

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0A1/ Noyau 0A1**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> SERVICE DE FORMATION LING. (FRANC.)	
<b>Solicitation No. - N° de l'invitation</b> 45045-130077/A	<b>Date</b> 2013-12-17
<b>Client Reference No. - N° de référence du client</b> 000001422	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-519-26720	
<b>File No. - N° de dossier</b> 519zf.45045-130077	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-27</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Souleiman, Mohamed	<b>Buyer Id - Id de l'acheteur</b> 519zf
<b>Telephone No. - N° de téléphone</b> (819) 956-8348 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Basis for Canada's Ownership of Intellectual Property

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

### PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

#### List of Attachments:

Attachment 1 to Part 3, Pricing Schedule

Attachment 1 to Part 4, Technical Criteria

Attachment 1 to Part 5, Certifications Precedent to Contract Award

### PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities

**Notice to the Bidder:** If the selected Bidder provided in accordance with the article 3 of Part 2 information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the resulting Contract as article 6, and the articles below will be renumbered accordingly.

Solicitation No. - N° de l'invitation

45045-130077/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

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

000001422

File No. - N° du dossier

519zf45045-130077

CCC No./N° CCC - FMS No/ N° VME

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6. Payment
7. Invoicing Instructions
8. Certifications
- 9.. Applicable Laws
10. Priority of Documents
11. Foreign Nationals (Canadian Contractor)  
Foreign Nationals (Foreign Contractor)
12. Insurance
13. Limitation of Liability
14. SACC Manual clause

**List of Annexes:**

Annex A, Statement of Work  
Annex A.1, Course Descriptions  
Annex A.2, Placement Interview  
Annex B, Basis of Payment  
Annex C, Security Requirements Check List  
Annex D, Task Authorization Form

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include Pricing Schedule, Technical Criteria and Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List and the Task Authorization Form.

### 2. Summary

**2.1** Statistics Canada Agency, also known as Statistics Canada, requires language training services for French-as-a-second-language training program for its personnel and other federal departments and agencies at its Language Training Centre in Ottawa, Ontario. The services will be required on an "as and when requested" basis, formatted in full-time, part-time, group and/or individual courses, in classrooms supplied by Statistics Canada.

Up to four (4) contracts will be awarded for this requirement. Each resulting contract will have an initial period of 2 (two) years from the contract's date of award, with an irrevocable option to extend the period of each resulting contract by up to two (2) additional one-year periods, under the same terms and conditions.

**2.2** There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. 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)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) web site.)

**2.3** Pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

### 3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within ten (10) 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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the 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.

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.

The 2003 (2013-06-01), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Sub-sections 04 and 05 of Section 01, Code of Conduct and Certifications - Bid, of the 2003 incorporated by referenced above are hereby deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing the Supply Arrangement Authority in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

5. Canada may, at any time, request that a Bidder provides properly completed and signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) calendar days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Former Public Servant

Contracts awarded to 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

#### 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 Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act (PSSA)*, R.S., 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., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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. Enquiries - Bid Solicitation**

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.

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 Canada 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 Canada determines that the enquiry is not of a proprietary nature. Canada 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 Canada.

### **5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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.

## 6. Basis for Canada's Ownership of Intellectual Property

Statistics Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## 7. Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted: ( ) VISA; ( ) MasterCard; or

( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card. Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: four (4) hard copies;  
 Section II: Financial Bid: one (1) hard copy; and  
 Section III: Certifications: one (1) hard copy.

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

Canada 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.

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](#).

To assist Canada in reaching its objectives, bidders should :

- a. use paper containing fibre certified as originating from a sustainably-managed forest and 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.

### Section I: Technical Bid



In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points 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, Canada requests that bidders address and present topics in the order of the evaluation criteria 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

**1.2** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

**1.3** When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.

**1.4** The rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>

**1.5** Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a. their bid; and
  - b. any contract that may result from their bid.

### **1.6 SACC Manual Clauses**

C3011T(2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

**Section IV: Additional Information**

In Section IV of their bid, Bidders should provide:

- For Part 2, article 3, Former Public Servant: the required answer to each question and, as applicable, the required information; and
- For Part 6, article 1, Security Requirement:
  - the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; and
  - the address(es) containing the information below of proposed location(s) of work performance or document safeguarding.
- Address:
- Street Number / Street Name, Unit / Suite / Appartment Number
- City, Province, Territory / State
- Postal Code / Zip Code
- Country

## ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive fixed hourly rate (in Cdn \$) for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website:  
<http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources to satisfy the terms of any resulting contract.

These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	PERIOD AND SERVICES	Firm all-inclusive hourly rate for teachers' services (In CAN \$)	Level of Services, per contract year, per resulting contractor (Estimated)	Total (In CAN \$)
		A	B	C = A x B
<b>1</b>	<b>Initial Period-Year One</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/hour	1 400 hours	
2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours	
3	Part-time group training (summer session)	/hour	250 hours	
4	Individual courses	/hour	100 hours	
5	Second Language Evaluation preparation workshops	/hour	250 hours	
6	Teacher-led self-learning	/hour	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours	
3	Administer language knowledge tests,	/hour	100 hours	

	progress tests, detailed evaluations and provide related reports			
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours	
<b>Total Initial Period-Year One:</b>				
<b>2</b>	<b>Initial Period-Year Two</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/hour	1 400 hours	
2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours	
3	Part-time group training (summer session)	/hour	250 hours	
4	Individual courses	/hour	100 hours	
5	Second Language Evaluation preparation workshops	/hour	250 hours	
6	Teacher-led self-learning	/hour	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours	
<b>Total Initial Period-Year Two:</b>				
<b>3</b>	<b>Optional Period-Year One</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/hour	1 400 hours	
2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours	
3	Part-time group training (summer session)	/hour	250 hours	
4	Individual courses	/hour	100 hours	
5	Second Language Evaluation preparation workshops	/hour	250 hours	
6	Teacher-led self-learning	/hour	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours	
2	Develop or adapt training manuals, software applications or other material to	/hour	60 hours	

	evaluate the progress of students and evaluate program tools			
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours	
<b>Total Optional Period-Year One:</b>				
<b>4</b>	<b>Optional Period-Year Two</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/hour	1 400 hours	
2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours	
3	Part-time group training (summer session)	/hour	250 hours	
4	Individual courses	/hour	100 hours	
5	Second Language Evaluation preparation workshops	/hour	250 hours	
6	Teacher-led self-learning	/hour	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours	
<b>Total Optional Period-Year Two:</b>				
<b>EVALUATED PRICE (GST/HST excluded): \$ _____</b>				
<b>(i.e., sum of: Total Initial Period-Year One + Total Initial Period-Year Two + Total Optional Period-Year One + Total Optional Period-Year Two)</b>				

## **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

##### **1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

#### **1.2 Financial Evaluation**

**1.2.1** The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

**1.2.2** 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.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Lowest Evaluated Price Per Point**

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

3. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

4. The responsive bids will be ranked in ascending order of evaluated prices per point; the responsive bid with the lowest evaluated price per point being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices per point, up to four (4) will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, these bids will be ranked in descending order of the overall scores obtained for all the technical

Solicitation No. - N° de l'invitation

45045-130077/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

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

000001422

File No. - N° du dossier

519zf45045-130077

CCC No./N° CCC - FMS No/ N° VME

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evaluation criteria subject to point rating detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

### 1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MTC)	
<b>MTC1 – Bidder's experience</b>	<p>The Bidder must demonstrate that he/she has acquired, since January 1, 2009, at least <b>13,000</b> hours of experience teaching French as a second language (including at least 350 hours of teletraining experience) to groups of adults at the beginner, intermediate and/or advanced levels (minimum of four students per group), using the Programme de français langue seconde (PFL2 – A, B et C) – Levels A, B and C.</p> <p>The Bidder must provide the following information for each training project for which the Bidder claims that the experience meets the requirement of MTC1:</p> <ol style="list-style-type: none"> <li>the period of time over which the experience in teaching French as a second language was acquired, in the following format: from (month/year) to (month/year);</li> <li>the number of hours of training corresponding to the period mentioned in I);</li> <li>the level(s) taught;</li> <li>the name of the client to whom training services were provided, as well as the name, title, address, telephone number and current email address for the client's delegated representative who could confirm the information provided by the Bidder;</li> <li>the use of PFL2 A, B and C.</li> </ol>
<b>MTC2 - Proposed teachers' education</b>	<p>The Bidder must provide the names of four teachers who will be available to teach on the premises of Statistics Canada during the terms of Contract set out in sub-articles 4.1 and 4.2 of article 4 of Part 7.0 of this Solicitation.</p> <p><b>If more than four teachers are proposed, only the first four teachers proposed in the Bid will be evaluated.</b></p> <p>The Bidder must demonstrate that each proposed teacher in MTC2 has a Bachelor of Arts (B.A.) or a degree in education, linguistics, journalism, translation, history, political science, social sciences, theology, psychology, communications, anthropology, sociology, philosophy or literature from a recognized university or equivalent as established by a recognized academic credentials assessment service organization if earned outside Canada. The list of recognized organizations can be found on the Canadian Information Centre for International Credentials website:  <a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>.</p> <p>A copy of each teacher's diploma must be provided with the Bid.</p>
<b>MTC3 – Proposed teachers' experience</b>	<p>The Bidder must demonstrate that each proposed teacher in MTC2 has, since January 1, 2009, acquired at least 2,000 hours of experience in teaching French as a second language to groups of adults at the beginner, intermediate and/or advanced levels (minimum of four students per group) <b>AND</b> at least 140 hours of teletraining experience in teaching French as a second language to groups of adults (minimum of four students</p>



	<p>per group), using the Programme de français langue seconde (PFL2 – A, B et C) – Levels A, B and C.</p> <p>The Bidder must provide at least the following information for each training project for which the experience meets the requirements of evaluation criterion MTC3:</p> <ol style="list-style-type: none"> <li>the period of time over which the traditional training and teletraining experience in teaching French as a second language to groups of adults was acquired, in the following format: from (month/year) to (month/year);</li> <li>the number of hours of full-time and/or part-time training delivered by the teacher corresponding to the period mentioned in I);</li> <li>the use of PFL2 A, B and C;</li> <li>the level(s) taught;</li> <li>the name of the client to whom training services were provided, as well as the name and current email address and/or telephone number for the client's delegated representative who could confirm the information provided by the Bidder.</li> </ol>
<b>MTC4 – Proposed Contractor's representative</b>	<p>The Bidder must provide the name, telephone number, email address and postal address of one of the four proposed teachers who will act as the Contractor's Representative.</p> <p>The tasks of the Contractor's Representative are outlined in article 5.4 of the Solicitation.</p>

## 2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Group	Maximum points available	Minimum points required
<b>PRTC 1</b> - Bidder's experience	100	75
<b>PRTC 2</b> - Understanding of the requirement	120	90
<b>PRTC 3</b> - Approach and methodology	80	60
<b>PRTC 4</b> - Proposed teachers' experience	110	83
<b>OVERALL SCORE</b>	410	308

Point-rated Technical Criterion	Bid preparation Instructions	Point Allocation
<b>PRTC 1. BIDDER'S EXPERIENCE: Maximum: 100 points; Minimum: 75 points</b>		
<b>PRTC 1.1</b> – Experience, since January 1, 2009, in teaching French as a second language to groups of adults at the beginner, intermediate and advanced levels (minimum of four students per group), using the Programme de français langue seconde (PFL2 – A, B and C) — Levels A, B and C	<p>The Bidder should provide the following information for all training projects for which the experience meets the criterion:</p> <ol style="list-style-type: none"> <li>The name of the client to whom the training services were provided;</li> <li>The name, title, address, telephone number, and current email address of the delegated representative who could confirm the information provided by the Bidder;</li> </ol>	<p>Points will be awarded as follows for the cumulative total of all of the Bidder's demonstrated experience:</p> <ol style="list-style-type: none"> <li>10,000 to 15,000 hours of full-time training <b>14 points</b></li> <li>or</li> <li>15,001 to 20,000 hours of full-time training <b>30 points</b></li> <li>or</li> <li>20,001 or more hours of full-time training <b>40 points</b></li> </ol>

	<p>3. The period of time during which the training services were provided in the following format: from (month/year) to (month/year);</p> <p>4. The number of hours of full-time instruction;</p> <p>5. The number of hours of part-time instruction.</p> <p>6. The level(s) taught;</p> <p>7. Confirmation that the instruction given was for French as a second language;</p> <p>8. The use of PFL2 A, B and C.</p>	<p><b>AND</b></p> <p>4) 10,000 hours or more of part-time training <b>5 points</b></p> <p><b>AND</b></p> <p>4) 350 hours or more of part-time teletraining <b>5 points</b></p> <p><b>Maximum: 50 points</b></p>
<p><b>PRTC 1.2</b> – Experience since January 1, 2011, in teaching French as a second language to groups of adults at the intermediate and advanced levels, minimum of four students per group, in immediate preparation workshops for the Second Language Evaluation (reading, writing and/or oral)</p>	<p>The Bidder should provide the following information for all training projects for which the experience meets the criterion:</p> <p>1. The name of the client for whom the teaching services were provided;</p> <p>2. The name, title, address, telephone number, and current email address of the delegated representative able to confirm the information provided by the Bidder;</p> <p>3. The period of time over which the training services were provided, in the following format: from (month/year) to (month/year);</p> <p>4. The number of hours of instruction;</p> <p>5. Confirmation that the instruction given was for French as a second language.</p>	<p>Points will be awarded as follows for the cumulative total of all of the Bidder's demonstrated experience:</p> <p>1) 30 to 90 hours of immediate preparation training for the Second Language Evaluation (reading, writing and/or oral) <b>10 points</b></p> <p>or</p> <p>2) 91 to 120 hours of immediate preparation for the Second Language Evaluation (reading, writing and/or oral) <b>15 points</b></p> <p>or</p> <p>3) 121 hours of immediate preparation for the Second Language Evaluation (reading, writing and/or oral) <b>25 points</b></p> <p><b>Maximum: 25 points</b></p>
<p><b>PRTC 1.3</b> - Experience, since January 1, 2009, teaching International Phonetic Alphabet (IPA)</p> <p>The IPA is added to courses when learners need to work with the phonetic and/or phonological system.</p>	<p>The Bidder should provide the following information for all training projects for which the experience meets the criterion:</p> <p>1. The name of the client to whom the training services were provided;</p>	<p>Points will be awarded as follows for the cumulative total of all of the Bidder's demonstrated experience:</p> <p>1) 3,000 to 8,000 hours of full-time training <b>7 points</b></p> <p>or</p>

	<p>2. The name, title, address, telephone number and current email address of the delegated representative who could confirm the information provided by the Bidder;</p> <p>3. The period of time over which the training services were provided in the following format: from (month/year) to (month/year);</p> <p>4. The number of hours of instruction;</p> <p>5. The level(s) taught;</p> <p>6. Confirmation that the instruction given was for French as a second language;</p> <p>7. The name of the phonetic materials used.</p>	<p>2) 8,001 to 12,000 hours of full-time training <b>15 points</b></p> <p>or</p> <p>3) 12,001 hours or more of full-time training <b>22 points</b></p> <p>AND</p> <p>4) 3,000 hours or more of <b>part-time</b> training <b>3 points</b></p> <p><b>Maximum: 25 points</b></p>
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**PRTC 2. UNDERSTANDING OF THE REQUIREMENT: Maximum: 120 points, Minimum: 90 points**

The following rating scheme will be used to assess the criteria  
PRTC 2.1 to PRTC 2.7

Description	Rating
	100%
Exceeded the requirement or demonstrated complete and full understanding of the requirement; clear recognition of all the key elements and problems, exceeds the rated area.	
	75%
Very good understanding overall; good understanding in most of some minor areas; recognition of most key elements and problems, very good attainment of the rated area.	
	50%
Overall fair understanding and/or incomplete response to demonstrate bid meets the rated area; missing many points in some major areas; average limited appreciation of key elements and problems.	
	25%
Weak and superficial understanding, and/or insufficient response to demonstrate bid meets the rated area; missing many major areas; weak understanding of key elements and problems.	
	0%
No demonstrated understanding of the requirement and/or nil response, fails to meet the rated area.	

**PRTC 2.1** - The Bidder should demonstrate his/her understanding of the objectives of the language training required by the public service of Canada. As a minimum, the Bidder should:

**Maximum: 10 points**

<ul style="list-style-type: none"> <li>demonstrate their <b>understanding of the objectives</b> of the language training program of the public service of Canada in terms of: 1) their obligations under the <i>Official Languages Act</i>; and to the objective of the language training, and 2) the language training needs of employees;</li> <li>describe in detail their understanding of language training issues in the public service of Canada.</li> </ul>	
<p><b>PRTC 2.2</b> - The Bidder should:</p> <ul style="list-style-type: none"> <li>describe how the Bidder's organizational structure furthers the delivery of training services, more precisely: 1) the Bidder's own organizational structure; 2) administrative support for resolving pedagogical issues, and 3) communications strategies within the organization;</li> <li>define roles and responsibilities within its organization and how the Bidder will best support Statistics Canada in its organization and its co-ordination with the Contractor;</li> <li>describe the repercussions that the organization and coordination of language training for employees can have on the Contractor and/or Statistics Canada; and</li> <li>describe the importance of finding solutions together with Statistics Canada.</li> </ul>	<b>Maximum: 20 points</b>
<p><b>PRTC 2.3</b> - The Bidder should demonstrate his/her understanding of potential problems or issues in the provision of the services listed in Annex A of Part 7.0 of the Solicitation. At a minimum, the Bidder should:</p> <ul style="list-style-type: none"> <li>describe at least four significant* problems or issues related to language training requirements;</li> <li>describe the approach that the Bidder will take to respond to the identified problems or issues and the measures that will be taken to resolve them.</li> </ul> <p>*For the purposes of evaluation of Criterion 2.3, "significant" is defined as having a negative and undesirable impact on the required services.</p>	<b>Maximum: 10 points</b>
<p><b>PRTC 2.4</b> - The Bidder should demonstrate his/her understanding of potential problems or issues related to the management and retention of teachers and propose measures to ensure teacher retention. At a minimum, the Bidder should:</p> <ul style="list-style-type: none"> <li>describe at least three problems or issues related to the management and retention of teachers and their impact on Statistics Canada's requirements;</li> <li>describe the approach that the Bidder will take to ensure continuity of service and obtain additional and replacement teachers. The Bidder should include proposed measures for maintaining a reserve of teachers, evaluating and retaining teachers (such as an incentive program) and continuously striving to improve practices for advertising for and recruiting teachers.</li> </ul>	<b>Maximum: 20 points</b>
<p><b>PRTC 2.5</b> - The Bidder should demonstrate its understanding of potential problems or issues related to teacher performance. At a minimum, the Bidder should:</p> <ul style="list-style-type: none"> <li>provide a detailed description of at least five potential problems or issues related to teacher performance;</li> <li>make appropriate links between: 1) the proposed potential problems or issues; and 2) the Bidder's identified potential problems or issues and Statistics Canada's requirement; and</li> <li>describe the approach to be taken by the Bidder to resolve potential problems or issues.</li> </ul>	<b>Maximum: 20 points</b>

<p><b>PRTC 2.6</b> - The Bidder should demonstrate his/her understanding of potential problems or issues related to the progress of students in full-time training in a group setting, with respect to their learning plan (individual or group). The students in each group are at approximately the same pace and learning level. To ensure that the instruction is achieving the program's objectives; progress is measured at both the individual level and the group level. At a minimum, the Bidder should:</p> <ul style="list-style-type: none"> <li>• describe the problems or issues related to the progress of students in full-time training;</li> <li>• describe the approach to be taken by the Bidder to help students attain their objectives in a timely manner; and,</li> <li>• describe the approach to be taken by the Bidder to enhance the overall effectiveness of the language training program.</li> </ul>	<p><b>Maximum: 20 points</b></p>
<p><b>PRTC 2.7</b> - The Bidder should demonstrate his/her understanding of potential problems or issues related to the progress of students in part-time training. At a minimum, the Bidder should:</p> <ul style="list-style-type: none"> <li>• describe the possible problems or issues that can arise at the end of each training objective and/or session, and the impact on the overall success of the program if the evaluation tool is not used effectively; and</li> <li>• Describe the approach to be taken by the Bidder to ensure that students taking part-time training, in a group, attain a score of at least 80%* on knowledge tests administered after each training objective and/or stage (see course descriptions in Annexe A.1 of the Statement of Work, steps 1, 2, 3, 4) to proceed to the next level.</li> </ul> <p>Note: At Statistics Canada, 80% is considered to be the minimum score to proceed to the next level. Passing students who have not attained the training objectives affects the student themselves, other students, colleagues (other teachers) and the entire program. The 80% is measured with a different evaluation tool from the Second Language Evaluation (SLE).</p> <p>Note: The training objectives are specifically linked to the PFL2 A, B and C objectives.</p>	<p><b>Maximum: 20 points</b></p>

<p><b>PRTC 3. APPROACH AND METHODOLOGY: Maximum: 80 points; Minimum: 60 points</b></p>	
<p><b>The following rating scale will be used to assess criteria PRTC 3.1 to PRTC 3.6:</b></p>	
Description	Rating
Rigorous approach and methodology that meet the requirements of all the rated areas.	100%
Good approach and methodology; only some minor areas missing. Meets the requirements of the rated areas very well.	75%
Adequate approach and methodology; missing many points, including major areas. Just meets the requirements of the rated areas.	50%
Poor approach and methodology; missing some major areas. Does not meet the requirements of the rated areas.	25%
The bid fails to demonstrate any approach and methodology.	0%

For the purposes of evaluating PRTC 3, any creative ideas or innovations in connection with the services requested in Annex A of Part 7.0 of the Solicitation which the Bidder believes add to the value, usefulness and cost-effectiveness of the bid should be presented.

<b>PRTC 3.1</b> - The Bidder should describe his/her approach and methodology for the preparing courses/classes. At a minimum, the Bidder should: <ul style="list-style-type: none"> <li>describe the course/class preparation for each type of training;</li> <li>outline at least four relevant proactive approaches to be followed by the Bidder in monitoring class preparation and ensuring that teachers adhere to the proposed approaches.</li> </ul>	<b>Maximum: 20 points</b>
<b>PRTC 3.2</b> - The Bidder must describe his /her approach to delivering language training and the associated strategy for improving: 1) in the short and long term; and 2) in a creative way that enhances the value of the proposed strategy.	<b>Maximum: 10 points</b>
<b>PRTC 3.3</b> - The Bidder must describe his /her approach for developing <u>and</u> adapting: 1) language training courses; 2) learning materials; <u>and</u> 3) programs, including alternatives to courses and programs based on evolving needs.	<b>Maximum: 10 points</b>
<b>PRTC 3.4</b> - The Bidder should outline a unified and systemic approach to be followed by the Bidder in developing <u>and</u> adapting: 1) training manuals; 2) software applications; and 3) material to evaluate student progress and performance.	<b>Maximum: 10 points</b>
<b>PRTC 3.5</b> - The Bidder should describe his/her approach and methodology to be followed in the development of analytical tools to evaluate the effectiveness or performance of Statistics Canada's language training program, including performance Indicators/criteria needed to evaluate the performance of the language training program.	<b>Maximum: 5 points</b>
<b>PRTC 3.6</b> - The Bidder should describe his /her approach and methodology for the administration of language knowledge tests, progress tests and detailed evaluations, and the preparation of placement reports (see Placement Test Form, Annex A.2 in the Statement of Work). At a minimum, the Bidder should: <ul style="list-style-type: none"> <li>give specifics on what the placement test entails and how it is used;</li> <li>describe efficient and effective placement testing techniques; and</li> <li>describe a systematic and comprehensive approach to placement testing.</li> </ul>	<b>Maximum: 15 points</b>

Point-rated Technical Criterion	Bid preparation Instructions	Point Allocation
<b>PRTC 4. EXPERIENCE OF BIDDER'S PROPOSED TEACHERS: Maximum: 110points; Minimum: 83 points</b>		
<b>PRTC 4.1 – Education of proposed teachers</b>	<p>The Bidder must provide the following information as described:</p> <p>Proof must be demonstrated by providing a copy of the diploma*. (A copy of each teacher's diploma must be provided with the bid).</p> <p>* The list of recognized organizations can be found on the website of the Canadian Information Centre for International Credentials:  <a href="http://www.cicic.ca/en/index.aspx">http://www.cicic.ca/en/index.aspx</a>.</p>	<p>1) One (1) of the four (4) proposed teachers has a Master degree in Arts (MA), education or language. <b>12.5 points</b></p> <p>or</p> <p>2) Two or more of the four (4) proposed teachers have a Master degree in Arts, education or languages. <b>25 points</b></p> <p><b>Maximum points available: 25</b></p>

<p><b>PRTC 4.2</b> – Experience, since January 1, 2009, of the teachers proposed in the MTC2 in teaching French as a second language to groups of adults at the beginner, intermediate and advanced levels, (minimum of four students per group).</p>	<p>The Bidder should provide the following information for all training projects for which the teachers' experience meets the criterion:</p> <ol style="list-style-type: none"> <li>1. The name of the client to whom the training services were provided;</li> <li>2. The name, title, address, telephone number, and current email address of the delegated representative who could confirm the information provided by the Bidder;</li> <li>3. The period of time during which the training services were provided in the following format: from (month/year) to (month/year);</li> <li>4. The level(s) taught;</li> <li>5. The number of hours of full-time instruction;</li> <li>6. The number of hours of part-time instruction</li> </ol>	<p>Points will be awarded, per teacher, as follows for the cumulative total of all of the Bidder's demonstrated experience:</p> <ol style="list-style-type: none"> <li>1) 2,001 to 3,500 hours of full time language training <b>2 points</b></li> <li>or</li> <li>2) 3,501 to 5,000 hours of full time language training <b>3.5 points</b></li> <li>or</li> <li>3) 5,001 hours or more of full time language training <b>5 points</b></li> </ol> <p><b>And</b></p> <ol style="list-style-type: none"> <li>4) 2,500 hours or more of part-time training <b>1.25 points</b></li> </ol> <p><b>Maximum points available for the criterion (for one teacher): 6,25</b></p> <p><b>Maximum points available for the criterion (for all four teachers): 25</b></p>
<p><b>PRTC 4.3</b> – Experience since January 1, 2009, of the teachers proposed in MTC 2, in teaching French as second language with Programme de français langue seconde (PFL2 – A, B et C) – Levels A, B and C</p>	<p>The Bidder should provide the following information for all training projects for which the teachers' experience meets the criterion:</p> <ol style="list-style-type: none"> <li>1. The name of the client to whom the training services were provided;</li> <li>2. The name, title, address, telephone number, and current email address of the delegated representative who could confirm the information provided by the Bidder;</li> <li>3. The period of time during which the training services were provided in the following format: from (month/year) to (month/year);</li> <li>4. The number of hours of instruction;</li> <li>5. The use of PFL2 A, B and C;</li> <li>6. The level(s) taught.</li> </ol>	<p>Points will be awarded , per teacher, as follows for the cumulative total of all of the Bidder's demonstrated experience:</p> <ol style="list-style-type: none"> <li>1) Teaching TO1 to 22 for a minimum of 450 hours <b>5 points</b></li> <li>or</li> <li>2) TO1 to 36 for a minimum of 750 hours <b>6 points</b></li> <li>or</li> <li>3) TO1 to TO40 for a minimum of 1,200 hours <b>7 points</b></li> <li>or</li> <li>4) TO1 to TO40 plus level C program for a minimum of 1,300 hours <b>8 points</b></li> <li>or</li> </ol>

		<p>5) TO1 to TO40 plus level C and a specialized course in API for a minimum of 1,400 hours <b>9 points</b></p> <p>or</p> <p>6) TO1 to TO40 plus level C and a specialized course in API for a minimum of 2 000 hours or more <b>10 points</b></p> <p><b>Maximum points available for the criterion (for one teacher): 10</b></p> <p><b>Maximum points available for the criterion (for four teachers): 40</b></p>
<p><b>PRTC 4.4</b> – Experience, since January 1, 2009, of the teachers proposed in MTC 2, in teaching the International Phonetic Alphabet (IPA)</p>	<p>The Bidder should provide the following information for all training projects for which the teachers' experience meets the criterion:</p> <ol style="list-style-type: none"> <li>1. The name of the client to whom the training services were provided;</li> <li>2. The name, title, address, telephone number, and current email address of the delegated representative who could confirm the information provided by the Bidder;</li> <li>3. The period of time during which the training services were provided in the following format: from (month/year) to (month/year);</li> <li>4. The number of hours of instruction;</li> <li>5. Confirmation and name of the materials used.</li> </ol>	<p>Points will be awarded , per teacher, as follows for the cumulative total of all of the Bidder's demonstrated experience:</p> <ol style="list-style-type: none"> <li>1) 550 to 800 hours <b>3 points</b></li> <li>or</li> <li>2) 801 to 1,100 hours <b>4.5 points</b></li> <li>or</li> <li>3) 1,101 hours or more <b>5 points</b></li> </ol> <p><b>Maximum points available for the criterion (for one teacher): 5</b></p> <p><b>Maximum points available for the criterion (for all four teachers): 20</b></p>



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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Certifications Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)" list ([http://publiservice.gc.ca/services/fcp-pcf/index\\_f.htm](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" , list during the period of the Contract.

Before contract award, the Bidder must provide the Contracting Authority with the certification relative to the Federal Contractors Program for employment equity included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, completed in accordance with the instructions provided.

#### 1.3 Attachment 1 to Part 5, Certifications Precedent to Contract Award

The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## ATTACHMENT 1 to PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

### 1. Federal Contractors Program For Employment Equity - Certification

*Insert the date: Date: \_\_\_\_\_ (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.*

*The Bidder must complete A and B.*

**A. The Bidder must include in the certification one of the following statements:**

A1. The Bidder is not a Joint Venture.

*or*

A2. The Bidder is a Joint venture.

**B. The Bidder must include in the certification:** "I, the Bidder, submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated above. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract."

*For A1, the Bidder must include in the certification: "The Bidder:" followed by the applicable statement among the statements B.1 to B.5 appearing below.*

*For A2: the Bidder must include in the certification for each member of the Joint Venture: 1) "I, [insert the name of the member of the Joint Venture], member of the Joint Venture: " followed by the applicable statement among the statements B.1 to B.5 appearing below.*

*Choose only one of the following statements:*

B1. certifies having no work force in Canada.

B2. certifies being a public sector employer.

B3. certifies being a federally regulated employer being subject to the *Employment Equity Act*.

B4. certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

B5. certifies having a combined workforce in Canada of 100 or more employees; and

B5.1. certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

*or*

B5.2. certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. *As this is a condition precedent to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.*

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*For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.*

## **2. Status and Availability of Resources**

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 Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. 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.

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 Canada. 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.

## **3. Education and Experience**

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. 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 - SECURITY REQUIREMENTS

### 1. Security Requirement

#### 1.1 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 7 - 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 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address(es) containing the information below of proposed location(s) of work performance or document safeguarding.
  - Address:
  - Street Number / Street Name, Unit / Suite / Apartment Number
  - City, Province, Territory / State
  - Postal Code / Zip Code
  - Country

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**1.2** 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.

**1.3** 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.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

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

## 1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 1.2 Task Authorization

**1.2.1** Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

**1.2.2** With respect to the Work mentioned under paragraph 1.2.1 of this clause,

**1.2.2a)** an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

**1.2.2b)** the TA Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

**1.2.2c)** the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

**1.2.2d)** the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

**1.2.2e)** the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

## 1.2.3 TA Authority and Limit

**1.2.3.1** The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$\_\_\_\_\_, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

**1.2.3.2** The authority specified under paragraph 1.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 6.2.1, Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

## 1.2.4 Multiple contracts

As more than one contract has been awarded for this requirement of Work specified in the Statement of Work, in Annex A, a request to perform a task will be sent in accordance with paragraph 1.2.6.1 of this

clause to the first ranked contractor in the Contractors' order of ranking below. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under one or more than one authorized TA, the request to perform a task will be forwarded to the next highest ranked contractor in the Contractors' order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

\_\_\_ contracts were awarded as a result of PWGSC bid solicitation number: 45045-130077/A. The Contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_  
 Ranked second: \_\_\_\_\_  
 Ranked third: \_\_\_\_\_  
 Ranked fourth: \_\_\_\_\_

## 1.2.5 TA Process

**1.2.5.1** For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D, Task Authorization Form, containing as a minimum:

1. the task or revised task description of the Work required, including:
  - a. the details of the activities or revised activities to be performed;
  - b. a description of the deliverables or revised deliverables to be submitted; and
  - c. a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task.

**1.2.5.2** Within two (2) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B
3. and; for each resource proposed by the Contractor for the performance of the Work required:
  - a. the name of the proposed resource;
  - b. the resume of the proposed resource; and
  - c. a demonstration that the proposed resource meets the Contract security requirements.

## 1.2.5.3 TA Authorization

**1.2.5.3.1** The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.5.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.5.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

**1.2.5.3.2** The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 1.2.5.2.3 above.

**1.2.5.4** The authorized TA will be issued to the Contractor by email and/or by facsimile. If necessary, the original version will follow by mail.

## **1.2.6 Minimum Work Guarantee - All the Work - Authorized TAs**

### **1.2.6.1**

- "Maximum Contract Value" means the sum specified in Contract clause 6.2.1, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and
- "Minimum Contract Value" means 5% of the Maximum Contract Value.

**1.2.6.2** Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.2.6.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

**1.2.6.3** In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

**1.2.6.4** Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## **1.2.7 Periodic Usage Reports - Contracts with TAs**

**1.2.7.1** The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

**1.2.7.2** No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.2.7.3 and 1.2.7.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
 2nd quarter: July 1 to September 30;  
 3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

**1.2.7.3** For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

**1.2.7.4** For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.2.1, Limitation of Expenditure - Cumulative Total of all Authorized Tas of the Contract (as last amended);
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the 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.

### **2.1 General Conditions**

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **2.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_.



### 3. Security Requirement

**3.1** The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

**3.2** The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

**3.3** The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

**3.4** Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

**3.5** The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List attached at Annex C; and
- b. Industrial Security Manual (Latest Edition).

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to two (2) years inclusive

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) 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.

#### 4.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of up to six (6) months under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least ten (10) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **4.4 Termination on Thirty Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Mohamed Souleiman**

Linguistic Services Division

Professional Services Procurement Directorate

Public Works and Government Services Canada

Place du Portage, Phase III, 10C1

11, Laurier, Gatineau, Québec, Canada, K1A 0S5

Telephone: 819-956-8348 / Facsimile: 819-956-2675

mohamed.souleiman@pwgsc-tpsgc.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: *(The name of the Project Authority will be identified in the resulting contract)*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract 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**

*(The names of the Contractor's Representative will be identified in the resulting contract)*

**Notice to the Bidder:** If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.

### **6. Payment**

#### **6.1 Basis of Payment**

### 6.1.1 TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 6.2 Canada's Total Liability

### 6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized TAs

1. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and the Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the Contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.1.1, TA subject to a Limitation of Expenditure),

whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.3 Method of Payment

#### 6.3.1 Methods of Payment - Authorized TA

The following methods of payment will form part of the authorized TA:

For the Work specified in an authorized TA subject to a limitation of expenditure:

##### 6.3.1.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

##### 6.3.1.2 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

C0305C (2008-05-12), Cost Submission

A9116C (2007-11-30), T1204 Information Reporting by Contractor

C3015C (2010-01-11), Exchange Rate / Payment on Delivery

H3027C (2010-01-11), Payment of Invoices by Credit Card

### 6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;

- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

### 8.1 Compliance

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

### 8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 9. Applicable Laws

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

## 10. Priority of Documents

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 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated \_\_\_\_\_.

## 11. Foreign Nationals

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

**12. Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

**13. Limitation of Liability**

**13.1** This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.

**13.2** Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$\_\_\_\_\_. This limitation of the Contractor's liability does not apply to:

- a. any infringement of intellectual property rights; or
- b. any breach of warranty obligations.

**13.3** Each Party agrees that it is fully liable for any damages that it causes to any third party in connection with the Contract, regardless of whether the third party makes its claim against Canada or the Contractor. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada for that amount.

**14. SACC Manual clause**

A9068C (2010-01-11), Government Site Regulations

C2603C (2008-05-12), Customs Duties - Exemption

C2604C (2008-05-12), Customs Duties, Excise Taxes and GST/HST - Non resident

D0024C (2008-05-12), Liquidated Damages

## ANNEX A STATEMENT OF WORK

### 1. BACKGROUND

Federal institutions have a responsibility to ensure that employees appointed or deployed to a bilingual non-imperative position fulfil their commitment to become bilingual. Every institution must determine ways in which employees can meet the language requirements of their position.

To meet its obligations under the *Official Languages Act* and better fulfil its responsibility with respect to language training, Statistics Canada provides French as a Second Language training program at its Language Training Centre. This program, which attracts employees of Statistics Canada and other federal departments and agencies, can accommodate approximately 500 participants per session, all types of courses combined: full-time, part-time, teletraining for the regional offices, individual courses, etc.

Since part-time training is the main training method provided to employees to enable them to reach the required level of skills in their second official language, most of the Centre's students are registered in part-time group courses. Full-time training may follow part-time training when an employee must meet the language requirements of his/her position within the time period prescribed by the Public Service Official Languages Exclusion Approval Order (PSOLEAO). In general, 25 employees take full-time training during a fiscal year.

Statistics Canada has always strived to offer, in the Language Training Program, a range of courses suited to the needs of employees and operational circumstances. In general, the goal is for participants to increase their general proficiency in their second official language. While maximizing the efficiency of the program, Statistics Canada must make sure that the training enables participants to reach a given level in an appropriate period of time.

Under this contract, Statistics Canada will be responsible for the management and administration of the Language Training Program. This responsibility includes determining the training materials needed, establishing the timetable for courses, monitoring training progress, ensuring assurance and quality control of the instruction and services provided as well as developing guidelines and instructions for the management and administration of language training at Statistics Canada.

### 2. SERVICES REQUIRED (DELIVERABLES)

The services required, to be delivered at head office of Statistics Canada, are as follows:

#### 2.1 Provide language training in French as a second language

The training consists of group courses or individual courses provided full-time or part-time on site for employees working in the National Capital Region or by teletraining for employees working in Statistics Canada's regional offices. These courses include general courses, namely the "Programme de français langue seconde" for levels A, B and C (PFL2 – A, B et C), as well as specialized courses: Second Language Evaluation (SLE) preparation workshops, All Ears, consolidations, teacher-led self-learning and self-directed online training. (See Annex A.1 for course descriptions.) In addition to classroom instruction, the training includes the following:

##### Course planning

- determining training objectives;

- developing course outlines;
- planning the weekly schedule;
- preparing activities to meet the various needs.

### Course administration

- leading training workshop sessions;
- maintaining a class log;
- evaluating and providing feedback.

### Course evaluation and follow-up

- presentation of outcomes, recommendations, follow-up plans, attendance reports and student learning assessments (monthly progress reports);
- evaluating students (placement tests, language knowledge tests, progress tests, detailed evaluations and related reports).

All these tasks must be performed according to instructions provided by Statistics Canada.

## 2.2 Administer placement tests

The teachers responsible for placement tests must meet with students before the start of their language training, usually for each session, but this varies from one student to another, to determine the recommended course level in each student's situation. For this purpose, they must complete the appropriate Statistics Canada forms (see Placement Test Form, Annex A.2) and submit them to Statistics Canada within two working days.

## 2.3 Provide related services

The Contractor, at the request of the Language Training Centre, performs the following tasks, which the Centre will determine and organize as required:

- Develop or adapt language training courses, learning materials or programs;
- Develop or adapt training manuals, software applications or other material to evaluate the progress of students or assess the program tools;
- Administer language knowledge tests, progress tests and detailed evaluations, and provide related reports;
- Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators).

## SUMMARY OF SERVICES REQUIRED

Service	Approximate number of students	Approximate number per session	Approximate number of hours per session
<b>A) Provide training in French as a second language</b>			
1. Full-time group training	4 to 7	6 to 10 groups	420
2. Part-time group training, including teletraining (3 sessions per fiscal year)	5 to 10	40 to 60 groups	70



3. Part-time group training, including teletraining (summer session)	5 to 10	20 to 25 groups	60
4. Individual courses, including teletraining (to meet special needs)	1	5 individuals	50
5. Second Language Evaluation preparation workshops for Senior management	5 to 8	3 groups	60
6. Second Language Evaluation preparation workshops including teletraining	8	10 to 15 groups	15
<b>Bi) Administer placement tests 1. (3 sessions per fiscal year)</b>	1	150 tests	112.5
<b>Bii) Administer placement tests</b> (summer session)	1	60 tests	45
<b>C) Provide Related Services</b>	<b>Current Level of Service (Approximate number of hours per fiscal year)</b>		
1. Develop or adapt language training courses, learning materials or programs	240		
2. Develop or adapt training manuals, software applications or other material to evaluate the progress of students or assess the program tools	240		
3. Administer language knowledge tests, progress tests and detailed evaluations, and provide related reports	400		
4. Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	240		

**Note:** The figures shown in this table are approximate and are based on historical data and/or current needs for language training provided at Statistics Canada.

## 2.4 Work distribution

Statistics Canada will regularly monitor the performance and usage of the contracts and ensure that each selected contractor receives its specified share of the business volume during the Contract period, including the option years if exercised.

Statistics Canada will use the following work distribution amongst the contractors, under the following situations:

Work Distribution percentage (%)				
Number of selected contractor, the lowest priced per point	1st Responsive Bid	2nd Responsive Bid	3rd Responsive Bid	4th Responsive Bid
4	30%	30%	20%	20%
3	40%	30%	30%	N/A
2	55%	45%	N/A	N/A
1	100%	N/A	N/A	N/A

### 3. PARAMETERS

#### 3.1 Full-time training

Statistics Canada provides a program of ongoing training designed for achieving level B and / or level C. The duration of each course is determined by the Statistics Canada Project Authority or his/her representative on the basis of long-term planning, the detailed evaluation and using various tools such as the last second-language course taken and/or the Public Service Commission orientation plan (number of hours and weeks of training, pace of learning).

Full-time group courses are offered from September 1 to June 30. If there is sufficient demand they are also offered from July 1 to August 31.

#### 3.2 Part-time training

Part-time group training, including PFL2 A, B et C and specialized courses, is given in the following sessions:

- April 1 to June 30 inclusive;
- September 1 to November 30 (There are no part-time courses in December) ;
- January 1 to March 31;
- July 1 to August 31 (Part-time group courses are offered if there is sufficient demand).

Since 2011, a new solution has been available to Statistics Canada's regional employees, giving them access to the same part-time language training program for career development purposes as public servants in the National Capital Region. Employees in the regions can now take part-time language training in a virtual or mixed classroom delivered by a teacher at the Language Training Centre in the NCR using the WebEx tool.

#### 3.3 Individual courses

Individual language training is available on request to meet particular needs and is to be regarded as a secondary means of achieving the employee's linguistic objectives, unless he/she is very close to attaining the required proficiency level.

#### 3.4 Teacher-led self-learning

Self-paced online training is available on request and may be used on its own or in combination with other training methods to acquire, maintain or improve second-language proficiency.

#### 3.5 Learning materials

A number of learning tools are offered on MyAccount (formerly known as *Campusdirect*), the online campus of the Canada School of Public Service, including PFL2 – A, B and C.

In addition to these tools, Statistics Canada may make the following materials available to the Contractor and students:

- Workbooks for Programme de français langue seconde for levels A, B and C (PFL2 – A, B et C): Training Objectives (TO) 1 to 40 and Preparation Workbooks, Modules 1 to 4;
- Consolidations 1, 2, 3 and 4 (review of TOs 1 to 40);
- Self-evaluations – Oral and written activities;
- Progress tests;
- Second Language Evaluation (SLE) preparation workbooks;
- All Ears I, All Ears II et All Ears +;
- Teacher Guide;
- Any other documents relevant to language training programs.

### **3.6 Student satisfaction**

At the end of each session, students are asked to complete a questionnaire developed by Statistics Canada concerning their satisfaction with the language-training program, which includes their comments on facilities, the administration and teachers.

Statistics Canada will be responsible for managing and administering the evaluation process. A summary of the evaluation of the teachers is sent to the Contractor quarterly.

## **4. EVALUATION OF STUDENTS**

Representative, Teachers, Pedagogical Advisors/OL Advisors, Project Authority, Project Authority Representative). Accordingly, these persons must work together to closely monitor the performance and progress of the students, both individually and collectively.

Teachers will meet with students individually to comment on their strengths and weaknesses and specify points that need improvement. They will record this information and other relevant observations in the student logbook or in a progress report. They will administer tests designed and supplied by Statistics Canada to check students' knowledge at the end of each objective and/or stage or as determined by Statistics Canada. At the end of the course, they will recommend, for each student, the next course level.

For part-time training, the student must normally obtain at least 80% on the knowledge test administered after each objective and/or stage in order to proceed to the following objective and/or stage. Statistics Canada thus seeks to promote knowledge retention and maximize the pass rate of employees taking language training. Consequently, Statistics Canada will regularly evaluate, in co-operation with the Contractor, the effectiveness of the training provided, so as to ensure that the pass rate reflects students' actual progress. In the end, the Second Language Evaluation will determine the success rate of the students and of the program.

For full-time training, success is determined by the result of the Second Language Evaluation. Success is either for level B or level C, depending on the language requirements of the particular position. The Contractor must nevertheless ensure that the students' proficiency is improving and that they are making adequate progress, both individually and collectively, toward achievement of their objectives.

## **5. PREMISES**

Statistics Canada will provide classrooms and see that they are sufficient to needs, conform to the applicable legislation, policies and standards and have no health or safety deficiencies with respect to the use that is made of them.

Also, the premises will be at the teachers' disposal to enable them to prepare teaching materials, produce the required reports and conduct research.

The Contractor must comply with this clause regarding the use of the premises and must use only to perform the services set out in the contract, namely training, administration of placement tests and related services according to the terms of article 2.3 Provide related services of this document.

## **6. SCHEDULES**

### **6.1 Group courses**

Group courses will be given according to schedules established before the beginning of each session (full-time or part-time course).

### **6.2 Individual courses**

The schedule for individual courses will be communicated to the Contractor within three days, at different times during the session, according to the needs of students. If the Contractor finds it impossible to give a course after receiving confirmation by email that it is to be held, he/she must give two working days' notice to the Project Authority or his/her representative to enable Statistics Canada to make the necessary adjustments to the arrangements.

## **7. QUALITY ASSURANCE AND CONTROL**

The Project Authority or his/her representative may periodically attend classes to observe them, at any time during the session. If a teacher's performance or progress is considered insufficient, the Project Authority or his/her representative will so inform the Contractor, who must take the necessary steps to remedy the situation in co-operation with the Project Authority or his/her representative.

## **8. MATERIALS**

Teachers must use the manuals and related materials for PFL2 – A, B and C and, if needed, other manuals to be provided by Statistics Canada. To reinforce the concepts and enrich the training objectives, teachers are encouraged to supplement the instruction using their own materials or materials from other sources.

Each teacher is assigned a user account and password for the computer equipment in the classroom. Only the teacher is permitted to use this equipment, and he/she is fully responsible for the equipment. Other materials, such as the PFL2, dictionaries and other books, are also available on loan.

All materials are stamped and the loan is recorded. At the end of the contract, the Contractor's representative or the Contractor will ensure that all loaned materials are returned; otherwise a charge for the corresponding value will be billed to the Contractor.

## **9. TEACHERS**

The Contractor must undertake to provide teachers throughout the duration of the courses. These must be the teachers proposed in the bid and designated in the contract, unless the Contractor is unable to provide services for reasons beyond his/her control. All teachers must be qualified as teachers of French as a second language and must have experience teaching adults.

The Contractor must designate a teacher representative who will work on site and be the main point of contact for the teachers and/or the Project Authority or his/her representative.

### 9.1 Absence of a teacher

If a teacher cannot be present for a class, he/she must notify the Registrar's office by email (fe-languagetraining@statcan.gc.ca) or telephone (613-951-6017) by 7:30 a.m. the day of the expected absence. Within 48 hours following the absence, the teacher must inform the Project Authority or his/her representative of the date and time when the missed class will be held, for part-time group training. The missed class must be made up immediately after the end of the session.

An absence form will be made available to the teacher, who must indicate on it the date and time of the rescheduled class. This form must be attached to the Contractor's invoice, which must be adjusted to account for any hours of training not provided.

If the number of absences and/or instances of lateness exceeds three per session (of 12 weeks), the Project Authority or his/her representative may request a meeting with the Contractor to assess the situation.

### 9.2 Replacement of a teacher

The Project Authority or his/her representative may ask the Contractor, in writing, to replace any teacher whose services are deemed unsatisfactory. The Contractor will have two working days to find a replacement. If the Contractor is unable to do so, Statistics Canada may terminate, without cost, the contract concluded with the Contractor. Similarly, if a teacher must be replaced for an unforeseen reason, the Contractor must replace him or her within two working days. Statistics Canada reserves the right to assign a teacher from another firm if the Contractor cannot find a replacement acceptable to within the required time that meets the requirements for experience and expertise.

Replacing any teacher is subject to the following conditions:

1. If the Contractor is at any time unable to provide the services of a person designated in the contract, it will provide the services of a replacement with equivalent or greater skills and experience. The Contractor will bear the cost of any training given by Statistics Canada to the replacement teacher.
2. Before replacing a person designated in the contract, the Contractor will submit to the Project Authority or his/her representative, for approval, a notice in writing that states
  - a. the reason for withdrawing the designated person;
  - b. the name of the proposed replacement and his/her résumé;
  - c. proof that the proposed replacement has a security clearance at the "Reliability Status" level.
3. Statistics Canada reserves the right to check references, request the résumé and copies of qualifications, and seek information from its own sources.
4. Acceptance of a replacement by Statistics Canada does not relieve the Contractor of its responsibility to satisfy the requirements of the contract.
5. In no case shall the contractor have work performed by a person not authorized to work in Canada.
6. Statistics Canada may order the removal of any unauthorized replacement, in which case the Contractor will immediately remove the person from his/her position and provide a replacement in accordance with the provisions of this section.

## **10. MEETINGS WITH TEACHERS**

Information and evaluation sessions, totalling a maximum of six hours per session (spring, fall and winter), may be held with teachers.

### **10.1 Information sessions**

At the start of each session, Statistics Canada may hold an information session no more than three hours with teachers to familiarize them with the various components of the Statistics Canada Language Training Program and related administrative aspects. In such a case, teachers will be required to attend.

### **10.2 Program assessment**

Statistics Canada may hold a meeting of a maximum of three hours with some and/or all of the teachers to discuss various matters related to the Statistics Canada Language Training Program. The meeting will enable teachers to convey their ideas and suggestions on matters such as course changes, objectives, materials and the management of the Program. The meeting will normally take place before the beginning and/or at the end of a new session.

## ANNEX A.1 COURSE DESCRIPTIONS

### GENERAL COURSES

Programme de français langue seconde for levels A, B and C (PFL2 – A, B et C)

This program is designed for anyone whose first official language is English and who must perform, or might be required to perform, work duties or tasks in French. These persons, whether they are beginners or already have some knowledge of French, are seeking to attain, in either the short term or the long term, bilingualism level A, B or C.

#### 1. PFL2 – A and B

The PFL2 – A and B is comprised of 40 training objectives (TOs), including 32 at level A and 8 at level B. These 40 objectives, which are divided into four stages, help the student to acquire solid level B skills in reading, writing and oral interaction. The program offers a range of learning activities that take into account different learning styles and paces; the training focuses on developing the student's communication skills.

The following table below shows the 40 training objectives (TOs) of PFL2 – A et B according to the different stages of the program.

### OBJECTIVES OF THE PROGRAMME DE FRANÇAIS LANGUE SECONDE (PFL2 – A ET B)

<b>Stage 1 – Objectives 1 to 12</b>
TO 1 – Identifying yourself and others
TO 2 – Identifying objects or documents
TO 3 – Expressing the concept of belonging
TO 4 – Expressing the concept of ownership
TO 5 – Indicating the location of a person, object, document or place
TO 6 – Referring to numbers
TO 7 – Orienting someone in space
TO 8 – Situating an event in time
TO 9 – Situating an event in time: past, present, future
TO 10 – Assigning tasks
TO 11 – Specifying how a task is done
TO 12 – Indicating a distribution and a non-numeric amount
<b>Stage 2 – Objectives 13 to 22</b>
TO 13 – Providing information about an event or habit in the past
TO 14 – Requesting or providing information about an event
TO 15 – Requesting or providing information about a request or about getting something
TO 16 – Making an offer and responding to an offer
TO 17 – Finding out or providing information about the presence or availability of people or things
TO 18 – Expressing a desire, wish, taste or preference
TO 19 – Assessing things
TO 20 – Assessing people
TO 21 – Finding out about standards and regulations
TO 22 – Specifying the terms and conditions (time) for carrying out a job

<b>Stage 3 – Objectives 23 to 32</b>
TO 23 – Specifying the terms and conditions for a project
TO 24 – Situating events in relation to one another
TO 25 – Indicating the stages of a process
TO 26 – Describing movements
TO 27 – Describing a task (physical operations)
TO 28 – Specifying the importance of a directive
TO 29 – Appreciating someone's abilities or competencies
TO 30 – Permitting or forbidding something
TO 31 – Expressing a desire, a wish
TO 32 – Formulating conditions
<b>Stage 4 – Objectives 33 to 36</b>
TO 33 – Expressing a choice
TO 34 – Proposing solutions to a problem
TO 35 – Making predictions
TO 36 – Requesting or providing information about a project
<b>Stage 4 – Objectives 37 to 40</b>
TO 37 – Describing the approach followed in carrying out a project
TO 38 – Outlining the rationale and impact of an action, event or situation
TO 39 – Assessing a proposed change
TO 40 – Persuading someone about something

## 2. PFL2 –C

The PFL2 – C includes two preparation workbooks and four modules. It is intended for advanced students who already have sufficient command of level B language elements. It promotes skill acquisition and encourages language performance to attain level C proficiency targets. This course, which focuses on the oral element, puts the learner in contact with some aspects of spoken language, as it is used in different situations closely or somewhat linked to a work environment.

- Preparatory session 1 (workbook) – Level C
- Preparatory session 2 (workbook) – Level C
- Modules 1, 2, 3 and 4: the course is comprised of four modules that are divided up into themes, as well as 23 language functions that are covered within the four modules. Each theme, for which a lexicon is provided, is relevant to one of the following major categories, validated by the teaching personnel and the students: my department, work team, work relations, interpersonal relations, the future public service, working conditions, human resources management, learning organization, career, and society issues.
- Preparation for the Second Language Evaluation; Test of Oral Proficiency, Level C

## SPECIALIZED COURSES

### Test of Oral Proficiency (TOP) preparation workshop for senior managers

This workshop is for senior managers whose oral test results are no longer valid or will expire in the current year. Its objective is final preparation of the EX group for the Level C TOP. The workshop will run for a total of 60 hours, with sessions of 2.5 hours a day, three times a week.

### Second Language Evaluation (SLE) preparation workshops

The SLE preparation workshops consist of three 15-hour workshops and are offered if there is sufficient demand.



### 1. Preparation workshop for the reading test

This workshop enables participants to become familiar with the Public Service Commission reading comprehension test. Participants are given various strategies and tools and practice exercises.

### 2. Preparation workshop for the writing test

This workshop enables participants to become familiar with the Public Service Commission writing test. Participants are given strategies, tools and practice exercises.

### 3. Preparation workshop for the Test of Oral Proficiency

This workshop familiarizes participants with the Public Service Commission Test of Oral Proficiency. Participants take part in simulation interviews with the teacher, and are given strategies and tools to help them prepare for the Test of Oral Proficiency, as administered by the Public Service Commission.

## All Ears

All Ears is comprised of three courses: All Ears I, All Ears II and All Ears +. It was specifically designed to help beginners and persons with more advanced knowledge of French to master the phonetic and phonological system of spoken French and to be more at ease and natural in their second language. In the first two courses, instruction is primarily in English, while in All Ears +, instruction is primarily given in French.

### 1. All Ears I

All Ears I is designed for beginners and persons enrolled in the Programme de français langue seconde for levels A and B (PFL2 A and B) who are at training objectives 1 to 17. The objectives of All Ears I are as follows:

- master the vowel and consonant sounds;
- learn about the different phenomena of spoken French;
- develop auditory comprehension;
- familiarize oneself with the International Phonetic Alphabet (IPA).

### 2. All Ears II

All Ears II is designed for persons who have taken All Ears I, or for those who are registered in the "Programme de français langue seconde" for levels A and B (PFL2 A et B), are at training objectives 1 to 17 and have a thorough knowledge of the International Phonetic Alphabet (IPA). The objectives of this course are as follows:

- review basic grammatical concepts;
- allow for the acquisition of vocabulary;
- expand on the material presented in All Ears I;
- become comfortable using the International Phonetic Alphabet (IPA);
- develop rhythm and intonation used in French.

### 3. All Ears +

---

All Ears + is designed for persons who understand, speak and write French at or above the level of objective 22 of the "Programme de français langue seconde" for levels A and B (PFL2 A et B). The objectives of this course are as follows:

- review the concepts presented in All Ears I;
- enhance pronunciation based on student needs;
- develop and enhance rhythm and intonation.

### **Consolidations**

Consolidations A and B offer a complete review of the stages (1–2 and 3–4) of PFL2 A and B. These courses provide a series of activities for in-class review of the training objectives (TOs 1 to 22 and TOs 23 to 40) and the points covered previously in the program to help learners become more comfortable in their second language.

### **Teacher-led self-learning**

In this program, the teacher acts as a tutor to guide the students in their learning and to, meet with each student, individually, one hour per month. The tutor assesses the student's language level, and together they set the objectives to be achieved with respect to program content and time commitment. The student is given learning materials and assignments.

### **Self-paced online training**

Self-directed online training is offered through MyAccount, the online campus of the Canada School of Public Service. MyAccount provides students with a variety of learning products, tools and resources to help them achieve their linguistic objectives. It also offers teachers and other specialists a wide range of tools and resources to help them develop and implement learning programs.

## ANNEX A.2

### PLACEMENT INTERVIEW / ENTREVUE DE CLASSEMENT

Statistics Canada Language Training Center  
Centre de formation linguistique de Statistique Canada

#### **Part 1 / Partie 1** (To be completed with the student. / À remplir avec l'étudiant.)

Name / Nom: \_\_\_\_\_ Given name / Prénom: \_\_\_\_\_

PRI / CIDP: \_\_\_\_\_ Tel. (work) / Tél. (bureau): \_\_\_\_\_

Dept. if not StatCan / Ministère si autre que StatCan: \_\_\_\_\_

Recruit? / Recrue? Yes / Oui \_\_\_\_ No / Non \_\_\_\_

#### **Previous language training / Formation linguistique antérieure** (If nil, leave blank. / Si aucune, laissez en blanc.)

**English / Anglais** \_\_\_\_ **French / Français** \_\_\_\_

Elementary school / École primaire:

Immersion \_\_\_\_ Occasional courses / Cours occasionnels \_\_\_\_

Secondary school / École secondaire:

Immersion \_\_\_\_ Occasional courses / Cours occasionnels \_\_\_\_

College or university courses / Cours collégiaux ou universitaires: \_\_\_\_

Year / Année \_\_\_\_

Other language training / Autre formation linguistique:

**Have you been tested by the PSC for your Second Language Evaluation?**

**Avez-vous passé une évaluation de langue seconde de la CFP?**

No / Non \_\_\_\_

Yes / Oui \_\_\_\_

**Please indicate the resulting level and the year of the evaluation.**

**Veillez indiquer le niveau obtenu et l'année de l'évaluation**

	Level / Niveau	Year / Année
Reading / Compréhension de l'écrit		
Writing / Expression écrite		
Oral / Compétence orale		

**Are there any special needs you wish to share with the program advisors?**

**Avez-vous des besoins spéciaux que vous aimeriez porter à l'attention des conseillers du programme?**

Solicitation No. - N° de l'invitation

45045-130077/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

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

000001422

File No. - N° du dossier

519zf45045-130077

CCC No./N° CCC - FMS No/ N° VME

**What are your language training objectives?**  
**Quels sont vos objectifs de formation linguistique?**

**When do you foresee being available to begin part-time training?**  
**Quand prévoyez-vous pouvoir commencer une formation à temps partiel ?**

### Course days and times / Jours et heures de cours

Courses are offered on Mondays, Wednesdays and alternate Fridays **OR** Tuesdays, Thursday and alternate Fridays, from 8 a.m. to 10:30 a.m.; 11 a.m. to 1 :30 p.m. **or** 2 p.m. to 4:30 p.m. /  
 Les cours sont offerts les lundis, mercredis et un vendredi sur deux **OU** les mardis, jeudis et un vendredi sur deux, de 8 h à 10 h 30, de 11 h à 13 h 30 **ou** de 14 h à 16 h 30.

**Please indicate your top two scheduling choices, in order of preference.**  
**Veillez indiquer votre premier et deuxième choix d'horaire.**

Mondays, Wednesdays and alternate Fridays Lundis, mercredis et un vendredi sur deux	Tuesdays Thursdays and alternate Fridays Mardis, jeudis et un vendredi sur deux
8 a.m. to 10:30 a.m. / 8 h à 10 h 30 _____ 11 a.m. to 1 :30 p.m. / 11 h à 13 h 30 _____ 2 p.m. to 4:30 p.m. / 14 h à 16 h 30 _____	8 a.m. to 10:30 a.m. / 8 h à 10 h 30 _____ 11 a.m. to 1 :30 p.m. / 11 h à 13 h 30 _____ 2 p.m. to 4:30 p.m. / 14 h à 16 h 30 _____

**Student Signature / Signature de l'étudiant**

### Part 2 / Partie 2

#### Recommendation / Recommandation

Teacher / Enseignant : \_\_\_\_\_

Date : \_\_\_\_\_

Course / Cours: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Logbook issued / Carnet de bord donné: \_\_\_\_\_

Comments / Commentaires: \_\_\_\_\_

#### Reason for placement interview / Motif pour l'entrevue de classement

Registration / Inscription \_\_\_\_\_

Detailed evaluation / Évaluation détaillée \_\_\_\_\_

Reassessment requested by teacher / Réévaluation demandée par l'enseignant \_\_\_\_\_

Recruit / Recrue \_\_\_\_\_

**Teacher Signature / Signature de l'enseignant** \_\_\_\_\_

## ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of payment for work performed under the contract.

### 1. Firm All-inclusive Rate

- a. The Contractor will be paid a firm all-inclusive rates per hours for the services required as indicated in the table below, during the period of this Contract.
- b. The firm all-inclusive rates indicated below must include all charges related to the Work described in Appendix A, Statement of Work. These charges include (but are not limited to) words processing, reports, photocopying, courier services, software costs, telephone calls, receipt and transmission or delivery of documents, and all related expenditures, GST excluded.
- c. All expected outcomes are FOB consignee, Canadian customs duties included, where applicable.
- d. For billing purposes, the firm all-inclusive rates that must be used are those in effect on the delivery date indicated on the service request.
- e. The firm all-inclusive rates indicated in the table below, for optional years, will apply only if Canada exercises the option to extend the Contract.
- f. The rates specified below, quoted by the Contractor, include the total cost of all travel and living expenses that may need to be incurred for:
  - i. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
  - ii. travel between the successful bidder's place of business and the NCR; and
  - iii. the relocation of resources to satisfy the terms of any resulting contract.

These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive firm rates must be prorated to reflect the actual time worked.

	PERIOD AND SERVICES	Firm all-inclusive hourly rate for teachers' services (In CAN \$)	Level of Services, per contract year, per resulting contractor (Estimated)
		A	B
1	Initial Period-Year One		
A)	Provide training in French as a second language		
1	Full-time group training	/hour	1 400 hours

2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours
3	Part-time group training (summer session)	/hour	250 hours
4	Individual courses	/hour	100 hours
5	Second Language Evaluation preparation workshops	/hour	250 hours
6	Teacher-led self-learning	/hour	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours
<b>C)</b>	<b>Provide related services</b>		
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours
<b>2</b>	<b>Initial Period-Year Two</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/hour	1 400 hours
2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours
3	Part-time group training (summer session)	/hour	250 hours
4	Individual courses	/hour	100 hours
5	Second Language Evaluation preparation workshops	/hour	250 hours
6	Teacher-led self-learning	/hour	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours
<b>C)</b>	<b>Provide related services</b>		
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours
<b>3</b>	<b>Optional Period-Year One</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/hour	1 400 hours

2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours
3	Part-time group training (summer session)	/hour	250 hours
4	Individual courses	/hour	100 hours
5	Second Language Evaluation preparation workshops	/hour	250 hours
6	Teacher-led self-learning	/hour	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours
<b>C)</b>	<b>Provide related services</b>		
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours
<b>4</b>	<b>Optional Period-Year Two</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/hour	1 400 hours
2	Part-time group training (3 sessions per fiscal year)	/hour	4 000 hours
3	Part-time group training (summer session)	/hour	250 hours
4	Individual courses	/hour	100 hours
5	Second Language Evaluation preparation workshops	/hour	250 hours
6	Teacher-led self-learning	/hour	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/hour	100 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/hour	50 hours
<b>C)</b>	<b>Provide related services</b>		
1	Develop or adapt language training courses, learning materials or programs	/hour	60 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/hour	60 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/hour	100 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/hour	60 hours

Solicitation No. - N° de l'invitation

45045-130077/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

519zf

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

000001422

File No. - N° du dossier

519zf45045-130077

CCC No./N° CCC - FMS No/ N° VME

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**ANNEXES C & D**  
**SECURITY REQUIREMENTS CHECK LIST**  
**AND**  
**TASK AUTHORIZATION FORM**

**Security Requirements Check List and Task Authorization Form are attached.**





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Contract Number / Numéro du contrat

00000142214504513007

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		2. Branch or Directorate / Direction générale ou Direction HRDD	
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 Second Language 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 type="checkbox"/> No Non <input checked="" 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 B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

000001422/4504513007

Security Classification / Classification de sécurité  
UNCLASSIFIED

**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 ☐ Yes  
Non 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 ☐ Yes  
Non 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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



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 ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

000001422\4504513007

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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(les) 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?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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).

## Annex D Task Authorization Form (TA Form)

<b>Contract No.:</b>	<b>Task Authorization No.:</b> <b>Amendment No.:</b> <b>Financial Coding:</b>
<b>Contractor's name:</b> <b>E-mail address:</b> <b>Tel:</b> <b>Fax:</b>	<b>Project Authority:</b> <b>E-mail address:</b> <b>Tel:</b> <b>Fax:</b>
<b>Sent to the Contractor:</b>  <b>Via E-mail:</b> <b>Via Fax:</b>  <b>Date:</b>	<b>Period of services:</b>  <b>From:</b>  <b>To:</b>

Name of Service Required	Number of hours	Deadline

Service Required	Number of Hours per Period of Services	Firm All-Inclusive Hourly Rate per Period of Service	Sub-Total excluded GST/HST
	A	B	C = A * B
<b>A</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	\$	\$
2	Part-time group training (3 sessions per fiscal year)	\$	\$
3	Part-time group training (summer session)	\$	\$
4	Individual courses	\$	\$
5	Second Language Evaluation preparation workshops	\$	\$
6	Teacher-led self-learning	\$	\$
<b>B</b>	<b>Provide related services</b>		
1	Administer placement tests	\$	\$
2	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	\$	\$
3	Develop or adapt language training courses, learning materials or programs	\$	\$
4	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	\$	\$
5	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	\$	\$
<b>Total – TA Limitation of Expenditure (GST/HST excluded)</b>			<b>\$</b>



Name of client contact person(s)	Telephone/E-mail
1)	
2)	

**Comments and/or special instructions related to material used to complete the work:**

For completion by the Contractor			
<b>Contractor's Confirmation of Work receipt, Number of Hours and TA Limitation of Expenditure</b>			
The Contractor confirms:			
Receipt of the Work Requisition:	Yes :	No:	Specify :
Number of hours is accurate:	Yes :	No:	Specify :
Rates are accurate:	Yes :	No:	Specify :
Total-TA Limitation of Expenditure (GST/HST excluded) is accurate:	Yes :	No:	Specify :

Confirmation of persons assigned to tasks:		
Contractor's Teachers Name	Service(s) assigned to:	Designated or Proposed Replacement
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>Replacement:</b> For any replacement of a teacher not mentioned in the Contract and prior to the TA acceptance, the Contractor must provide the information necessary as indicated in article 9.2 of Annex "A" herein.		
TA Approval		
<b>1. TA up to a limit of \$250,000.00 (GST/HST excluded)</b> - When the financial limitation of the TA does not exceed \$250,000.00 including any amendments, the Contractor will be automatically authorized by Canada to proceed with the work requested as soon as the Contractor submits a complete and signed TA.		
<b>2. TA over \$250,000.00 (GST/HST excluded)</b> - When the financial limitation of the TA exceeds \$250,000.00 including any amendments, PWGSC Contracting Authority Approval is required before proceeding with the work requested.		
Signing Authorities		
<b>Name, title and signature</b> of the individual authorized to sign on behalf of the Contractor  <i>In signing the TA form, the Contractor accepts the Task Authorization identified above</i>	<b>Contractor</b>	<b>Date</b>
<b>Name, title and signature</b> of the TA Authority  for any TA up to a limit of \$250,000.00 including any amendment (GST/HST excluded)	<b>Statistics Canada</b>	<b>Date</b>
<b>Name, title and signature</b> of PWGSC Contracting Authority  for any TA exceeding \$250,000.00 including any amendment (GST/HST excluded)	<b>PWGSC</b>	<b>Date</b>