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K1A 0S5

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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

Title - Sujet Language training services NCR	
Solicitation No. - N° de l'invitation EN578-191887/D	Date 2019-05-15
Client Reference No. - N° de référence du client 20191887	Amendment No. - N° modif. 004
File No. - N° de dossier 521zf.EN578-191887	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZF-521-35628	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2019-04-29	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-10	
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 () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité 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

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
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)		
For the Minister - Pour le Ministre		

N° de l'invitation - Sollicitation No.
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N° de la modif - Amd. No.
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Id de l'acheteur - Buyer ID
521zf
N° CCC / CCC No./ N° VME - FMS

Amendment 004 is raised to amend the Request for Standing Offer (RFSO) and to answer questions.

Amendments

Amendment 11

At Annex F, page 57 of 76, in mandatory criteria M4: Experience in part-time group training, **delete:**

A maximum of ten different training projects providing part-time group training will be taken into account for this mandatory criterion. If the Offeror submits more than ten training projects, only the first ten, in order of presentation, will be evaluated.

Replace with:

A maximum of 15 different training projects providing part-time group training will be taken into account for this mandatory criterion. If the Offeror submits more than 15 training projects, only the first 15, in order of presentation, will be evaluated.

Amendment 12

At Annex F, page 70 of 76, in rated criteria R4: Experience in part-time group training, **delete:**

Examples of experience in delivering part-time group training submitted under mandatory criteria M4 will be used to evaluate this criterion. If the Offeror submits more than ten examples of training experience under M4, only the first ten, in order of presentation, will be evaluated.

Replace with:

Examples of experience in delivering part-time group training submitted under mandatory criteria M4 will be used to evaluate this criterion. If the Offeror submits more than 15 examples of training experience under M4, only the first 15, in order of presentation, will be evaluated.

Amendment 13

At Annex F, page 59 of 76, in section Table 2 - Template of a training project for the experience of the Offeror, **delete:**

The Offeror must provide the information required in mandatory criteria C3 through C6. Table 2 below has been provided to assist with presenting this information.

Replace with:

The Offeror must provide the information required in mandatory criteria M3 through M6. Table 2 below has been provided to assist with presenting this information.

Questions and answers

Question 11

Criteria M7: Pedagogical Advisors

You ask to present the supervision experience and teaching experience for the pedagogical advisor as part of the DOC EN578-191887/D. The latter must have a minimum of 2,400 hours of supervision. However, he or she must have a minimum of 4,800 hours of teaching experience. The primary role of the advisor is to supervise the teaching and ensure professional development. Since several experienced pedagogical advisors have been assigned to course supervision since the creation of the CSPA partnership program, they have a higher number of hours of supervision and fewer hours of teaching.

Can you add a category to reflect the reality of career pedagogical advisors who have acted exclusively in supervision since 2010 and who have more than 18,000 hours of supervisory experience?

Answer 11

The mandatory criterion O7 will not be modified. The table 1 to which you refer in your question allows 3 options for the teaching experience, namely:

3. Teaching experience: One of the three following options (a) b) or c):		
a) At least 4,800 hours of experience since January 2010 teaching French and/or English as a second language to adults.	b) At least 7,200 hours of experience since January 2005 teaching French and/or English as a second language to adults.	c) At least 9,600 hours of experience teaching French and/or English as a second language to adults.

A pedagogical advisor who didn't teach since 2010 could potentially qualify under option b) or c) of Table 1 for his/her teaching experience. The pedagogical advisor could also potentially qualified for his/her teaching experience under option b) or c) of Table 2.

Question 12

Article 7.6 p.27 Qualification of assessors

Our pedagogical advisors have been administering the placement tests for several years and their experience as teachers dates back to 2004 and 2011, could you accept the teaching experience before 2010?

Answer 12

Teaching experience is accepted until January 2002. Section 7.6 was amended in Amendment 001 to this Request for Standing Offers. Please refer to this modification for more details.

Question 13

In criteria M1 and M2 facilities and Location, it is required that each classroom has access to, among other things, a photocopier. Does this mean that each room must have a printer or that each computer must be connected to a photocopier located on the offeror's premises?

Answer 13

A photocopier doesn't need to be present in each classroom, but a photocopier must be available for the learners to use on site. For example, if the Offeror has a photocopier available at one of its location, but not the other, the classrooms in the second location would not be compliant.

Question 14

In the price grid in stream 7, the offeror cannot detail the price by type of test (oral, reading and writing). What do we do if the learner only wants to do the oral or the written expression and reading comprehension only? We charge the price for all three and only administer one or two?

Answer 14

The assessments must include all 3 tests (oral skills, written expression and reading comprehension). If a learner wishes to take only one test, the request cannot be made under the standing offer.

Question 15

Do we submit an offer for each stream or an offer including all streams for which we are submitting an offer?

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Answer 15

The bidder should submit a single offer including all streams for which it is submitting an offer.

Question 16

For the experience in part-time group training, the same number of hours is required as for full-time group training (5001 hours). This severely limits the ability of offerors, who have not worked under the current SO, to meet this criteria and even more so with the constraint of only 10 projects. Would it be possible to review the number of hours for this criterion to allow other offerors to qualify for this stream?

Answer 16

See amendments 11 and 12 above that increase the number of projects that can be submitted for the experience in part time group training.

Question 17

In your response to question 9-d of Amendment 3, you say that the offeror cannot name itself as a reference in its offer. What reference can we use for training given to a group of adults in a private capacity and not under a contract with their employer?

Answer 17

For example, a learner from the group could be included as a reference. It is important to note that this reference must be able to verify and validate the information provided by the Offeror.

Answer 18

Following M6, Table 2- Template of a training project for the experience of the Offeror there is this: The Offeror must provide the information required in mandatory criteria C3 through C6. Table 2 below has been provided to assist with presenting this information. We assume you mean M3 through M6?

Answer 18

Yes. See amendment 13 above.

All other terms and conditions remain the same.