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**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

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

**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, 5e étage

Gatineau  
Québec

K1A 0S5

<b>Title - Sujet</b> Language training services NCR	
<b>Solicitation No. - N° de l'invitation</b> EN578-191887/D	<b>Date</b> 2019-05-02
<b>Client Reference No. - N° de référence du client</b> 20191887	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 521zf.EN578-191887	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-521-35628	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2019-04-29	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-06-10</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Courteau, Josianne	<b>Buyer Id - Id de l'acheteur</b> 521zf
<b>Telephone No. - N° de téléphone</b> (613) 720-9517 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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Amendment 001 is raised to amend the Request for Standing Offer (RFSO) and to answer questions.

## Amendments

### Amendment 1

In each header:

**Delete** : EN578-191887/B

**Replace with**: EN578-191887/D

### Amendment 2

At Annex F, page 61 of 76, mandatory criteria M7: Pedagogical Advisors, delete article 1. Education in its entirety and replace with:

1. Education:

As proof of education, the Offeror must submit, for each proposed pedagogical Advisor, an original document or a certified true copy of the original. The copy to the original must be certified by the Offeror or a commissioner for oaths, confirming the level of education of each pedagogical Advisor.

In cases where the education was completed at an institution outside of Canada, only a comparative evaluation by an accredited institution will be accepted. These institutions include federal and provincial government credential assessment agencies and the International Credential Assessment Service of Canada, as well as some other assessment services that are recognized for comparing certificates and credentials to standards identified on the Canadian Information Centre for International Credentials website at the following address:

[https://www.cicic.ca/927/identify\\_the\\_organization\\_responsible\\_for\\_recognition.canada](https://www.cicic.ca/927/identify_the_organization_responsible_for_recognition.canada)

Supporting documents listed above should be included with the offer at time of the solicitation closing date. However, if the documents are not submitted with the offer as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will result in the resource for which supporting documents are missing will be declared non-responsive.

### Amendment 3

At Annex F, page 62 of 76, mandatory criteria M10: Evaluators, delete in its entirety and replace with:

<b>M10: Evaluators</b>
This mandatory criterion applies to Offerors submitting an offer for stream 7 only.
In its offer, the Offeror must propose one evaluator.  In order to be considered responsive, the evaluator must have the education and experience described in the following table.
<b>1. Education</b>
A bachelor's degree from a recognized Canadian university.
AND
<b>2. Placement test experience</b>
Since January 2013 at least 25 placement tests for full-time training must have been administered and a placement test report must have been prepared for each of them.
AND
<b>3. Teaching experience</b>
At least 6,000 hours of experience since January 2002 teaching French and/or English as a second language to adults.
 <b>1. <u>Education:</u></b>  As proof of education, the Offeror must submit an original document or a certified true copy of the original. The copy to the original must be certified by the Offeror or a commissioner for oaths, confirming the level of education of the evaluator.  In cases where the education was completed at an institution outside of Canada, only a comparative evaluation by an accredited institution will be accepted. These institutions include federal and provincial government credential assessment agencies and the International Credential Assessment Service of Canada, as well as some other assessment services that are recognized for comparing certificates and credentials to standards identified on the Canadian Information Centre for International Credentials website at the following address:  <a href="https://www.cicic.ca/927/identify_the_organization_responsible_for_recognition.canada">https://www.cicic.ca/927/identify_the_organization_responsible_for_recognition.canada</a>  The supporting document listed above should be included with the offer at time of the solicitation closing date. However, if it is not submitted as requested, the standing offer authority will inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to meet the standing offer authority's request and comply with the scheduled deadline will result in the resource for which the supporting document is missing being declared non-responsive.

2. Placement test experience

Only the experience obtained in a professional context will be accepted, experience acquired in an academic context (for example, an internship) will not be accepted.

To confirm the experience of the proposed evaluator, the Offeror must provide the following information for each placement test administered:

- a) Client organization name;
- b) Name and up-to-date telephone number and/or email address of a contact person, in the client organization, who will be able to corroborate the information provided in the offer;
- c) Second language evaluated during placement tests; and
- d) Administration date.

3. Teaching experience

Only the experience obtained in a professional context will be accepted, experience acquired in an academic context (for example, an internship) will not be accepted.

In order to confirm the experience of the proposed evaluator, the Offeror must provide the following information:

- a) Client organization name;
- b) Name and up-to-date telephone number and/or email address of a contact person, in the client organization, who will be able to corroborate the information provided in the offer;
- c) Number of hours of experience as a teaching resource for each demonstrated of experience;
- d) start and end dates (that is, "month/year to month/year") for each demonstrated experience; and
- e) Second language taught, type of clientele.

#### **Amendment 4**

At Annex A, page 28, in section 7.6 Qualifications of Assessors, **delete**:

#### **Mandatory Qualifications**

##### **Assessor:**

All assessors must have the education and experience described in the following table.

<b>1. Education</b>
A bachelor's degree from a recognized Canadian university.
AND
<b>2. Placement test experience</b>
Since January 2013 at least 25 placement tests for full-time training must have been administered and a placement test report must have been prepared for each of them.
AND
<b>3. Teaching experience</b>
At least 6,000 hours of experience since January 2010 teaching English and/or French as a second language to adults.

##### **Trainee assessor:**

All trainee assessors must have the education and experience described in the following table.

<b>1. Education</b>
A bachelor's degree from a recognized Canadian university.
AND
<b>2. Placement test experience</b>
Since January 2013 at least 10 placement tests for full-time training must have been administered and a placement test report must have been prepared for each of them.
AND
<b>3. Teaching experience</b>
At least 6,000 hours of experience since January 2010 teaching English and/or French as a second language to adults.

#### **Replace with:**

#### **Mandatory Qualifications**

##### **Assessor:**

All assessors must have the education and experience described in the following table.

<b>1. Education</b>
A bachelor's degree from a recognized Canadian university.
AND
<b>2. Placement test experience</b>
Since January 2013 at least 25 placement tests for full-time training must have been administered and a placement test report must have been prepared for each of them.
AND
<b>3. Teaching experience</b>
At least 6,000 hours of experience since January 2002 teaching English and/or French as a second language to adults.

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### Trainee assessor:

All trainee assessors must have the education and experience described in the following table.

<b>1. Education</b>
A bachelor's degree from a recognized Canadian university.
AND
<b>2. Placement test experience</b>
Since January 2013 at least 10 placement tests for full-time training must have been administered and a placement test report must have been prepared for each of them.
AND
<b>3. Teaching experience</b>
At least 6,000 hours of experience since January 2002 teaching English and/or French as a second language to adults.

## Questions and answers

### Question 1

Would it be acceptable to have English and French writing in the same submission?

### Answer 1

Yes. Offers and supporting information may be submitted in either English or French. It is the Offeror's responsibility to provide a comprehensible offer.

### Question 2

Stream 7: Mandatory criteria M10: *Evaluators*,

1. *Education: Is a degree obtained outside Canada with equivalency from a Canadian accredited organization acceptable?*

3. *Teaching experience: Would it be possible to include experience as a pedagogical advisor to replace teaching experience, as a pedagogical advisor with 10 years' experience and with evaluation experience will not qualify under this criterion.*

### Answer 2

- a) Yes, see amendment 3 above.
- b) No, supervision experience will not be included. Please see amendment 3 above, applicable to mandatory criteria M10.

All other terms and conditions remain the same.