



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Linguistic Services Division / Division des services
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5ième étage

Gatineau

Québec

K1A 0S5

Title - Sujet Services de formation linguistique	
Solicitation No. - N° de l'invitation EN578-191887/B	Date 2018-12-19
Client Reference No. - N° de référence du client 20191887	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZF-521-34413
File No. - N° de dossier 521zf.EN578-191887	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-21	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Courteau, Josianne	Buyer Id - Id de l'acheteur 521zf
Telephone No. - N° de téléphone (613) 720-9517 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

Request for Information (RFI)

1. Intent of this RFI

Public Works and Government Services Canada (PWGSC) is asking you to provide comments on potential Standing Offers (SO) for language training services in the National Capital Region (NCR). The purpose of this RFI is to provide the industry with an early opportunity to assess and comment on the needs and distribution of proposed work for these SOs, while reducing potential questions that may be asked when the Requests for Standing Offer (RFSOs) are posted.

2. Background Information

It is expected that the Canada School of Public Service (CSPS) will no longer have the mandate to update and maintain second language training programs as of April 2019. In response to this change, the Government of Canada is currently developing a national strategy for second language training. This strategy is designed to meet the current and future needs of all public service employees. Future procurement tools will include distance and online training, customized training, as well as training outside regular working hours.

These procurement tools will be phased in over a few years.

Until the national strategy for second language training is implemented, the Government of Canada will introduce temporary tools to address these immediate second language training needs.

A first RFI was published during the Fall of 2018. Results are included in Annex B.

3. Nature of Request for Information

The purpose of the RFI is to engage Industry to seek feedback and receive comments and recommendations on the proposed requirements.

This is not request for standing offers. This RFI will not result in the award of any contract. As a result, potential offerors of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential offeror responds to this RFI will not preclude that offeror from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

4. Questions for Industry

PWGSC would like feedback on certain specific questions. **You may choose to only answer certain questions.** The questions can be found at Annex A.

5. The Requirement

PWGSC is planning a scope of work that would include the following service work streams in the NCR:

Work Stream
1. Full-time Group Training, in English or French, on the Offeror's Premises
2. Part-time Group Training, in English or French, on the Offeror's Premises
3. Part-time Group Training, in English or French, at a Federal Institution
4. Full-time Individual Training, in English or French, on the Offeror's Premises
5. Part-time Individual Training, in English or French, on the Offeror's Premises
6. Part-time Individual Training, in English or French, at a Federal Institution

6. Request for Standing Offer Process

A Request for Standing Offers (RFSO) will be posted during winter 2019. The RFSO should include an assessment of mandatory requirements and point rated criteria. Offerors are required to meet all mandatory evaluation criteria in order to be evaluated against the point rated criteria. It is anticipated that more than one standing offer will be issued.

The RFSO process should include the following steps:

1. **Evaluation phase:** PWGSC will evaluate the offers. The PWGSC team will evaluate the offers through a fair and objective process using the criteria outlined in the RFSO.
2. **SO contracting phase:** Once the offerors have been selected and identified, PWGSC will award the SOs.
3. **Transition:** Transition from existing to new SOs to ensure continuity of service.

The SOs should be for a period of two years and three optional periods of 12 months each.

7. Security Requirements

There are no security requirements associated with responding to this RFI.

The future RFSO will contain security requirements. If your organization does not have the requested level (see Annex C of the draft RFSO) and wishes to obtain it in order to become an offeror of second language training services, please make the request as soon as possible to the RFI Authority.

8. Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

9. Treatment of Responses

Use of Responses

Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies. Canada will review all responses received by the RFI closing date, and may at its discretion, review responses received after the RFI closing date.

Review Team

A review team consisting of representatives of Canada will review the responses. Canada reserves the right to hire any independent consultant or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.

Confidentiality

Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the [Access to Information Act](#) and the [Privacy Act](#).

10. Follow-up Activity

Canada may, at its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

11. Official languages

Responses to this RFI may be submitted in either of Canada's official languages.

12. Submission of Responses

a) Time and Place for Submission of Responses: Interested parties should email their response to the request for information authority by the date, time and place indicated on page 1 of the RFI.

b) Responsibility for Timely Delivery: Each respondent is solely responsible for ensuring a response is delivered on time.

13. Request for Information Authority

All enquiries and any other communication related to the industry consultation process, including the submission of RFI responses, must be directed exclusively to the RFI Authority below:

Josianne Courteau

Josianne.courteau@tpsgc-pwgsc.gc.ca

Supply Team Leader

Specialized Professional Services Procurement Directorate

Telephone: 613-720-951

Annex A
Questions for Industry

See Annex A published in the attachments on buy and sell.

Annex B

First RFI results

Results will be published shortly in an amendment to this Request for Information.