

RETURN BIDS TO :

**RETOURNER LES
SOUMISSIONS À:**

Shared Services Canada
180 Kent Street, 13th Floor
Ottawa, ON K1G 4A8
Megan.Lamont@ssc-spc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Shared Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Services partagés Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées **Instructions : See Herein**

ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction **Instructions: Voir aux présentes** énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

Comments - Commentaires

This document contains a Security Requirement

Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
Shared Services Canada
180 Kent Street
Ottawa, ON K1G 4A8

Title – Sujet Language Training Program with Professional Tutoring Services	
Solicitation No. – N° de l'invitation 2B0KB-6-2761 Amendment 001	Date 27 January 2017
Client Reference No. – N° référence du client R-2761	
GETS Reference No. – N° de reference de SEAG n/a	
File No. – N° de dossier R-2761	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 12:00 PM on – le 10 February 2017	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Marijane Ridgeway	Buyer Id – Id de l'acheteur CBW
Telephone No. – N° de téléphone : 613-286-2958	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Amendment 001 to RFP 2B0KB-6-2761 is raised to delete Rated Criteria RT4.1 and to modify the tutoring services experience in Rated Criteria RT4.2.

DELETE:

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the TOTAL required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.

Point Rated Technical Criteria		Minimum Number of Points	Maximum Number of Points
RT1	Online training program	90	110
RT2	Learning management system	-	15
RT3	Bidder's experience	25	65
RT4.1	Resources' Experience – Pedagogical	10	35
RT4.2	Resources' Experience – Teaching	15	65
Overall Score		140	290

INSERT:

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the TOTAL required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.

Point Rated Technical Criteria		Minimum Number of Points	Maximum Number of Points
RT1	Online training program	90	110
RT2	Learning management system	-	15
RT3	Bidder's experience	25	65
RT4.2	Resources' Experience – Teaching	15	65
Overall Score		130	255



DELETE:

No.	Point-rated Technical Criterion	Points Awarded	Cross Reference to Proposal
RT4.1	<p>Pedagogical Advisor</p> <p>Since January 1st, 2011, the Bidder's Pedagogical Advisor has accumulated experience in supervision of teaching resources having provided tutoring services remotely for adult English and/or French second language learning for tutoring hours at the beginner (Level A), intermediate (Level B) and/or advanced (Level C) levels.</p> <p>To demonstrate the experience accumulated under RT4.1, the Bidder must provide, as a minimum, the following information:</p> <ul style="list-style-type: none"> i) Name(s) of client organizations receiving the services; ii) Start and end dates of the services provided (month/year to month/year); iii) Total number of hours for each period identified in ii); iv) Target audience (private sector, public sectors other than the federal government and the federal government sector). <p>The Bidder must also provide written confirmation from each client organization listed in i), corroborating the information on the pedagogical services provided by the Bidder.</p> <p>A) For supervising services experience:</p> <ul style="list-style-type: none"> • 1,500 – 3,000 hours of supervision – 5 points • 3,001 - 4500 hours of tutoring – 10 points • Over 4500 hours – 20 points <p>Maximum points for A): 20</p> <p>B) For experience in tutoring services with the following sector(s), per Pedagogical Advisor:</p> <p>Private – 5 points Public other than federal government – 10 points Federal government –15 points Maximum points for B): 15</p> <p>For RT4.1 B), points will be awarded for the target audience that has received the most tutoring hours in response to RT4.1 i), ii) and iii).</p>		
RT4.1	Maximum points for RT4.1: 35 points		



DELETE:

No.	Point-rated Technical Criterion	Points Awarded	Cross Reference to Proposal
RT4.2	<p>Teaching Resources Since January 1st, 2011, at least 20 of the Bidder's Teaching Resources have accumulated experience in remote tutoring services for adult English and/or French second language learning for tutoring hours.</p> <p>experience accumulated by at least each of 20 Teaching Resources under RT4.2, the Bidder must provide, as a minimum, the following information:</p> <ul style="list-style-type: none"> i) Names of each teaching resource and details on employer(s) where hours were accumulated; ii) Start and end dates of the tutoring services provided (month/year to month/year); iii) Total number of hours for each period identified in ii); iv) Mean(s) of communication used (telephone, online, WebEx or other); v) Target audience (private sector, public sectors other than the federal government and the federal government sector). <p>The bidder must provide a written confirmation of the hours taught by each teaching resource in order to corroborate the hours of tutoring services provided by the teaching resources of the bidder in response to the RT4.2A.</p> <p>A) For tutoring services experience, per Teaching Resource:</p> <ul style="list-style-type: none"> • 1,500 – 2,000 hours of tutoring – 10 points • 2,000 – 2500 hours of tutoring – 30 points • Over 2,500 – 50 points <p>Maximum points for A): 50</p> <p>B) For experience in tutoring services with the following sector(s), per Teaching Resource:</p> <ul style="list-style-type: none"> i. Private – 5 points ii. Public other than federal government – 10 points iii. Federal government – 15 points <p>Maximum points for B): 15</p> <p>For RT4.2 B), points will be awarded for the target audience that has received the most tutoring hours in response to RT4.2 i), ii) and iii).</p>		
RT4.2	Maximum points for RT4.2: 65 points		



INSERT:

No.	Point-rated Technical Criterion	Points Awarded	Cross Reference to Proposal
RT4.2	<p>Teaching Resources Since January 1st, 2011, at least 20 of the Bidder's Teaching Resources have accumulated experience in remote tutoring services for adult English and/or French second language learning for tutoring hours.</p> <p>experience accumulated by at least each of 20 Teaching Resources under RT4.2, the Bidder must provide, as a minimum, the following information:</p> <ol style="list-style-type: none"> I. Names of each teaching resource and details on employer(s) where hours were accumulated; II. Start and end dates of the tutoring services provided (month/year to month/year); III. Total number of hours for each period identified in ii) IV. Mean(s) of communication used (telephone, online, WebEx or other); V. Target audience (private sector, public sectors other than the federal government and the federal government sector). <p>The bidder must provide a written confirmation of the hours taught by each teaching resource in order to corroborate the hours of tutoring services provided by the teaching resources of the bidder in response to the RT4.2A.</p> <p>A) For tutoring services experience, per Teaching Resource:</p> <ul style="list-style-type: none"> • 500 – 1,000 hours of tutoring – 10 points • 1,001 – 2000 hours of tutoring – 30 points • Over 2,000 hours of tutoring – 50 points <p>Maximum points for A): 50</p> <p>B) For experience in tutoring services with the following sector(s), per Teaching Resource:</p> <ol style="list-style-type: none"> iv. Private – 5 points v. Public other than federal government – 10 points vi. Federal government – 15 points <p>Maximum points for B): 15</p>		



	<p>For RT4.2 B), points will be awarded for the target audience that has received the most tutoring hours in response to RT4.2 i), ii) and iii).</p>		
RT4.2	Maximum points for RT4.2: 65 points		