



Procurement and Contracting Services  
30 Victoria Street  
Gatineau, Quebec K1A 0M6

## REQUEST FOR STANDING OFFER AMENDMENT

The Request for Standing Offer is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Standing Offer remain the same.

<b>RFSO Amendment No.</b>  2	<b>RFSO Amendment Date:</b>  July 27, 2016
<b>Office of the Chief Electoral Officer File No.</b>  ECCL-RFSO-16-0007	
<b>Title:</b>  Language Training Services	
<b>Request for Standing Offer Closing Date:</b>  August 24, 2016 - 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>  Chantal Lagacé	<b>Tel No.</b>  819-939-1233

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer (RFSO) for Language Training Services bearing number ECCL-RFSO-16-0007 and dated July 13, 2016 (the “RFSO”). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

## **Part 2. Questions and Answers**

The following question(s) have been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

### **2.1 Question 2**

Question: In Part 7 Technical Evaluation Criteria, M2, you note that each teaching resource must have a bachelor’s degree and a TESL and/or FSL certificate.

Is it possible to accept another certificate, such as TESOL or another equivalent?

Answer: A TESOL and/or TEFL certificate is also acceptable.

### **2.1 Question 3**

Question: Is it possible to consider teaching resources with a teaching certificate or certification with a teaching association as an equivalent to an FLS certificate?

Answer: Yes.

### **2.2 Question 4**

Question: In the mandatory and rated technical criteria, we are asked to complete the Teaching Engagement/Client Reference template for each teaching resource in Annex B to Part 7.

Will this form be used as a template only and should it include the number of teaching hours accumulated for just one client? Or

Should we prepare a file for each learner for the same teaching resource to accumulate the total number of teaching hours requested outlining the 5 years of teaching experience?

Answer: The document must include the number of teaching hours accumulated for just one client.

### **2.3 Question 5**

Question: Item 18 addresses training material. On page 51, under item 18.01, it states that the Offeror must provide CSPA training program materials in original hard-copy format to the teaching resources. The Offeror must provide learners with the photocopies of the classroom activity materials. Item 18.10 (page 52) also states that the CSPA training program materials are to be provided for each learner. Can you specify whether these are photocopies or original hard-copy materials?

Answer: They are photocopies of the hard-copy materials.

### **2.4 Question 6**

Question: What proportion of the classes will be offered in the Offeror's rooms and in EC's rooms?

Answer: Language training services is a new initiative for Elections Canada. Classes will be held based on Elections Canada's needs. Therefore, the proportion cannot be determined.

### **2.5 Question 7**

Question: Who is EC's current part-time individual training provider?

Answer: We have no current provider. The implementation of a request for standing offers for these services is a new initiative for Elections Canada.

### **2.6 Question 8**

Question: What volume of classes can we expect and what is the approximate amount of the contract?

Answer: Language training services is a new initiative for Elections Canada. Classes will

be held according to Elections Canada's needs. Therefore, the volume cannot be determined. No budget cap has been defined for this need.

## 2.7 Question 9

Question: It states that the Offerer may propose a maximum of four primary teaching resources and two backup teaching resources. The rated criteria are by teaching resource and are a maximum of 25 points for the resource criteria. Do we get more points if we propose more resources? How will you decide between two Offerers if one proposes two resources and the other the maximum four resources?

Answer: Please refer to Part 3 – Amendments.

## 2.8 Question 10

Question: If a teacher has a bachelor's degree with a specialization in teaching French as a second language, does that meet the two mandatory criteria of having a bachelor's degree and having a teaching certificate in French as a Second Language?

Answer: In that sense, having a bachelor's degree with a specialization in teaching French as a second language meets the criteria.

## 2.9 Question 11

Question : TESL is a recognized certificate for all levels of English teaching, whereas the FSL certificate only applies to adult non-Francophones as an indication of their French proficiency. French teachers whose first language is French generally do not have this certificate. Also, the CSPS has not awarded proof of PFL2 training for more than two years.

Could you therefore remove the FSL requirement?

Answer : No. The criteria require either a TESL certificate and/or an FSL certificate. Also please refer to questions 1, 2 and 3.

### **Part 3. Amendments**

#### **3.1 Table B of Part 7 of the RFSO –RATED TECHNICAL EVALUATION CRITERIA PRIMARY TEACHING RESOURCE - C1**

Delete: **Scoring Methodology**: The Offeror will receive up to twenty-five (25) points that clearly demonstrates the proposed resource’s experience as follows

Insert: **Scoring Methodology**: The Offeror will receive up to one hundred (100) points for clearly demonstrating the proposed resource’s experience as follows (up to 25 points per resources demonstrated experience)

#### **3.2 Table C of Part 7 of the RFSO – RATED TECHNICAL EVALUATION CRITERIA BACKUP TEACHING RESOURCE- C1**

Delete: **Scoring Methodology**: The Offeror will receive up to twenty-five (25) points that clearly demonstrates the proposed resource’s experience as follow:

Insert: The Offeror will receive up to fifty (50) points for clearly demonstrating the proposed resource’s experience as follows (up to 25 points per resources demonstrated experience)

#### **3.3 Table D of Part 7 of the RFSO – RATED TECHNICAL EVALUATION OFFEROR**

Delete :

**MAXIMUM POINTS AVAILABLE = 110 POINTS**  
**MINIMUM PASS MARK OF 70% OVERALL = 77 POINTS**

Insert :

**MAXIMUM POINTS AVAILABLE = 210 POINTS**  
**MINIMUM PASS MARK OF 70% OVERALL = 147 POINTS**

#### **3.4 Section A — INSTRUCTIONS TO OFFERORS– section 2**

Delete: The Offeror may propose multiple resources as part of one offer (maximum of four (4) Primary Teaching Resources and maximum of two (2) Backup Teaching Resources).

Insert : The Offeror may propose multiple resources as part of one offer (maximum of four (4) Primary Teaching Resources and maximum of two (2) Backup Teaching Resources).The resources will be evaluated in the order in which they are proposed, up to the maximum number of resources permitted.