



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.

RFSO Amendment No. 4	RFSO Amendment Date: August 12, 2016
Office of the Chief Electoral Officer File No. ECCL-RFSO-16-0007	
Title: Language Training Services	
Request for Standing Offer Closing Date: August 31, 2016 - 2:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Chantal Lagacé	Tel No. 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 17

Question: In M.3, it specifies that 1,060 hours per year of experience teaching English and/or French is required for a period of five years. Therefore, is it necessary to set out in Annex B the number of learners that the teaching resource had over five years, for example, if the teacher taught 50 learners for one year to accumulate 1,060 hours, therefore, an annex would need to be completed for each of the 50 learners. Imagine the work that this will require for five years and for four teaching resources. We believe that we could find a way to lighten this large workload by asking to submit to you one chart per resource that encompasses all of the information instead of completing Annex B for each learner.

Answer: The Teaching Engagement / Client Reference template must include the number of teaching hours accumulated for each Teaching Resource per client. It is not necessary to indicate the learner’s information, only the client’s information.

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

Client is defined as follows: A Department (Municipal, Provincial or Federal) or an Organization (company, corporation, firm, enterprise, institution etc.) who receives language training services.

2.2 Question 18

Question: In regards to Annex B, we would like to know the usefulness of mentioning the address of the client (learner) as well as the title and their level.

Answer: Elections Canada may decide to contact all client references. If it so decides, the client references of all Offerors will be contacted.

Client is defined as follows: A Department (Municipal, Provincial or Federal) or an Organization (company, corporation, firm, enterprise, institution etc.) who receives language training services.

2.3 Question 19

Question: Also at point 2 of the Annex B, there is the start date and end date for each learner but no indication of the number of hours taught.

Answer: Please refer to Part 3 – Amendments.

2.4 Question 20

Question: For criteria M3, M5, R1 and R2, you ask that Annex B to Part 7 be completed, including client's name, address, contact name and email. Since all of the clients of each proposed resource for the past nine years must be indicated, can you confirm that you will be checking the hundreds if not thousands of references for each proposed resource? As the turnover rate for references is very high, are you going to exclude proposals if the reference is no longer employed by the federal government? If that is the case, the workload for this request for part-time courses is so large that we request that the deadline be extended so we can prepare the hundreds of pages for this RFP.

Answer: Elections Canada may decide to contact all client references. If it so decides, the client references of all Offerors will be contacted.

If Elections Canada is not able to communicate with a client, the Standing Offer Authority may communicate with the offeror to obtain other information that will allow EC to reach this client. It is not required to indicate

Client is defined as follows: A Department (Municipal, Provincial or Federal) or an Organization (company, corporation, firm, enterprise, institution etc.) who receives language training services.

EC will extend the RFSO closing date to August 31, 2016.

Part 3. AMENDMENTS

3.1 PART 7 OF THE RFSO – TECHNICAL EVALUATION CRITERIA

Delete: Annex B to Part 7 – Teaching Engagement/Client reference Template in its entirety;

Insert: Annex B to Part 7 – Teaching Engagement/Client reference Template (Revised August 12, 2016) attached to this RFSO amendment.

3.2 PART 1 TO 5 – REQUEST FOR STANDING OFFERS – CLOSING DATE

Delete: August 24, 2016 - 2:00 p.m. (Gatineau time)

Insert: August 31, 2016 - 2:00 p.m. (Gatineau time)

ANNEX B TO PART 7—TEACHING ENGAGEMENT/CLIENT REFERENCE TEMPLATE

Replicate for each Proposed Resource

Replicate for each Teaching Engagement if required (i.e. for each distinct Teaching Engagement, complete one Teaching Engagement/Client Reference Template)

Teaching Engagement/Client Reference Template

Teaching Engagement Reference: (Enter Criteria #—Teaching Engagement/Client references may be used for multiple criteria)			
Offeror name		Name of Proposed Resource	
Client identification	Title Teaching Engagement		
	Client name		
	Client address		
	Client contact name		
	Client title and level		
	Client email		
1. Teaching Engagement description:			

Teaching Engagement Reference: (Enter Criteria #—Teaching Engagement/Client references may be used for multiple criteria)	
2. Start and end date (mm/yyyy to mm/yyyy)	
3. Total Hours Accumulated:	
4. Role of the Proposed Resource on the Teaching Engagement:	