



## REQUEST FOR INFORMATION (RFI)

**Subject:** French Language Immersion Program

**Issue Date:**

September 25<sup>th</sup>, 2015

**Date Information Required:**

October 16<sup>th</sup>, 2015 at 11:00am  
EDT

RFI Number: SEN 016  
15-16

### NOTICE

This RFI is issued solely for information and planning purposes and does not constitute a solicitation or obligation on the part of the Senate of Canada. Neither unsolicited proposals nor any other kind of offers will be considered in response to this RFI. Vendors will not be reimbursed any costs associated with developing responses and/or providing information in response to this RFI and/or any follow-up information requests.

Any information submitted in response to this RFI will become the property of the Senate of Canada and will not be returned. Any/all information received in response to this RFI that is marked Proprietary will be handled accordingly. Such restrictions should be clearly indicated on each sheet containing such information.

In the event that the Senate issues a competitive solicitation as a result of this RFI, the Senate of Canada intends to issue a non-restrictive, technical requirement to maximize competition and seek the best value. The final acquisition strategy, evaluation methodology, contract type, and/or other acquisition decisions are still to be determined.

### SIGNATURE BLOCK

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone no. \_\_\_\_\_ Fax: \_\_\_\_\_

**THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL**

SENATE



SÉNAT

## Table of Contents

PART 1 – INTRODUCTION .....	3
PART 2 – RESPONDENT INSTRUCTIONS .....	4
PART 3 – STATEMENT OF REQUIREMENT .....	5
PART 4 – QUESTIONS FOR INDUSTRY .....	7

## PART 1 – INTRODUCTION

A Request for Information (RFI) is used when detailed information and feedback are required. Responses are used to assist the client department and the Senate of Canada in finalizing their plans for the requirement and in developing achievable objectives and deliverables. Respondents are encouraged to “think outside of the box” and suggest alternatives and industry best practices that would help the Senate achieve this business need.

The main objectives of this RFI are to:

1. Refine the procurement strategy, project structure, requirements definition, and other aspects of the requirement; and
2. Become a more "informed buyer" with an enhanced understanding of industry goods and service offerings in the areas of interest;

This is not a bid solicitation. A contract will not result from this activity.

This RFI will not necessarily result in any procurement action. This RFI is for informational purposes only and does not constitute a commitment by the Senate of Canada. Responses to this RFI will not constitute a commitment from the industry provider. The Senate of Canada will not reimburse any expenses incurred for the preparation of responses to this RFI.

### CONFIDENTIALITY

- All information contained in this RFI must be treated as confidential.
- All information obtained with this RFI is treated as confidential.
- Any/all information received in response to this RFI that is marked Proprietary will be handled accordingly. Such restrictions should be clearly indicated on each sheet containing such information.



## PART 2 – RESPONDENT INSTRUCTIONS

1. Responses are to be submitted electronically to the following address:  
[micah.ruest@sen.parl.gc.ca](mailto:micah.ruest@sen.parl.gc.ca)
2. It is requested that responses are not submitted by facsimile (fax) or physical mail, but rather only in softcopy format, submitted to the electronic mailing address above.
3. Any response submitted will become the sole property of the Senate of Canada and will not be returned to the Respondent. The response will be used to assist the Senate of Canada in further analysing the presented requirement and, as such, may be used in the development of a future solicitation process.
4. The RFI document is available on <https://buyandsell.gc.ca>.
5. Response required by: 11:00 AM EDT on October 16<sup>th</sup>, 2015
6. Inquiries

Please address all inquiries about this RFI to the Contracting Authority:

Micah Ruest  
Procurement and Contracting Officer  
Finance and Procurement Directorate  
The Senate of Canada  
40 Elgin Street  
Ottawa, ON K1A 0A4

Telephone: 613-947-1932  
Facsimile: 613-947-1943  
E-mail: [micah.ruest@sen.parl.gc.ca](mailto:micah.ruest@sen.parl.gc.ca)

To ensure the equality of information among bidders, answers to enquiries will be forwarded through Buy and Sell simultaneously to every bidder without revealing the sources of the inquiry.

## **PART 3 – STATEMENT OF REQUIREMENT**

### **TITLE**

French Immersion Language Training – National Capital Region (NCR)

### **OBJECTIVE**

The purpose of this Request for Information (RFI) is to obtain a better understanding of current vendor capabilities regarding available solutions for the requirement described in this document.

The Senate is looking for Schools or programs in the NCR to provide part-time and full-time French immersion language training, on an “as and when requested” basis to Senators and their staff either in groups or individually in order to improve their official languages.

### **BACKGROUND**

The Senate of Canada is committed to communicating with and delivering quality services to the public through institutional bilingualism. In order to honor these commitments, the Senate reserves a portion of its public funding to offer official languages training to its employees.

The Senate of Canada’s Human Resources Directorate is responsible for managing the Official Languages program. Requests for French immersion training have been growing in the last two years. Participants want to pursue French immersion classes to enhance their second official language in an immersion-type environment. They are looking for new ways of improving their performance in French both inside and outside a classroom setting.

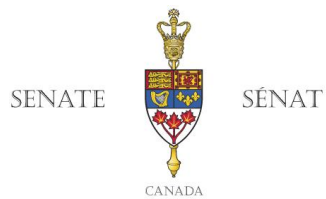
Presently, participants who are interested and eligible to attend French immersion programs are required to travel long distances outside the NCR to access such services. The Senate is seeking to identify similar services within the NCR, both to reduce costs and facilitate accessibility to the programs.

### **REQUIREMENT AND SCOPE**

The Senate is looking for a complete immersion environment where a participant can learn French, live the language and take in the culture. An ideal day in French immersion training might start in class in the morning with a qualified teacher. An afternoon might be composed of interactive language-based workshops or cultural activities within the NCR to develop communicative skills in a practical setting.

In regards to the classroom sessions above, participants are interested in a part-time or full-time schedule, depending on their roles, responsibilities, and workloads. The Senate is also open to different options, such as the following examples:

- French intensive courses: will allow for participants of all levels, to meet their needs and learn by using different methods: written and oral exercises, audio-visual materials, discussions related to different subjects of interest.
- Individual courses: the application of specialized and customized learning techniques in order for participants to acquire the skills necessary to achieve their French language objectives in a one on one classroom setting.



- Group courses: small groups of learners at the same level of proficiency.

### **PROPOSED TASKS**

The Language training school or program should provide French immersion training services in the NCR, in a classroom setting or in the Senate office space. The school might be responsible for, but not limited to the following tasks:

- Adapt teaching materials to learners needs; this may entail offering and engaging different learning styles;
- Develop course outlines, course planning and preparation;
- Provide training materials;
- Assessment of learners;
- Be available to provide either full or part-time immersion training ;
- Evaluate the progress of learners;
- Development of tools, in collaboration with the Senate of Canada, to evaluate the effectiveness of performance of the French immersion training program; and
- Keep a daily attendance register up to date by recording relevant information (justified absences).



### PART 4 – QUESTIONS FOR INDUSTRY

Please provide as much detail as possible in the provide spaces below each questions.	
Q1	Where is the school or program located? If you possess a separate classroom facility, where are the classrooms located?
R1	
Q2	Do you offer individual and group sessions? Is the cost different? What is the maximum classroom size?
R2	
Q3	How long are the program sessions (hours per day, weeks)?
R3	
Q4	Do you provide learning material to students as part of the teaching program?
R4	
Q5	What is a typical day in a French immersion class?
R5	
Q6	Do you offer learning activities other than in a class setting?
R6	
Q7	What is the content of your French immersion training program?
R7	
Q8	How does the training you offer differentiate from a standard classroom-based second



Please provide as much detail as possible in the provide spaces below each questions.	
	language course?
R8	
Q9	Do you do a placement test before classes start?
R9	
Q10	How do you track participants` improvements?
R10	
Q11	Do you have any general comments or concerns regarding the Statement of Requirement and/or suggestions for improvements to the Statement of Requirement?
R11	
Q12	What innovative practices have you developed and used successfully?
R11	





## RESPONSE STRUCTURE

The following sections lay out a standardized response structure for this RFI. Respondents should include these sections, and their detailed responses per section, in each response to this RFI. The Senate believes this standardized structure will speed the process of reviewing responses from all relevant respondents.

- a) Responder Details (Company name, headquarters' address, website, primary point of contact name, title, email address, phone number and office location)
- b) Solution(s) recommended to best meet the Senate's need as defined in this RFI. This section should contain the name of the solution(s) and a description of the solution(s) functionality as well as how the solution or solution components work together to best meet the stated need.
- c) Answers to the questions listed above
- d) All assumptions made as part of this response. Respondents are strongly recommended to provide questions to the RFI contact specified on page 1 to resolve as many assumptions as possible. All questions and responses will be made available on Buy and Sell (<https://buyandsell.gc.ca>). Please note that any information received in response to this RFI that is marked Proprietary will be handled accordingly
- e) Provide any comments and/or assessments of the objectives identified in this RFI, and identify any recommended alternatives (clarifications, gaps, etc.).
- f) Any additional information believed to be relevant to the response that has not already been covered in the sections above.