



REQUEST FOR PROPOSAL (RFP) NO. K0029
AMENDMENT NO. 01

1. UNDER SECTION 2, PARAGRAPH 3.0, MANDATORY EVALUATION CRITERIA, **DELETE:**

MT3. The supplier must have existed for at least three (3) years and have provided part-time and/or full-time language training in French or English in the past three (3) years to federal public servants.

AND **REPLACE WITH**

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2. UNDER SECTION 3, PARAGRAPH 2.0, BACKGROUND, **DELETE:** :

The Canadian Food Inspection Agency (CFIA) is Canada's largest regulatory agency. Its mandate is to protect Canadians from preventable health risks, protect consumers through a fair and effective food, animal and plant regulatory regime that supports competitive domestic and international markets, sustain the plant and animal resource base and contribute to the security of Canada's food supply and agricultural resource base. The development and continuous learning of CFIA leaders are two essential factors in ensuring that the Agency is able to adapt to change and innovate in the future.

Second language training in Canada's official languages is provided for federal public servants in accordance with the provisions of the Official Languages Act. The CFIA requires French and English language training services for senior managers and National Management and Leadership Development Program (NMLDP) participants for the period from November 1, 2013, to March 31, 2016. Most CFIA employees requiring access to these training services are employed in the National Capital Region (NCR). The Contractor will use a videoconference system to serve employees working outside of the NCR.

AND **REPLACE WITH**

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3. UNDER SECTION 3, PARAGRAPH 3.3, TRAINING TYPE, **DELETE:**

The Contractor must be able to provide clients with private or group training (French or English as a second language). There must be no more than six (6) candidates per group course.

For courses of two hours or more, the Contractor must provide a ten (10) to fifteen (15) minute coffee break.

The Contractor will provide training in French and in English as a second language to help candidates prepare for reading comprehension (RC), written communication (WC) and oral proficiency (OP) tests. Some candidates have only one expired profile, while other candidates have two or three. Some of our learners may require training to maintain their proficiency level.

Once the language training is complete, learners who must meet the language requirements of a position will be required to demonstrate that they are proficient in the second language at the required level by taking the Public Service Commission (PSC) of Canada tests. These tests are administered by the PSC or by the federal institution that has obtained a delegation of authority from the Commission to administer them. The Contractor must schedule the test date in advance, make the necessary arrangements for candidates to take the second language test and inform learners of the test date.

If the Contractor feels that a candidate is not ready to take the Second Language Evaluation (SLE) test, the Contractor must notify the CFIA at least 40 days in advance so that alternative arrangements can be made. The CFIA may decide to provide the candidate with more hours of training so that he or she can achieve the required profile.

Should a candidate fail to meet the required language objectives during the SLE test, the CFIA may ask the Contractor to provide the candidate with additional hours of training so that he or she can achieve the required language profile upon retaking the test. The Contractor is responsible for making the necessary re-test arrangements and providing the information to the learner and the designated learning advisor.

At any time, the CFIA learning advisor may conduct classroom teacher observations.

For the purposes of this contract, two thousand six hundred and fifty (2,650) hours of French or English as a second language training may be used. These 2,650 hours will be divided into four (4) blocks of six hundred and twenty (620) hours each. This means that the CFIA will release funds for a first 620-hour block of training after the contract is signed.

After eighty per cent (80%) of the 620 hours of the first block, i.e., 496 hours, have been used, the Agency may release another block of 620 hours for additional needs, and so forth. This means that the Agency may not use the full 2,650 hours.

Therefore, the Contractor must be very flexible with regard to the speed at which the block will be used and the total number of hours of this contract.



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Once the language training is complete, learners who must meet the language requirements of a position will be required to demonstrate that they are proficient in the second language at the required level by taking the Public Service Commission (PSC) of Canada tests. These tests are administered by the PSC or by the federal institution that has obtained a delegation of authority from the Commission to administer them. The supplier shall inform the CFIA learning advisor when a candidate is ready to the second language assessment test. Following this recommendation, the Canadian Food Inspection Agency will be responsible to make the necessary arrangements to send an employee for SLE test (RC , WC and OP).

If the Contractor feels that a candidate is not ready to take the Second Language Evaluation (SLE) test, the Contractor must notify the CFIA at least 40 days in advance so that alternative arrangements can be made. The CFIA may decide to provide the candidate with more hours of training so that he or she can achieve the required profile.

Should a candidate fail to meet the required language objectives during the SLE test, the CFIA may ask the Contractor to provide the candidate with additional hours of training so that he or she can achieve the required language profile upon retaking the test. The CFIA is responsible for receiving test results and communicating with the learner and the contractor if additional training is required due to not meeting target levels. In addition, the learning advisor will make the necessary arrangements to reschedule the testing.

At any time, the CFIA learning advisor may conduct classroom teacher observations.

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4. UNDER SECTION 4, PARAGRAPH 2.0, BASIS OF PAYMENT, **DELETE**

Item(s)	Hourly Rate		Maximum Quantity	Evaluated Price (A + B)
	French training (A)	English training (B)		
Initial Training block			620	
Optional training block 1			620	
Optional Training block 2			620	
Optional Training block 3			620	

AND **REPLACE** WITH

Item(s)	Hourly Rate				Maximum Quantity	Totals (A + B + C + D)
	Individual training		Group Training			
	French training (A)	English training (B)	French training (C)	English training (D)		
Initial Training block					620	
Optional training block 1					620	
Optional Training block 2					620	
Optional Training block 3					620	
Evaluated price						

This Amendment shall form part of the Request for proposal but does not replace any of the terms or conditions of the RFP, except as expressly set out above.