



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 M9424-6-0305/A	Date 28 May 2015
Amendment No.-No modif 04	
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 add the Offerors' Conference Minutes, change the date the solicitation closes, make some clarifications and some changes, and answer questions, as follow:

THE DATE OF CLOSURE

Page 1 of 40

Under "Solicitation Closes"

DELETE: 03 June 2015

INSERT: 10 June 2015

CLARIFICATIONS:

1. Amendments may be done for different reasons on the French and English versions of the RFSO (ie. Amendment #03), as changes are sometimes necessary on the English RFSO that are not necessary on the French, and vice versa.
2. Page 39 of 40, R5. The format, layout, dividers, etc. is in reference to the "Technical Proposal" and "Certifications" only. Annex 7, "BASIS OF PAYMENT" (price proposal/financial offer) **MUST BE** in a separate sealed envelope. Annex 7, once completed and put in a separate envelope and sealed, can be included with the other information in one large envelope. Ensure the solicitation number is on the outside of the outer envelope.
3. Page 10 of 40. The "yes" or "no" portions need to be submitted with the proposal". The page can be copied, checked off, and included. Should the answer be "yes" to either or both questions, additional information would need to be included, as referenced below the answers in the RFSO.

CHANGES

Page 4 of 40

Under "Summary"

DELETE: Paragraph 2

INSERT:

Offerors may submit proposals on one, two, or all three Resource Categories as listed in Annexes 3, 4, and 5. Standing Offers will be awarded based on highest responsive combined rating, Technical Merit (70%) and Price (30%) for each Resource Category.

Page 8 of 40

Under "Section II: Financial Offer"

DELETE: Entire clause

INSERT:

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 3
- b. Resource listed in Annex 4
- c. Resource listed in Annex 5

Page 26 of 40

"COURSE INFORMATION"

DELETE: Entire Page

INSERT: Page 5 of this amendment

Page 32 of 40 of original RFSO and Page 6 of 7 of Amendment #03

Under ANNEX 7 BASIS OF PAYMENT

DELETE: Annex in its entirety

INSERT: Page 7 of this amendment

Page 35 of 40

Under Section R1.1, Additional and/or ongoing training in education

DELETE: Master's Degree in Education = 8 points

INSERT: Master's Degree in Education, in the study of the target language or linguistics = 8 points

QUESTIONS AND ANSWERS:

Q5. As the director of my own company, may I certify true a photocopy of my original documents if I am an instructor, or those of the instructors working for my company?

A5: *Certification of the Offeror's instructors can be done by the offeror, but certification, should the Offeror be offering their own individual services, would need to be done elsewhere, as referenced at the bottom of Annexes 3, 4, and 5.*

Q6. Under Part 5, 2.3 it speaks about having resources available at any time they are required, as quoted, "will be available...at the time specified in a call-up or agreed to with Canada's representative". This could be difficult, especially in the case of short notice, as instructors may be unavailable for personal reasons or because they are fulfilling other contracts.

A6. *The expectation is that the Offeror will have instructors available in most cases, for the time those resources are required as per the Call-up. Canada generally gives enough notice so that the Offeror can schedule resources for that time, or to advise Canada that they will have to make alternate arrangements should no instructors be available. Canada will be reasonable, but, should the Offeror repeatedly turn down requests, further action may need to be taken.*

Q7. Can new resources be added when the Standing Offer is in place?

A7. *Yes, as long as they meet all of the requirements requested in the RFSO (ie. certifications, education, etc.) as well as being able to obtain any security clearance required.*



Q8. Do we need to submit an ANNEX 6, Mandatory Criteria for each instructor, if there is more than one instructor in our company?

A8. *No. Since the Standing Offer will be with the Offeror or company (whomever is submitting the bid), the mandatory criteria will be for the company/offeror and the offeror would need to ensure the resources they offer meet all the mandatory.*

Q9. If submitting proposals for both languages, does the Offeror need to submit two different bids for the separate languages?

A9. *If the pricing is the same for both languages, then only one Basis of Payment is required. If different, then yes. It would be preferable if each language's documentation was in a separate envelope, and the language of instruction, either "French" or "English", is to be printed at the top of the Mandatory Criteria page (Annex 6) and the Basis of Payment (Annex 7).*

Q10. If the learner cancels a class; do we still invoice?

A10. Yes.

Q11. Annex 6, Item 2, refers to "Proficiency in Target Language". How is that to be supported?

A11. *Attestation letters are required.*

Q12. Would a Master's in History qualify as a Master's Degree other than in Education ?

A12. *No. Refer to the change made to R1 on the foregoing page of this amendment for an interpretation of "other than in education".*

Q13. If you submitting a Pedagogical proposal in both English and French, do you require sample documents in each of the two languages?

A13. Yes.

Q14. Can the Technical Authority certify originals as true copies?

A14. *Yes. If the original is given to the Technical Authority, she will make a copy and return the original to the offeror. Should originals be included within the proposal when submitted, please attach a note to the document advising that it be returned to the offeror should that be required.*

Q15. How long or how many words should be used on our submission examples for pedagogical?

A15. *Long enough to be properly evaluated, with a maximum of 500 words. Provide a brief explanation of how the example demonstrates the requirement, if not self-evident.*

Q16. Is Canada responsible for injuries incurred during Scenario-Based training when teachers are acting?

A16. *No. Canada will not accept liability and there is no requirement for instructors to participate in scenarios in the Statement of Work.*



**Royal Canadian Mounted Police
Gendarmerie royale du Canada**

Government of Canada Gouvernement du Canada

Solicitation No. / No de l'invitation:
M9424-6-0305/A
Amendment No. - No modif.: 04

Q17. How detailed does the Offeror need to be when answering the technical questions?

A17. *R1, R2, and R3 all state that "based on the submitted curriculum vitae" so, in most cases, the degrees or diplomas or other will be acceptable for meeting the technical. And R4 also states what is required.*



COURSE INFORMATION

GALLOP! is the name of the RCMP English language training program and *AU GALOP!* 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. 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”. Twice a week, learners participate in Scenario-Based Language Training aka SBLT which permit the learners to apply a practical policing approach to their learning.

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 or on a one-to-one basis. On a daily basis, the course is usually structured to provide Core (grammar) classes with an instructor and homework is assigned on a daily basis. Specialized preparatory classes for the Reading and Writing portions of the Second Language Evaluation (SLE) tests are generally scheduled weekly. Classes for the Test of Oral Proficiency (TOP) portion of the SLE are provided on an individual basis.



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

Option Year 1
June 2016 to June 2017

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

Option Year 2
June 2017 to June 2018

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