



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - No de FAX:
(306) 780-5232

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised;
unless otherwise indicated, all other terms and
conditions of the Solicitation remain the same.

Ce document est par la présente révisé;
sauf indication contraire, les modalités de
l'invitation demeurent les mêmes.

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE
UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ

Title – Sujet: French and English Language Training, Regina, SK		Date December 19, 2018
Solicitation No. – N° de l'invitation M9424-18-2557/A – PW-18-00849676		Amendment No. – N° de la modification 005
Client Reference No. - No. De Référence du Client 201802557		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	January 28, 2019	
Incoterms 2010 "DDP Delivered Duty Paid" See herein — Voir aux présentes	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Tania Sentes		
Telephone No. – No. de téléphone 639-625-3463		Facsimile No. – No. de télécopieur 306-780-5232
Delivery Required – Livraison exigée N/A		Delivery Offered – Livraison proposée N/A
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. 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



This amendment is raised to address the following:

- To respond to questions received during the solicitation period; ; and
- To revise the solicitation accordingly, as applicable.

QUESTIONS AND ANSWERS

Question 6: Mandatory Criteria b) What would be acceptable proof of language proficiency?

Answer 6: Acceptable Proof of language proficiency includes any of the following:

- * For English proficiency: The International English Language Testing System – IELTS –
- * For French proficiency : Diplôme d'études en langue française "option professionnelle" - DELF Pro
- * Signed letter from a recognized institution or school affirming the offeror achieved at least intermediate level skills in English and/or French language speaking and listening.

This information has also been added to Appendix 2 - Glossary

Question 7: Would the RCMP consider an extension?

Answer 7: Yes, the solicitation date has been extended

SOLICITATION REVISIONS:

1) On page one (1)

DELETE:

Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	January 22, 2019	

INSERT:

Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	January 28, 2019	

2) On page thirty-one (31) Appendix 2 - Glossary

DELETE:

In its entirety



INSERT:

Appendix 2 GLOSSARY

General standard competencies of the Public Service Commission of Canada: documents explaining the B and C level of the general standard competencies of the Public Service Commission of Canada are available on the Internet at the following address:

<https://www.canada.ca/en/treasury-board-secretariat/services/staffing/qualification-standards/relation-official-languages.html>

Following are more details concerning the different components of the Second Language Evaluation testing:

- Oral: <https://www.canada.ca/en/public-service-commission/services/second-language-testing-public-service/second-language-evaluation-oral/the-test.html>
- Written Expression: <https://www.canada.ca/en/public-service-commission/services/second-language-testing-public-service/second-language-evaluation-writing/the-test.html>
- Reading Comprehension: <https://www.canada.ca/en/public-service-commission/services/second-language-testing-public-service/second-language-evaluation-reading/the-test.html>

Definitions:

Accelerated approach to language learning minimizes the duration of training and increases the rate of successful achievement of targeted levels of linguistic competency. During the training, learning occurs and develops at a faster rate than usual.

Certified True Copy is defined as a copy of the original that has been signed and sealed by a Canadian notary or commissioner of oaths. The document requires a seal and signature on the copy, certifying that it is an Original True Copy.

Comparable program is one that is similar or close in comparison. In other words, there are features which are common or roughly similar which are suitable for comparison.

Developmental language training is defined as the process whereby a learner develops an understanding of the different aspect of the target language: reading, writing, listening and speaking.

Language acquisition in the context of second language training is defined as the process by which employees acquire the capacity to perceive and comprehend language, as well as to produce and use words and sentences to communicate.

Language Proficiency definitions:

- a) A native speaker's language is his first language, which means that it dominated his youth and is therefore the language he does his thinking in. A native speaker is more than fluent – he correctly and easily uses his first language.
- b) Proficient (near native or mastery) is defined as “well advanced in knowledge”. In terms of language, “proficient” refers to a speaker who, while very skilled in the use of a language, uses the language with greater formality and less familiarity than a native speaker.



Offeror's Attestation of linguistic proficiency: Self-assessment of linguistic proficiency will not be acceptable. The Attestation of linguistic proficiency document must be from a recognized educational institution or from a qualified linguist. The RCMP reserves the right to review assessment results and the identified assessment criteria.

Acceptable Proof of language proficiency includes any of the following:

- * For English proficiency: The International English Language Testing System – IELTS –
- * For French proficiency : Diplôme d'études en langue française "option professionnelle" - DELF Pro
- * Signed letter from a recognized institution or school affirming the offeror achieved at least intermediate level skills in English and/or French language speaking and listening.

Relevant experience is previous experience that is relevant to a specific job, in this case, language teaching or the development of pedagogical material.

3) On page thirty-five (35) Annex B – Mandatory Criteria

DELETE:

In its entirety

INSERT:

ANNEX B

MANDATORY CRITERIA

Offerors can submit an offer for Group A – Second Language Instruction, Group B – Pedagogical Advisor or both in either English, French or both languages. If submitting offers for Group A and B or for multiple languages, the offers must be submitted separately as per Section 3.1.

Offerors are required to indicate whether or not they comply with the mandatory requirements of the Resource Category or Categories, as applicable. Offerors must include compliance with each of the requirements with supporting documentation included.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting documentation provided.

Failure of a proposal to provide information in sufficient detail and depth to permit evaluation against the criteria may render a proposal non-responsive. All Offerors are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be "demonstrated" for the purposes of the evaluation. All professional experience must be fully demonstrated in "hours and/or years-months" of experience and documented in the proposal.

* Some of the terms and expressions used in this Annex are defined in Appendix 2.

Mandatory Criteria: Group A – Second Language Instructor

Mandatory Criterion - M1 - Experience for each of the Proposed Personnel	Met	Not Met	Comments
Offeror MUST include within their proposal a detailed curriculum vitae (C.V.), for <u>each</u> of proposed personnel. The proposal MUST include:			
a. original or certified true copy of university degree(s);			



b. Offeror's attestation to linguistic proficiency level in French and/or English as the target language for each of the proposed personnel (current – within last 12 months);			
c. chronological work experience; i. a detailed description of relevant areas of teaching experience; ii. a minimum of 3 years full time classroom teaching within the last 5 years or minimum of 900 hours part time classroom teaching within the last 5 years. Provision of evidence substantiating the number of hours, months, and/or years * of delivered classroom-based instruction (name of client organization, name and telephone number of a contact person for confirmation, number of hours of experience as a language instructor, start and end date of the experience);			
d. hold a University Degree in <i>education</i> from a recognized Canadian University or a certified Canadian equivalent from an accredited institution for studies completed outside Canada;			



Mandatory Criteria: Group B – Pedagogical Advisor

Mandatory Criterion - M1 - Experience for each of the Proposed Personnel	Met	Not Met	Comments
Offeror MUST include within their proposal a detailed curriculum vitae (C.V.), for <u>each</u> of proposed personnel. The proposal MUST include:			
a. original or certified true copy of university degree(s);			
b. educational and professional designation attainments, as well as professional development and training courses completed (original document or certified true copy);			
c. Offeror's attestation to linguistic proficiency level (mastery) in French and/or English for the target language for each of the proposed personnel (current – within last 12 months);			
d. chronological work experience; <ul style="list-style-type: none"> iii. a detailed description of relevant areas of teaching experience; iv. a minimum of 8 years full time classroom teaching within the last 10 years or minimum of 4000 hours part time classroom teaching within the last 10 years. Provision of evidence substantiating the number of hours, months, and/or years * of delivered classroom-based instruction (name of client organization, name and telephone number of a contact person for confirmation, number of hours of experience as a language instructor, start and end date of the experience);			
e. hold a University Degree in <i>education</i> from a recognized Canadian University or a certified Canadian equivalent from an accredited institution for studies completed outside Canada;			



Point Rated Criteria

Only offerors deemed compliant against the mandatory technical criteria will proceed of the point rated phase of the evaluation.

Point Rated Criteria R1.1 to R1.3 and R3 must be completed for Group A – Second Language Instructor.

Point Rated Criteria	Weight	Evaluation Factors
Point rated Criterion - R1.1 – Educational qualifications for each of the Proposed Personnel; breakdown by specialization: Second Language Instructor		
<p style="text-align: center;">R1.1</p> <p>Based on the submitted curriculum vitae of each of the Offeror's proposed personnel, the RCMP will evaluate on a cumulative basis the breadth and depth of each of the proposed personnel's education.</p> <p>For Offerors with multiple resources, the points given will be based on the average rating (ie. 4 resources – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	/20	<p>1. Instructor Education and ongoing Training Standards:</p> <p><u>Additional and/or ongoing training in education:</u></p> <p>Second Language Teaching certificate – TESOL OR TSL = 4 points</p> <p>Bachelor's Degree other than in education, in the study of the target language or linguistics = 5 points</p> <p>Other specialized teaching/training certificate = 3 points</p> <p>Master's Degree in Education = 8 points</p>
TOTAL POINTS RATED R1.1:	/20	



Point Rated Criteria	Weight	Evaluation Factors
Point rated Criterion - R1.2 – Instructor Experience (C.V.) for each of the Proposed Personnel; breakdown by specialization: Second Language Instructor		
<p style="text-align: center;">R1.2</p> <p>Based on the submitted curriculum vitae of each of the Offeror’s proposed personnel, the RCMP will evaluate the breadth and depth of each of the proposed personnel’s experience.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	<p><i>/7</i></p> <p><i>/7</i></p> <p><i>/15</i></p>	<p>1. Instructor Experience Standards:</p> <p>a) Post-secondary Teaching in Target Language(s) *: 3 years min. = 5 points > 3 years = 7 points</p> <p>b) Second Language Teaching (French and/or English as Target Language) in one or more of the programs listed below:</p> <p>(i) Canadian federal government programs; (i.e. CSPS, LTC – PBFT, PFL2, CEWP or other standard language learning program): 1,000 - 3,000 hours = 5 points > 3,000 hours = 7 points</p> <p>(ii) Teaching in an Accelerated Language Learning Program for adults: 500 – 1,500 hours = 10 points > 1,500 hours = 15 points</p>
TOTAL POINTS RATED R1.2	/29	



Point Rated Criteria	Weight	Evaluation Factors
Point rated Criterion - R1.3 – Specialized Experience (C.V.) for each of the Proposed Personnel; breakdown by specialization: Second Language Instructor		
<p style="text-align: center;">R1.3</p> <p>Based on the submitted curriculum vitae of each of the Offeror's proposed personnel, the RCMP will evaluate the breadth and depth of each of the proposed personnel's expertise.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	/10	<p>3. Specialized Instructor Experience Teaching English and/or French as a Second Language</p> <p>a) to the RCMP or other law enforcement or military agency. 500 – 1,000 hours = 5 points > 1,000 hours = 10 points</p>
TOTAL POINTS RATED R1.3	/10	



Point Rated Criteria R2 and R3 must be completed for Group B – Pedagogical Advisor

Point Rated Criteria	Weight	Evaluation Factors	
Point rated Criterion – R2 – Qualifications for each of the Pedagogical Advisor(s)			
<p>R2</p> <p>Based on the submitted samples of work produced the RCMP will evaluate the expertise.</p> <p>For those proponents with multiple personnel, the points given will be based on the average rating (ie. 4 personnel – all will be evaluated, totaled, and divided by 4) to get the final point count for that factor.</p>	/10	<p>1. the ability to design and produce high quality written educational material.</p> <p>a) 1 (one) sample of work done for RCMP = up to 10 points; OR</p> <p>b) 1 (one) sample of work done for another entity = up to 8 points</p>	
		/15	<p>2. the ability to conduct internet-based search of a minimum of 3 websites directly related to target language learning, complete with comparative analysis of which websites are credible and useful versus those which are inappropriate or of low quality.</p> <p>a) 1 (one) sample of work done for RCMP = up to 15 points, OR</p> <p>b) 1 (one) sample of work done for another entity = up to 12 points</p>
		/10	<p>3. the ability to develop assessment criteria for learners.</p> <p>a) 1 (one) sample of work done for RCMP = up to 10 points, OR</p> <p>b) 1 (one) sample of work done for another entity = up to 8 points</p>
TOTAL POINTS RATED R2:	/35		

The following criteria will be used to evaluate the sample provided:

- Language criteria:
Assessment of how easy it is for people to understand the words used (i.e. directness, plain words, grammar and punctuation, readability)
- Design criteria:
Assessment of visual impact of the document and the way its design influences usability (i.e. legibility, graphic elements, structure, impression)
- Relationship criteria:
Assessment of how far the document established a relationship with its users (i.e. who from, contact, audience fit, tone)



- Content criteria:
Assessment of how the content and the way it is organized deliver the document's purpose (i.e. relevance, subject, action, alignment)

Percentage of Points Allocated	Rating Level
0 %	Unsatisfactory: No details provided of how the offeror will meet the requirement.
20 %	Incomplete or limited explanation of how the offeror will meet the requirement.
40 %	Poor explanation of how the offeror will meet the requirement.
60 %	Acceptable and adequate explanation of how the offeror meets the requirement.
80 %	Good explanation of how the offeror will meet the requirement.
100 %	Excellent and in-depth and specific explanation on how the offeror will meet the requirement.



To be completed for Group A – Second Language Instructor and Group B – Pedagogical Advisor

Point Rated Criteria	Weight	Evaluation Factors
Point Rated Criterion - R3 - Proposal Quality		
R3	/8 /5 /5	<p>A total of eighteen (18) points for presenting proposals in a clear and logical fashion, and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFSO, as evidenced by the following:</p> <p>i) 8 points for ordering/structuring the proposal to match the order and sequence of the mandatory and point-rated evaluation criteria within the RFSO;</p> <p>ii) 5 points for including tabs between sections of the proposal; and</p> <p>iii) 5 points for the overall clarity and ease-of-use as it relates to the structure, presentation, layout, quality, grammatical accuracy, spelling and design of the proposal.</p>
TOTAL POINT RATED R3:	/18	
TOTAL POINT RATED R1 – R3:		

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME