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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> OàC: Serv. Formation linguistiques	
<b>Solicitation No. - N° de l'invitation</b> E6MON-130001/B	<b>Date</b> 2014-10-06
<b>Client Reference No. - N° de référence du client</b> E6MON-13-0001	<b>Amendment No. - N° modif.</b> 001
<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-739-12877	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2014-09-03	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-10-14</b>	
<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>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<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 1

1) Please see the following questions and answers:

**Q1:** Definition of “supervision” – ATTACHMENT 1 TO PART 4 2.3.1 Competencies and Qualifications of the Proposed Pedagogical Advisers

**A1:** Supervision: Set of tasks that includes, but is not limited to, training, coaching and performance appraisal for the teaching resources under one’s responsibility

**Q2:** Do the following documents need to be included in the initial standing offer for ALL teachers, including teaching resources in training:

- a. Proof of education
- b. Attestation confirming the teacher’s experience
- Annexes A2 and A3 STATEMENT OF WORK – SECTION II – WORK STREAMS 10.2.1 Teaching resources proposed for the first time and replacements – Mandatory qualifications

**A2:** Information regarding the teaching resources does not have to be included when the offer is submitted. The Offeror is only required to submit this information to the Technical Authority (TA) once a standing offer has been issued and the teachers are hired under the standing offer.

**Q3:** Can additional teaching resources be included after the initial standing offer (during the period from the time the standing offer is awarded up until September 1, 2016)?

**A3:** Yes. Teachers can be added at any time during the standing offer period, as required. These teachers must meet the requirements set out in the Statement of Work. The Offeror must submit the required information indicated in the Statement of Work to the Technical Authority for verification and approval before the teachers can take up their duties.

**Q4:** Do backup personnel (pedagogical advisors and teaching staff) have to be identified in the initial standing offer? – PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES – A. STANDING OFFER 16. Qualifications of Staff, Replacements and Substitutes

**A4:** All of the pedagogical advisors who will be working under the standing offer must be identified in the initial offer. The minimum requirement is one primary advisor and one backup advisor; in addition, the ratios indicated in the Statement of Work must be respected. The Offeror must adhere to the ratios for all the work streams for which it was issued a standing offer.

If an Offeror is issued a standing offer and the pedagogical advisors are different from those indicated in the initial bid, the pedagogical advisors must meet the criteria in the standing offer and must have experience that is at least equivalent to that of the initial advisors. The Offeror must submit the information required in the Statement of Work to the Technical Authority for verification and approval.

For teaching resources: see Question 2 and the corresponding answer.

**Q5:** Do the teaching documents used for the language courses and belonging to the Offeror remain the property of the Offeror?

**A5:** The Offeror is required to use CSPS programs for its teaching. The Offeror may use additional activities to supplement or enhance those of the CSPS and meet learners' needs; however, these activities must not replace CSPS programs and must be consistent with the training objectives.

Although any complementary activities used may be subject to TA approval, the CSPS does not own the associated intellectual property.

**Q6:** Does a course plan have to be provided?

**A6:** The pedagogical advisor must complete and submit to the Technical Authority a training schedule (see Appendix 8 of the Statement of Work) for all courses in all work streams.

Teachers must provide their pedagogical advisors with course plans. The Offeror must keep copies of the plans in its files. Upon request only, a copy shall be sent to the TA and/or the identified users (IU).

The pedagogical advisor is responsible for ensuring that plans and reports prepared by teaching resources meet requirements and learner needs. For details regarding the reports, please refer to annexes A2 and A3, Section III – *Deliverables*.

**Q7:** Can language courses be given in the evenings (after 5 pm) as well as during the day? Are there any pre-existing schedules or limitations?

**A7:** Courses offered as part of the standing offer are to be given solely between 7:30 am and 5:00 pm.

There are no pre-existing schedules. However, certain standards specific to each work stream must be met (part-time group sessions, full- and part-time individual training). These standards include the minimum and maximum number of hours per week and per session for each work stream.

Details pertaining to each work stream can be found in annexes A2 and A3 *Statement of Work*, in Section II, articles 1.0 *Type of training provided* and 2.0 *Training delivery days*. In the case of full-time individual training, see also Annex A3, Section II, article 8.2.2 *Preparation time*.

**Q8:** Definition of "direct access to daylight:" Does it have to be a window, or is a glazed opening in an interior wall that lets in daylight from a window in an outside wall acceptable?

Evaluation procedure for 1.1.2 Point Rated Technical Criteria TC 4.3 – Classrooms in the Offeror's facilities

**A8:** Definition of "direct access to daylight:" There must be a window installed on an exterior wall. It should be noted that this is a rated criteria, not a mandatory criteria.

Two points will be awarded for each classroom in the Offeror's facilities that has direct access to daylight, up to a maximum of 10 points.

*All other terms and conditions remain unchanged.*