



Royal Canadian Mounted Police
Gendarmerie royale du Canada

**RETOURNER LES
 SOUMISSIONS A:
 RETURN BIDS TO:
 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

**SOLICITATION AMENDMENT
 MODIFICATION DE
 L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les memes.

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	
Solicitation No. - No. de l'invitation M5000-6-0305/A	Date 14 May 2015
Amendment No.-No modif 03	
Client Reference No. - No. De Référence du Client	
GETS Reference No.-No de Référence du SEAG PW-15-00681479	
Solicitation Closes - L'invitation prend fin at 2:00 p.m. Central Standard Time on 03 June 2015	
F.O.B. - F.A.B. Destination	
Address Enquiries to: - Adresser toutes questions à: Bonny Manz	
Telephone No. - No de telephone: 306-780-3352	Fax No. - N° de FAX: 306-780-5232
Destination of Goods - Destinations des biens: See Herein	
Delivery Required - Livraison exigée: See Herein	Delivery Offered - Livraison propose:
Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
_____	_____
Name	Title

Signature	
(Please sign and return cover page with bid proposal./ Signez s'il vous plaît et la page de couverture de retour avec la proposition d'offre.)	



The purpose of this amendment is to make the following changes:

Page 13 of 40

Under 4.1 Period of the Standing Offer

DELETE: Clause in its entirety

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

Page 31 to 33 of 40

Under Annexes 5, 6, and 7

DELETE: Annexes in their entirety

INSERT: Annexes 5, 6, and 7 on the following pages

Page 35 of 40

Under Section R1.1

DELETE: Section in its entirety

INSERT: R1.1 on following pages



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 or a comparable 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's experience teaching adults in a classroom setting			
5.	Minimum One (1) year's experience as an instructor of English and/or French as a second language			

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's experience teaching adults in a classroom setting			



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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.

June 2015 to June 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
June 2016 to June 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
June 2017 to June 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



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 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 other than in education, in the study of the target language or linguistics = 5 points Other specialized teaching/training certificate = 3 points Master's Degree in Education = 8 points</p>
TOTAL POINTS RATED R1.1:	/20	