



QUESTIONS AND ANSWERS **BID SOLICITATION AMENDMENT 002**

Please see the following questions and answers regarding Finance Canada Solicitation No. **FIN-992303-2014-07-18**.

IMPORTANT NOTE: The RFP closing date has been extended to Monday, September 8, 2014 at 2:00 pm EDT. In addition, references to a start date of September 15, 2014 have been replaced with “from date of contract award” to avoid any confusion. However, please note that it is Finance Canada’s intention to have the language training services begin no later than October 1, 2014.

Q12. In the response to question 8, you require that the contractor’s training classrooms for Program A – Part-Time Training be located in downtown Ottawa, within a 1-kilometre (km) walk of 90 Elgin St. Would you accept the offer if the training classrooms were further than a 1 kilometre walk of 90 Elgin St.?

A12. No. Training classrooms for Program A – Part-Time Training must be located within 1 km of 90 Elgin Street.

Q13. For Program A, we could understand that the distance (1-kilometre walk) is a mandatory requirement for logistical and operational reasons. However, do these reasons also apply to Programs B and C? Can we make a submission for only Programs B and C because it is the teachers who go to the Department, without having any repercussions on professional obligations or requiring travel arrangements for Department employees? Would it not be fair to have two contracts, one for Program A and another for Programs B and C?

A13. Finance Canada has reviewed this requirement and has agreed to amend this solicitation to allow for a maximum of two contracts to be awarded as a result of this RFP.

Bidders now have three options when preparing their bid submissions. Bidders can choose to bid on:

- (1) Only Program A;
- (2) Only Programs B & C; or
- (3) All Programs (A + B&C).

Bidders must prepare separate technical and financial proposal(s) for Program A as well as Program B&C. Programs will now be evaluated separately as Program A includes an additional Mandatory Technical Criteria involving the Bidders Work Location that is not required for Programs B&C.

Bidders must clearly indicate in their technical proposal(s) which Programs they are bidding on.

The number of contracts awarded for this requirement will be based upon which option provides the lowest overall cost (including the initial contract period and option years) to the Department.

If a Bidder decides to bid on all Programs, they may re-use any or all of the mandatory technical criteria for both Program A and Programs B&C, as appropriate.



THE SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

UNDER PART 1 – GENERAL INFORMATION

DELETE:

2. **Summary** in its entirety.

Replace with:

2. Summary

Finance requires the services of up to two (2) Contractors to provide group language training services in French and English for Finance Canada employees in the National Capital Region.

This training is required for career development purposes, maintenance purposes and to help Finance Canada employees meet the language requirements of their positions.

The initial contract period will be from date of contract award until March 31, 2015. The contract(s) will include two option year periods to be exercised at the discretion of Finance Canada.

Option Year 1: April 1, 2015 to March 31, 2016

Option Year 2: April 1, 2016 to March 31, 2017

This requirement is subject to the provisions of the Agreement on Internal Trade (AIT), the North American Free Trade Agreement (NAFTA) and the World Trade Organization – Agreement on Government Procurement (WTO-AGP).

Further details regarding this requirement are found in Annex A – Statement of Work.

UNDER PART 3 – BID PREPARATION INSTRUCTIONS

DELETE:

1. **Bid Preparation Instructions** in its entirety.

Replace with:

Canada requests that bidders provide their bid in accordance with the instructions below. Both the hard copies and electronic copies of the bid must be submitted to the Bid Solicitation Authority's address as listed on page 1 of this document by the closing date and time identified. **Bidders must submit separate Technical and Financial Bids for Program A and for Program B&C as these Programs will be evaluated individually. Bidders must clearly indicated in their Technical Bid(s) which Programs they are bidding on.**

Section I: Technical Bid (4 hard copies and 1 electronic copy)

Section II: Financial Bid (1 hard copy and 1 electronic copy)

Section III: Certifications (1 hard copy and 1 electronic copy)

If there is a discrepancy between the wording of the electronic copy and the hard copy, the wording of the hard copy will have priority over the wording of the electronic copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;



- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

DELETE PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION IN ITS ENTIRETY

REPLACE WITH:

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Overview

All Bidders' proposals will be evaluated in accordance with the Evaluation and Selection Plan detailed in this Section.

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.



The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria, and under the same headings.

The basis of selection shall be based on **Lowest Cost Compliant Bid – Mandatory Requirements Only.**

This Bid Solicitation will utilize a three-phase evaluation process:

- Phase 1: Evaluation of Mandatory Criteria
- Phase 2: Evaluation of Financial Proposal
- Phase 3: Basis of Selection

Details of the evaluation process follow.

Phase 1: Evaluation of Mandatory Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

Phase 2: Evaluation of Financial Proposal

Bidders' Financial Proposals will be evaluated as outlined herein.

Phase 3: Basis of Selection

The proposal will be evaluated on the basis of best value using the **Lowest Cost Compliant Bid – Mandatory Requirements Only.**

The number of contracts awarded for this requirement will be based upon which option provides the lowest overall cost (including the initial contract period and option years) to the Department.

If this entails issuing 2 (two) separate contracts to 2 (two) separate Bidders, the Department will do so. However, if it is found that one Bidder can meet all requirements while also offering the lowest overall cost, 1 (one) contract will be issued to 1 (one) Bidder.

4.2 Technical Evaluation

If a Bidder's Proposal is fully compliant with the mandatory requirements of this solicitation then the Proposal will proceed to Phase 2 evaluation process.

4.2.1 Mandatory Technical Criteria

Bidder's Proposals will be reviewed for compliance with the mandatory requirements identified below.

If a Bidder's Proposal is not fully compliant with the mandatory technical requirements, then the Proposal will not receive any further consideration. Please note that Technical Evaluations for Program A and Program B&C will be completed individually and separately from each other.



Bidders must clearly indicate in their technical proposal(s) which Programs they are bidding on.

If a Bidder decides to bid on all Programs, they may re-use any or all of the mandatory technical criteria for both Program A and Programs B&C, as appropriate.

PROGRAM A

Mandatory Technical Criteria	Requirement	Reference within Proposal (indicate page #)
<p>MT1</p>	<p>Bidder Experience The Bidder must have completed a minimum of three (3) projects within the last five (5) years (between July 2009 and July 2014) that involved the provision of beginner, intermediate and advanced level language training to adults in both French and English to Government of Canada clients.</p> <p>Each proposed project must have involved training for a minimum of 50 employees.</p> <p>The Bidder must identify in its technical proposal the teaching methodology that is used when delivering this training.</p> <p>Examples of appropriate training methodologies include:</p> <p><i>Programme de français langue seconde (PFL₂) and Communicative English at Work (CEWP).</i></p> <p>Each project summary by the Bidder must include:</p> <ul style="list-style-type: none"> a) Name, phone number and email address of client; b) Names of the Project Manager and / or proposed teacher resources that were involved in the project. c) Start and end date of the project; d) Name of project and description of the work involved, including how it is relevant to the requirements outlined in the Statement of Work. 	
<p>MT2</p>	<p>Project Manager The Bidder must propose a fluently bilingual (English/French) Project Manager to liaise with the Project Authority throughout the duration of the contract. The Bidder must include a copy of the Project Manager’s CV within its technical proposal and must clearly outline and describe their experience as requested in MT3 below.</p>	
<p>MT3</p>	<p>Project Manager The Bidder’s proposed Project Manager must have a minimum of five (5) years of experience in managing language training contracts or projects on behalf of Government of Canada clients.</p>	
<p>MT4</p>	<p>Teachers The Bidder must propose six (6) French language training Teachers and two (2) English language training teachers for this requirement. The Bidder must include the CV of each of the proposed Teacher resources within its technical proposal and must clearly outline and describe their experience as requested in MT5 below.</p>	
<p>MT5</p>	<p>Teachers The Bidder’s proposed Teacher resources must have a minimum of five (5) years of experience in providing language training</p>	



	services to adults.	
MT6	<p>Work Location The Bidder's training classrooms for Program A – Part-Time Training must be located in Downtown Ottawa, within 1 kilometre (KM) walking distance of 90 Elgin Street.</p>	
MT7	<p>Security Requirement The Bidder's proposed Project Manager and Teacher resources must each hold a valid Government of Canada security clearance at the Reliability Status level at time of bid closing.</p> <p>Bidders are to provide a copy of the Security certificate for the Project Manager and Teacher resources as part of their technical proposal. If a copy of the security certificate is not available, the Bidder must provide the security clearance number, security level, expiry date and the name of the Department at which the clearance is held.</p>	

PROGRAMS B & C

Mandatory Technical Criteria	Requirement	Reference within Proposal (indicate page #)
MT8	<p>Bidder Experience The Bidder must have completed a minimum of three (3) projects within the last five (5) years (between July 2009 and July 2014) that involved the provision of beginner, intermediate and advanced level language training to adults in both French and English to Government of Canada clients.</p> <p>Each proposed project must have involved training for a minimum of 50 employees.</p> <p>The Bidder must identify in its technical proposal the teaching methodology that is used when delivering this training.</p> <p>Examples of appropriate training methodologies include:</p> <p><i>Programme de français langue seconde (PFL₂) and Communicative English at Work (CEWP).</i></p> <p>Each project summary by the Bidder must include:</p> <ul style="list-style-type: none"> a) Name, phone number and email address of client; b) Names of the Project Manager and / or proposed teacher resources that were involved in the project. c) Start and end date of the project; d) Name of project and description of the work involved, including how it is relevant to the requirements outlined in the Statement of Work. 	
MT9	<p>Project Manager The Bidder must propose a fluently bilingual (English/French) Project Manager to liaise with the Project Authority throughout the duration of the contract. The Bidder must include a copy of the Project Manager's CV within its technical proposal and must clearly outline and describe their experience as requested in MT10 below.</p>	



MT10	<p>Project Manager The Bidder's proposed Project Manager must have a minimum of five (5) years of experience in managing language training contracts or projects on behalf of Government of Canada clients.</p>	
MT11	<p>Teachers The Bidder must propose six (6) French language training Teachers and two (2) English language training teachers for this requirement. The Bidder must include the CV of each of the proposed Teacher resources within its technical proposal and must clearly outline and describe their experience as requested in MT12 below.</p>	
MT12	<p>Teachers The Bidder's proposed Teacher resources must have a minimum of five (5) years of experience in providing language training services to adults.</p>	
MT13	<p>Security Requirement The Bidder's proposed Project Manager and Teacher resources must each hold a valid Government of Canada security clearance at the Reliability Status level at time of bid closing.</p> <p>Bidders are to provide a copy of the Security certificate for the Project Manager and Teacher resources as part of their technical proposal. If a copy of the security certificate is not available, the Bidder must provide the security clearance number, security level, expiry date and the name of the Department at which the clearance is held.</p>	

4.3 Financial Evaluation

4.3.1 Financial Proposal Evaluation Overview

1. A financial evaluation will be performed only on proposals that are technically responsive, as set out in section 4.2 of this solicitation.
2. For the purposes of bid evaluation, the total evaluated cost will be the "Bidder's Estimated Total Cost" to perform all of the work and produce all of the deliverables identified in Annex A, Statement of Work, of this Bid Solicitation document.
3. Proposals will be evaluated on the lowest cost compliant bid selection method.

Price will be evaluated in Canadian Dollars. The Pricing Table provided below will be used for the purposes of the financial evaluation.

4.3.2 Financial Proposal Pricing Table

PROGRAM A

Part-Time Program



TOTAL EVALUATED PRICE FOR PROGRAM A = Total Cost for Original Contract Period + Total Cost for Option Year 1 + Total Cost for Option Year 2.

Original Contract Period	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
September 15, 2014 to March 31, 2015	1750		

Option Year 1	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
April 1, 2015 to March 31, 2016	3000		

Option Year 2	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
April 1, 2016 to March 31, 2017	3000		

PROGRAM B

Maintenance Program

TOTAL EVALUATED PRICE FOR PROGRAM B = Total Cost for Original Contract Period + Total Cost for Option Year 1 + Total Cost for Option Year 2.

Original Contract Period	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
September 15, 2014 to March 31, 2015	385		

Option Year 1	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
April 1, 2015 to March 31, 2016	780		

Option Year 2	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
April 1, 2016 to March 31, 2017	780		

PROGRAM C

SLE Preparation Sessions

TOTAL EVALUATED PRICE FOR PROGRAM C = Total Cost for Original Contract Period + Total Cost for Option Year 1 + Total Cost for Option Year 2.



Original Contract Period	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
September 15, 2014 to March 31, 2015	100		

Option Year 1	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
April 1, 2015 to March 31, 2016	200		

Option Year 2	Estimated Number of Hours	Bidder's Hourly Rate	Total Cost
April 1, 2016 to March 31, 2017	200		

GRAND TOTAL EVALUATED PRICE = TOTAL EVALUATED PRICE FOR PROGRAM A + TOTAL EVALUATED PRICE FOR PROGRAM B + TOTAL EVALUATED PRICE FOR PROGRAM C

DELETE – ANNEX A – STATEMENT OF WORK FROM SOLICITATION AMENDMENT 001 IN ITS ENTIRETY.

REPLACE WITH:

ANNEX A

STATEMENT OF WORK

GROUP LANGUAGE TRAINING FOR FINANCE CANADA

1.0 OBJECTIVE

Finance Canada requires the services of a Contractor to provide group language training services in French and English for Finance Canada employees in the National Capital Region.

This training is required for career development purposes, maintenance purposes and to help Finance Canada employees meet the language requirements of their positions.

2.0 BACKGROUND

Finance Canada currently offers a series of group language training sessions to its employees using multiple service providers. These contracts expire on August 29, 2014. Finance Canada wishes to consolidate its requirements into either one or two contracts.

3.0 CONTRACT PERIOD

The initial contract period will be from date of contract award to March 31, 2015. The contract includes two option year periods to be exercised at the discretion of Finance Canada:



Option Year 1: April 1, 2015 – March 31, 2016
Option Year 2: April 1, 2016 – March 31, 2017

4.0 SCOPE OF WORK

The Contractor must provide group language training services in French and English for Finance Canada employees in the National Capital Region. These services will include (to be determined at time of contract award) a part-time group language training program, a language training maintenance program and Second Language Evaluation (SLE) preparation program. These programs are described in further detail in section 5.0 of this Statement of Work.

For the initial contract period, the Contractor must provide two consecutive language training sessions to Finance Canada employees between date of contract award and March 31, 2015. Exact dates and schedules for the sessions will be determined following discussions with the Project Authority.

For Option Year 1, the Contractor must provide four consecutive language training sessions to Finance Canada employees between April 1, 2015 and March 31, 2016. Exact dates and schedules for the sessions will be determined following discussions with the Project Authority.

For Option Year 2, the Contractor must provide four consecutive language training sessions to Finance Canada employees between April 1, 2016 and March 31, 2017. Exact dates and schedules for the sessions will be determined following discussions with the Project Authority.

Typical sessions are twelve weeks each in duration. Please note that short breaks between sessions, typically no longer than two weeks, may occur at the request of Finance Canada due to operational reasons.

These sessions follow closely with the Government of Canada fiscal year quarters, outlined below:

Session 1 – April to June

Session 2 – July to September

Session 3 – October to December

Session 4 – January to March

5.0 PROGRAM DESCRIPTIONS

The Contractor must provide each (**to be determined at time of contract award**) of the following (**one, two or three – to be determined at time of contract award**) programs during each session. The Contractor is responsible for the assessment of employees and to place these employees into the appropriate groups and levels. Before the commencement of each session, the Contractor is to administer a placement test and interview each new employee individually in order to evaluate their linguistic level.

The level of proficiency is based on the standards defined for each of the second language skills (reading, writing and oral interaction) as prescribed by the Public Service Commission (PSC). The levels are ordered from A (lowest) to C (highest).

Please refer to the following link for further information: <http://www.tbs-sct.gc.ca/gui/squn03-eng.asp>

PROGRAM A – to be determined at time of contract award

Part-time Program: Finance Canada requires on average seven part time language training groups per



session (with approximately six employees per group) delivered one full day per week (6 hours) or two half-days per week (3 hours per day) at the beginner, intermediate and advanced levels.

This element of the program is intended to provide exposure to an employee’s second official language to enhance their career development opportunities and in some instances provide employees with a statutory requirement to attain language proficiency at levels B or C with a solid base in their second official language. The part-time program may also include specialized courses in English and French, such as writing skills. Some employees may participate in more than one session.

The exact numbers of employees that participate in each session often fluctuate. An estimated number of hours is provided below:

Original Contract Period	Estimated Number of Hours
date of contract award to March 31, 2015	1750

Option Year 1	Estimated Number of Hours
April 1, 2015 to March 31, 2016	3000

Option Year 2	Estimated Number of Hours
April 1, 2016 to March 31, 2017	3000

PROGRAM B – to be determined at time of contract award

Maintenance Program: Finance Canada offers maintenance classes for employees at various language proficiency levels. Currently, Finance Canada has seven classes running simultaneously the majority of which are in French, but it is estimated there will be a requirement for English classes as well.

The exact number of participants and their levels fluctuate both during each session and between sessions. Courses are typically offered at two hours per week per employee.

An estimated number of hours are provided below:

Original Contract Period	Estimated Number of Hours
date of contract award to March 31, 2015	385

Option Year 1	Estimated Number of Hours
April 1, 2015 to March 31, 2016	780

Option Year 2	Estimated Number of Hours
April 1, 2016 to March 31, 2017	780



PROGRAM C – to be determined at time of contract award

Second Language Evaluations Preparation Sessions: Second Language Evaluations Preparation Sessions are typically offered in the last month of each session to prepare employees for their SLE examinations. The duration of these preparation sessions is three days for both Reading and Writing Evaluations and Oral Interaction.

The exact number of participants and their levels fluctuate both during each session and between sessions. An estimated number of hours are provided below.

Original Contract Period	Estimated Number of Hours
date of contract award to March 31, 2015	100

Option Year 1	Estimated Number of Hours
April 1, 2015 to March 31, 2016	200

Option Year 2	Estimated Number of Hours
April 1, 2016 to March 31, 2017	200

6.0 CONTRACTOR RESOURCES

The Contractor must ensure that the Project Manager and the Teacher resources are aware of new developments in adult education and in second-language instruction and training, and that Teacher resources have access to up-to-date teaching materials.

PROJECT MANAGER

The Contractor must provide the services of a Project Manager that will be the main point of contact for the Project Authority throughout the duration of the contract. The Project Manager will be required to communicate on an ongoing basis with the Project Authority to report any problems or issues that may arise. The Project Authority and Project Manager will work together to discuss and resolve these issues.

The Project Manager is responsible for the assessment of employees to determine their language training needs and follow-up with written progress reports.

The Project Manager is responsible to monitor and supervise the performance of the teacher resources, including their educational practices and competencies.

The Project Manager is to submit all reports and deliverables to the Project Authority as requested in section 9.0 of this Statement of Work.

The Project Manager must be fluently bilingual and have a minimum of five years of experience in managing language training contracts or projects on behalf of Government of Canada clients.

TEACHER RESOURCES



The Contractor must provide the services of qualified teachers for the instruction of the French and English languages. The Contractor shall provide teachers in accordance with the agreed upon training hours and schedule.

It is estimated that Finance Canada will require approximately six (6) French language training teachers and two (2) English language training teachers throughout the duration of the contract.

Each teacher resource must have a minimum of five years of experience in providing language training services to adults.

The Contractor will ensure that the rotation of teachers is kept to a minimum.

7.0 PROJECT AUTHORITY

The name of the Project Authority will be released at contract award.

8.0 CLIENT SUPPORT & CONTRACTOR RESPONSIBILITIES

CLIENT SUPPORT

Finance Canada will provide the following:

Finance Canada Facilities – to be determined at time of contract award

Finance Canada will provide training rooms for the delivery of the Program B – Maintenance and Program C – SLE Preparation sessions. These training rooms will be located at Finance Canada's offices at 90 Elgin Street, Ottawa.

CONTRACTOR RESPONSIBILITIES

The Contractor must provide the following:

Contractor Facilities – to be determined at time of contract award

The work associated with Program A – Part-Time Training will be carried out at the Contractor's premises in Downtown Ottawa. Downtown Ottawa is defined as within 1 kilometre (KM) walking distance of 90 Elgin Street, Ottawa.

Learning material

All learning materials required by both the teachers and Finance Canada employees shall be provided by the Contractor at no additional cost to Finance Canada.

Hours of Work

Training shall be delivered during business hours, Monday to Friday, with the exception of Statutory Holidays. Business hours are defined as between the hours of 8:00 A.M. and 5:00 P.M. Eastern Standard Time or Eastern Daylight Time. A training day will consist of up to six hours of classroom instruction.

Administrative support

The Contractor must have the flexibility to integrate new employees into existing group classes. The Contractor must accept training requests from the Project Authority by telephone. Written confirmation will follow within two business days following the verbal request from the Project Authority.

The Contractor must make every effort to respond, via email, to any and all inquiries by the Project Authority within two working days.

If this is not possible, the Contractor must advise the Project Authority and explain the reason for the delay.



9.0 DELIVERABLES AND REPORTING REQUIREMENTS

In addition to providing the services outlined in this Statement of Work, the Contractor will be expected to produce the following deliverables and reports on an ongoing basis throughout the duration of the contract.

The reports will be prepared and provided electronically in English unless otherwise specified using an application compatible with Windows 7. The method of delivering the report (e.g., e-mail) will be determined following discussions between the Project Manager and Project Authority.

Deliverable	Details	Frequency
Attendance Report	Required for each employee enrolled in the training courses.	Monthly
Progress / Recommendation Report	Notes the strengths and weaknesses of employees and suggests areas for improvement. This report will evaluate an employee's progress against their objectives. This report must include an assessment of the participant's performance as well as language training recommendations based on progress in class and/or the results of the SLE tests. Language of the report will be in the employee's first official language.	Quarterly
Interim Report	A summary report of all training provided, activities and statistics of language training services provided. This report is required at the conclusion of each session.	Quarterly
Final Report	A summary report of all training provided, activities and statistics. This report is required at the conclusion of the initial contract period and any subsequent option years.	Yearly



On Demand Reports	To be discussed with the Project Authority on a case-by-case basis.	To be discussed with Project Authority on a case-by-case basis
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10.0 CONDITIONS

Without restricting any other terms and conditions, any course can be cancelled or rescheduled in whole or in part by the Project Authority by giving written notice to the Contractor of at least two (2) working days. There shall be no charges to the Project Authority for such a cancellation or rescheduling.

The Project Authority may withdraw participants from a course if he/she deems it necessary. The Project Authority will give 48 hours written notice to the Contractor to advise of withdrawals.

The Project Authority may request the replacement of the Project Manager or Teacher resources. If required, the Contractor must propose replacement resources who meet the mandatory requirements as outlined in section 6.0 of this Statement of Work.

The Contractor must identify a qualified replacement resource within ten business days of receiving the request from the Project Authority.

11.0 WORK LOCATION – to be determined at time of contract award

The work associated with Program A – Part-Time Training will be carried out at the Contractor’s premises in Downtown Ottawa. Downtown Ottawa is defined as within 1 kilometre (KM) walking distance of 90 Elgin Street, Ottawa.

The work associated with Program B – Maintenance Training and Program C – SLE Preparation Sessions will be held at Finance Canada’s premises located at 90 Elgin Street, Ottawa.

12.0 TRAVEL

There will be no reimbursement of travel costs incurred during the performance of the work associated with this contract.

13.0 SECURITY REQUIREMENTS

The Project Manager and Teacher resources must hold valid Government of Canada Security clearances at the Reliability Status level throughout the duration of the contract.