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**Gatineau
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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 2019-05-22
Client Reference No. - N° de référence du client 20191887	Amendment No. - N° modif. 005
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		

Amendment 005 is raised to amend the Request for Standing Offer (RFSO) and to answer questions.

Amendments

Amendment 14

In annex F, page 60 of 76, mandatory criteria M7: Pedagogical Advisors **AND** in annex A, page 23, section 6.11.1 Pedagogical Advisors, **DELETE** Table 1 and Table 2 and **REPLACE WITH** the following Table 1 and Table 2:

Table 1

1. Education		
a) A bachelor's degree from a recognized Canadian university		
AND		
2. Supervisory experience		
a) A minimum of 2,400 hours of experience since January 2010 supervising at least 5 teaching resources at the same time.		
AND		
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 2000 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.

Table 2

1. Education: One of the two following options (a) or b)):		
a) At a minimum, a bachelor's degree from a recognized Canadian university listed in Appendix 6 of the Statement of Work. If the bachelor's degree is not listed in this appendix, it is the Offeror's responsibility to demonstrate its link to second-language training.	b) A bachelor's degree from a recognized Canadian university. AND A certificate (from an accredited Canadian institution) listed in Appendix 6 of the Statement of Work. If the certificate is not listed in this appendix, it is the Offeror's responsibility to demonstrate its link to second-language training.	
AND		
2. Supervisory experience		
a) A minimum of 1,200 hours of experience since January 2010 supervising at least 5 teaching resources at the same time.		
AND		
3. Teaching experience: One of the three following options (a) b) or c)):		
a) At least 3,600 hours of experience since January 2010 teaching English and/or French as a second language to adults.	b) At least 6,000 hours of experience since January 2000 teaching English and/or French as a second language to adults.	c) At least 8,400 hours of experience teaching English and/or French as a second language to adults.

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Amendment 15

In annex F, page 58 of 76, mandatory criteria M6: Experience in part-time individual training, **delete:**
A maximum of ten different training projects providing part-time individual 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 individual 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 16

In annex F, page 71 of 76, rated criteria R6: Experience in part-time individual training, **delete:**

Examples of experience in delivering part-time individual training submitted under mandatory criteria M6 will be used to evaluate this criterion. If the Offeror submits more than ten examples of training experience under M6, only the first ten, in order of presentation, will be evaluated.

Replace with:

Examples of experience in delivering part-time individual training submitted under mandatory criteria M6 will be used to evaluate this criterion. If the Offeror submits more than 15 examples of training experience under M6, only the first 15, in order of presentation, will be evaluated.

Questions and answers

Question 19

In Reference to Step 1 for English full-time groups what is the past average of the amount of English Group sessions (a step) that ran in a year?

Answer 19

PWGSC is able to provide data from the previous standing offer for the national capital region and not on any other contracts that might of include full-time group English training. The maximum English full-time group at level 1 that ran in a year is 1, with some years with 0. The previous group size for this specific training through the Standing Offer was 3 to 6 learners.

Question 20

Pedagogical adviser Experience

- By the experience required for a pedagogical adviser, it seems their experience in teaching is more important than their experience as a pedagogical adviser. For example, if we have a pedagogical adviser, who have been working in the language training field with Federal government employees for 12 years in which they have been a pedagogical full-time for over 10 years, and was an instructor for only 2 years they would not qualify under the conditions of this Standing Offer as they would not have the 7,200 hours of teaching experience that would be required.

In how it is worded, the more experience the pedagogical adviser has the more hours of teaching hours we would need to show.

We feel that if a school has pedagogical adviser who has many years of experience in this role (for example 10 years) then their experience in teaching hours should not be needed.

We ask that you add to the requirements of the Pedagogical adviser to be fair for those who have experienced pedagogical advisers and employed them full-time in their role on staff for many years.

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Answer 20

PWGSC consider teaching experience for the pedagogical advisors essential. This ensure the pedagogical advisor can support and advise teaching resources in their tasks. As such, PWGSC will not modified the pedagogical advisor experience to create an option with no teaching experience required. However, mandatory evaluation criteria is modified in amendment 14 above to allow more flexibility.

Question 21

This relates to Question and Answer # 8

- Your answer has provided concern in how you expect a school to answer and how a school can meet the required +35,000 hours within 10 projects.

If a school was successful and is on a current standing offer for language training, this should count as one project as per the standing offer we send monthly reports to PWGSC and they are the project authority of the NMSO.

If we are on the part-time group or part-time individual current standing offer, it seems that if there is a client XYZ we can group those together and count that as project 1, and so on but only up to 10 projects will be counted towards the +35,000 hours required.

We feel this is now unfair to the schools on the current NMSO's as there are too many contacts within the same department and we would not be able to meet the hours with only 10 contact names as it appears by your answer, that each contact name would count as 1 project(for example PWGSC has many contracting officers who send call ups to and over the years many areas of PWGSC have changed their contracting officers for various reasons), therefore we cannot group PWGSC as 1 project (as there are various contact names) within PWGSC.

If a school has devoted its space and classroom to the current NMSO over the past 5 years, and did not take on other contracts as we did not have the space to accommodate these extra groups or individuals, then it appears that we are being punished for providing this service over the years as we now cannot use the experience for this bid as there is not 10 names that we can use to reach the total hours of +35,000 as required.

We ask you reconsider your answer to Question 8 , and look at a method that would be fair to schools currently on the standing offers as with your answer it now appears to be too advantageous to schools not on the current NMSO's and were able to provide training to other standing offers out there that we could not provide the service too as we were committed to the current NMSOs OR you take off the maximum of 10 projects to reach the +35,000 hours, but by doing so a school might need to fill out over 30 or 40 project forms to reach the 35,000 hours as there are many departments and contract officers who send call ups to schools over the duration of the current NMSO.

Answer 21

PWGSC would like to clarify that the mandatory criteria are requiring 5,000 (M3, M4 and M6) or 10,000 (M5) hours of experience, not 35,000 hours each.

Also, the minimum hours of experience required in the rated criterions (R3, R4, R5 and R6) is only one (1) extra hour from what is required in the mandatory criteria, e.g. : rated criteria R3, requires only a minimum of 5,001 hours of experience.

As mentioned in your question, the standing offer authority receives the information on the current standing offers (numbers starting by EN578-093429) from the offerors themselves. Based on this, by having a standing offer authority as a reference, the offeror is referring to the information it provided itself. As such, PWGSC will not modify answer 8.

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To insure that the minimum required hours are reachable for part-time training, PWGSC already modified criteria M4 and R4 (in amendment 004) to increase the number of projects that can be submitted for part-time group training. Please see amendment 15 and 16 above that also increase the number of projects that can be submitted for part-time individual training.

Question 22

With all the questions and answer and more questions arising, we are asking for a due date in Late June so schools have time to prepare bids.

Answer 22

At this time, Canada will not extend the closing date of the Request for Standing Offer (RFSO).

Question 23

- a) The RFP Annex A discusses assessors and has Mandatory Qualifications but there is no mention of them in the evaluated requirements. Can you confirm that you are referring to the M10 Evaluators?
- b) In addition Annex A has minimum qualifications for Trainee Assessors. Please confirm there is no requirement to qualify Trainee Assessors in the proposal.

Answer 23

- a) Evaluators and assessors are the same. Yes, the term evaluator(s) of M10 refers to the assessor(s) of Annex A.
- b) Trainee Assessors are not evaluated as part of the mandatory or rated criteria of this RFSO, as such they offerors do not need to submit information for trainee assessor(s) in their offer.

Question 24

With regard to the teaching experience of pedagogical advisors, would you like us to demonstrate an overall number of hours per year by including references or a lecture demonstration of each course with the level, number of learners and references to certify that the hours have been completed?

Answer 24

PWGSC expects to receive the teaching experience of the pedagogical advisors per course taught. However, the experience could be grouped in various ways (for example, by client organization, course or other). The information mentioned in mandatory criterion O7 must be part of the offer, regardless of the method chosen to present the information:

"The Offeror must provide the following information to confirm the experience of each of the proposed pedagogical advisers:

- a) name of the client organization;
- b) name and telephone number and/or e-mail address of a contact person, in the client organization, who will be able to corroborate the information provided in the offer;
- c) total number of hours of experience as a teaching resource for each teaching experience demonstrated;
- d) start and end dates, i.e. from [month/year] to [month/year] for each teaching experience demonstrated;
- e) Second language taught, as well as the type of clients (adult or other), for each experience demonstrated."

Question 25

Question about Stream 7: mandatory technical criteria M8 Standardized placement tests

The Offeror must provide the placement tool for the oral interview, our tool is based on the PFL2 as it currently exists, and according to the call for tenders in Annex A the curriculum objectives have changed.

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Must the placement tool reflect the objectives of the new curriculum or we can submit the placement tool against the PFL2 as it currently exist.

Answer 25

As per mandatory criteria M8, The Offeror must provide the standardized placement tools that it intends to use to evaluate the learners. Criteria M8 doesn't dictate on which program, objectives or others these tools (oral and written) must be based.

All other terms and conditions remain the same.