



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>  3	<b>RFSO Amendment Date:</b>  August 4, 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  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<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 12 – (Amendment to Question 9)**

Question: It states that the Offeror 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 Offerors if one proposes two resources and the other the maximum four resources?

Answer: **(This is an amendment to question 9)**

No extra points will be granted for extra resources proposed.

If the Offeror is proposing more than one Primary and/or Back up Teaching Resource, each of the Primary and/or Back up Teaching Resource will be evaluated, and the sum of the points obtained will be divided by the number of Primary and/or Back up Teaching Resources.

Please refer to Part 3 – Amendments.

### **2.2 Question 13**

Question: What is the proportion of French Training vs English Training?

Answer: On average 70% French Training vs 30% English Training.

### **2.3 Question 14**

Question: How many learners per year will be requiring Part-Time Individual Language training services in French and in English and how will the level of language competency be divided?

Answer: Language training services is a new initiative for Elections Canada. Classes will be held based on Elections Canada's needs. Therefore, the number of learners and the language competency division per year cannot be determined.

#### **2.4 Question 15**

Question: Could you please let us know what the estimated yearly amount is for the RFSO?

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. (Refer to Question 8)

#### **2.5 Question 16**

Question: For M3 and M5: for Annex B to Part 7 Form -do we need to fill out this form for each individual the instructor has taught over a course of year (up to the 1,060 hours each year) to prove that instructor has met the mandatory requirements? Also to reach the maximum number of points we would then need to provide over 9 years of client names for each instructor.

We ask, as most instructors do not work with 1 client to reach 1,060 hours in one year , in fact most have multiple learners over the course of the year and to prove the hours, a lot of paper work would be required to illustrate the instructor hours to prove they reach over 9,540 hours of instruction.

We would ask, that you consider on their CV a yearly break down of total hours taught along with Annex B form filled out for 3 clients for each instructor to illustrate they have met the requirements as requested.

Answer: The Teaching Engagement / Client Reference template must include the number of teaching hours accumulated for each Teaching Resource per client.

I.E.: Multiple dates will be accepted on each Teaching Engagement / Client Reference template per client.

### **Part 3. AMENDMENTS**

#### **3.1 PART 7 OF THE RFSO – TECHNICAL EVALUATION CRITERIA**

Delete: Part 7 – Technical Evaluation Criteria in its entirety;

Insert: Part 7 – Technical Evaluation Criteria (Revised August 4, 2016) attached to this RFSO amendment.

## **Language Training Services**

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### **PART 7—Technical Evaluation Criteria (Revised August 4, 2016)**

**SECTION A—INSTRUCTIONS TO OFFERORS**

The following information and instructions relate to the submission and evaluation of the mandatory and point-rated resource evaluation criteria contained in this solicitation.

1. Offerors must only respond to the evaluation criteria for the category (French service category and/or English service category) for which they are submitting an offer. Offerors may submit an offer for one category or both categories under separate cover.
2. 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).
3. A Primary Teaching Resource cannot be proposed as a Backup Teaching Resource and vice versa.
4. If the Offeror is proposing more than one Primary and/or Back up Teaching Resource, each of the Primary and/or Back up Teaching Resource will be evaluated, and the sum of the points obtained will be divided by the number of Primary and/or Back up Teaching Resources.
5. In order to facilitate the evaluation of the offer, EC requests that Offerors address and present topics in the same order and with the same headings as the evaluation criteria. Offerors should clearly identify where in their offer each criterion is addressed.
6. Any education/certification/professional qualification must have been completed by the offer closing date.
7. Cutting and pasting wording from the RFSO into the tables for the proposed resource does not constitute demonstrating the requirement. Experience must be demonstrated by citing specific examples of work performed by the proposed resource that relate to the specific evaluation criteria. If the Offeror's Response does not fully demonstrate that the requirement is met by the project cited, then the project experience will not be considered.
8. A minimum of 1,060 hours of teaching English and/or French as a second language to adult learners is required to equal one year of experience.
9. Unless otherwise specified in the individual criterion, demonstrated experience must have been completed in the last seven years of the offer closing date.
10. In addition to the information requested in the individual criterion, the Offeror is requested to include complete client contact information for each experience description including the client contact name, title, telephone number and email address. The client contact for any project or experience must be an employee of the originating client organization. EC reserves the right to request client contact information, at any time during the evaluation process, for the purposes of verification.

11. Proposed resources that do not meet all of the mandatory evaluation criteria or do not attain the thresholds for the point-rated criteria will be given no further consideration.

## SECTION B—DEFINITIONS

Unless the context clearly requires otherwise, the capitalized terms used in the Technical Evaluation Criteria shall have the definitions assigned to them in the offer. These definitions shall apply equally to both the singular and plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

**TABLE A—MANDATORY TECHNICAL EVALUATION CRITERIA**

#	Mandatory Technical Evaluation Criteria	Scoring Methodology
M1	<p><b>Completion of Annex A—Identification of Services</b></p> <p>The Offeror must complete the Annex A to Part 7—Identification of Services for each proposed individual and identify the category or categories of service proposed.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
M2	<p><b>Proposed Teaching Resources</b></p> <p>The Offeror must propose one (1) Primary Teaching Resource and one (1) Backup Teaching Resource*.</p> <p>The offer must include the names of each of the proposed Primary and Backup Teaching Resources.</p> <p>Each of the Teaching Resources (Primary and Backup) proposed by the Offeror must have the following qualifications:</p> <ul style="list-style-type: none"> <li>• A bachelor’s degree from a recognized Canadian university;</li> <li>• Certificate in TESL and/or Certificate in FSL.</li> </ul> <p>In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted.</p> <p><b>Submission requirement:</b></p> <p>The Offeror must demonstrate that each proposed Resource meets the requirement by providing a photocopy of degree and Certificate obtained.</p> <p>NOTE: *The Offeror can propose more than one resource for each stream. (Refer to SECTION A—INSTRUCTIONS TO OFFERORS for details.)</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
M3	<p><b>Teaching Resource Experience Offering Language Training Services</b></p> <p>The proposed Primary and Backup Teaching Resource must have *two (2) years of experience in using the Canada School of Public Service (CSPS) English and/or French as a Second Language program.</p> <p><b>Submission Requirement:</b></p> <p>The Offeror must clearly demonstrate the required experience by completing</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

#	Mandatory Technical Evaluation Criteria	Scoring Methodology
	<p>Annex B to Part 7—Teaching Engagement/Client Reference template that allows him/her to meet the Mandatory Criteria.</p> <p><b>Note to Offeror:</b></p> <p>The Offeror must also include the following information for each proposed Teaching Resource:</p> <ol style="list-style-type: none"> <li>a. Number of teaching hours accumulated;</li> <li>b. Language and level taught;</li> <li>c. Name of the program(s)* used;</li> <li>d. An up-to-date CV for each of the proposed Primary and Backup Teaching Resource.</li> </ol> <p>*A minimum of 1,060 hours of teaching English and/or French as a second language to adult learners is required to equal one year of experience.</p> <p>Unless otherwise specified in the individual criterion, demonstrated experience must have been completed in the last seven years of the offer closing date.</p>	
M4	<p><b>Offeror’s Experience Offering Language Training Services</b></p> <p>The Offeror must have been in business for a minimum of ten (10) years providing language training services in English and/or French as a second language to adult learners that cover the topics mentioned in Annex A—Statement of Work of this RFSO.</p> <p>In the case of a joint venture, at least one (1) member of the joint venture must meet the minimum ten (10) years requirement.</p> <p><b>Submission Requirement:</b></p> <p>The Offeror must submit one (1) of the following documents demonstrating that they have been in business for a minimum of ten (10) years:</p> <ol style="list-style-type: none"> <li>I. A copy of the business name registration certificate;</li> <li>II. A copy of the Provincial or Territorial Business Corporation Registration certificate;</li> <li>III. A copy of the Federal Business Incorporation Registration Certificate.</li> </ol>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>
M5	<p><b>Experience Offering Language Training Services in the Federal Public Service</b></p> <p>The Offeror’s proposed Primary and Backup Teaching Resource must have been providing language training as a second language to adult learners in English and/or French in the Federal Public Service for a minimum of five (5) years.</p> <p><b>Submission Requirement:</b></p> <p>The Offeror must demonstrate the required experience by completing Annex B</p>	

#	Mandatory Technical Evaluation Criteria	Scoring Methodology
	<p>to Part 7—Teaching Engagement/Client Reference template for each teaching engagement that allows the proposed Primary and Backup Teaching Resources to meet the Mandatory Criteria.</p> <p><b>Note to Offeror:</b></p> <p>The Offeror must also include the following information for each proposed Teaching Resource:</p> <ol style="list-style-type: none"> <li>a. Number of teaching hours accumulated;</li> <li>b. Language and level taught; and</li> <li>c. An up-to-date CV for the proposed individual.</li> </ol>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
M6	<p><b>Offeror’s Facilities Requirement</b></p> <p>The Offeror must propose a facility or facilities that are located within a 20 km radius of ECHQ and meet the requirements covered under Section 19. <b>FACILITIES</b> in Annex A—Statement of Work of this RFSO.</p> <p><b>Submission Requirement:</b></p> <p>The offer must include the following information for each proposed facility:</p> <ol style="list-style-type: none"> <li>a. Address of the Offeror’s proposed training facility;</li> <li>b. Size of the proposed classroom(s) and identify all the furnishing and material needed to provide the language training;</li> <li>c. Number of proposed classroom(s) and;</li> <li>d. List of additional amenities available.</li> </ol> <p>The Offeror understands and agrees that EC may inspect the Offeror’s facilities at any time without prior notice.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
M7	<p><b>Facilities</b></p> <p>The Offeror’s proposed facility must be located at a maximum distance of 0.50 km from a public transit stop.</p> <p><b>Submission Requirement:</b></p> <p>The offer must include the following information for each proposed facility:</p> <ol style="list-style-type: none"> <li>I. the address of the facility or facilities; and</li> <li>II. the distance(s) between the public transit stop(s) of each proposed facility.</li> </ol>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
M8	<p><b>Facilities</b></p> <p>The Offeror’s proposed facility must be equipped with access for persons with</p>	



#	Mandatory Technical Evaluation Criteria	Scoring Methodology
	<p>limited mobility (access to the building, elevator, washrooms, etc.).</p> <p><b>Submission Requirement:</b></p> <p>The offer must include the following information for each proposed facility:</p> <ol style="list-style-type: none"> <li>I. the address of the facility or facilities; and</li> <li>II. a description of the access for persons with limited mobility offered.</li> </ol>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

**TABLE B—RATED TECHNICAL EVALUATION CRITERIA PRIMARY TEACHING RESOURCE**

#	Rated Technical Evaluation Criteria	Max. Points
R1	<p><b>Experience Teaching Adults English and/or French as a Second Language:</b></p> <p>The proposed Primary Teaching Resource should have over five (5) years of experience teaching English and/or French as a second language to adult learners at the beginner, intermediate and advanced levels, using one or more CSPA programs or any other language training program in English and/or French.</p> <p><b>Scoring Methodology:</b></p> <p>The Offeror will receive up to twenty-five (25) points that clearly demonstrates the proposed resource's experience as follows:</p> <ol style="list-style-type: none"> <li>I. 5,301 to 6,360 hours of teaching English and/or French as a second language to adult learners – 5 points</li> <li>II. 6,361 to 7,420 hours of teaching English and/or French as a second language to adult learners – 10 points</li> <li>III. 7,421 to 8,480 hours of teaching English and/or French as a second language to adult learners – 15 points</li> <li>IV. 8,481 to 9,540 hours of teaching English and/or French as a second language to adult learners – 20 points</li> <li>V. 9,540 hours or more of teaching English and/or French as a second language to adult learners – 25 Points</li> </ol> <p><b>Submission Requirement:</b></p> <p>The Offeror should demonstrate the experience required by completing Annex B to Part 7—Teaching Engagement/Client Reference template for each teaching engagement that allows him/her to meet the meet the Technical Rated Criteria set above.</p> <p><b>Note to Offeror:</b></p> <p>The offer should include the following information:</p> <ol style="list-style-type: none"> <li>a. Number of teaching hours accumulated;</li> <li>b. Language and level taught;</li> </ol>	25

#	Rated Technical Evaluation Criteria	Max. Points
	<p>c. Name of the program(s)* used; and</p> <p>d. An up-to-date CV for the proposed individual.</p> <p>*If the program is one used by a recognized Canadian post-secondary institution, the Offeror must indicate the name of the institution.</p> <p>If the Offeror is proposing more than one Primary Teaching Resource, each of the Primary Teaching Resource will be evaluated, and the sum of the points obtained will be divided by the number of Primary Teaching Resources.</p>	

**TABLE C—RATED TECHNICAL EVALUATION CRITERIA BACKUP TEACHING RESOURCE**

#	Rated Technical Evaluation Criteria	Max. Points
R2	<p><b>Experience Teaching Adults English and/or French as a Second Language:</b></p> <p>The proposed Backup Teaching Resource should have over five (5) years' experience teaching English and/or French as a second language to adult learners at the beginner, intermediate and advanced levels, using one or more CSPA programs or any other language training program in English and/or French.</p> <p><b>Scoring Methodology:</b></p> <p>The Offeror will receive up to twenty-five (25) points that clearly demonstrates the proposed resource's experience as follow:</p> <ol style="list-style-type: none"> <li>I. 5,301 to 6,360 hours of teaching English and/or French as a second language to adult learners – 5 points</li> <li>II. 6,361 to 7,420 hours of teaching English and/or French as a second language to adult learners – 10 points</li> <li>III. 7,421 to 8,480 hours of teaching English and/or French as a second language to adult learners – 15 points</li> <li>IV. 8,481 to 9,540 hours of teaching English and/or French as a second language to adult learners – 20 points</li> <li>V. 9,540 hours or more of teaching English and/or French as a second language to adult learners – 25 Points</li> </ol> <p><b>Submission Requirement:</b></p> <p>The Offeror should demonstrate the experience required by completing Annex B to Part 7—Teaching Engagement/Client Reference template for each teaching engagement that allows him/her to meet the meet the Technical Rated Criteria set above.</p> <p><b>Note to Offeror:</b></p> <p>The offer should include the following information:</p>	25

#	Rated Technical Evaluation Criteria	Max. Points
	<p>a. Number of teaching hours accumulated;</p> <p>b. Language and level taught;</p> <p>c. Name of the program(s)* used; and</p> <p>d. An up-to-date CV for the proposed individual.</p> <p>*If the program is one used by a recognized Canadian post-secondary institution the Offeror must indicate the name of the institution.</p> <p>If the Offeror is proposing more than one Backup Teaching Resource, each of the Backup Teaching Resource will be evaluated, and the sum of the points obtained will be divided by the number of Backup Teaching Resources.</p>	

**TABLE D—RATED TECHNICAL EVALUATION OFFEROR**

R3	<p>The Offeror should clearly describe the proposed Primary and Backup Teaching Resource approach and methodology for preparing courses/classes, teaching English and/or French as a second language to adult learners at the beginner, intermediate and advanced levels.</p> <p><b>Submission Requirement:</b></p> <p>The Offeror shall include the following information:</p> <p>a) describe the course/class preparation for each type of training (i.e.: Level A, B and C) teaching English and/or French as a second language to adult learners;</p> <p>b) outline at least four (4) relevant proactive approaches to be followed by the offeror in monitoring class preparation and ensuring that the assigned Primary and/or Backup Teaching Resource adheres to the proposed approaches.</p> <p><b>Scoring Methodology:</b></p> <p>The Offeror will receive up to fifty (50) points that clearly demonstrates the approach and methodology for preparing courses/classes as indicated:</p> <ul style="list-style-type: none"> <li>• 50 points: The approach and methodology description clearly and comprehensively addresses the criteria; provides all of the requested information in sufficient detail and includes a clear and comprehensive list of activities and includes exceptional insight or unique perspectives.</li> <li>• 37.5 points: The approach and methodology description provides most of the requested information; address the criteria but lacks sufficient detail or includes an unclear or incomplete list of activities. It may have minor gaps in clarity or completeness.</li> <li>• 25 points: The approach and methodology description provides some of the requested information but lacks sufficient detail and includes an unclear or incomplete list of activities; the response somewhat addresses the criteria</li> </ul>	50
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	<p>with significant gaps.</p> <ul style="list-style-type: none"> <li>0 points: The approach and methodology description is not relevant to the requirement; the response is missing or irrelevant or insufficient information provided to assess.</li> </ul>	
<b>R4</b>	<p><b>Facilities</b></p> <p>The Offeror's proposed facility is served by a parking lot which is located no more than 0.50 km from the proposed facility and where there is a charge/no charge for parking.</p> <p><b>Submission Requirement:</b></p> <p>The offer shall include the following information for each proposed facility:</p> <ol style="list-style-type: none"> <li>I. the address of the parking lot(s) identified;</li> <li>II. the distance(s) between the parking lot(s) and the proposed facility;</li> <li>III. whether there is a charge for parking and cost.</li> </ol> <p><b>Scoring Methodology:</b></p> <p>Points will be awarded as follows:</p> <ol style="list-style-type: none"> <li>a) Free parking – 10 points</li> <li>b) Paid parking – 5 points</li> <li>c) No parking available – 0 Points</li> </ol> <p><b>Note to Offeror:</b></p> <p>If the Offeror has more than one facility, each of the facilities will be evaluated, and the sum of the points obtained will be divided by the number of facilities.</p> <p>The Offeror understands and agrees that EC may inspect the Offeror's facilities at any time without prior notice.</p>	10
<b>MAXIMUM POINTS AVAILABLE = 110 POINTS</b>		
<b>MINIMUM PASS MARK OF 70% OVERALL = 77 POINTS</b>		