



QUESTIONS AND ANSWERS **BID SOLICITATION AMENDMENT 004**

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

Clarification for Q15:

Q15. For Program C, how will the three preparation days work? Are we to understand that at the end of a session, all of the candidates at all of the levels and groups will be preparing for tests all at once during these three days? Or, will the preparation be done in small groups and each group will have three days to prepare? How many people per group? Please clarify.

In addition:

- a) How will the three preparation days be organized?**
- b) How will the groups be broken down?**
- c) Will each group be made up of people at the same level (B or C)?**

A15. The three preparation days will occur after each session or before, if demand warrants. Not all candidates will necessarily be preparing for tests, only candidates who register for the preparation sessions. The levels will vary between B and C. There are three groups—writing, written comprehension and oral; all for various levels (mainly B and C). The number of employees per group is between four and eight.

For a) b) and c), the breakdown and composition of the groups will be determined in consultation with the service provider once the contract has been awarded.

Previously, the Department of Finance offered 3 consecutive days of preparation for the SLE (3 hours per day):

9 hours comprehension (level B and C together)
9 hours writing (level B and C together)
9 hours oral (level B and C separately) + 4 hours of individual training for each learner

Finance Canada is open to alternatives; however this will only be determined following discussions with the Contractor after contract award.