. Box 1046, Station B
280 Slater Street
Ottawa, Ontario
Canada K1P 5S9

Telephone: 613-996-6638
Facsimile: 613-995-5086
E-mail address: alex.cassol@cnsccsn.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: (will be indicated in the contract)

Name:
Title:
Organization:
Address:

Telephone :
Facsimile:
E-mail address:

The Project Authority is the representative of the CNSC and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project



Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (will be indicated in the contract)

Name:
Title:
Organization:
Address:

Telephone :
Facsimile:
E-mail address:

6.0 Payment

6.1 Basis of Payment

For the satisfactory performance of the Contract, the Contractor shall be paid in accordance with the Basis of Payment, which is found at Annex "B", attached to this Contract.

6.2 Method of Payment - Monthly Payment

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment.

6.3 T1204 - Information Reported by Contractor (A9116C – 2007-11-30)

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S.C. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information prior to signature of the Contract:
 - a. the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
 - b. the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
 - c. the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
 - d. in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.
3. The information must be sent to the Contracting Authority. If the information includes a SIN, the information should be provided in an envelope marked "protected".



7.0 Invoicing Instructions

1. Invoices can be emailed to finance@cnsccsn.gc.ca or be mailed to the following address:

Canadian Nuclear Safety Commission
Finance Division
P.O. Box 1046, Station B
Ottawa, Ontario
Canada
K1P 5S9

2. Original receipts are required for travel expenses if these expenses are included in the Basis of Payment which is found at Annex "B", attached to this Contract.
3. The Contractor shall include the Contract number and appropriate Applicable Taxes registration number on all invoices pertaining to the Contract.
4. The last and final invoice under the Contract shall be clearly marked "Final Invoice".

8.0 Certifications

8.1 Instructions to Bidders/Contractors (A3015C – 2008-12-12)

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by the CNSC during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, the CNSC has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.0 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10.0 Priority of Documents

The following documents form part of the legally binding agreement between the parties. If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the General Conditions 2010B (2013-04-25) - General Conditions – Professional Services (Medium Complexity)
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated _____

11.0 Proactive Disclosure of Contracts with Former Public Servants (A3025C – 2013-04-25)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#), R.C.S. 1985, c. P-36 pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.



12.0 Dispute Resolution

1. The parties must first attempt to resolve disputes arising in connection with this Contract through direct good faith negotiations. Such negotiations shall be undertaken for a maximum period of 30 working days unless resolved earlier. The parties may agree to an extension of the 30 working day period upon agreement in writing by each party.
2. All disputes, questions or differences arising in connection with this Contract which cannot be resolved by the parties as set out in subsection 1 shall be resolved in an efficient and cooperative manner through mediation or any other such third party assistance process as may be appropriate and agreed upon. Such a process shall be undertaken for at least 20 days unless resolved earlier. The parties may agree to an extension of this 20 day period upon agreement in writing by each party.
3. All disputes, questions or differences arising in connection with this Contract, which the parties cannot resolve themselves through direct negotiations or the appropriate dispute resolution efforts discussed in subsection 2. shall be finally settled by binding arbitration.
4. The parties shall appoint a single arbitrator. The appointment of an arbitrator shall occur within thirty (30) calendar days of the decision to proceed to binding arbitration. If such appointment has not occurred within this thirty (30) day period, then the parties shall apply to a Justice of the Ontario Court (General Division) in Ottawa to have an arbitrator appointed.
5. The arbitration shall be in accordance with the Commercial Arbitration Act, R.S.C., 1985,c.17 and shall take place in Ottawa, Ontario.
6. The arbitrator may appoint a secretary with the prior written permission of the parties. The fees of the sole arbitrator and of the secretary shall be shared equally by each of the parties. Notwithstanding the above, the arbitrator shall be authorized to require any party to pay the whole or part of the fees, costs and expenses. In such case, payments shall be made in accordance with the award and the award shall be final and shall not be subject to appeal.
7. This section does not apply in respect of the interpretation or application of constitutional, administrative, criminal or tax law or other law as may be determined and agreed upon by the parties. Except with respect to the laws expressly listed herein, if no agreement is reached regarding this Article's application with respect to other areas of law, then the matter shall be subject to binding arbitration.



ANNEX « A » STATEMENT OF WORK

1.0 Background

CNSC offers in-house group and individual training in French as a second language to its employees in the National Capital Region (NCR) and in the regions.

Group training is usually provided on a part-time basis from September to June on CNSC premises in the NCR and by videoconference in the regions. Its purpose is to enable employees to acquire and/or maintain French language skills as part of their career development and to meet existing and future CNSC operational requirements.

Part-time individual or semi-private training is available for managers so that they may maintain their French language skills.

Annual expenditures for in-house group and individual language training for French as a second language are estimated to be \$200,000.

2.0 Objectives

CNSC wants to hire up to four (4) teaching resources to provide training in French as a second language (FSL) on a part-time basis to employees (group training) and to managers (individual or semi-private training). The training is to be provided on CNSC premises.

In addition, CNSC wants to establish a pool of qualified teaching resources to meet future FSL training requirements. The teaching resources in the pool will be selected on the basis of the results obtained with respect to this request for proposal (set of requirements evaluated and financial proposal).

The services will be needed for an initial period of 10 months for group training and one year for individual or semi-private training, with the possibility of an additional four (4) option years at CNSC's discretion.

3.0 Scope of Work

Requirement "A": Part-time group training

The teaching resources will be required to provide part-time training in a classroom and/or by videoconference. The training could include a workshop component on specific points of the French language.

- Group language training is provided Monday to Friday depending on demand. The majority of courses are given between 9:00 a.m. and 4:00 p.m., but the time slot could begin as early as 7:00 a.m. or end as late as 6:00 p.m., depending on requirements.
- Training is available for employees at different levels, ranging from beginner to advanced. The current program comprises eight levels: three beginner levels, two intermediate levels, two advanced levels and one level for retention of oral skills.
- The results-oriented training is based on the Canada School of Public Service (CSPS) program; the objective is to prepare employees to achieve levels of bilingualism in accordance with the Public Service Commission (PSC) standards.

Requirement "B": Part-time individual or semi-private training (one resource)

- Individual language training is provided Monday to Friday depending on demand. The majority of courses are given between 9:00 a.m. and 4:00 p.m., but the time slot could begin as early as 7:00 a.m. or end as late as 6:00 p.m., depending on requirements.
- Training is provided for some managers for the purpose of maintaining their language skills. Their training objectives could be directed toward preparation for one or two PSC Second Language Evaluation (SLE) tests, depending on the expiry date of their SLE results.



- Individual training is generally provided for one to two hours a week per manager. As required, training for managers could also be provided in mini-groups (semi-private).
- Depending on the managers' availability, the teaching resource will have to be flexible with respect to scheduling the individual or semi-private training.

4.0 Teaching Resources' Responsibilities and Tasks

4.1 Training Services

Requirement "A": Group training

- Provide language training services to CNSC employees as required.
- Administer placement tests for new employees registered for language training.
- Review the language training program in light of changes to the CSPS program.
- As required, review the language training program in order to maximize learners' chances of attaining the objectives set for each level. Any changes must be submitted to the person in charge of language training at CNSC for approval.
- Give learners quick reference tools with rules to remember (particularly those preparing to take PSC SLE tests).
- Conduct simulation sessions for learners taking the oral proficiency test. A report on each simulation must be given to the learner with an assessment of the five aspects covered in the PSC test. The report must also include recommendations.
- Hold intensive training weeks for groups preparing for the PSC SLE tests.
- Adapt teaching materials to learners' needs.
- Tailor personal teaching style to the learners' learning styles.
- Develop weekly and annual training plans.
- Communicate in writing with learners in regard to schedule, weekly and annual training plans, and progress reports.
- Keep the daily attendance register up to date by recording all relevant information (justified absences, self-learning, etc.).
- Prepare two progress reports per learner per year: one at the end of December and the other at the end of June.
- Keep abreast of the most recent French-as-a-second-language courses developed by the CSPS and make recommendations to the person in charge of language training in order to incorporate some of these courses into the CNSC program.
- Work with the other teaching resources in order to standardize the services provided.
- Provide any relevant information about employees on training in response to requests from the person in charge of language training.
- Notify the person in charge of language training of any absence, in advance where possible.
- Be able to use Microsoft Office suite software.

Requirement B: Individual or semi-private training

- Provide language training services to CNSC managers as required.
- Prepare a learning plan based on the learner's objectives.
- Adapt the teaching materials to the learner's needs.
- Tailor personal teaching style to the learner's learning style.
- Prepare two progress reports per learner per year: one at the end of December and the other at the end of June, or as requested.
- Provide any relevant information requested by the person in charge of language training with respect to employees on training.
- Depending on the availability of the learners, be flexible in terms of modifying schedule.
- Work with the learners so that they can work more effectively in their occupational field in their second official language.
- Provide monthly attendance reports for each learner.
- Notify the person in charge of language training of any absence, in advance where possible.



4.2 Specific Condition for Group Training

- As required, the person in charge of language training may observe one or more classroom sessions. Suggestions may be made to improve teaching quality.

4.3 Location of Work and Travel

- The language training must be provided on CNSC premises in the National Capital Region. At the present time, the offices are located at 280 Slater and 1601 Telesat in Ottawa. Suggestions to improve teaching quality will be given consideration by the teaching resources.

4.4 Hours of Work and Workload

Requirement A": Part-time group training

Based on demand, a maximum of 6 hours per day is paid for the teaching resource for a maximum total of 30 hours per week, i.e. 27 hours of teaching and 3 hours for planning and coordination with the other teachers and, where applicable, with the person in charge of language training. If the training needs are lower at the beginning or at any time over the course of the year, the number of hours will be reduced. Compensation will be based on the assigned workload.

In addition to 6 hours of teaching per day, up to 1 hour per day for administrative tasks will be compensated at a different rate specified by CNSC.

Requirement "B": Part-time individual or semi-private training

Based on demand, a maximum of 6 hours per day is paid for the teaching resource for a maximum total of 30 hours per week. If the training needs are lower at the beginning or at any time over the course of the year, the number of hours will be reduced. Compensation will be based on the assigned workload.

5.0 Period of the Contract

Requirement A: Part-time group training

The contract period for each resource is scheduled to run from September/October, 2013 to June/July 2014 for the initial year. This request for proposal could include up to four option years of one year duration.

Requirement B: Part-time individual or semi-private training

The contract period could begin on September/October, 2013 to August 2014 for the initial year. This request for proposal could include up to four option years of one year duration.

6.0 CNSC's Responsibilities

The Strategies, Programs and Learning Division (SPLD) will support the teaching resources as follows:

- By assigning one resource person, namely, the person in charge of language training, to work in collaboration with them;
- By providing the premises, the teaching materials (dictionaries, access to the CSPA site, etc.) and access to a computer and the videoconferencing system to communicate with the learners;
- By handling the learner registration process;
- By providing guidance on the use of videoconferencing and the e-Access software or any other software used for information management.



**ANNEX "B"
BASIS OF PAYMENT**

	Requirement A: Part-time group training	Requirement B: Part-time individual or semi-private training
Contract Periods	Firm all-inclusive hourly rate for part-time group French training (before taxes)	Firm all-inclusive hourly rate for individual or semi-private French training (before taxes)
12 months from the contract date (initial period)		
Option year 1 12 months beginning on the date of expiration of the initial period		
Option year 2 12 months beginning on the date of expiration of the first option year period		
Option year 3 12 months beginning on the date of expiration of the second option year period		
Option year 4 12 months beginning on the date of expiration of the third option year period		



ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST
(Provided under Separate Cover)



Contract Number / Numéro du contrat 87055-13-0108
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canadian Nuclear Safety Commission		2. Branch or Directorate / Direction générale ou Direction Finance & Administration	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Language training - French as a second language: CNSC wants to hire up to four (4) teaching resources to provide training in French as a second language (FSL) on a part-time basis to employees (group training) and to managers (individual or semi private training).			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat 87055-13-0108
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Hakima Adjali		Title - Titre Learning Specialist	Signature
Telephone No. - N° de téléphone 613-943-9373	Facsimile No. - N° de télécopieur 613-995-5086	E-mail address - Adresse courriel hakima.adjali@cncs-ccsn.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sylvie Bergeron		Title - Titre Personnel Security Officer	Signature
Telephone No. - N° de téléphone 613-996-8714	Facsimile No. - N° de télécopieur 613-995-5086	E-mail address - Adresse courriel sylvie.bergeron@cncs-ccsn.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Alex Cassol		Title - Titre Senior Contracting Officer	Signature
Telephone No. - N° de téléphone 613-996-6638	Facsimile No. - N° de télécopieur 613-995-5086	E-mail address - Adresse courriel alex.cassol@cncs-ccsn.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date