

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> FORM. LING. - LANG. TRAINING QUEBEC		
<b>Solicitation No. - N° de l'invitation</b> E6MON-130001/A		<b>Date</b> 2014-02-05
<b>Client Reference No. - N° de référence du client</b> E6MON-13-0001		<b>Amendment No. - N° modif.</b> 006
<b>File No. - N° de dossier</b> MTA-3-36356 (739)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-739-12516		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2013-12-02
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-02-21</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carpentier, Patricia		<b>Buyer Id - Id de l'acheteur</b> mta739
<b>Telephone No. - N° de téléphone</b> (514) 496-3505 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<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>		

## AMENDMENT 6

1) At **Part 1** of the request for standing offers, at article **2.2.1 Maximum Number of Standing Offers to be Issued and Estimated Volume**;

### DELETE:

GEOGRAPHICAL AREA 8: Matane\*

### REPLACE BY:

GEOGRAPHICAL AREA 8: Matane as defined at the following link:

[http://geodepot.statcan.ca/GeoSearch2006/GeoSearch2006.jsp?minx=7895318.34285714&miny=1709108.78770186&maxx=8048108.79142857&maxy=1802111.669441&LastImage=http://geodepot.statcan.gc.ca/Diss/Output/GeoSearch2006\\_f6geoimspaz24804572865655.gif&resolution=H&otherLang=E&lang=E&switchTab=0](http://geodepot.statcan.ca/GeoSearch2006/GeoSearch2006.jsp?minx=7895318.34285714&miny=1709108.78770186&maxx=8048108.79142857&maxy=1802111.669441&LastImage=http://geodepot.statcan.gc.ca/Diss/Output/GeoSearch2006_f6geoimspaz24804572865655.gif&resolution=H&otherLang=E&lang=E&switchTab=0)

2) At **attachment 1 to Part 4** of the request for standing offer, at page 20 of 52;

### DELETE ENTIRELY THE MTC 1

### REPLACE BY

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>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.</li> </ol> <p>For its offer to be considered responsive, an Offeror must have a minimum capacity as follows:</p>

**GEOGRAPHICAL AREA 1: Quebec**

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: three (3) groups for part-time training, two (2) learners for part-time individual training and one (1) learner for full-time individual training.

**GEOGRAPHICAL AREA 2: Greater Montreal**

Training on the Offeror's premises: one (1) group for full-time training, two (2) groups for part-time training, two (2) learners for part-time individual training and one (1) learner for full-time individual training.

Training at a federal institution: five (5) groups for part-time training, five (5) learners for part-time individual training and one (1) learner for full-time individual training.

**GEOGRAPHICAL AREA 4: Saguenay and GEOGRAPHICAL AREA 6: Shawinnigan**

Training on the Offeror's premises: two (2) 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.

**GEOGRAPHICAL AREA 7 : Saint-Jean-sur-Richelieu**

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.

### **GEOGRAPHICAL AREA 8: Matane**

Training on the Offeror's premises: one (1) group for full-time training

Training at a federal institution: one (1) group for part-time training, one (1) learner 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:

**GEOGRAPHICAL AREA 2: Greater Montreal**

Two (2) classrooms that are at least three 300 square feet and two (2) classrooms that are at least 70 square feet that meet all requirements of Annexes A1, A2 and A3

**GEOGRAPHICAL AREA 8: Matane**

One (1) classroom that is at least three 300 square feet that meets all requirements of Annexes A1, A2 and A3

**For all other geographical areas**

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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**Please see the following questions and answers:**

**Q1:** Regarding whether we can submit an offer for area 7, we have no problem at all with sending our trainers to your institution for the training given at your address (St-Jean-sur-Richelieu). Our centre is located 40 km away from area 7, so would our centre be considered a training centre for this area for those employees that have to take training on the Offeror's premises?

**R1:** The classrooms used for training on the Offeror's premises must be located in the geographical area of St-Jean-sur-Richelieu, as defined in section 2.2.1 of Part 1 of the Request for a Standing Offer. In addition, in order for the offer to be found responsive, the Offeror must submit a separate offer for each geographical area and be able to provide the language training services in all the applicable work streams of a geographical area, that is, training on the Offeror's premises and at a federal institution.

**Q2:** In Part **MTC 2** 2.3.1 a and b regarding pedagogical advisers, where you request one reference per year (name of **client organization**, contact person, telephone number and/or email address), does "client organization" refer to the client whom the pedagogical advisor served for the years in question, or do you want to have, for reference purposes, the name and contact information of the employer for whom the pedagogical advisor worked?

**R2:** "Client organization" refers to the client who received the language training services.

**Q3:** Do the terms **CEWP**, **PFL2** and **PBFT** apply only to employees who took courses in order to write government tests? Can these terms be used for all our students that have learned French as a second language or English using the communicative method?

**R3:** The terms **CEWP**, **PFL2** and **PBFT** refer to Canada School of Public Service (CSPS) training programs as defined in 3.0 of Section II of annexes A1, A2 and A3. This term cannot be used unless the CSPS training program was used.

**Q4:** Can you please confirm the procedure and address for submitting offers: Is there a name or a specific offer number that must be written on the package?

The cover of the request says to return bids to:  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de la Gauchetière Ouest  
7<sup>e</sup> étage  
Montréal, Québec  
H5A 1L6

However, in Part 2.2 (Offeror Instructions – Submission of Offers), Offerors are instructed to submit only to PWGSC Bid Receiving Unit.

Is the above in fact the correct address of the Bid Receiving Unit?

**A4:** The address on page 1 of the request for Standing Offer is the address of the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit for the Quebec region. For more information, please refer to the article 2 of Part 2 of the request for Standing Offer.

**Q5:** In Part 3.1 (Offer Preparation Instructions), Offerors are instructed to include one hard copy of the certifications listed in Part 5 with their bid. However, in Part 5, at points 1.1 and 2.2, both certifications begin with "by submitting an offer..." Does this mean that these clauses are taken for granted as part of the offer, or must the wording of each point be included in a signed document?

Also, for the certifications in points 2.1 and 2.2, is it standard procedure to copy these points verbatim and sign the document, or is there another procedure for including these certifications?

**A5:** The Offeror must provide all required certifications and documentation to be issued a standing offer. These include the certifications for article 2.1, 2.2 (a signed copy of these points verbatim is acceptable) and other documentation such as the documentation requested in paragraph 4 of article 01 of Standard Instructions 2006 as outlined in article 1.1 of Part 5 of the Request for Standing Offer.

**Q6:** Despite the questions and answers that have already come up on the subject, we request your clarification on one detail: In Attachment 1 to Part 4, in MTC 1, it is stated that "for training on the Offeror's Premises, the Offeror must provide in their offer the following information:

2. Number of classrooms offered (...)
3. Full civic addresses of classrooms (...)"

For an offer concerning only Geographical Area 5 (CFB Valcartier), which only has work streams at federal institutions, are we correct in assuming MTC 1.2 and 1.3 do not apply? Is the Mandatory Technical Criteria for point 1 (Offeror's capacity) based solely on MTC 1.1 (Offeror's volume capacity)?

**A6:** Mandatory technical criteria MTC 1.2 and MTC 1.3 only apply for training on the Offeror's premises. If there is no requirement for training on the Offeror's premises for a geographical area, these mandatory technical criteria don't apply.

**Q7:** In Part 6.2 (Security and Financial Requirements – Financial Capability), Offerors are directed to M9033T, which states that Offerors must provide certain financial statements and certifications "within fifteen (15) working days of the request or as specified by the Standing Offer Authority in the notice."

Is it therefore required for Offerors to submit these documents with their bid, or simply to prepare these documents in the event that the Standing Offer Authority requests them?

**A7:** The Offeror is not required to submit these documents with their offer. However, the Offeror must provide the requested information to the Standing Offer Authority if requested as specified in standard procurement clause M9033T.

**Q8:** In the Point-Rated criteria (PRTC) 3.1, we wish it to be clarified whether the computer provided to learners (in the context of one computer per learner) may be a tablet, or if the computers must conform

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to the definition in Annex 1A, Section 2, point 6.1.1 (Computer equipment) in which the mandatory minimum requirements are outlined for one computer per classroom.

In other words, provided there is at least one computer that conforms to the requirements in point 6.1.1, can each learner be provided with a tablet computer for PRTC 3.1?

**A8:** All mandatory computers must comply with the definition as outlined in Annex A1, section 2, point 6.1.1. The training programs in their current format are not compatible with tablets.

**Q9:** In the Questions and Answers document featuring questions asked after the Offeror's conference, A3 stated that it is possible to bid jointly with another institution, and Offerors were instructed to see article 1 of Part 3 as well as article 17 of the Standard Instructions – Request for Standing Offers – Goods and Services – Competitive Requirements.

Our question is concerning offers for separate geographical areas wherein two institutions agree to collaborate without forming a joint venture: Is it permitted for Institution A to bid for a given geographical area using Institution B as support (e.g. personnel, logistics, expertise) and for Institution B to submit a separate offer for a different geographical area using Institution A as support?

Part 3, article 1 stipulates that Offerors “may not submit one offer as an individual and another as a joint venture for the same standing offer.” Presuming the same rule applies to collaborating institutions, does the term “standing offer” here refer to the standing offers to be issued to each geographical area or to the entire Request for Standing Offers?

**A9:** The provisions for subcontracts are outlined in article 06 of general conditions 2035. The term “standing offer” as outlined in article 1 of Part 3 refers to a standing offer to be issued for a geographical area only.



**Q10:** Further to question #6 above, we wish to enquire specifically about shared resources in separate offers: In reference to MTC 2 (Proposed Pedagogical Advisers), can one Offeror bidding on a given geographical area propose a resource who is also being proposed by another Offeror in a different geographical area (i.e. a completely separate offer), so long as Part 5 certification 2.1 is respected?

If this is permissible, does the total workload ratio in MTC 2.1 still apply? It is stated that "the Offeror who proposes the same pedagogical adviser for several work streams and who does not comply with the ratio stated in MTC 2.1 for the pedagogical adviser's total workload for all the work streams for which he or she is proposed will be declared non-responsive for all the work streams for which that pedagogical adviser is proposed." Can you confirm that this does not apply if the same adviser is proposed in two separate offers?

**A10:** The same pedagogical advisor can be proposed by more than one Offeror. For evaluation purposes, the ratios outlined at mandatory technical criteria MTC 2.1 will take into consideration the workload for each Offeror's offer only, for all work streams and geographical areas for which the Offeror is submitting an offer. This ratio will need to be respected by the Offeror at all times during the period of the standing offer(s), regardless of the number of Offeror's to whom the pedagogical adviser is providing services to.

**Q11:** For geographic zone 8, how far from this area may the premises of the Offeror be located?

**A11:** The Offeror's premises must be located in the geographical area of Matane as defined at this link: [http://geodepot.statcan.ca/GeoSearch2006/GeoSearch2006.jsp?minx=7895318.34285714&miny=1709108.78770186&maxx=8048108.79142857&maxy=1802111.669441&LastImage=http://geodepot.statcan.gc.ca/Diss/Output/GeoSearch2006\\_f6geoimspaz24804572865655.gif&resolution=H&otherLang=E&lang=E&switchTab=0](http://geodepot.statcan.ca/GeoSearch2006/GeoSearch2006.jsp?minx=7895318.34285714&miny=1709108.78770186&maxx=8048108.79142857&maxy=1802111.669441&LastImage=http://geodepot.statcan.gc.ca/Diss/Output/GeoSearch2006_f6geoimspaz24804572865655.gif&resolution=H&otherLang=E&lang=E&switchTab=0)

*All other terms and conditions remain unchanged.*