

**Questions for Request for Proposal no. 201602547
Official Languages Training at CMHC**

Question 1:

Is this a new project for CMHC and, if not, what is the name of the current service provider?

Answer 1:

The delivery of language training services at CMHC is continued in accordance with the RFP.

Question 2:

In Section 1 - 1.2, you mention that the work will be part-time, but in the statement in Section 3, you also mention full-time.

Will the training provided also include full-time training?

Answer 2:

Yes, the language training will include the full time training as well. The Section 3 STATEMENT OF WORK provides with more detail on this subject.

Question 3:

What are the levels of bilingualism recognized by and used at CMHC? Are they the A, B and C levels used in the Public Service Commission?

Nowhere does it mention the official tool used to assess these levels. Can you tell us?

Answer 3:

Please refer to the following link:

https://www.cmhc-schl.gc.ca/en/corp/ca/ouhipr/ouhipr_004.cfm

Question 4:

In subsection 3.8 of Section 3, you mention that the “proponent must use a methodology based on the PFL2.” What program are you referring to?

Answer 4:

As per paragraph 3.8 of Section 3, the proponent must use a methodology based on the PFL2 or other established method.

Question 5:

In subsection 3.9 of Section 3

a) You require teachers (language teachers):

Formal training in teaching French and/or English (as applicable) as a second language.

Contrary to current market practice, will you exclude any person who does not have a specific diploma in teaching French as a second language?

Currently, most DOAC require university studies in a related or recognized field and a number of hours of experience.

This seems a very restrictive requirement that will block great candidates.

Can you make changes to this criterion?

Answer 5a:

CMHC's requirements for language teachers are listed in the Section 3 STATEMENT OF WORK, paragraph 3.9.

b) You mention CMHC's language skill requirements. What are they?

Answer 5b:

Please refer to the following link:

https://www.cmhc-schl.gc.ca/en/corp/ca/ouhipr/ouhipr_004.cfm

Question 6:

A proposal for several streams can be submitted.

For example, if we want to submit a proposal for three streams, do we have to present three separate proposals or can we make only one proposal for the three streams (with, in this case, three pricing proposals)?

Answer 6:

As per paragraph 5.4 of Section 5 EVALUATION AND SELECTION:

Proposals will be evaluated by stream, as per Section 3.3, Statement of Work. CMHC may consider it an asset for a proponent to be able to deliver language training services in more than one stream of work/region when selecting the lead proponent. If a proponent presents compliant proposals in more than one stream, CMHC may reserve the option of issuing a contract to a proponent submitting more than one compliant proposal per various regions over a proponent submitting a compliant proposal for a single region.

Question 7:

In item 4.6 you are asking for:

b) Resumes for all project personnel, including subcontractors, if any.

Can you specify?

Do we have to include the teachers' resumés along with those of the management and administrative staff?

Answer 7:

Resumes for all project personnel:

The proponent is to provide resumés and provide a description of how the proposed personnel align with the requirements as per, but not limited to:

- Section 3.4 Dedicated Coordinator

- Section 3.9 Language Teachers

Question 8:

References: A list of contracts of similar size and scope which the proponent currently holds or has held over the past 24 months.

You specify above that *Elaborate or unnecessarily voluminous proposals are not desired.*

Asking for ALL contracts from the past 24 months contradicts this requirement. Could we only submit a few contracts as examples?

Answer 8:

CMHC is not requesting ALL contracts from the past 24 months. CMHC is requesting, as per paragraph 4.6, Section 4 PROPOSAL REQUIREMENTS, References: A LIST of all contracts of a similar size and scope which the proponent currently holds or has held over the past 24 months. For each contract, the following information: company name and address; contact person name and phone number. CMHC may approach any such contact person for information relating to the quality of work provided by the proponent.