



**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at – à 02:00 PM
on – le 08 July 2014**

**Time Zone: - Fuseau horaire :
Eastern Daylight Time (EDT)**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of National Defence

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: Ministère de la Défense nationale (MDN)

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

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT

Issuing Office – Bureau de distribution

Director Services Contracting (D Svcs C 4)
Direction des contrats de service (DC Svc 4)

Title – Sujet Adapted French Language Training	
Solicitation No. – N° de l'invitation DND-14/0000708	
Date 28 May 2014	
Reference No. – N° de reference du client	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By Email to: – par courriel à : DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca Director Services Contracting – Direction des contrats de service Attention: Anna Maria Mangone	
Address Enquiries to: Adresser toutes questions à : Anna Maria Mangone Telephone No. E-mail Address N° de telephone Courriel 819-997-3335 Anna-Maria.Mangone@forces.gc.ca	
FOB – FAB See Herein – Voir ci-inclus	
Destination See Herein – Voir ci-inclus	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de telephone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Statement of Work

The Department of National Defence (DND) Assistant Deputy Minister Public Affairs (ADM(PA)) has a requirement for the services of a Language Instructor to provide one-on-one adapted training on a full-time basis to an employee (learner) with an identified learning disability (dyslexia), for the achievement of the BBB proficiency level in French for written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission.

2. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

3. Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Chile Free Trade Agreement (CCFTA) and the Canada-Columbia Free Trade Agreement (Canada-Columbia FTA).

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

- 1.1.1 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- 1.1.2 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.
- 1.1.3 The [2003 \(2014-03-01\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
 - a) Reference to "Public Works and Government Services Canada (PWGSC)" is replaced by "Department of National Defence (DND)", unless otherwise specified herein.
 - b) Section 01, **Integrity Provisions – Bid** is deleted in its entirety and replaced by:

By submitting a bid, the Bidder certifies that it has read the [Code of Conduct for Procurement](http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) and agrees to be bound by its terms.
 - c) Section 02, **Procurement Business Number** is deleted in its entirety.
 - d) Section 05, **Submission of Bids** – Subsection 2(d) is deleted and replaced by:

It is the Bidder's responsibility to:

 - (d) send its bid only to Department of National Defence (DND) organization receiving the bids as specified on the bid solicitation cover page.

- e) Section 05, Submission of Bids – Subsection 4 is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

- f) Section 07, Delayed Bids is deleted and replaced by:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

1.2 SACC Manual Clauses

The [A9076T \(2014-05-25\)](#) Improvement of Requirement During Solicitation Period, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Former Public Servant

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- Section I: Technical Bid (1 soft copy in PDF)
- Section II: Financial Bid (1 soft copy in PDF)
- Section III: Certifications (1 soft copy in PDF)
- Section IV: Additional Information (1 soft copy in PDF)

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

1. Bidders must submit the certifications required under Part 5.
2. Electronic Submissions

Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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 and financial 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

MANDATORY EXPERIENCE AND EXPERTISE OF PROPOSED RESOURCE				
French Language Teaching Resource				
Item	Mandatory Criteria	Met	Not Met	Cross Reference to CV
MT1	<p>The Bidder must clearly demonstrate that the proposed teaching resource possesses:</p> <p>At a minimum, a bachelor's degree from a recognized Canadian university in one of the following fields: education, andragogy or psychopedagogy;</p> <p>In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal and provincial governments and the International Credential Assessment Service of Canada, as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials Web site at the following address:</p> <p>http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</p> <p>A copy of the degree and/or certificate may be required at any time, upon request.</p>			
MT2	<p>The Bidder must clearly demonstrate that the proposed teaching resource possesses:</p> <p>Experience in teaching French as a second language to adults with learning disabilities, within the context of individualized training (one-on-one) following the Simultaneous Multisensory Teaching method (SMT) since January 2010 for a minimum of 1,500 hours. These training hours must have been delivered using one or more of the following programs:</p> <ul style="list-style-type: none"> - Programme de base de français au travail (PBFT); - Programme de français langue seconde (PFL2); - A program used by a recognized Canadian post-secondary institution*; - Or any French as a second language adult education program*. <p>* A list of recognized organizations appears on the Web site of the Canadian Information Centre for International Credentials at the following address:</p>			

	<p>http://www.cicic.ca/2/home.canada</p> <p>The Bidder must provide, as a minimum, the following information for which the experience acquired meets the requirements of MT2:</p> <ul style="list-style-type: none"> a. The period during which the experience of teaching French as a second to adults with learning disabilities, within the context of individualized training (one-on-one) following the Simultaneous Multisensory Teaching method (SMT) was acquired, presented in the following way: from (month/year) to (month/year); b. The number of hours of training provided during the period stated in a.; and c. The training program(s) used. 			
<p>MT3</p>	<p>The Bidder must clearly demonstrate that it has a back-up teaching resource and describe its replacement capability for the proposed teaching resource.</p> <p>In the event of a sudden absence of a teaching resource, the Bidder must provide an immediate backup. Backup teaching resources must meet the education and experience requirements set out in MT1 and MT2</p> <p>The Bidder must submit a résumé for one (1) backup teaching resource.</p> <p>To display that the proposed resource meets MT1 and MT2, bidders must demonstrate the following:</p> <ul style="list-style-type: none"> a. A bachelor's degree from a recognized Canadian university in one of the following fields: education, andragogy or psychopedagogy; <ul style="list-style-type: none"> * A copy of the degree and/or certificate may be required at any time, upon request. b. As a minimum, the following information for which the experience was acquired: <ul style="list-style-type: none"> I. The period during which the experience of teaching French as a second language to adults with learning disabilities, within the context of individualized training (one-on-one) following the Simultaneous Multisensory Teaching method (SMT) was acquired, presented in the following way: from (month/year) to (month/year); II. The number of hours of training provided during the period stated in a.; and 			

	III. The training program(s) used.			
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2. Basis of Selection

- 2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- 2.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price, the proposal with the most experience in Mandatory Criteria **MT2** will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions 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://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

2. Additional Certifications Required Precedent to Contract Award

By submitting a bid, the Bidder certifies the following:

2.1 Status and Availability of Resources

- 2.1.1 *SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources

2.2 Education and Experience

2.2.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

2.2.2 SACC Manual clause [A3015C](#) (2008-12-12) Certifications

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1 There is no security requirement applicable to this Contract.

2. Statement of Work

The Department of National Defence (DND) Assistant Deputy Minister Public Affairs (ADM(PA)) has a requirement for the services of a Language Instructor to provide one-on-one adapted training on a full-time basis to an employee (learner) with an identified learning disability (dyslexia), for the achievement of the BBB proficiency level in French for written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission.

3. 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.

3.1 General Conditions

The [2010B](#) (2014-03-01) General Conditions – Professional Services (Medium Complexity) are incorporated by reference into and form part of the bid solicitation.

3.2 Supplemental General Conditions

SACC Manual clause [4006](#) (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from the date of Contract award to **[date to be specified in the resulting Contract]** (seventy (70) weeks duration).

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 six (6) week periods 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 15 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Organization:

Contact:

Title and designation:

Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, ON K1A 0K2

Telephone:

E-mail address:

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 Technical Authority

The Technical Authority for the Contract is:

Organization:

Contact:

Title and designation:

Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, ON K1A 0K2

Telephone:

E-mail address:

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 Procurement Authority

The Procurement Authority for the Contract is:

Organization:

Contact:

Title and designation:

Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, ON K1A 0K2

Telephone:

E-mail address:

The Procurement Authority is responsible for all matters concerning the day-to-day management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Procurement

Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

5.4 Contractor's Representative

Title and designation:

Address:

Telephone:

E-mail address:

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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 approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.

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.

7.3 Monthly Payment

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.

7.4 SACC Manual Clauses

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

7.5 SACC Manual Clauses

SACC Manual Clause [C0100C](#) (2010-01-11), Discretionary Audit

8. 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 the monthly progress report (as per Section 10 of the SOW); and
- b. a copy of the monthly attendance report (as per Section 11 of the SOW).

Invoices must be distributed as follows:

- a. For invoices not claiming any Travel and Living costs; the Contractor must email a .pdf copy of the original invoice along with any required supporting documentation to the Procurement Authority. By doing so the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Procurement Authority in its covering e-mail. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

9. Certifications

- 9.1** The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

10. Applicable Laws

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

11. 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 supplemental general conditions [4006](#) (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information;

- (c) the general conditions [2010B](#) (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements;
- (d) Annex X, Statement of Work;
- (e) the Contractor's bid dated _____.

ANNEX "A" **STATEMENT OF WORK**

1. BACKGROUND

- 1.1 It is government policy that, as a general principle, employees of the Crown working in the National Capital Region and in regions designated as bilingual for language of work must be able to carry out their duties in both official languages based on the position profile.
- 1.2 As per the Official languages Act, many positions are identified that will require, in general, the use of both official languages at various levels of proficiency with respect to reading, writing and oral interaction skills. Training courses are offered to Department of National Defence (DND) employees to enable them to meet the language requirements of their position or to develop or maintain their second-language skills.

2. OBJECTIVE

- 2.1 DND Assistant Deputy Minister Public Affairs ADM (PA) has a requirement for the services of a Language Instructor to provide one-on-one adapted second-language training in French using the training program of the Canada School of Public Service (CSPS), namely the Programme de français langue seconde (PFL2).

3. SCOPE

- 3.1 The Contractor must provide one-on-one adapted training (learning disability) on a full-time basis to an employee (learner) with an identified learning disability, for the achievement of the BBB proficiency level in French for written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission.
- 3.2 A language learning plan was developed in accordance with the standards prescribed by the CSPS and it was identified that the learner would require an adapted learning plan due to a learning disability. The Psychological Assessment confirmed these findings and the recommendation was that the learner would require a one-on-one approach, and not a learning environment in a group setting where this would not be conducive to the learner's learning style. It was also identified that the learner is a visual learner, and as such, the rate of retention would greatly be enhanced through the use of visual materials during instruction. To enhance the learner's success it is required that the learner's training plan must follow the Simultaneous Multisensory Teaching method (S.M.T.) based on the Orton Gillingham's methodology. This technique is language-based, multisensory, structured, sequential, cumulative, cognitive, and incorporates flexibility in teaching new concepts.

4. APPLICABLE DOCUMENTS

- 4.1 Related or required information and documentation will be made available, if required, at contract award.

5. TRAINING PROGRAM AND TEACHING PRACTICES

- 5.1 The Contractor will develop a detailed training plan listing the main learning objectives, main structures / learning points to be addressed and the approach. The approach outlined in the training plan is to be conducive to the learner's learning style, as per the [Psychological Assessment](#) recommendations.
- 5.2 The Contractor must use and comply with the CSPS Programme de français langue seconde (PFL2) Level B training program, which is designed to enable the learner to acquire the skills necessary to interact in French in the workplace and in everyday

situations.

5.3 PFL2 Level B comprises of 40 training objectives and is designed to ensure that the learner achieves level B proficiency.

5.4 In addition to using the S.M.T Method and the CSPS PFL2 program, the Contractor may use additional activities to complement and build on the training.

5.5 The CSPS PFL2 program is based on the following approaches and principles:

5.5.1 Communicative approach

- a.) Encourage the learner to communicate in the language being taught;
- b.) Maximize the learner's speaking time;
- c.) Have the learner practice the material taught in meaningful communication situations;
- d.) Choose varied and meaningful activities for the learner;
- e.) Use authentic documents; and
- f.) Adjust the correction of errors on the basis of the activity objective and the learner's needs.

5.5.2 Principles of andragogy

- a.) Provide a plan for the training and self-directed learning activities;
- b.) For each activity, present the instructions and training format and schedule, indicating:
 - i. what the learner must do;
 - ii. the duration of the activity;
 - iii. the outcome to be achieved; and
 - iv. the material and tools to be used;
- c.) For each activity, present the objective, indicating:
 - i. the knowledge or know-how that the activity is intended to develop;
 - ii. the link between the activity objective and the training objective;
- d.) Provide the learner with regular feedback with regards to their strengths and weaknesses in relation to the objectives set; and
- e.) Make advantageous use of the activities taking account of the needs, interests and experience of the learner, as well as the learning style.

5.6 The Contractor must follow and schedule the pace of the training in order to complete the training objectives as set out in the CSPS PFL2 Level B training program.

6. TRAINING/LEARNING MATERIALS

6.1 The Contractor is responsible for:

- a.) Providing all computer tools needed to deliver the training program; and

- b.) Acquiring all hard copy and/or electronic materials for the CSPS training program and any additional CSPS program materials it deems necessary.

6.2 Each classroom must have the following materials available:

- a.) A French dictionary;
- b.) A French grammar book; and
- c.) A verb conjugation manual.

7. LANGUAGE OF COMMUNICATION

7.1 The training will take place in the learner's first language (English) during which instructions are provided and for matters associated with facilitating the communication and understanding of the learner's learning capacity.

8. TRAINING SITE

8.1 The training shall take place at the Contractor's training facility within the National Capital Region. The Contractor must:

- a.) Ensure that its facilities meet the requirements of applicable municipal, provincial and federal statutes, policies and standards and that no safety or health deficiencies are outstanding in respect to the facility; and
- b.) Provide a classroom that is at least 70 square feet and has all the furnishings and materials needed for language training i.e. a blackboard, tables, chairs, lighting, heating and a space to store notebooks and coats.

9. COURSE SCHEDULE

9.1 The Contractor must provide a maximum of seven (7) hours of training services per day, for a total of thirty-five (35) hours per week, between 8:00 a.m. and 4:30 p.m, from Monday to Friday, except on federal government statutory holidays and approved employee leave.

9.2 For a seven (7) hour training day, the Contractor must allow the learner a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon. The Learner will also have one (1) hour for lunch (from noon to 1:00 p.m.), outside the seven (7) hour training period.

9.3 The training hours do not include the breaks or meal times.

10. PROGRESS REVIEW/REPORT

10.1 The Contractor will conduct progress reviews with the learner as dictated by the established training protocols of the school.

10.2 The Contractor must complete a progress report at the end of each month and must provide the learner's results to the Technical Authority (TA) within five (5) working days of the end of the month evaluated.

10.3 The progress report must include, but is not limited to, the following information:

- a.) Name of teacher;

- b.) Dates (from: _to: _);
- c.) Number of hours of training received by the learner;
- d.) Objectives of the month;
- e.) Material covered / language points addressed;
- f.) Clarity / coherence of message;
- g.) Appropriate use of grammar;
- h.) Comprehension;
- i.) Pronunciation;
- j.) Ease / flow;
- k.) Acquisition of vocabulary;
- l.) Communication strategies;
- m.) Self-correction;
- n.) Learning pace;
- o.) Written expression;
- p.) Written comprehension;
- q.) Language points to be improved or worked on;
- r.) Recommendations and other comments (if necessary); and
- s.) Signature of the learner and the Contractor.

11. ATTENDANCE REPORT

11.1 The Contractor must provide the TA with a monthly attendance report within five (5) business days of the first day of each month. The attendance report must include, but is not limited to, the following information:

- a.) The month and year of the monthly attendance report;
- b.) Name of teacher;
- c.) Dates of absences, late arrivals, early departures; and
- d.) Signature of the learner and teacher.

11.2 The Contractor must contact the TA if the learner has repeated absences, late arrivals or early departures that could impede the learning process. The Contractor must provide the TA with a written notice no later than forty-eight (48) hours after determining that there have been such absences, late arrivals or early departures.

12. TRAVEL AND LIVING

12.1 There is no travel required outside of the NCR.

**ANNEX "B"
BASIS OF PAYMENT**

1. PERIOD OF THE CONTRACT: FROM THE DATE OF THE CONTRACT TO [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT] (SEVENTY (70) WEEKS DURATION)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.1.1 Labour

The Contractor will be paid all inclusive firm fixed price as follows:

Category	Estimated Number of Hours (70 Weeks)	All Inclusive Firm Fixed Hourly Rate	All Inclusive Firm Fixed Price
French Language Teaching Resource	2,450	\$	\$

For the purpose of this Contract, a day is defined as 7 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 fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Labour Cost: \$[value to be specified in the resulting Contract]

(a) Definition of a Day - Proration

A day is defined as 7 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2. OPTION TO EXTEND THE TERM OF THE CONTRACT

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

2.1 EXTENDED CONTRACT PERIOD 1: FROM END OF THE PERIOD OF THE CONTRACT TO [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT] (SIX (6) WEEKS DURATION)

2.1.1 Labour

The Contractor will be paid all inclusive firm fixed price as follows:

Category	Estimated Number of Hours (6 Weeks)	All Inclusive Firm Fixed Hourly Rate	All Inclusive Firm Fixed Price
French Language Teaching Resource	210	\$	\$

For the purpose of this Contract, a day is defined as 7 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 fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Labour Cost: \$[value to be specified in the resulting Contract]

(a) Definition of a Day - Proration

A day is defined as 7 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.2 EXTENDED CONTRACT PERIOD 2: FROM END OF THE EXTENDED CONTRACT PERIOD 1 TO [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT] (SIX (6) WEEKS DURATION)

2.2.1 Labour

The Contractor will be paid all inclusive firm fixed price as follows:

Category	Estimated Number of Hours (6 Weeks)	All Inclusive Firm Fixed Hourly Rate	All Inclusive Firm Fixed Price
French Language Teaching Resource	210	\$	\$

For the purpose of this Contract, a day is defined as 7 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 fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Labour Cost: \$[value to be specified in the resulting Contract]

(a) Definition of a Day - Proration

A day is defined as 7 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked X applicable firm per diem rate
7 hours

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.