



REQUEST FOR INFORMATION (“RFI”)

RFI Title: Language Testing	RFI #: 19200011
Issue Date: Wednesday, October 2, 2019	Close Date & Time: Friday, October 18, 2019 1:00 p.m. (Ottawa, Ontario, Canada local time)
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SECTION 1 - INTRODUCTION

1.1 IDRC OVERVIEW

The International Development Research Centre (“IDRC”) as established by an act of Canada’s Parliament in 1970 with a mandate “to initiate, encourage, support, and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical, and other knowledge to the economic and social advancement of those regions.” A Canadian Crown corporation, IDRC supports leading thinkers who advance knowledge and solve practical development problems. IDRC provide the resources, advice, and training they need to implement and share their solutions with those who need them most. In short, IDRC increases opportunities and makes a real difference in people’s lives. Working with development partners, IDRC multiplies the impact of investment and brings innovations to more people in more countries around the world. IDRC offers fellowships and awards to nurture a new generation of development leaders. IDRC employs about 375 people at the head office located in Ottawa, Canada and in five (5) regional offices located in New Delhi-India, Montevideo-Uruguay, Amman-Jordan, Nairobi-Kenya, and Dakar-Senegal. IDRC is governed by a board of up to 14 governors, whose chairperson reports to Parliament through the Minister of International Development. For more details visit: www.idrc.ca

1.2 PURPOSE AND NATURE OF THIS RFI

1.2.1 Purpose of this RFI

To support the potential fulfilment of goods and or services described in **section 2** of this RFI. IDRC is seeking information from existing service providers to obtain knowledge of these goods and or services and their associated costs, and to get acquainted with these service providers.

Service providers who respond to this RFI will be invited to respond to a competitive solicitation if issued.

1.2.2 No Commitment by IDRC

This RFI should not be construed as intent, commitment, or promise to acquire goods and or services.

IDRC may or may not issue a competitive solicitation (e.g. Request for Proposal (RFP)) for the goods and or services described in **section 2** following this RFI.

No contract will result from any response to this RFI. However, if only one response is received, IDRC may deem a direct award is appropriate as only one service provider appears to be interested and available.

1.2.3 No Cost to IDRC

IDRC will not reimburse respondents for any costs in conjunction with their response to this RFI.

1.2.4 Distribution and Use of RFI Responses

Copies of all documentation submitted in response to this RFI will be available to all IDRC stakeholders for review purposes.

Responses will not be formally evaluated.

Information submitted in response to this RFI may be used by IDRC for any purpose whatsoever.

SECTION 2 - INFORMATION BEING REQUESTED

2.1 BACKGROUND

IDRC is currently using external service providers to conduct second language evaluations for bilingual (French and English) positions.

Three (3) linguistic tests are administered: Oral Interaction (over the phone), Written Expression (online), and Reading Comprehension (online).

During IDRC's 2018-2019 fiscal year (April 1, 2018 to March 31, 2019), the following number of tests were administered:

160 Tests – Oral Interaction

420 Tests – Written Expression

420 Tests – Reading Comprehension

2.2 OBJECTIVE OF THE PROJECT

IDRC's Human Resources Division is seeking a service provider to conduct its official language testing effective February 1, 2020.

2.3 DESCRIPTION OF THE PROJECT

The purpose of this RFI is to obtain information on service providers and their approaches to language testing that will evaluate the proficiency level (French and English) (reading comprehension, written expression, and oral interaction) of internal employees and external candidates.

The service provider's online component should be able to administer IDRC owned reading comprehension and written expression tests, however IDRC is open to considering service provider's tests that meet the Government of Canada's [guidelines](#).

Mandatory requirements:

1. The language testing approach must work for internal employees and external candidates who are located within Canada and in all parts of the world (international).
2. The online component must work for, at a minimum, the reading comprehension and written expression tests.
3. The French and English tests must follow the [guidelines](#) of the Government of Canada standards (B, C, E) in the three (3) language skills (reading comprehension, written expression, and oral interaction).

SECTION 3 - INSTRUCTIONS FOR RESPONDING TO THIS RFI

3.1 HOW TO RESPOND

3.1.1 Enquiries

Any questions or other communication regarding this RFI **must** be directed to the Contracting Authority named on page 1.

As this is not a competitive solicitation, IDRC will not necessarily respond to questions in writing or circulate answers to all potential respondents.

3.1.2 Method of Sending

Respondents **must** send one (1) **electronic copy via email** of their responses in Microsoft Word or PDF format to the Contracting Authority named on page 1.

Respondents *email subject line* should cite the RFI # and the RFI title.

3.1.3 Close Date

Responses to this RFI **must** be received at IDRC by the date and time noted on page 1.

3.2 FORMAT OF RFI RESPONSES

3.2.1 Official Languages

Responses may be submitted in English or French.

3.2.2 Response Guidelines

Responses to this RFI should include the following sections:

- a. **Key Contact Person** (where this information will be used by IDRC for a subsequent competitive solicitation): primary contact person's name with respect to this RFI including their address, telephone number, and email address
- b. **Company Profile:** (i) organization's "Legal name" and address, and if applicable "Operating as" name, (ii) summary of the respondent's organization
- c. **Information, advice, and recommendations** in response to **section 4**.
- d. Identification and discussion of **key factors** that the respondent recommends that IDRC consider when establishing its future requirements.
e.g. what would the implementation plan for the new language testing tool and process involve/look like?
- e. **Other required information** specific to the nature of this RFI and deemed important by the respondent.
- f. **Estimated Costs:** Clearly identify all costs (high-level cost estimates for budget purposes) so that IDRC will be able to establish a project budget. All costs should be stated in Canadian funds exclusive of taxes.

SECTION 4 - RESPONSE REVIEW PROCESS AND SCHEDULE

4.1 CLARIFICATION

To fully comprehend the information contained within a response to this RFI, IDRC may seek further clarification, which may be requested verbally by telephone or in writing via email.

4.2 RFI RESPONSE PRESENTATIONS AND DEMONSTRATIONS

Respondents may be invited to present their response and or provide a technology demonstration to IDRC stakeholders.

The purpose of this presentation would be to seek clarification of information contained in the response (as noted above), to further explore issues raised, or to further meet the goals of the RFI.

4.3 SCHEDULE

The following schedule summarizes target dates for this RFI process:

RFI issued:	see page 1
RFI responses due:	see page 1
Review of RFI responses:	Fall 2019
Presentation/Demonstration (if required):	Fall 2019
Potential competitive solicitation posting:	Fall 2019