



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions
RCMP - F Division
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

**Request for a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale
(OCIR)

RCMP hereby requests a Standing Offer on
behalf of the Identified Users herein.

GRC autorise par la présente, une offre à
commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE
UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ

Title – Sujet French and English Language Training, Depot, Regina		Date 23 April 2015
Solicitation No. – N° de l'invitation M9424-6-0305/A		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	CST (Central Standard Time) HNC (heure normale du Centre)
On / le :	03 June 2015	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Bonny J. Manz		
Telephone No. – No. de téléphone 306-780-3352	Facsimile No. – No. de télécopieur 306-780-5232	

Delivery Required – Livraison exigée See herein — Voir aux présentes	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. 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. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

The RCMP has a requirement for French and English language training instructors/service providers on an "as and when required" basis. The mandate includes a provision for "*Developmental* second language instructors" for those interested in working under direct supervision of experienced language instructors, to enhance their teaching experience through exposure to the accelerated approach to learning and first-hand acquisition of knowledge of teaching in a policing environment. The demand includes specifications for Pedagogical Advisor(s). The initial period of the Standing Offers, which will be awarded separately for each Resource Category, will be 12 months, with two (2) optional extension periods of twelve (12) months each. The Offeror will provide training services for second language acquisition, as well as full or part-time developmental language training, in order to help RCMP employees begin, improve or maintain second language competencies at levels B and C of the general standard competencies of the Second Language Evaluation tests (SLE) of the Public Service Commission (PSC) of Canada as described in Annex 2.

Offerors may submit proposals on one, two, or all three Resource Categories as listed in Annexes 2, 3, and 4. Standing Offers will be awarded based on highest responsive combined rating, Technical Merit (70%) and Price (30%) for each Resource Category.

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

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Revision to Departmental Name: As this RFSO is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this RFSO, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01 – Code of Conduct and Certifications – Offer of 2006 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

2. Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or e-mail to the RCMP will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Offerors' Conference

An offerors' conference will be held at Depot on 13th of May 2015. The conference will begin at 1:00 p.m. CST, in the Fort Dufferin Boardroom, accessible from Dewdney Avenue via Bonner Drive (beside the Heritage Centre). The scope of the requirement outlined in the Request for Standing Offers (RFSO) will be reviewed during the conference and questions will be answered. It is recommended that offerors who intend to submit an offer attend or send a representative.

Offerors are requested to communicate with the Standing Offer Authority before the conference to confirm attendance. Offerors should provide, in writing, to the Standing Offer Authority, the name of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

Any clarifications or changes to the RFSO resulting from the offerors' conference will be included as an amendment to the RFSO. Offerors who do not attend will not be precluded from submitting an offer.

5. Document Requirement for Bid Evaluation Purposes

The Bidder must provide the following documents with its bid:

1. Certified copy of Degree/Certificate
2. Substantiation for Experience
3. Examples of Work (for Pedagogical).

6. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer (4 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with "Annex 7, Basis of Payment".

Offerors must submit firm rates for one or multiple resource categories, including the option years. The categories are as follows:

- a. Resource listed in Annex 2
- b. Resource listed in Annex 3
- c. Resource listed in Annex 4

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex 6

1.1.2 Point Rated Technical Criteria

See Annex 8

1.2 Financial Evaluation

1.2.1 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

2. Basis of Selection

To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. The ratio will be 70% for the technical merit and 30% for the price. The responsive offerors with the highest combined rating of technical merit and price will be recommended for issuance of standing offers. Neither the

responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - Certification

By submitting a bid, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2.2 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and,

as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

2.4 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid security clearance as indicated in Part 7A - Standing Offer;

Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex 1.

2. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

The Contractor must:

- a) Provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative, for each person working on this project if requested. This information will be used for security clearance purposes. Fingerprinting may be required. This information is required to be provided within 7 days of request.
- b) Ensure that any person working on site holds a Reliability Status Security Clearance issued by RCMP Departmental Security.

The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

Revision to Departmental Name: As this Standing Offer and resulting contract(s) are issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 Integrity Provisions – Standing Offer of 2005 referenced above is amended as follows:

Delete subsection 11.4 in its entirety.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from June 2015 to May 2016.

4.2 Extension of Standing Offer

The Consultant grants to Canada the irrevocable option to extend the term of the Standing Offer for two (2) additional one (1) year terms under the same terms and conditions. The Offeror agrees that, during the extended period, 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 Offeror at least thirty (30) calendar days before the expiry date of the Standing Offer. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through a Standing Offer amendment.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Bonny J. Manz

Title: Senior Contracting Officer

Organization: RCMP

Address: 5600 – 11th Avenue, Regina, SK

Telephone: 306-780-3352

Facsimile: 306-780-5232

E-mail address: bonny.manz@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for

any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is: *(to be completed on award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____. *(to be completed on award)*

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2014-09-25) General Conditions – Professional Services (Medium Complexity
- e) Appendix 1, Statement of Work;
- f) Appendix 7, Basis of Payment;
- g) Appendix 9, Security Requirements Check List;
- h) the Offeror's offer dated _____ (*to be completed on award*)

Section 31 Integrity Provisions – Contract of 2010B referenced above is amended as follows:

Delete subsection 31.4 in its entirety.

10. Certifications

10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

12. Status and Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

13. Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the Call-up Against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2014-09-29), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 31 Integrity Provisions – Contract of 2010B referenced above is amended as follows:

Delete subsection 31.4 in its entirety.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and forms part of the Standing Offer.

The contractor is required to have all persons working on site to be security cleared at the level of Reliability as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The contractor must ensure security identification tags are picked up when entering any RCMP site and tags are returned prior to leaving the site from Security, located in Fort Dufferin. Government issued photo identification must be provided when picking up security identification tags.

The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

4. Term of Contract

4.1 Period of the Contract

The Work must be completed in accordance with the Call-up Against the Standing Offer.

5. Payment

5.1 Basis of Payment

See ANNEX 7

5.2 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.

6. 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.

7. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX 1 STATEMENT OF WORK

1 NEED

1.1 Requirement

1.1.1 The Royal Canadian Mounted Police (RCMP) has a requirement for qualified French and English language training instructors/service providers on an “as and when required” basis. A maximum of 12 Standing Offers will be awarded for the instructors. The mandate includes a provision for “*Developmental* second language instructors” for those interested in working under direct supervision of experienced language instructors, to enhance their teaching experience through exposure to the accelerated approach to learning and first-hand acquisition of knowledge of teaching in a policing environment. The demand includes specifications for Pedagogical Advisor(s). The initial period will be 12 months, with two (2) optional extension periods of twelve (12) months each. The Offeror will provide training services for second language acquisition, as well as full or part-time developmental language training, in order to help RCMP employees commence, improve or maintain second language competencies at levels B and C of the general standard competencies of the Second Language Evaluation tests (SLE) of the Public Service Commission (PSC) of Canada.

1.1.2 Terminology

Some of the terms and expressions used in the Statement of Work are defined in Annex 2.

1.2 Background

The RCMP is committed to providing services in English and/or French in accordance with the *Official Languages Act*. Within the RCMP, the primary objectives of language training services are to enable employees to provide services of comparable quality in both official languages to both internal and external clients, and to assist employees in meeting the language requirements of their position. Information about the *Official Languages Act* and policies can be found on the Treasury Board of Canada Secretariat web site: www.tbs-sct.gc.ca.

There is a current requirement for second language training services to be provided on-site in Regina, SK. It is required to: assist RCMP employees in meeting the language requirements of their positions, and to expose the employees to the second official language in view of enhancing career development opportunities and for succession planning purposes. The individual needs of regular members, civilian members and public servants of the RCMP can be better met by the Offeror when the full-time and part-time programs offered are adapted to the reality of the RCMP policing environment.

The objective of this requirement is to provide English and/or French language training to both groups, as well as one-on-one French and/or English language tutoring.

2.0 Description of the RCMP

The RCMP is Canada’s national police service. Proud of our traditions and confident in meeting future challenges, the RCMP is committed to preserving the peace, upholding the law and providing quality service in partnership with communities. The RCMP strives to provide a respectful workplace in which a

diverse workforce can strive for excellence and realize their full career potential, while operating effectively.

The RCMP has its National Headquarters in Ottawa. Information about the RCMP can be found on our Web site: www.rcmp-grc.gc.ca

3.0 Objectives

- To provide RCMP employees with specialized training for second language acquisition;
- To provide full or part-time developmental language training in order to assist learners improve or maintain their second language skills as set out by the Treasury Board Secretariat of Canada, in Reading Comprehension, Written Expression and Test of Oral Proficiency.

4.0 Required Language Training Services

4.1 Approach and Methodology

The organization has been pursuing innovative second language training methods more fitting to the reality of police work, including adopting a method that reduces the time required to meet second language requirements. . The accelerated approach used by the in-house language training programs minimizes the duration of training, and increases the rate of successful attainment of targeted levels of linguistic proficiency. To better prepare employees for the realities of the RCMP, the educational material has a strong operational policing orientation.

For all language training sessions, the Offeror will deliver English and/or French second language training using the educational materials developed, authorized, and provided by the RCMP. Any other materials and/or resources **MUST** be approved in advance by the RCMP Project Authority. All testing procedures must be in accordance with the Government of Canada guidelines. All course content and learning activities must be adapted to the realities of RCMP employees and to the needs of each learner.

Annex 2 provides additional information about the RCMP language training program.

4.2 Training delivery days

As requested, but could be up to 240 days in a calendar year. Training will not normally be delivered on federal government statutory holidays or weekends.

4.3 Scope of the Requirement

Group training will be comprised of groups up to a maximum of six (6) participants. Groups will include participants whose language training needs, objectives and knowledge of the French and/or English language are at congruous levels.

Group and one-on-one training will be conducted in designated rooms at RCMP facilities in Regina, SK.

This program is intended for employees to attain federal language proficiency levels A, B or C. (See Annex 2) It is also intended to expose the participant to his/her second official language in view of enhancing his/her career development opportunities, as well as for the purpose of succession planning. Training consists of small groups and/or one-on-one. The number of hours of instruction time per week may vary. Instructors must be available from 8:00 a.m. to 7:00 p.m., local time, from Monday to Friday.

The number of weeks per session will vary depending on the objectives set for each group or individual learner.

The teaching schedule is to be agreed upon between the Offeror and the Project Authority.

5.0 Responsibilities of the RCMP

5.1 Diagnostic Testing: The RCMP will do diagnostic testing in order to evaluate the learner's second language competencies and to determine each learner's placement in the program. The RCMP will create homogeneous groups of six (6) participants or less.

5.2 Participants: The RCMP will provide the Offeror with a list of participants, including notification of dates, times, location of training, etc. The RCMP will advise the Offeror at least 15 business days before the start of the training.

5.3 Course Objectives and Training Plan: The Project Authority will provide the Offeror with a detailed training schedule which includes the course objectives, method of delivery of the curriculum leading to the successful completion of the second language evaluation tests (SLE), as well as proposed timelines for participant progress tests for approval by the RCMP Project Authority.

5.4 Learner training file: The RCMP is responsible for setting up a training file for each of the learners. All documentation pertaining to a learner, and their participation in the language training, must be placed in the learner's training file. These files are to be kept in a locked room, on-site at RCMP facilities in Regina, SK. No documentation is to be taken off RCMP premises by personnel without prior verbal or written permission of the Project Authority.

5.5 Start Date and Location: It is the responsibility of the RCMP to inform the program participants of the start date and location of the training.

5.6 Facility Access: The RCMP will allow the Offeror access to RCMP premises, as required, to provide the second language training sessions and one-on-one services.

5.7 Forms and Templates: All forms and templates required will be provided by the RCMP for use by the Offeror.

6.0 Responsibilities of the Offeror

6.1 Required Training Services

6.1.1 The Offeror must provide continuous French and/or English language training services for the programs described under section 3.3 according to the method described under section 3.1 as requested and according to need. Minimum types of services that will be requested include: classroom teaching, marking homework assignments, completion of attendance sheets, administering quizzes and transitional tests, and reporting on each learner's progress.

6.1.2 Full-time training will be a minimum of three hours (3) a day (including a coffee break), either in the morning; from 8:00 a.m. to 11:00 a.m. or in the afternoon from 12:30 p.m. to 3:30 p.m.

- 6.1.3 Part-time training will be a minimum of two and a half hours (2 ½) a day (including a coffee break), once a week, that is between 8:00 a.m. and 7:00 p.m. Part-time training is generally a ten - (10) week training course.
- 6.1.4 The Offeror must ensure that learners actively participate in each scheduled training session. Any and all problems regarding attendance, non-completion of assignments, and/or learning difficulties, must be reported to the Project Authority immediately.
- 6.1.5 The Offeror must have an appropriate combination of educational and professional experience as it pertains to adult education. The Offeror must be a second language (English and/or French) instructor and must meet the qualifications. Outlined in **Annex 3**.
- 6.1.6 The Offeror must not assign any personnel to perform any work before receiving written authorization from the Project Authority.

6.2. Resource Categories

In general, the Offeror may submit a proposal for any or all of the categories below. The following resource categories may be requested in full or in part on call-up orders associated with this contract. See Annexes 3, 4 and 5 for definitions of these categories.

1. Second Language Instructor (Annex 3)
2. Developmental opportunities for language instructors (Annex 4)
3. Pedagogical Advisor (Annex 5)

6.2.1. Second Language Instructor

If interested, the Offeror must submit the name(s) and qualifications of the personnel who meet the criteria as set out in **Annex 3** for the consideration and approval of the Project Authority. The number of second language instructors requested will depend upon the requirements of the second language training and the number of learners participating in the training.

6.2.2 Developmental opportunities for language instructors (personnel in training)

Developmental opportunities may be offered to interested candidates who meet the criteria as set out in **Annex 4**. These developmental opportunities refer to a process in which language instructors will work under direct supervision of experienced language instructors to enhance their teaching experience through exposure to the accelerated approach to learning and first-hand acquisition of knowledge of teaching in a policing environment. The mentoring provided will bring candidates to an agreed standard of proficiency by reinforcing the concept that teaching can be learned, practiced and continually improved. This evolving learning process will require aspiring language instructors not only to engage themselves, but also adjust their teaching styles to both expressed and implicit learning needs for all RCMP employees.

Progress will be constantly monitored and reported upon to the Project Authority.

These developmental opportunities will assist in ensuring continuation and availability of pre-qualified language instructors for RCMP language training programs. .

If interested, the Offeror must submit a list of personnel for developmental opportunities who meet the criteria as set out in Annex 4 for the consideration and approval of the Project Authority. The number of developmental opportunities will depend upon the number of language instructors providing training and the number of learners participating in the training.

6.2.3 Pedagogical Advisor(s)

The RCMP is constantly reviewing the effectiveness of its language training services in terms of the language skills it produces within the policing environment and the organization's operational requirements. As learners' needs are ever evolving so must the language training program evolve to meet the reality of the RCMP and these needs.

The primary role of the Pedagogical Advisor is the improvement of RCMP educational materials, in-class instructional approaches, tools and methodology, and language acquisition principles. The Advisor will be responsible for educational material development, offering design recommendations and suggestions on how to better meet the goals of the training programs. in concert and with the approval of the Project Authority.

If interested, the Offeror must submit a list of candidates who meet the criteria as set out in **Annex 5** for the consideration and approval of the Project Authority. The number of pedagogical advisor positions available will depend upon the number of language instructors providing training and the number of learners participating in the training.

The RCMP Project Authority is the only Authority who can verify and approve the qualifications of a pedagogical advisor.

7.0 RCMP support to Offeror

7.1 Familiarization sessions

Following the authorization of the Standing Offer (SO), the Offeror must provide the Project Authority with the confirmation list of all personnel providing services (includes language instructors, developmental language instructors and pedagogical advisors. All resources must attend familiarization sessions at the RCMP to become familiar with their roles and responsibilities. The purpose of the familiarization sessions is to enable all resources to use the RCMP training program and assessment tools in order to meet the requirements of the SO for providing the training. These sessions will be at no cost to the Offeror

The personnel must attend the familiarization session(s) applicable to the different component(s) of the program, unless the Project Authority feels that they have the necessary familiarity with the RCMP training programs and/or assessment tools in question. Notification to this effect will be provided by the Project Authority to the Offeror in writing. Should there be a period in excess of three (3) months between teaching assignments, the Project Authority may request that the resource participate in the familiarization session(s), as applicable. If a resource is used to deliver English and French programs, the resource must attend the applicable familiarization sessions for each program. The RCMP will advise the Offeror of the dates scheduled for the familiarization sessions and reserves the right to determine the session schedule in order to meet the requirement in a timely manner.

Only duly trained teaching resources can deliver training services. After the familiarization sessions, the Project Authority may assess the teaching to verify whether the Offeror's resources are in compliance with the instructions given at the sessions. If the observed teaching does not comply with these instructions, the Offeror must attend a follow-up interview with the Project Authority. This may include re-taking the familiarization sessions, with costs to be assumed solely by the Offeror. If the teaching is still not consistent with the instructions at a second evaluation by the Project Authority the teaching resource will no longer be able to teach under this SO.

8.0 Language Instructor Replacement

The RCMP Project Authority, upon written notice, may request that the Offeror replace any personnel whose services are deemed unsatisfactory. The Offeror will have two (2) working days to provide a suitable replacement. In the event that the Offeror is unable to comply with the above, the RCMP may, at its discretion, terminate the services related to this particular call-up at no cost for any unsatisfactory services. In the event that personnel have to be replaced for unforeseen circumstances, they must be replaced with a resource of equal or greater attainment and experience within forty-eight (48) hours. A resume for all replacement personnel must be provided and be approved by the Project Authority.

9.0 Deliverables

The Offeror shall submit to the RCMP Project Authority all deliverables as specified in the call-up. Unless otherwise specified by the RCMP Project Authority, the deliverables may include, but are not limited to the following:

Attendance/Absence Reports: Weekly attendance reports for each participant with the number of hours of instruction delivered and the participant's signature. .. All learner **absences (partial and/or for a full class) must be immediately reported** to the Project Authority.

Participant Progress Reports: Progress reports noting strengths and weaknesses, and suggested areas for improvement will be prepared on a schedule to be mutually agreed upon by the Offeror and Project Authority to evaluate the participant's progress vis-à-vis the program objectives. A learning progress/recommendation report must also be completed and submitted. This report will include an assessment of the participant's performance, as well as second language training recommendations based on in-class progress and/or the results of second language evaluation tests.

Unless specified herein or by the RCMP Project Authority, reports may be delivered in either official language. The reports will be prepared and submitted in both hard copy and one electronic copy produced in either Word (doc or docx) or Adobe format (.pdf).

The Offeror is responsible for the quality and completeness of all work submitted to the RCMP in fulfillment of all call-ups and obligations.

10.0 Testing

The Offeror shall administer the required tests and quizzes as per direction from the Project Authority. Testing will also be administered regularly to assess learner progress. The Offeror is also responsible for the compilation and provision of results for all tests, quizzes, and graded assignments to the Project Authority. All original tests and/or quizzes must be returned to the Project Authority.

As the Public Service Commission's Second Language Evaluation (SLE) tests are utilized as a measure of success with language training program, learners must complete the Reading, Writing and Oral Interaction portions of these tests, as applicable. The Project Authority is responsible for the scheduling and administration of all required SLE testing. They are also responsible for informing learners of test dates and locations.

As SLE results are personal and confidential to the learner, these cannot be shared with the Offeror by the Project Authority, however, the learner may choose to share these with the Offeror. If the learner chooses to share this information with the Offeror, the Offeror must not share these results with a third party.

11.0 Standing Offer

The language training services will be performed “as and when required” and only with the full knowledge and approval of the Project Authority, as specified in the individual call-ups.

12.0 Values and Ethics Code

It is the responsibility of the Offeror at all times, to conduct themselves in accordance with the terms and conditions of the Standing Offer(s) in the completion of all work, and in the spirit of the values and ethics code of the RCMP which is contained in the “RCMP Mission, Vision and Values” which can be found at www.rcmp-grc.gc.ca . The Offeror will ensure that the performance of its personnel also meet the conditions as set out herein.

13.0 Performance Standards and Quality Measurement

The RCMP Project Authority may visit the classrooms at any time. The Offeror is expected to resolve any performance issues with the learners, ensuring that the Project Authority is fully aware of the issues and any progress on them.

The RCMP Project Authority will advise the Offeror of any of their personnel’s performance or progress issue(s) The Project Authority will inform the Offeror, who will be responsible for taking appropriate action should the performance or progress of a particular language instructor or other personnel be deemed (in the opinion of the Project Authority) to be inadequate.

Evaluation Reports: Subsequent to each session, the RCMP Project Authority will provide each learner with a course evaluation report to complete. The evaluations are to be completed by each learner and submitted to the Project Authority, and will include an assessment of the learner’s satisfaction with course content, language instructor performance, instructional materials utilized, and achievement of stated objectives.

Accountability measures must demonstrate adequacy, effectiveness and efficiency of all language training services being provided.

14.0 Training Materials

All educational materials will be provided by the RCMP Project Authority. Training materials will include, at a minimum, manuals for each learner reflective of the amount and level of training required.

All educational materials will be handed out at the beginning of the training and **MUST** be returned to the RCMP on the last day of training. The Offeror is liable for any missing and/or unreturned material which was provided to any of its personnel

Any educational material developed while delivering RCMP programs becomes the intellectual property of the RCMP.

As all educational material is the property of the RCMP, no material may be photocopied, duplicated or shared in any way. *The Offeror is prohibited from using the RCMP educational material outside of the RCMP language training environment*

15.0 Training Facilities

The RCMP Project Authority will provide training facilities, on-site at the RCMP Training Academy located in Regina, SK. The training facility will have the following materials available for use:

- A suitable paper flip chart, whiteboard or chalkboard with markers;
- A television with functioning DVD player;
- Appropriate classroom furniture including comfortable chairs and sturdy desks/tables;
- Computers with 24/7 internet access;
- A resource room with a photocopier, personal storage space and additional instructional resources.

16.0 Course Cancellations and Withdrawals

- If a learner who is participating in one-on-one training, cancels a session with less than 24-hour notice, there is no requirement for the Offeror to make up the class.
- If the Offeror must cancel or re-schedule a class due to illness or pre-approved absences, they must immediately notify the Project Authority by email or telephone. For one-on-one instruction, the Offeror must make up the missed session at a mutually convenient time prior to the scheduled end of the training. For training being provided to a group of learners, the onus is on the Offeror to make alternate arrangements for language instructor replacement, with the approval of the Project Authority.
- Notice of cancellation of group sessions by either party shall be given no less than two (2) working days in advance.

Invoices will be adjusted as a result of cancellations by the Offeror.

The Project Authority reserves the right to move and/or remove a learner from a course or training group when deemed necessary. The Offeror or Offeror's personnel has no authority to remove a learner. Any issues must be brought to the Project Authority.

17.0 Reporting and Communication

In addition to the timely submission of all deliverables and fulfilment of obligations specified within the Contract, it is the responsibility of the Offeror to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include; phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Offeror must immediately notify the Project Authority if there are any issues, problems, or areas of concern in relation to any work to be completed under the Contract.

When a full-time language training session provided to groups of learners exceeds 10 weeks, the Offeror must ensure that all concerned language instructors, pedagogical advisors, and an Offeror representative, attend and participate in team building sessions which are scheduled every third week.

COURSE INFORMATION

GALLOP! is the name of the RCMP English language training program and **AU GALLOP!** is the French version. It is unique in its structure, set-up, and methodology and is the property of the Royal Canadian Mounted Police (RCMP). The program was introduced specifically for training police officers. The emblem chosen for this program is a prominent symbol of the RCMP: **the horse**. **GALLOP!** takes its inspiration from the horse; or specifically from the movement of a horse. **GALLOP!** conveys the idea of “quickly moving ahead, rising and progress.” Progression through the program is made through three steps: Trot, Canter and Gallop. These three gaits refer to the program’s three linguistic levels: beginner, intermediate and advanced.

This program makes learning grammar fun and exciting, but most importantly as it applies to learning a second official language in the context of being a police officer. **GALLOP!** takes into account first and foremost learner interests. The methodology is adapted to their needs and requires the learner to be actively engaged in the learning process under the watchful eye of competent and seasoned language instructors. The program is excellent and modern, in that, the learning process is a dialogue between instructor and learner. This approach gives freedom to the instructor and also enables the learner to express originality. The inherent difficulties of learning grammar rules in a second language are eliminated as the program provides clear and concise explanations.

This Program is delivered in a way that enables learners to master and apply what they have learned. The program promotes observation, analysis and evaluation, and also interaction between the instructor and the learner and among the learners themselves. Its instructional approach is centered on the learner in which the learner becomes the focal point and enjoys intellectual freedom and time to reflect on his/her learning.

The Program utilizes a practical approach to learning. A number of contextual learning components reinforce and validate previously learned concepts. Oral presentations on both individual and group levels provide a forum to practice public speaking. Learners will attend scheduled sessions with “F” Division Operational Communications Centre in order to facilitate transition to working within the operational communication world of dispatch, and thereby develop one’s “radio ear”. Two to three times a week, learners participate in 3.5 hours of “Taking the Reins” (Scenario-Based Language Training aka SBLT) which permit the learners to apply a practical policing approach to their learning. There are also other opportunities within the training for employees to acquire hands-on policing experience.

The RCMP training program utilizes an accelerated adult approach to second language learning. It is intensive and consists of a number of learning components which will be outlined briefly. Full-time language training is generally considered to be 13 weeks. Training is provided to a small group of learners, 3 or 4 learners or on a one-to-one basis. On a daily basis, the course is structured to provide 3.0 hours of Core (grammar) classes with an instructor. Homework is assigned regularly and usually takes a minimum of 1 to 1.5 hours to complete. Specialized preparatory classes for the Reading and Writing portions of the Second Language Evaluation (SLE) tests are scheduled for 2.5 hours weekly. Classes for the Oral Interaction portion of the SLE are provided on an individual basis, an hour and a half per week.

**ANNEX 2
GLOSSARY**

General standard competencies of the Public Service Commission of Canada: documents explaining the B level of the general standard competencies of the Public Service Commission of Canada are available on the Internet at the following address:

<http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/index-eng.htm>

ANNEX 3 REQUIREMENTS FOR SECOND LANGUAGE INSTRUCTOR

Education: *

- Completion of an education degree from a recognized Canadian university or equivalency certification at an accredited institution for studies completed outside Canada

Language competency:

- Both native or near native proficiency in French and/or English for the target language

Experience: **

- A minimum of five (5) years of experience teaching in a classroom
- A minimum of one (1) year of experience teaching adults in a classroom
- A minimum of one (1) year of experience as an instructor of English and/or French as a second language in a classroom
- Language teaching experience with the RCMP will be evaluated
- Language teaching experience using an accelerated approach to learning will be evaluated
- Experience teaching English and/or French as a second language to law enforcement officers will be evaluated

Knowledge:

- Thorough knowledge of the target language (excellent knowledge of grammatical and syntactical principles)
- Knowledge of principles and practices of adult education as applied to the instruction and acquisition of English and/or French as a second language

Key activities / functions:

- Provide second language instruction in French and/or English to groups or individuals as described in the Statement of Work;
- Evaluate the language learning and skills development of learners by administering formal and informal evaluations;
- Assess, monitor, counsel and motivate individuals, continually and by personal contact throughout their learning, so that learning difficulties are identified and resolved;
- Adapt personal training methods to meet individual learner needs.

*As proof of education, an original document or a copy of the original certified true by the Offeror or, if the Offeror is an individual, a Commissioner of Oaths must be submitted by the Offeror, confirming each of their personnel's level of education.

**The Offeror must provide the following information to confirm their own or their personnel's experience:

- name of the client organization,
- name and telephone number of a contact person for confirmation,
- number of hours of experience as a language instructor,
- the start and end dates of the experience.

Three (3) References

ANNEX 4
REQUIREMENTS FOR *DEVELOPMENTAL* SECOND LANGUAGE INSTRUCTOR

Education:*

- Completion of an education degree from a recognized Canadian university or equivalency certification at an accredited institution for studies completed outside Canada

Language competency:

- Both native or near native proficiency in French and/or English as the target language

Experience:**

- Minimum of three (3) years of experience teaching in a classroom
- Minimum one (1) year of experience teaching adults in a classroom
- Language teaching classroom experience as an instructor of English and/or French as a second language will be evaluated
- Language teaching experience with the RCMP will be evaluated
- Language teaching experience using an accelerated approach to learning will be evaluated
- Experience teaching English and/or French as a second language to law enforcement officers will be evaluated

Knowledge:

- Thorough knowledge of the target language (excellent knowledge of grammatical and syntactical principles)
- Knowledge of principles and practices of adult education as applied to the instruction and acquisition of English and/or French as a second language

Key activities / functions:

- Work collaboratively with more experienced language instructors, being receptive to feedback and advice
- Participate in a variety of learning activities to develop understanding of the RCMP policing environment and the impact it has on learners
- Enhance personal proficiency in target language
- Recognize the potential in others and support them to reach their full development within the parameters of RCMP language training program

*As proof of education, an original document or a copy of the original certified true by the Offeror or, if the Offeror is an individual, a Commissioner of Oaths must be submitted by the Offeror, confirming each of their personnel's level of education.

**The Offeror must provide the following information to confirm their own or their personnel's experience:

- name of the client organization,
- name and telephone number of a contact person for confirmation,
- number of hours of experience as a language instructor,
- the start and end dates of the experience.

ANNEX 5 REQUIREMENTS FOR PEDAGOGICAL ADVISOR

Education:*

- Completion of an education degree from a recognized Canadian university or equivalency certification at an accredited institution for studies completed outside Canada

Language competency:

- Mastery of French and/or English language as the target language and the ability to function effectively in that language

Experience:**

- Minimum eight (8) years of relevant teaching experience
- Minimum five (5) years of teaching experience with the RCMP
- Minimum five (5) years of experience using an accelerated approach to learning
- Minimum five (5) years of experience teaching English and/or French as a second language to law enforcement officers will be evaluated
- Minimum three (3) years of experience developing curriculum for the RCMP in-house language training program

Qualifications:

- Demonstrated ability to design and produce high quality written educational material***
- Demonstrated ability to review and evaluate educational material and evaluation methods ***
- Demonstrated ability to undertake internet-based searches efficiently and effectively and the ability to discriminate between high quality, credible and useful internet-based resources and inappropriate or low quality resources

Key activities / functions:

- Defining or refining program goals and outcomes
- Developing curricula materials, and educational activities, which reflect the program's learning goals and learning outcomes
- Developing/reviewing teaching methods and forms of assessment to show how the program is meeting its goals and/or supporting instructional improvement projects
- Facilitate team building exercises and encourage feedback from language instructors regarding curricula and supplementary and complementary activities
- Act as an advisor to language instructors and make recommendations to management on professional development initiatives

*As proof of education, an original document or a copy of the original certified true by the Offeror or, if the Offeror is an individual, a Commissioner of Oaths must be submitted by the Offeror, confirming each of their personnel's level of education.

**The Offeror must provide the following information to confirm their own or their personnel's experience:

- name of the client organization,
- name and telephone number of a contact person for confirmation,
- number of hours of experience as a language instructor,
- the start and end dates of the experience.

*** A sample done for the RCMP or another entity must be provided with the proposal.

**ANNEX 6
MANDATORY CRITERIA**

Offerors are required to indicate whether or not they comply with the mandatory requirements of the Resource Category or Categories, as applicable. Offerors must include compliance with each of the requirements with supporting documentation included.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting documentation provided.

Failure to meet any of the following, specific to the Resource Category or Categories being submitted, will render your proposal non-complaint and it will be given no further consideration:

Mandatory Specifications

No.	Group A/ANNEX 3 Second Language Instructor	MET	NOT MET	Comments
1.	Education Degree or Equivalent Certification			
2.	Proficiency in Target Language			
3.	Minimum Five (5) years experience teaching in a classroom setting			
4.	Minimum One (1) year experience teaching adults in a classroom setting			
5.	Minimum One (1) year as an instructor			

No.	Group B/ANNEX 4 Developmental Second Language Instructor	MET	NOT MET	Comments
1.	Education Degree or Equivalent Certification			
2.	Proficiency in Target Language			
3.	Minimum Three (3) years experience teaching in a classroom setting			
4.	Minimum One (1) year experience teaching adults in a classroom setting			

No.	Group C/ANNEX 5 Pedagogical Advisor	MET	NOT MET	Comments
1.	Education Degree or Equivalent Certification			
2.	Proficiency in Target Language			
3.	Minimum Eight (8) years relevant teaching experience			
3.	Minimum Five (5) years experience using an accelerated approach to learning			
4.	Minimum Three (3) years experience developing curriculum for the RCMP in-house language training program or comparable program			

**ANNEX 7
BASIS OF PAYMENT**

All rates are to be provided in Canadian Dollars, GST/HST extra.

01 May 2015 to 30 April 2016

- | | |
|---|------------|
| 1. Group A - ANNEX 2
SECOND LANGUAGE INSTRUCTOR | \$_____/HR |
| 2. Group B - ANNEX 3
DEVELOPMENTAL SECOND LANGUAGE
INSTRUCTOR | \$_____/HR |
| 2. Group C - ANNEX 4
PEDAGOGICAL ADVISOR | \$_____/HR |

Option Year 1

01 May 2016 to 30 April 2017

- | | |
|---|------------|
| 3. Group A - ANNEX 2
SECOND LANGUAGE INSTRUCTOR | \$_____/HR |
| 4. Group B - ANNEX 3
DEVELOPMENTAL SECOND LANGUAGE
INSTRUCTOR | \$_____/HR |
| 5. Group C - ANNEX 4
PEDAGOGICAL ADVISOR | \$_____/HR |

Option Year 2

01 May 2017 to 30 April 2018

- | | |
|---|------------|
| 6. Group A - ANNEX 2
SECOND LANGUAGE INSTRUCTOR | \$_____/HR |
| 7. Group B - ANNEX 3
DEVELOPMENTAL SECOND LANGUAGE
INSTRUCTOR | \$_____/HR |
| 8. Group C - ANNEX 4
PEDAGOGICAL ADVISOR | \$_____/HR |

ANNEX 8 EVALUATION

Basis and Method of Evaluation and Selection

Failure of a proposal to provide information in sufficient details and depth to permit evaluation against the criteria may render a proposal non-responsive. All Offerors are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be "demonstrated" for the purposes of the evaluation. All professional experience must be fully demonstrated in "hours and/or years-months" of experience and documented in the proposal.

Evaluation of Second Language Training Personnel

Mandatory Criteria

Item	Description	Yes/No
Mandatory Criterion - M1 - Experience for each of the Proposed Personnel (refer to Annexes 3, 4 and 5)		
M1	<p>Offeror MUST include within their proposal a detailed curriculum vitae (C.V.), for each of proposed personnel. The C.V. MUST include:</p> <ul style="list-style-type: none"> · original or certified copy of university degree(s) or official transcripts; · educational and professional designation attainments, as well as professional development and training courses completed (original document or certified true copy); · Offeror's attestation to linguistic proficiency level (both native or near native or mastery) in French and/or English for the target language for each of the proposed personnel; · chronological work experience; <ul style="list-style-type: none"> · a detailed description of relevant areas of teaching experience; · provision of evidence substantiating the number of hours, months, and/or years * of delivered classroom-based instruction (name of client organization, name and telephone number of a contact person for confirmation, number of hours of experience as a language instructor, start and end date of the experience); · a description of the instructional/learning methodologies used in the delivery of language training; · three (3) work-related references required for each of the proposed personnel. <p>NOTE: The Offeror or personnel MUST meet the following minimum requirements:</p> <p>hold (a) University Degree in <i>education</i> from a recognized Canadian University or a certified Canadian equivalent from an accredited institution for studies completed outside Canada;</p> <p>*classroom-based teaching experience: Requirement of a minimum of 600 hours of classroom teaching per calendar/academic/fiscal year is equivalent to 1 year of classroom teaching experience</p>	

Point Rated Criteria

Proposals meeting all of the preceding Mandatory Criteria will be reviewed, evaluated and rated in accordance with the following Point Rated Criteria:

Point Rated Criteria	Weight	Evaluation Factors
Point rated Criterion - R1.1 – Educational qualifications for each of the Proposed Personnel; breakdown by specialization: Language Instructor, Pedagogical Advisor and/or Developmental Second Language Instructor)		
<p>R1.1</p> <p>Based on the submitted curriculum vitae of each of the Offeror’s proposed personnel, the RCMP will evaluate on a cumulative basis, the breadth and depth of each of the proposed personnel’s experience, education, expertise and understanding of language training based on Human Resource Management Standards. This will enable the RCMP (during its consideration of Point Rated Criteria No. 1) to evaluate the extent to which the Offeror will be capable of meeting the RCMP’s expectations with respect to the delivery of the Language Training services, as described within the Statement of Work.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	/20	<p>The points will be based on the evaluation of each of the Offeror’s Proposed Personnel, Human Resource Management Standards rated against the following factors:</p> <p>1. Instructor Education and ongoing Training Standards:</p> <p>For describing a set of minimum <i>education</i> and <i>on-going training</i> standards that are consistent with the description of RCMP’s requirements and expectations as defined within the Statement of Work;</p> <p><u>Additional and/or ongoing training in education:</u></p> <p>Second Language Teaching certificate – TESOL OR TSL = 4 points Bachelor’s Degree = 5 points Other specialized teaching/training certificate = 3 points Master’s Degree in Education = 8 points</p>
TOTAL POINTS RATED R1.1:	/20	



Point Rated Criteria	Weight	Evaluation Factors
Point rated Criterion - R1.2 – Instructor Experience (C.V.) for each of the Proposed Personnel; breakdown by specialization: Language Instructor, Pedagogical Advisor and/or Developmental Second Language Instructor)		
<p>R1.2</p> <p>Based on the submitted curriculum vitae of each of the Offeror’s proposed personnel, the RCMP will evaluate the breadth and depth of each of the proposed personnel’s experience, education, expertise and understanding of language training based on Human Resource Management Standards. This will enable the RCMP (during its consideration of Point Rated Criteria No. R1.2) to evaluate the extent to which the Offeror will be capable of meeting the RCMP’s expectations with respect to the delivery of the Language Training services, as described within the Statement of Work.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	<p>/7</p> <p>/7</p> <p>/15</p>	<p>2. Instructor Experience Standards: For describing a set of minimum <i>experience</i> standards that are consistent with the description of the RCMP’s requirements and expectations, as defined within the Statement of Work – classroom-based teaching;</p> <p>a) Post-secondary Teaching in Target Language(s) *: 3 years min. = 5 points > 3 years = 7 points</p> <p>b) Second Language Teaching (French and/or English as Target Language) in one of more of the programs listed below:</p> <p>(i) Canadian federal government programs; (i.e. CSPS, LTC – PBFT, PFL2, CEWP or other standard language learning program): 1,000 - 3,000 hours = 5 points > 3,000 hours = 7 points</p> <p>(ii) Teaching in an Accelerated Language Learning Program for adults: 500 – 1,500 hours = 10 points > 1,500 hours = 15 points</p> <p>*classroom-based teaching experience: Requirement of a minimum of 600 hours of classroom-based teaching per calendar/academic/fiscal year is equivalent to 1 year of classroom teaching experience</p>
<p>TOTAL POINTS RATED R1.2</p>	<p>/29</p>	



Point Rated Criteria	Weight	Evaluation Factors
<p>Point rated Criterion - R1.3 – Specialized Experience (C.V.) for each of the Proposed Personnel; breakdown by specialization: Language Instructor, Pedagogical Advisor and/or Developmental Second Language Instructor)</p>		
<p>R1.3</p> <p>Based on the submitted curriculum vitae of each of the Offeror’s proposed personnel, the RCMP will evaluate the breadth and depth of each of the proposed personnel’s experience, education, expertise and understanding of language training based on Human Resource Management Standards. This will enable the RCMP (during its consideration of Point Rated Criteria No. R1.3) to evaluate the extent to which the Offeror will be capable of meeting the RCMP’s expectations with respect to the delivery of the Language Training services, as described within the Statement of Work.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	<p>/10</p> <p>/5</p>	<p>3. Specialized Instructor Experience Teaching English and/or French as a Second Language (asset qualification):</p> <p>a) to the RCMP 500 – 1,000 hours = 5 points > 1,000 hours = 10 points</p> <p>b) to a law enforcement or military agency 500 – 1,000 hours = 3 points >, 1,000 = 5 points</p>
<p>TOTAL POINTS RATED R1.3</p>	<p>/15</p>	



Point Rated Criteria	Weight	Evaluation Factors
Point rated Criterion – R4 – Qualifications for each of the Pedagogical Advisor(s)		
<p>R4</p> <p>Based on the submitted curriculum vitae of each of the Offeror’s proposed personnel, the RCMP will evaluate the breadth and depth of each of the proposed personnel’s experience, education, expertise and understanding of language training based on Human Resource Management Standards. This will enable the RCMP (during its consideration of Point Rated Criteria No.4) to evaluate the extent to which the Offeror will be capable of meeting the RCMP’s expectations with respect to the delivery of the Language Training services, as described within the Statement of Work.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	<p>/10</p> <p>/10</p> <p>/10</p>	<p>Qualifications:</p> <p>1. Demonstrated ability:</p> <p>i) to design and produce high quality written educational material;</p> <p>a) sample of work done for RCMP = up to 10 points; OR</p> <p>b) sample of work done for another entity = up to 5 points</p> <p>ii) to undertake internet-based searches efficiently and effectively and the ability to discriminate between high quality, credible and useful internet-based resources and inappropriate or low quality resources.</p> <p>(i) a) sample of work done for RCMP = up to 10 points, OR</p> <p>b) sample of work done for another entity = up to 5 points</p> <p>2. Demonstrated ability to review and evaluate educational material and evaluation methods:</p> <p>a) sample of work done for RCMP = up to 10 points, OR</p> <p>b) sample of work done for another entity = up to 5 points</p>
TOTAL POINTS RATED R4:	/30	



Point Rated Criterion - R5 - Proposal Quality		
R5		Up to a total of eighteen (18) points for presenting proposals in a clear and logical fashion, and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFSO, as evidenced by the following:
	/8	i) Up to 8 points for ordering/structuring the proposal to match the order and sequence of the mandatory and point-rated evaluation criteria within the RFSO;
	/5	ii) Up to 5 points for including tabs between sections of the proposal; and
	/5	iii) Up to 5 points for the overall clarity and ease-of-use as it relates to the structure, presentation, layout, quality, grammatical accuracy, spelling and design of the proposal.
TOTAL POINT RATED R5:	/18	
TOTAL POINT RATED R1 - R5:		



ANNEX 9
SECURITY REQUIREMENTS CHECK LIST

Attached separately.