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**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Language Training - Ontario Region		
<b>Solicitation No. - N° de l'invitation</b> E6TOR-13RM01/A		<b>Date</b> 2014-02-03
<b>Client Reference No. - N° de référence du client</b> E6TOR-13RM01		<b>Amendment No. - N° modif.</b> 003
<b>File No. - N° de dossier</b> TOR-3-36140 (016)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-016-6473		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2013-12-19
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-11</b>		<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yari, Helen		<b>Buyer Id - Id de l'acheteur</b> tor016
<b>Telephone No. - N° de téléphone</b> (905) 615-2081 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Various Federal Government Departments, Groups or Agencies within the Ontario Region (excluding National Capital Region (NCR) - as indicated on Call-up instrument.		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

This solicitation amendment 003 is issued to:

1. Revise the Request for Standing Offer; and
2. Address questions posed by potential Offerors.

### 1. Revise the Request for Standing Offer

In Attachment 1 to Part 4 - Evaluation Procedures

Delete:

MTC 1	Offeror's Capacity
	<p>To meet this criterion, the Offeror must at least provide the following information:</p> <ol style="list-style-type: none"> <li>1. Offeror's volume capacity ((overall capacity of groups or learners (for individual training) which the Offeror intends to train concurrently during the Standing Offers period, including extension periods)). For its offer to be considered responsive, an Offeror must have a minimum capacity as follows: <p>One group for full-time training, two groups for part-time training, two learners for part-time individual training and one learner for full-time individual training.</p> <p><b>Note:</b> Not all work streams apply to all geographical areas. The Offeror should consult article 2.2.1 of Part 1 to determine which work streams are applicable for each geographical area. The Offeror's volume capacity must correspond to the requirements identified above for each work stream that is applicable to a geographical area.</p> </li> </ol> <p>In addition to point 1 above, for training on the Offeror's Premises, the Offeror must provide in their offer the following information:</p> <ol style="list-style-type: none"> <li>2. Number of classrooms offered. The number of classrooms must correspond to the capacity (volume) stipulated by the Offeror to meet item1 listed above and comply with the requirements described in clause10.0, The Offeror's Facilities, in Section II, of Annexes A1, A2 and A3 – Statement of Work. For example, if the Offeror indicates that it has capacity for 2full-time groups, there must also be2 classrooms. <p>For the purposes of the evaluation of the mandatory technical criterion MTC 1.2, the Offeror must assume that all training identified in MTC 1.1 will be given on the Offeror's Premises. The following ratios have been established for the calculation of the minimum number of necessary classrooms:</p> <p><u>Full-time group training:</u> one (1) classroom for each full-time group.</p> <p><u>Part-time group training:</u> a classroom for two (2) part-time groups (the minimum number of necessary classroom is calculated based on the maximum number of hours of instruction per week, 14 hours).</p> <p><u>Full-time individual training:</u> one (1) classroom for each full-time learner.</p> <p><u>Part-time individual training:</u> a classroom for two (2) part-time learners (the minimum number of necessary classroom is calculated based on the maximum number of hours of instruction per week, 14 hours).</p> </li> <li>3. Full civic address of classrooms and the number of classrooms for each address.</li> </ol>

The Offeror shall indicate in its offer its capacity for each of the work streams for the geographical area (s) for which it is presenting an offer.

Insert:

MTC 1	Offeror's Capacity
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To meet this criterion, the Offeror must at least provide the following information:

1. Offeror's volume capacity ((overall capacity in number of groups or learners (for individual training) which the Offeror intends to train concurrently, including training on the Offeror's premises and at a federal institution, during the Standing Offers period, including extension periods)). The Offeror must have at its disposal the necessary resources (teachers / counsellors / facilities, where appropriate) meeting the requirements identified in Annexes A1, A2 and A3 to be able to respond to the needs of the work streams in the geographical area(s) for which it submits an offer.

For its offer to be considered responsive, an Offeror must have a minimum capacity as follows:

Training on the Offeror's premises: one (1) group for full-time training, one (1) group for part-time training, one (1) learner for part-time individual training and one (1) learner for full-time individual training

Training at a federal institution: two (2) groups for part-time training, two (2) learners for part-time individual training and one (1) learner for full-time individual training.

**Note:** Not all work streams apply to all geographical areas. The Offeror should consult article 2.2.1 of Part 1 to determine which work streams are applicable for each geographical area. The Offeror's volume capacity must correspond, at least, to the requirements identified above for each work stream that is applicable to a geographical area.

In addition to point 1 above, for training on the Offeror's Premises, the Offeror must provide in their offer the following information:

2. Number of classrooms offered. The number of classrooms must correspond to the capacity (volume) stipulated by the Offeror to meet item 1 listed above and respect, as a minimum, the following ratio:
  - one (1) classroom for each full-time group.
  - one (1) classroom for ten (10) part-time groups
  - one (1) classroom for each full-time learner
  - one (1) classroom for ten (10) part-time learners

For its offer to be considered responsive, an Offeror must have at its disposal the minimum number of classrooms as follows:

Two (2) classrooms that are at least 300 square feet and one (1) classroom that is at least 70 square feet that meet all requirements of Annexes A1, A2 and A3

3. Full civic address of classrooms and the number of classrooms for each address.

The Offeror shall indicate in its offer its capacity for each of the work streams for the geographical area(s) for which it is presenting an offer.

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## 2. Address questions posed by potential Offerors.

Q.1 Annex A2 - SOW – Part-time group training (fields 3-4-5-6) and Annex A3 - SOW – Individual part-time training (fields 9A-9B-10A-10B)

In paragraph 5 of both of these annexes, you require Offerors to provide materials (electronic or hard-copy format) for part-time courses. This requirement seems excessive and very costly for part-time training. We would instead propose the following:

*The Offeror must provide CSPS training program materials in original hard-copy format for the teaching resources and pedagogical advisors. The Offeror must provide learners with photocopies of the classroom activity materials, as required in the Call for Tenders for part-time training, No. EN578-093429 ZF for the NCR.*

A.1 Paragraph 5 of Section II of Annexes A2 and A3 will be modified as follows:

Delete:

Should the Offeror elect to provide CSPS training program materials in hard copy format, it must distribute all original material to the teaching resources, pedagogical advisors and learners. Materials given to learners must be their property. The Offeror may provide photocopies only if the original material is not available from Government of Canada Publications and only by obtaining prior authorization from the TA.

Insert:

The Offeror must provide CSPS training program materials in original hard-copy format for the teaching resources and pedagogical advisors. The Offeror must provide learners with photocopies of the classroom activity materials.

*All other terms and conditions remain unchanged.*