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Winnipeg  
Manitoba  
R3C 2Z1  
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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 -  
Western Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Title - Sujet</b> Language Training - Western Region		
<b>Solicitation No. - N° de l'invitation</b> ET959-140856/A		<b>Date</b> 2014-02-21
<b>Client Reference No. - N° de référence du client</b> PWGSC		<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> WPG-3-36154 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-018-8870		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2014-01-27
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-03-10</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grove, Leah		<b>Buyer Id - Id de l'acheteur</b> wpg018
<b>Telephone No. - N° de téléphone</b> (204) 984-8872 ( )		<b>FAX No. - N° de FAX</b> (204) 983-7796
<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>		

Solicitation No. - N° de l'invitation

ET959-140856/A

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

PWGSC

Amd. No. - N° de la modif.

002

File No. - N° du dossier

WPG-3-36154

Buyer ID - Id de l'acheteur

wpg018

CCC No./N° CCC - FMS No/ N° VME

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See attached pdf document

**This Amendment No. 002 is raised to provide minutes from the Bidders' Conference and modify Request for Standing Offer No. ET959-140856/A as follows:**

**Meeting Minutes**

*Attached as Appendix 1 to Amendment 002*

**Modifications**

- 1) Referring to Page 22 of 69, Part 4, Article 1.2.1

Delete:

**1.2.1** The estimates included in the pricing schedule(s) detailed in Attachment 1 to Part 3 Pricing Schedule on the annual estimate of the number of learners are provided for bid evaluation price determination purposes only. They are not to be considered a contract guarantee.

Insert:

**1.2.1** The estimates included in Attachment 2 to Part 3 on the annual estimate of the number of learners are provided for bid evaluation price determination purposes only. They are not to be considered a contract guarantee.

**APPENDIX 1 to AMENDMENT 002**

**Offeror's Conference**

**Date:** February 14, 2014 at 10:00 am CST.  
**Title:** Language Training  
**Solicitation:** ET959.140856  
**Location:** Broadway Boardroom, 167 Lombard Avenue, Winnipeg, Manitoba

**Attendees**

**Public Works and Government Services Canada (PWGSC):**

Leah Grove-Chairperson  
Renata Tetrault  
Monique Beaudette  
Amanda Wiebe  
Christie Maki  
Karen Kuzych

**Canada School of Public Service (CSPS):**

Mélanie Desnoyers  
Emmanuelle Abele  
Andrée Lavoie  
Jean Gallagher  
Michelle Vachon-Wilson

**Offerors :**

Alliance Francaise du Manitoba, Manitoba  
Red River College, Manitoba

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Universite de Saint-Boniface, Manitoba  
University of Regina, Saskatchewan  
JM Academic Plus Inc., Saskatchewan

**Start time: 10:00 CST**

**Opening and Welcoming Remarks - PWGSC**

- Leah Grove chaired the conference and opened up with housekeeping rules and welcomed all in attendance.
- The minutes of the conference will form part of upcoming amendment.

**Introductions & Sign-in**

- Leah Grove reminded everyone to sign in and those in the teleconference that we would be collecting names for the conference minutes.
- Roundtable introductions + call-in introductions

**Conduct of the conference**

- Duration 1.5 hours
- Please turn off all cell-phones and any recording devices
- Objective of the conference is to provide you with relevant information, not to debate the content of the documents, the requirement or the answers provided
- There will be a question period at the end of the presentation
- Responses to questions will be provided at the Offeror's conference if possible and will be posted after the Offerors conference on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)

**Request for Standing Offer (RFSO)**

- The RFSO is divided into 7 parts plus Annexes - A1, A2, A3, B, C, D, E
- Part 1 – General Information
- Part 2 – Offeror Instructions
- Part 3 – Offer Preparation Instructions
  - Attachment 1, Pricing Schedule
  - Attachment 2, Financial Evaluation
- Part 4 – Evaluation Procedures
  - Attachment 1, Evaluation Procedures
  - Attachment 2, Responses to Technical Evaluation Criteria
- Part 5 – Certifications
- Part 6 – Security and Financial Requirements
- Part 7 – 7A, Standing Offer and 7B, Resulting Contract Clauses

**Part 1 – General Requirements**

- Up to 9 work streams, depending on the geographical area (see article 2.2.1 of Part 1 of the RFSO)
- Example:
  - Geographical Area 1: Edmonton, AB
    - Stream 1 Full-time Group Training in French on Offeror's Premises
    - Stream 3 Part-time Group Training in French on Offeror's Premises
    - Stream 7A Full-time Individual Training in French on Offeror's Premises
    - Stream 9A Part-time Individual Training in French on Offeror's Premises
  - Geographical Area 2: Edmonton, AB
    - Stream 4 Part-time Group Training in French at Federal Institution
    - Stream 7B Full-time Individual Training in French at Federal Institution
    - Stream 9B Part-time Individual Training in French at Federal Institution
    - Stream 10B Part-time individual training in English at Federal Institution
- Offeror can submit an offer for any or all geographical areas and must be able to provide training in all work streams.

➤ Offeror must bid all workstreams in an identified Geographical Area. Where a geographic area has two blocks (Edmonton, Calgary, Regina, Saskatoon, Winnipeg, Yellowknife and Iqaluit), the Offeror can bid both blocks or just one for these seven (7) geographic areas. All other geographical areas have only one block and one resulting SO. See RFSO Part 1 – General Information, 2.2.1 Maximum Number of Standing Offers to be issued and Estimated Volume.

➤ 2.2.2 and 2.2.3 Predefined area

➤ You are encouraged to submit an offer for geographical areas not listed. Include this information in Part 2 of Annex C

➤ Security requirement: Reliability for Work Streams at a Federal Institution

➤ Ask to be sponsored now

➤ Note: additional verifications will be required for training provided at RCMP locations (see paragraph 5 of article 2 of Part 7A)

➤ Code of conduct

### **Part 3 - Offer Preparation Instructions**

Of particular importance

➤ Attachment 2 to Part 3, Financial evaluation for the Western Region (use for inputting rates).

➤ Input firm all-inclusive hourly rates per learner for initial period and options on column C

➤ Rates can vary by work stream

➤ Print each worksheet and submit with your financial offer.

➤ Must be requested from Standing Offer Authority, *Leah Grove*

### **Part 4 – Evaluation Procedures**

➤ Basis of selection – lowest evaluated price per point

➤ Attachment 1 to Part 4 – Evaluation procedures

➤ 3 mandatory technical criteria (different by geographical area). Canada will not evaluate offers any further if they do not meet the mandatory criteria

➤ 4 point rated technical criteria

➤ Please provide your response on attachment 2 to Part 4

➤ Attachment 2 to Part 4, Responses to the Technical Evaluation Criteria of the Request for Standing Offer (use for your responses).

➤ Offers will be evaluated on information provided only

➤ Available in electronic form – upon request

### **Part 5 – Certifications**

➤ Required prior to a Standing Offer being issued

### **Statement of Work**

➤ 3 Annexes

➤ A1: Full time group language training (on the Offeror's premises)

➤ A2: Part-time group language training

➤ A3: Full-time and part-time individual language training

➤ The Canada School of Public Service will be the Technical Authority for the Standing Offers.

➤ The Canada School of Public Service will provide familiarisation sessions to successful Offerors prior to the beginning of training

### **Questions received to date**

- 1) What is the policy on the cancellation of a training agreement with an individual or with a group?

**Refer to Part 7A, Standing Offer**

**Article 14. Cancellation and Postponement of Training prior to commencement of Training**

- 2) How much notice will the Offeror receive in advance of the start date of a training agreement?

**Refer to Part 7A, Standing Offer**

**Article 8. Call-up Procedures**

**8.1 Group training**

## 8.2 Individual training

- 3) Will an institution be able to provide language training for federal government employees if it does not obtain a standing offer in a specific geographic region?

**If a need arises outside the Standing Offer or that the Standing Offer Holder cannot fulfill then Canada School of Public Service/a client department may seek second language training services elsewhere.**

- 4) If an institution obtains a standing offer in a specific geographic region, does this give that institution exclusivity for language training in that region?

**No**

- 5) If an institution already cleared the Security Requirement in the recent past, does this remain valid for the current Request for Standing Offer?

**PWGSC must verify supplier security clearance for every new contract/standing offer. If a supplier is currently cleared with the Canadian Industrial Security Directorate (CISD), there should be no delay aside from verification.**

- 6) With respect to the equivalency of foreign credentials (page 26, point 2.3.1.) – Our pedagogical advisors have French as their first language and French diplomas. They have been working in Saskatchewan for seven years and are fully bilingual. We have never been asked to provide equivalencies of diplomas. Are we affected by these equivalencies as part of the current invitation to tender?

**Yes, for all diplomas where studies were completed in an institution outside of Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalencies will be accepted. See Attachment 1 to Part 4, Article 2.3.1**

### Questions tabled during conference

- 1) If an Offeror wants to submit for both Winnipeg geographical areas, do they have to submit 2 offers?

**Yes**

- 2) The RFSO in Part 3, article 1 requests offers be submit on 8.5 x 11 inch (216 mm x 279 mm) paper. Does the Financial Offer (Excel Spreadsheet) need to be printed on that size paper also?

**No, 8.5 x 14 is acceptable**

- 3) What forms are available electronically?

**Attachment 2 to Part 4 – can be requested from Leah Grove  
Attachment 2 to Part 3 – must be requested from Leah Grove**

- 4) Where are all annexes located?

**Annex D and Annex E are located at the end, following Annex A1, A2, A3.  
Annex B and Annex C are located prior to Annex A1, A2, A3.**

- 5) What is required to be submitted for the Certification section of the Request for Standing Offer?

**By signing the cover page of the RFSO the Offeror is agreeing to be in compliance with the certifications. Prior to issuing any Standing Offers the Standing Offer Authority will confirm that the Code of Conduct certification is met.**

- 6) Referring to Part 4, article 1.2.1, Attachment 1 of Part 3. Is that correct or should that be referring to something else?

**Refer to Amendment 002, Modification 1.**

- 7) Referring to Part 4, article 1.2.2, Attachment 1 of Part 3. Is that correct or should that be referring to something else?

**Part 4, article 1.2.2 remains unchanged. Yes, that should refer to Attachment 1 of Part 3**

- 8) Referring to Part 4, article 2.1.3, can you please explain what the weighting is for technical score compared to price?

**Canada will provide an example.**

**LOWEST PRICE PER POINT EXAMPLE**

Example	Firm A			Firm B			Lowest Price per Point
	Financial Offer	Overall score for Point-rated technical criteria	Total Price per Point	Financial Offer	Overall score for Point-rated technical criteria	Total Price per Point	
1	\$500,000	117	\$4,273.50	\$600,000	140	\$4,285.71	\$4,273.50
2	\$250,000	210	\$1,190.48	\$300,000	262	\$1,145.04	\$1,145.04

Price per point is calculated by dividing the Financial Offer by the overall score for Point-rated technical criteria.

In Example 1, Firm A would be recommended for award of Standing Offer, with a lower price per point of \$4,273.50.

In Example 2, Firm B would be recommended for award of Standing Offer with a lower price per point of \$1,145.04

- 9) Referring to MTC 1, can you please clarify what capacity requirements are required for different streams?

**Please refer to the changes in Amendment 001 which clarifies MTC1.**

- 10) Referring to MTC2, article 2.3.1, can you please clarify if preparation time can be included as hours of experience?

**Hours of experience do not include preparation time.**

- 11) With regards to Security Requirement, is that for the company or the individual?

**A company must be cleared prior to issuance of the Standing Offer. The company will be responsible for ensuring individual staff are cleared prior to entering a Government of Canada facility.**

12) Can you please clarify the payment by credit card?

**Refer to Part 3 of the Request for Standing Offer which requests Offerors indicate if they can accept credit card payment or not. There is no obligation to accept credit cards.**

13) Can the pedagogical advisor also be a teacher?

**Yes, but the teacher cannot be their own pedagogical advisor.**

14) Can you please clarify if the Former Public Servant disclosure applies to the company or to its employees also?

**This disclosure is only required if the company is a Former Public Servant or if it is majority owned by a Former Public Servant.**

15) Referring to the security requirement, is it acceptable if only the employees of a company are cleared?

**No, both the company and employees must be cleared.**

16) Can you please clarify the deadline for submitting enquiries?

**Although the RFSO indicates 15 business days, Canada will still make effort to answer questions received after that date.**

17) Can an offer be submit for a region to offer in a federal institution where the company does not have a physical office?

**Yes, however there will be no allowance for travel expenses.**

**Closing remarks – Leah Grove**

Thanked attendees.