

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

**Question 16.**

This question was asked by one of the potential proponents (see question 6), but CMHC's answer does not seem clear to us, all the more so since it repeats the full text of the RFP. We would like to ask the question again in the following terms, also considering paragraph 2.9 of the RFP: if, for example, we propose to offer services for all seven streams, is it mandatory that we submit seven separate documents (one document per stream + pricing proposal for the stream)?

**Answer 16.**

As per paragraph 2.9 of Section 2 SUBMISSION INSTRUCTIONS, the proponent may submit multiple proposals. Pricing proposal is to be included into the proposal (please see the reply to question 15).

The proponent may submit a proposal for each stream of work / region for which they are able to deliver language training services. In other words, the proponent may submit a proposal for each stream as described in the RFP.

**Question 17.**

Must we include the pricing proposal in the response to the RFP or should it be presented in a separate document from the technical response, as is normally done?

**Answer 17.**

The proposal response items are listed in paragraph 4.1 of Section 4 PROPOSAL REQUIREMENTS. Responses should be organized into the following Response Item sections.

Response Item

#	Item
4.3	Covering Letter
4.4	Table of Contents
4.5	Executive Summary
4.6	Proponent's Qualifications
4.7	Response to Statement of Work
4.8	Project Management Plan
4.9	Financial Information
4.10	Other Information
4.11	<u>Pricing Proposal</u>

**Question 18.**

Could you provide more details on the virtual training that CMHC wants to obtain?

**Answer 18.**

Virtual language training is to be delivered on a national basis to employees whose work schedule requires additional flexibility or who work in CMHC offices where part-time instructor-led classes are not being offered. Virtual learning must provide a comparably high standard of language training instruction as the in-class experience, as detailed in the RFP.

**Question 19.**

In paragraph 3.3 of Section 3 Statement of Work, could you give the number of hours per language for each stream, as you did for stream 1?

**Answer 19.**

There are no English classes required in Stream 2, 5 and 6.

Stream 4, York – estimated number of hours per week of English training is 3 out of 10

Stream 7 – estimated number of hours per week of English training is 3 out of 12

**Question 20.**

We would like to know the proportions of full-time and part-time learners for each language. Could you also indicate the number of groups and the number of hours per week per group that you anticipate?

**Answer 20.**

Section 3, paragraph 3.3 provides the estimated number of language training hours per week, per stream. Paragraphs 3.5 and 3.6 provide with more details regarding part-time class schedule and full time language training. Full-time training scheduled as and when required, on a case-by-case basis.

**Question 21.**

In the pricing proposal, you request a cost for participant assessments. Do you confirm that CMHC expects the proponent to perform placement assessments of all participants? In other words, will the proponent be responsible for establishing a calendar of assessments and administering tests to all participants before the start of the training?

**Answer 21.**

Yes. Section 3 STATEMENT OF WORK, paragraph 3.4 provides with more details on this subject.

**Question 22.**

With regard to paragraph 3.8 of Section 3 STATEMENT OF WORK, since the Canada School of Public Service no longer produces printed material for language training, to what type of manuals are you referring?

**Answer 22.**

Paragraph 3.8 of Section 3 STATEMENT OF WORK, refers to the methodology based on the PFL2 or other established method. The proponent must describe the methodology to be used during instruction.

The proponent must provide participants with the text books, and print and online learning materials that will allow them to learn and practice second language skills.

**Question 23.**

In section 3.8 of the Statement of Work, could you indicate the number of learning units anticipated? How are they organized?

**Answer 23.**

CMHC's requirements for language training approach are described in the Section 3 STATEMENT OF WORK, paragraph 3.8.

**Question 24.**

Can you please confirm that the language training hours outside the National Office are for ESL only?

**Answer 24.**

As per paragraph 3.3 of Section 3 STATEMENT OF WORK, the proponent will deliver English and/or French as a second language training in order to maintain and enhance CMHC's bilingual capacity. The regions in which CMHC has language training needs are listed in the same paragraph.