



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2**

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Request For a Standing Offer
Demande d'offre à commandes**

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

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 Second Language Education	
Solicitation No. - N° de l'invitation W4938-18037S/B	Date 2020-02-11
Client Reference No. - N° de référence du client W4938-18037S	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZF-504-37351
File No. - N° de dossier 504zf.W4938-18037S	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-23	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Cardinal, France	Buyer Id - Id de l'acheteur 504zf
Telephone No. - N° de téléphone (613)218-9269 ()	FAX No. - N° de FAX (819)956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE STN FORCES P.O.BOX 17000 KINGSTON Ontario K7K7B4 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° 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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

List of Annexes:

- Annex A Statement of Work
Annex B1- B3 Basis of Payment
Annex C Security Requirements Check List
Annex D Electronic Payment Instruments
Annex E Federal Contractors Program for Employment Equity – Certification
- Appendix 1 Course forecast by Canadian Armed Forces Bases
Appendix 2 Canadian Armed Forces English Course Training Plan
Appendix 3 Qualification Standard (QS), Military Second Language Education and Training Programme
Appendix 4 Canadian Armed Forces French Course Training Plan
Appendix 5 Canadian Armed Forces French Curriculum
Appendix 6 Canadian Armed Forces English Curriculum

The Annexes include the Statement of Work; the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and all appendix

1.2 Summary

1.2.1 The Department of National Defence requires language training services aimed at dispensing English and French Second Language Training to the military personnel in seven regions within Canada. The services will be required on an "as and when requested" basis authorized through the use of call-ups issued by Identified Users. This training is given either full or part time, in classrooms furnished by the Canadian Armed Forces (CAF) or at Offeror's premises as the case may be that are located in the Canadian Provinces and Territories identified at Appendix 1.

Period of the Standing Offer

The period for placing call-ups against the Standing Offer (SO) will be one (1) year, with a potential for up to four (4) additional one (1) year extension periods.

Multiple Standing Offers

Up to four (4) National Individual Standing Offers (NISOs) may result from this RFSO for the areas described below: one (1) NISO for the National Region (East and West); two (2) NISO for the National Capital Region; one (1) NISO for the North West Territories.

1. National (East and West area) with the exception of the National Capital Region and North West Territories. This NISO will include the following areas:

East Area:

Atlantic Region: New Brunswick: Gagetown, Moncton Nova Scotia: Halifax, Greenwood, Newfoundland and Labrador: Gander, Goose Bay and St. John

Quebec Region (excluding the National Capital Region): Bagotville, Montreal, Quebec, Rimouski, Saguenay, Saint-Jean, Sept Iles, Trois-Rivières

West Area

Ontario Region (excluding the NCR): Borden, Cornwall, Kingston, Trenton, London, North Bay, Petawawa, Toronto

Western Region: Alberta: Calgary, Cold Lake, Edmonton, Suffield, Wainwright, Saskatchewan, Dundurn, Moose Jaw, Manitoba, Shilo, Winnipeg

Pacific Region: British Columbia: Comox, Esquimalt,

2. National Capital (NCR): Ottawa, Gatineau

3. Northwest Territories: Yellowknife

- **Offerors may submit Offers for one or more of these Regions.**
- **Offers will have to include all requested services in the basis of payment of each region the Offeror is submitting an offer.**

Estimated Volume of Services:

Based on the most recent data, the total estimated services that may be ordered by Canada under the resultant Standing Offers for each year of the initial period and extension periods is estimated* to be approximately as noted in Appendix 1, Course Forecast.

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*The requirement per year may differ from the above estimated number of hours. The number of hours is an estimate only and is not to be construed as a Standing Offer guarantee.

1.2.2 Trade Agreements

The requirement is subject to the provisions of the, the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Columbia Free Trade Agreement, and the Canada-Peru Free Trade Agreement (CPFTA)

1.2.3 SACC Manual clause W0002D (2016-01-28) - The resulting (Standing Offer/Contract) is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing

SACC Manual Clause W0003D (2000-12-01) - Any reference within this document to "FOB Destination any point in Canada" or "FOB Destination/Region" shall apply only to destinations which are not within a Comprehensive Land Claims Settlement Area.

1.2.4 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Key Terms

A list of the Acronyms used in this RFSO can be found in the Annex "A" - Statement of Work.

1.6 Migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 transition to an e-Procurement Solution (EPS).

The Government of Canada's press release provides additional information.

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1.7 Accessibility

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

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PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006 ([2018-05-22](#)), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email is to be used to open an epost Connect conversation, as detailed in Standard Instruction 2006, or to send offers through as epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

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- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer 4 hard copies
Section II: Financial Offer 1 hard copy
Section III: Certifications 1 hard copy
Section IV: Additional Information 4 hard copies

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Price Schedule at Attachment 1 to Part 3 and the Basis of Payment at Annex B1 to B3.

3.1.1 Accessibility

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services.

Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

3.1.2 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E", Electronic Payment Instruments, to identify which ones are accepted.

If Annex « E » Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.3.1 As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.3.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

ATTACHMENT 1 TO PART 3 – PRICE SCHEDULE

Offerors must offer their firm all-inclusive price per test and firm all-inclusive hourly rate for the initial period and each extension period of the Standing Offer.

The rates specified below, when submitted by the Offeror and from the perspective of satisfying all the terms of any Standing Offer, includes the total estimated cost of all travel and meal expenses that may need to be incurred. The Crown will not accept any travel and living expenses incurred by the Offeror as a consequence of any relocation required to satisfy the terms of any contract resulting from the issuance of a call-up.

For purposes of evaluating offers and selecting the Offeror, where applicable, Offeror's only, the price calculated for an offer will be determined in accordance with the pricing schedules listed below.

Offerors must provide prices for each Region in its entirety they submit an offer in order to be considered for these regions.

A- NATIONAL REGION (EXCLUDING THE NCR AND NWT)

Offerors must provide prices for Eastern and Western Sectors in their entirety in order to be considered for the National Region

A-1 EASTERN SECTOR

Atlantic Region: New Brunswick – Gagetown, Moncton; Nova Scotia – Halifax, Greenwood; Newfoundland and Labrador – Gander, Goose Bay and St. John's
Quebec Region: Bagotville, Montréal, Québec, Rimouski, Saguenay, Saint-Jean, Sept-Îles, Trois-Rivières

Offerors must provide prices for the National Region (excluding the NCR and NWT) – Eastern Sector in its entirety to be considered for this region.

For this Region, SOLET will be delivered on DND premises.

1. PLACEMENT TEST

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Placement test	Firm all-inclusive price per test Initial period Year 1 A	Firm all-inclusive price per test Extension I B	Firm all-inclusive price per test Extension II C	Firm all-inclusive price per test Extension III D	Firm all-inclusive price per test Extension IV E	Total Sum of Columns A to E
Oral component						\$
Written component						\$
Total Price – table 1						\$

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate Initial period Year 1 A	Firm all-inclusive hourly rate Extension I B	Firm all-inclusive hourly rate Extension II C	Firm all-inclusive hourly rate Extension III D	Firm all-inclusive hourly rate Extension IV E	Total Sum of Columns A to E
Levels A and B						\$
Level C						\$
Total Price - table 2.1						\$

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1 A	Firm all-inclusive hourly rate Extension I B	Firm all-inclusive hourly rate Extension II C	Firm all-inclusive hourly rate Extension III D	Firm all-inclusive hourly rate Extension IV E	Total Sum of Columns A to E
Levels A and B						\$
Level C						\$

Solicitation No. - N° de l'invitation
W4938-18037S/B
Client Ref. No. - N° de réf. du client
VMEW4938-18037S

Amd. No. - N° de la modif.
File No. - N° du dossier
504zf.W4938-18037S

Buyer ID - Id de l'ach
ZF504
CCC No. /N° CCC - FMS No. /N°

Total Price - table 2.2	\$
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3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1 A	Extension I B	Extension II C	Extension III D	Extension IV E	
Levels A and B						\$
Level C						\$
Total Price - table 3.1						\$

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1 A	Extension I B	Extension II C	Extension III D	Extension IV E	
Levels A and B						\$
Level C						\$
Total Price - table 3.2						\$

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the basis of payment at Annex B.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Resource	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Pedagogical advisor						\$
Total Price - table 4						\$

5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Special teaching projects	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Special teaching projects						\$
Total Price – table 5						\$

A-1 - TOTAL EVALUATED PRICE - <u>EASTERN SECTOR</u>	\$
<u>SUM OF TABLES 1 TO 5 ABOVE</u>	

A-2 WESTERN SECTOR

Ontario Region: Borden, Cornwall, Kingston, Trenton, London, North Bay, Petawawa, Toronto

Western Region: Alberta – Calgary, Cold Lake, Edmonton, Suffield, Wainwright; Saskatchewan – Dundurn, Moose Jaw; Manitoba – Shilo, Winnipeg

Pacific Region: British Columbia – Comox, Esquimalt

Offerors must provide prices for the National Region (excluding the NCR and NWT) – Western Sector in its entirety to be considered for this region.

For this Region, SOLET will be delivered on DND premises.

1. PLACEMENT TEST

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Total Sum of Columns A to E
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Oral component						\$
Written component						\$
Total Price – table 1						\$

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B						\$

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Level C						\$
Total Price - table 2.1						\$

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1 A	Extension I B	Extension II C	Extension III D	Extension IV E	
Levels A and B						\$
Level C						\$
Total Price - table 2.2						\$

3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1 A	Extension I B	Extension II C	Extension III D	Extension IV E	
Levels A and B						\$
Level C						\$
Total Price - table 3.1						\$

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B						\$
Level C						\$
Total Price - table 3.2						\$

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the basis of payment at Annex B.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Resource	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Pedagogical advisor						\$
Total Price - table 4						\$

5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Special teaching projects	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Special teaching projects						\$
Total Price – table 5						\$

Solicitation No. - N° de l'invitation
W4938-18037S/B
Client Ref. No. - N° de réf. du client
VMEW4938-18037S

Amd. No. - N° de la modif.
File No. - N° du dossier
504zf.W4938-18037S

Buyer ID - Id de l'ach
ZF504
CCC No. /N° CCC - FMS No. /N°

A-2 - TOTAL EVALUATED PRICE - <u>WESTERN SECTOR</u>	\$
SUM OF TABLES 1 TO 5 ABOVE	

TOTAL EVALUATED PRICE - <u>NATIONAL REGION (EXCLUDING THE NCR AND NWT)</u>	\$
SUM OF TABLES A-1 AND A-2 ABOVE	

B- NATIONAL CAPITAL REGION

Offerors must provide prices for the National Capital Region in its entirety to be considered for this region.

For this Region, SOLET may be delivered on DND or Offeror premises.

1. **PLACEMENT TEST**

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Total Sum of Columns A to E
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Oral component						\$
Written component						\$
Total Price – Table 1						\$

2. **TEACHING AND PEDAGOGICAL SUPERVISION**

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

**2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate Initial period Year 1 A	Firm all-inclusive hourly rate Extension I B	Firm all-inclusive hourly rate Extension II C	Firm all-inclusive hourly rate Extension III D	Firm all-inclusive hourly rate Extension IV E	Total Sum of Columns A to E
Levels A and B DND premises						\$
Levels A and B Offeror premises						\$
Level C DND premises						\$
Level C Offeror premises						\$
Levels A and B DND Carling						\$
Level C DND Carling						\$
Total Price – Table 2.1						\$

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1 A	Firm all-inclusive hourly rate Extension I B	Firm all-inclusive hourly rate Extension II C	Firm all-inclusive hourly rate Extension III D	Firm all-inclusive hourly rate Extension IV E	Total Sum of Columns A to E
Levels A and B DND premises						\$
Levels A and B Offeror premises						\$
Level C DND premises						\$
Level C						\$

Offeror premises						
Levels A and B DND Carling						\$
Level C DND Carling						\$
Total Price – Table 2.2						\$

3 TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1 A	Extension I B	Extension II C	Extension III D	Extension IV E	
Levels A and B DND premises						\$
Levels A and B Offeror premises						\$
Level C DND premises						\$
Level C Offeror premises						\$
Levels A and B DND Carling						\$
Level C DND Carling						\$
Total Price – Table 3.1						\$

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B DND premises						\$
Levels A and B Offeror premises						\$
Level C DND premises						\$
Level C Offeror premises						\$
Levels A and B DND Carling						\$
Level C DND Carling						\$
Total Price – Table 3.2						\$

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the basis of payment at Annex B.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Resource	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Pedagogical advisor						\$
Total Price - table 4						\$

5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Special teaching projects	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Special teaching projects						\$
Total Price – table 5						\$

TOTAL EVALUATED PRICE – NATIONAL CAPITAL REGION	\$
SUM OF TABLES 1 TO 5 ABOVE	

C- NORTHWEST TERRITORIES REGION

Offerors must provide prices for the Northwest Territories Region in its entirety to be considered for this region.

For this Region, SOLET will be delivered on the Offeror's premises.

1. PLACEMENT TEST

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Total Sum of Columns A to E
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Oral component						\$
Written component						\$
Total Price – table 1						\$

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B						\$
Level C						\$
Total Price - table 2.1						\$

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B						\$
Level C						\$
Total Price - table 2.2						\$

3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B						\$
Level C						\$
Total Price - table 3.1						\$

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Levels A and B						\$
Level C						\$
Total Price - table 3.2						\$

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the basis of payment at Annex B.

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Resource	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Pedagogical advisor						\$
Total Price - table 4						\$

5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

The Offeror must submit the following **firm all-inclusive prices** (applicable taxes extra if applicable):

Special teaching projects	Firm all-inclusive hourly rate	Total Sum of Columns A to E				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV	
	A	B	C	D	E	
Special teaching projects						\$
Total Price – table 5						\$

TOTAL EVALUATED PRICE – NORTHWEST TERRITORIES REGION	\$
SUM OF TABLES 1 TO 5 ABOVE	

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Canada reserves the right to stop its evaluation of the mandatory technical criteria as soon as one of the mandatory criteria is considered non-compliant.

See Attachment 1 of Part 4 of the Request for Standing Offers

4.1.1.2 Point Rated Technical Criteria

Only the offers that comply with the mandatory technical criteria will be evaluated according to the rated technical criteria.

See Attachment 1 of Part 4 of the Request for Standing Offers

4.1.2 Financial Evaluation

4.1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.3 Price Median

Price medians for level A and B groups of financial offers will be used to determine if the offer is responsive to proceed to the next selection stage. The rates submitted for other services will be used to calculate the next selection step only.

The financial evaluation of the median will be based on the average price of training for group education (Level A and B) in sections 2.1 of each Region of Attachment 1 to part 3; which includes each year of extension using the firm hourly rates shown in the offers. Rates will be evaluated in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

For each Region, in sections 2.1 (Group Level A and B) we will take the average of the rates for each year including the extension years and then take the average of those rates for each Region to arrive at an average rate for the group training level A and B. This result will be used to calculate the price median for this service.

Canada will then calculate a range of rates received. The rate range will be calculated using the MEDIUM function in Microsoft Excel and the firm hourly rate averages proposed by the offerors. The median is the value at half of a set of rates. If the set is made up of an even number of rates, the MEDIUM function calculates the average of the two rates marking the middle of the set. The rate range will correspond to the median -10% and + 30%.

For a bid to be declared responsive, the offeror must propose a firm hourly rate for each service in the regions it wishes to provide. Compliant submissions that fall within the median range (for the group A and B rate average) will proceed to the next selection step.

Exemple :

Name of Bidder	Moyenne de Taux Horaire pour la formation de groupe (Niveau A et B)				
A	90.00	90	\$90		
B	68.00	80			83.20 (+30%)
C	65.00	75			
D	64.00	70	\$68		
E	64.00	65	\$65	\$64 \$64 \$64	Mediane 64
F	64.00	60	\$62		
G	62.00	55			57.60 (-10%)
H	52.00	50	\$52		
J	36.00	45			
Median	\$ 64.00	40			
Range of rates		35	\$36		
Median (-10%)	\$ 57.60				
Median (+30%)	\$ 83.20				

In the example above, offerors with an average hourly rate of \$ 90, \$ 52 and \$ 36 will not proceed to the next evaluation step. This is an example only and not a suggested price for a bid.

4.2 Basis of Selection- Highest Combined Rating of Technical Merit and Price

Only the offers which are compliant after the technical evaluation and the evaluation of the price median will be evaluated at this stage.

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers; and
 - b. meet all mandatory criteria;
 Offers not meeting (a) or (b) will be declared non-responsive.
2. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
3. To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
4. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 30 %.
5. For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

6. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for issuance of a standing offer.
7. The responsive offers will be ranked in descending order of combined rating of technical merit and price; the responsive offer with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive offers in descending order of combined rating of technical merit and price, up to four (4) will be recommended for issuance of a standing offer as per 4.3 below. In the event two or more responsive offers have the same highest combined rating of technical merit and price, these offers will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive offer obtaining the highest overall score being ranked the highest.
8. The table below illustrates an example where all three offers are responsive and the selection of the offeror is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

		Offeror 1	Offeror 2	Offeror 3
Overall Score for All the Point Rated Technical Criteria		115/135	89/135	92/135
Evaluated Price of each offer		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Score for the price	$45,000/55,000 \times 30 = 24.54$	$45,000/50,000 \times 30 = 27.00$	$45,000/45,000 \times 30 = 30.00$
Combined Score		84.17	73.15	77.7
Global Ranking		First	Third	Second

4.3 Issuance of Standing Offers

A total of up to four (4) Standing Offers may be issued as follows:

National Region	Up to 1 suppliers may be qualified
National Capital Region	Up to 2 suppliers may be qualified
NWT Region	Up to 1 suppliers may be qualified

Example National Region – A maximum of one (1) Supplier

Supplier	Score	Result
Supplier A	84	Standing Offer issued
Supplier B	78	Standing Offer not issued
Supplier C	77	Standing Offer not issued
Supplier D	76	Standing Offer not issued
Supplier E	68	Standing Offer not issued
Supplier F	65	Standing Offer not issued

ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

1. Mandatory Technical Criteria

- Offers must meet all the mandatory technical criteria listed below.
- The Offeror must provide the required documentation to demonstrate that it meets this requirement.
- Offers that fail to meet all the mandatory technical criteria will be declared non-responsive.
- Each mandatory technical criterion should be addressed separately.

MTC1	Offeror's experience
	The Offeror must demonstrate that it has at least two (2) years of experience acquired since January 2010 in providing second-language training services to at least two (2) different client organizations.
	The Offeror must provide the following information for each client organization* to demonstrate its experience in compliance with MTC1: <ul style="list-style-type: none"> a. the names, telephone numbers and/or email addresses of authorities to contact of at least two (2) client organizations* for which it has provided second-language training services in English and French; b. for each client organization listed in a. above, provide a detailed description of the work performed by the Offeror that demonstrates that the Offeror has the required experience listed above; and c. indicate the period (from MM/YY to MM/YY) and duration, including the number of weeks during which second-language training services were provided.

MTC2	Offeror's capacity
	The Offeror must demonstrate that, since January 2010, it has had the resources required to provide second-language training services in both French and English at various training sites across Canada to multiple groups of adult students.
MTC2.1	To demonstrate that the Offeror meets MTC2, the Offeror must demonstrate the experience it has acquired, since January 2010, in providing second-language training services in both French and English. The Offeror's <u>level of involvement</u> must include the following, as a minimum: <ul style="list-style-type: none"> a. delivery of second-language services to at least twenty (20) groups of students; b. delivery of second-language training services includes beginner, intermediate and advanced courses, as defined at paragraph 27 of the Statement of Work; and c. the second-language training services were delivered in Canada.
MTC2.2	In addition, the Offeror must provide the following information, as a minimum, to demonstrate the experience related to each of the twenty (20) groups of students: <ul style="list-style-type: none"> a. name of the client organization to whom second-language training services have been supplied; b. name, telephone number and/or email address of the authorized client representative in a position to corroborate the information provided by the Offeror;

	<ul style="list-style-type: none"> c. the period (from MM/YY to MM/YY) and duration, including the number of weeks and hours that second-language training services were provided; d. a detailed description of the work performed by the Offeror, including the level of teaching demonstrating that the Offeror has the required experience listed above; e. the number of students; f. the second language corresponding to the second-language training services rendered; and g. the place of training (city, province).
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MTC3	Human resources management plan
	The Offeror must provide a detailed human resources management plan for the pedagogical advisors and teachers.
	<p>The detailed human resources management plan must, at minimum, include the following items:</p> <ul style="list-style-type: none"> a. a hiring plan that, at minimum, includes the selection criteria and the staff hiring and replacement process; b. a professional development plan for staff, including at least the Offeror's current training procedure to ensure training and professional development for teachers and pedagogical advisors; and c. a teacher monitoring plan that, at minimum, includes a process for evaluating teaching, a teacher training follow-up process and a process for monitoring teachers by the pedagogical advisor. <p>The human resources management plan submitted by the bidder in response to this request for standing offers will be in effect for the full term of the standing offer.</p>

2. Point-Rated Technical Criteria

Summary of Point Rated Criteria

Criterion			Minimum Points	Maximum Points	
RTC 1	RTC1.1		4	60	
	RTC1.2		N/A	10	
	RTC1.3		5	30	
	RTC1.4		5	30	
	RTC1.5		5	15	
	RTC1.6		5	15	
	RTC1.7		5	15	
	RTC1.8		5	15	
	RTC1.9		5	15	
	RTC1.10		5	15	
	RTC1.11		N/A	10	
	RTC1.12		N/A	10	
Total RTC 1				240	
RTC 2	RTC2.1	RTC2.1.1	5	9	
		RTC2.1.2	1	5	
		RTC2.1.3	1	4	
	Total RTC 2.1				18
		RTC2.2	RTC2.2.1	5	9
			RTC2.2.2	1	4
	Total RTC 2.2				13
		RTC2.3	RTC2.3.1	2	18
			RTC2.3.2	N/A	16
	Total RTC 2.3				34
		RTC2.4	RTC2.4.1	2	18
			RTC2.4.2	N/A	17
	Total RTC 2.4				35
		RTC2.5	RTC2.5.1	N/A	16
	Total RTC 2				116
Maximum of Points				356	

Bids that meet all the mandatory technical criteria (MTCs) will be evaluated and scored as specified in the tables inserted below.

Each point-rated technical criterion (RTC) should be addressed separately.

RTC1 Offeror's experience

To be declared responsive, bids must receive a minimum of forty-four (44) points in point-rated technical criteria out of a possible two hundred (200) points for RTC1.

<p>Joint venture: If the offer is submitted by a joint venture, the members of the joint venture cannot pool their capacities to satisfy this RTC. The Offeror must indicate which member of the joint venture meets this criterion.</p>			
No.	Point-rated technical criterion	Offer preparation instructions	Weighting (Points)
RTC1.1	<p>The Offeror's cumulative experience in providing language training services in both of Canada's official languages.</p> <p>The Offeror's cumulative experience since January 2010 in delivering second-language training services in both of Canada's official languages for courses that lead to certification other than the Public Service Commission SLE.</p> <p>The MSLTP which is a program that leads to Certification therefore all progress levels (PL) will be considered applicable. Furthermore, courses that leads to COREN/EC will also considered applicable.</p>	<p>In order to demonstrate its experience, the Offeror must include in its references the following information, as a minimum, for each client for which it claims to meet the evaluation criterion:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the number of hours of training for each project; and the period (from MM/YY to MM/YY) and duration, including the number of weeks during which the experience was acquired. <p>The Offeror will obtain additional points if the client for which it claims to meet the evaluation criterion is located in the Region for which they are submitting an offer.</p>	<p>Points will be awarded as follows:</p> <p>Number of courses that led to certification and meet RTC1.1:</p> <p>From 1 to 4 courses that led to certification: 4 pts</p> <p>From 5 to 10 courses that led to certification: 14 pts</p> <p>11 courses or more that led to certification: 20 pts</p> <p>Client for which it claims to meet the evaluation criterion is located in the Region for which they are submitting an offer: 20 pts per client for a maximum of 40 points.</p>
RTC1.1			<p>Minimum 4 points Maximum 60 points</p>
RTC1.2	<p>The Offeror's cumulative experience since January 2010 in providing language training services in both of Canada's official languages for courses that led to certification in the Public Service Commission's SLE test.</p>	<p>To demonstrate its experience, the Offeror must include in its references the following information, as a minimum, for each organization for which it claims to meet the evaluation criterion:</p> <ul style="list-style-type: none"> the name of the client department and the name and telephone number and/or email address of the client's authorized representative who can 	<p>Number of governmental organizations that meet RT1.2:</p> <p>Level A: 2 pts</p> <p>Level B: 3 pts</p> <p>Level C: 5 pts</p>

		<p>corroborate the information provided by the Offeror;</p> <ul style="list-style-type: none"> starting level and certification achieved; the period (from MM/YY to MM/YY) and duration, including the number of weeks during which the experience was acquired. 	
RTC1.2			<p>Minimum 0 points Maximum 10 points</p>

RTC1.3	<p>The Offeror's cumulative experience in delivering language training services in <u>French</u> to groups of adult students.</p> <p>The Offeror's cumulative experience since January 2010 in delivering second-language training services to at least three (3) groups made up of at least two (2) students in FRENCH as a second language.</p>	<p>In order to demonstrate its experience, the Offeror must include in its references the following information, as a minimum, for each client for which it claims to meet the evaluation criterion:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) and duration, including the number of weeks during which the experience was acquired; number of groups and students in each group; and the names of the provinces and/or territories. 	<p>Points will be awarded as follows:</p> <p>Number of student groups that meet RTC1.3:</p> <p>3 to 10 groups of two(2) students or more: 5 pts</p> <p>11 to 15 groups of two(2) students or more: 15 pts</p> <p>16 to 20 groups of two(2) students or more: 20 pts</p> <p>21 groups or more of two(2) students or more: 30 pts</p>
RTC1.3			<p>Minimum 5 points Maximum 30 points</p>

RTC1.4	<p>The Offeror's cumulative experience in delivering language training services in <u>English</u> to groups of adult students.</p> <p>The Offeror's cumulative experience since January 2010 in delivering second-language training services to at least three (3) groups made up of at least two (2)</p>	<p>In order to demonstrate its experience, the Offeror must include in its references the following information, as a minimum, for each client for which it claims to meet the evaluation criterion:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who 	<p>Points will be awarded as follows:</p> <p>Number of student groups that meet RTC1.4:</p> <p>3 to 10 groups of two(2) students or more: 5 pts</p>
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	students in ENGLISH as a second language.	<p>can corroborate the information provided by the Offeror;</p> <ul style="list-style-type: none"> a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) and duration, including the number of weeks during which the experience was acquired; number of groups and students in each group; and the names of the provinces and/or territories. 	<p>11 to 15 groups of two(2) students or more: 15 pts</p> <p>16 to 20 groups of two(2) students or more: 20 pts</p> <p>21 groups or more of two(2) students or more: 30 pts</p>
RTC1.4			<p>Minimum 5 points Maximum 30 points</p>

RTC1.5	<p>The Offeror's cumulative experience in delivering training in French as a second language to groups of adult students at the beginner level.</p> <p>The Offeror's cumulative experience since January 2010 in delivering language training in French as a second language at the beginner level as defined in paragraph 27 of Annex A – Statement of Work.</p>	<p>The bid should contain the following information:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of hours of training. 	<p>For the TNO region, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.5:</p> <p>0 to 50 hours: 5 pts</p> <p>51 to 100 hours: 10 pts</p> <p>101 or more: 15 pts</p>	<p>For the other regions, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.5:</p> <p>2,000 to 4,000 hours: 5 pts</p> <p>4,001 to 6,000 hours: 10 pts</p> <p>6,001 hours or more: 15 pts</p>
RTC1.5			<p>Minimum 5 points Maximum 15 points</p>	<p>Minimum 5 points Maximum 15 points</p>

RTC1.6	The Offeror's cumulative experience in delivering language	The bid should contain the following information:	For the TNO region, points will be awarded as follows:	For the other regions, points will be awarded as follows:
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	<p>training in English as a second language to groups of adult students at the beginner level.</p> <p>The Offeror's cumulative experience since January 2010 in delivering language training in English as a second language at the beginner level as defined in paragraph 27 of Annex A – Statement of Work.</p>	<ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of hours of training. 	<p>Number of training hours that meet RTC1.5:</p> <p>0 to 50 hours: 5 pts</p> <p>51 to 100 hours: 10 pts</p> <p>101 or more: 15 pts</p>	<p>Number of training hours that meet RTC1.6:</p> <p>200 to 400 hours: 5 pts</p> <p>401 to 600 hours: 10 pts</p> <p>601 hours or more: 15 pts</p>
RTC1.6			<p>Minimum 5 points Maximum 15 points</p>	<p>Minimum 5 points Maximum 15 points</p>

RTC1.7	<p>The Offeror's cumulative experience in delivering language training in French as a second language to groups of adult students at the intermediate level.</p> <p>The Offeror's cumulative experience since January 2010 in delivering language training in French as a second language at the intermediate level as defined in paragraph 27 of Annex A – Statement of Work.</p>	<p>The bid should contain the following information:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and 	<p>For the TNO region, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.5:</p> <p>0 to 50 hours: 5 pts</p> <p>51 to 100 hours: 10 pts</p> <p>101 or more: 15 pts</p>	<p>For the other regions, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.7:</p> <p>2,000 to 4,000 hours: 5 pts</p> <p>4,001 to 6,000 hours: 10 pts</p> <p>6,001 hours or more: 15 pts</p>
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		<ul style="list-style-type: none"> the number of hours of training. 		
RTC1.7			Minimum 5 points Maximum 15 points	Minimum 5 points Maximum 15 points

RTC1.8	<p>The Offeror's cumulative experience in delivering language training in English as a second language to groups of adult students at the intermediate level.</p> <p>The Offeror's cumulative experience since January 2010 in delivering language training in English as a second language at the intermediate level as defined in paragraph 27 of Annex A – Statement of Work.</p>	<p>The bid should contain the following information:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of hours of training. 	<p>For the TNO region, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.5:</p> <p>0 to 50 hours: 5 pts</p> <p>51 to 100 hours: 10 pts</p> <p>101 or more: 15 pts</p>	<p>For the other regions, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.8:</p> <p>200 to 400 hours: 5 pts</p> <p>401 to 600 hours: 10 pts</p> <p>601 hours or more: 15 pts</p>
RTC1.8			Minimum 5 points Maximum 15 points	Minimum 5 points Maximum 15 points

RTC1.9	<p>The Offeror's cumulative experience in delivering language training in French as a second language to groups of adult students at the advanced level.</p> <p>The Offeror's cumulative experience since January 2010 in delivering language training in French as a</p>	<p>The bid should contain the following information:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, 	<p>For the TNO region, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.5:</p> <p>0 to 50 hours: 5 pts</p> <p>51 to 100 hours: 10 pts</p>	<p>For the other regions, points will be awarded as follows:</p> <p>Number of training hours that meet RTC1.9:</p> <p>1,000 to 3,000 hours: 5 pts</p>
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	second language at the advanced level as defined in paragraph 27 of Annex A – Statement of Work.	demonstrating that the Offeror has the required experience described; <ul style="list-style-type: none"> the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of hours of training. 	101 or more: 15 pts	3,001 to 5,000 hours: 10 pts 5,001 hours or more: 15 pts
RTC1.9			Minimum 5 points Maximum 15 points	Minimum 5 points Maximum 15 points

RTC1.10	The Offeror's cumulative experience in delivering language training in English as a second language to groups of adult students at the advanced level. The Offeror's cumulative experience since January 2010 in delivering language training in English as a second language at the advanced level as defined in paragraph 27 of Annex A – Statement of Work.	The bid should contain the following information: <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of hours of training. 	For the TNO region, points will be awarded as follows: Number of training hours that meet RTC1.5: 0 to 50 hours: 5 pts 51 to 100 hours: 10 pts 101 or more: 15 pts	Points will be awarded as follows: Number of training hours that meet RTC1.10: 100 to 300 hours: 5 pts 301 to 500 hours: 10 pts 501 hours or more: 15 pts
RTC1.10			Minimum 5 points Maximum 15 points	Minimum 5 points Maximum 15 points

RTC1.11	The Offeror's cumulative experience in administering placement tests.	In order to demonstrate its experience, the Offeror must include in its references the following information, as a minimum, for each client for which it claims to meet the evaluation criterion:	Points will be awarded as follows: Placement test: 10 pts
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	The Offeror's cumulative experience since January 2010 in administering placement tests.	<ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of placement tests and the language evaluated. 	
RTC1.11			Minimum 0 points Maximum 10 points

RTC1.12	<p>The Offeror's cumulative experience in administering stage evaluation tests.</p> <p>The Offeror's cumulative experience since January 2010 in administering stage evaluation tests (tests that are cumulative and standardized, cover at least two language skills, and are administered at the end of the program level taught).</p>	<p>In order to demonstrate its experience, the Offeror must include in its references the following information, as a minimum, for each client for which it claims to meet the evaluation criterion:</p> <ul style="list-style-type: none"> the name of the client organization and the name and telephone number and/or email address of the client's authorized representative who can corroborate the information provided by the Offeror; a detailed description of the work performed, demonstrating that the Offeror has the required experience described; the period (from MM/YY to MM/YY) during which the experience was acquired; and the number of placement tests and the language evaluated. 	<p>Points will be awarded as follows:</p> <p>End of stage evaluation test: 10 pts</p>
RTC1.12			Minimum 0 points Maximum 10 points
RTC1	TOTAL	Maximum: 240 points Minimum points required: 44 points	

RTC2 Human resources management

To be declared responsive, bids must receive a minimum of seventeen (17) points in point-rated technical criteria out of a possible one hundred and eighteen (116) points for RTC2.

The Offeror must provide a comprehensive plan for the delivery of training and its management for CAF students. The plan must take into consideration that services have to be provided at any training site

within the area the Offeror applies for, including remote regions, in both of Canada's official languages accordance with the service standard set forth in the Statement of Work.

The Offeror must demonstrate a complete understanding of the tasks and the intended approach. It is not enough to simply repeat what is described in the Statement of Work, and that action will not score a maximum number of points.

The comprehensive plan should clearly indicate the Offeror's capabilities, including all the information and, if necessary, samples of materials used, so as to clearly set out each point-related technical criterion and sub-criterion in the order of presentation given below.

	Point-rated technical criterion	Offer preparation instructions	Weighting (Points)
RTC2.1	Offeror's plan for hiring teachers		
RTC2.1.1		<p>The Offeror should provide a detailed description of the following:</p> <p>Selection criteria:</p> <p>i. Qualifications required (in accordance with paragraph 8 of the Statement of Work);</p> <p>ii. Reference checking process; and</p> <p>iii. Methods used to verify the level of language proficiency required (in accordance with paragraph 8 of the Statement of Work).</p>	<p>Points will be awarded as follows:</p> <p>Qualification required 1 pt per qualification, up to a maximum of 3 pts</p> <p>Minimum 2 points</p> <p>Reference checking process: 1 pt for each type of check to a maximum of 3 pts</p> <p>Minimum 2 points</p> <p>Methods used to verify the level of language proficiency 1 pt per method up to a maximum of 3 pts</p> <p>Minimum 1 point</p>
	RTC2.1.1		Minimum 5 points Maximum 9 points
RTC2.1.2		<p>Recruiting strategies/methods for major urban centers and for remote regions.</p>	<p>Points will be awarded as follows:</p> <p>1 pt per recruitment strategy/method, up to a maximum of 3 pts</p> <p>Minimum 1 point</p> <p>2 pts for recruitment in a remote region</p>
	RTC2.1.2		Minimum 1 point Maximum 5 points

RTC2.1.3		Tools or methods used during the hiring process to evaluate teachers' expertise in andragogy and skill in the target language that will be taught.	Points will be awarded as follows: 1 pt per method or tool, up to a maximum of 4 pts
	RTC2.1.3		Minimum 1 point Maximum 4 points
	RTC2.1		Minimum 7 points Maximum 18 points

RTC2.2	Offeror's plan for hiring pedagogical advisors		
RTC2.2.1		The Offeror should provide a detailed description of the following: Selection criteria i. Qualification required; ii. Reference-checking process; and iii. Methods used to verify the level of language proficiency required (in accordance with paragraph 11 of the Statement of Work).	Points will be awarded as follows: Qualifications required 1 pt for each type of qualification to a maximum of 3 pts Minimum 2 points Reference-checking process: 1 pt for each type of check to a maximum of 3 pts Minimum 2 points Methods used to verify the level of language proficiency: 1 pt per method up to a maximum of 3 pts Minimum 1 point
	RTC2.2.1		Minimum 5 points Maximum 9 points

RTC2.2.2		Tools or methods used during the hiring process to evaluate pedagogical advisors' expertise in andragogy and skill in the target language that will be taught.	Points will be awarded as follows: 1 pt per method or tool, up to a maximum of 4 pts Minimum 1 point Maximum 4 points
	RTC2.2.2		Minimum 1 point Maximum 4 points
	RTC2.2		Minimum 6 points Maximum 13 points

RTC2.3	Teacher training		
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<p>RTC2.3.1</p>		<p>The Offeror should provide a detailed description of the following:</p> <p>Procedures for training teachers</p> <p>The instructional material used for the teachers or the pedagogical advisors initial and continuous training are defined as the teaching material, pedagogical and andragogical tools used. For example, manuals, devices, objects, documents, maps, tutorials, audiovisual material, etc.</p> <p>The documents to support the initial and continuous training of teachers or pedagogical advisors initial and continuous training could include the CAF training plan, reference materials that do not necessarily related to pedagogy or Andragogy, but which may also be included in the teaching material.</p>	<p>Points will be awarded as follows:</p> <p>The Offeror provides initial training to new teachers: 1 pt per 6 hours of training, up to a maximum of 5 pts</p> <p>Minimum 1 point</p> <p>The Offeror provides an annual cycle of continuous training to teachers: 1 pt per 6 hours of training, up to a maximum of 5 pts</p> <p>Minimum 1 point</p> <p>The Offeror provides a description of the instructional materials used for teachers' initial training: 1 pt</p> <p>The Offeror provides a description of the instructional materials used for teachers' continuous training: 1 pt</p> <p>The Offeror provides training support documents for teachers' initial training: 1 point per document, up to a maximum of 3 pts</p> <p>The Offeror provides training support documents for teachers' continuous training: 1 point per document, up to a maximum of 3 pts</p>
	<p>RTC2.3.1</p>		<p>Minimum 2 points Maximum 18 points</p>

RTC2.3.2		<p>The content of the teacher training program, with the following aspects as a minimum:</p> <ul style="list-style-type: none"> i. Roles and responsibilities of teachers; ii. Pedagogical approach used; iii. Course delivery; iv. Classroom management; v. Teaching material; vi. Individual attention strategies (remedial) and individualized teaching; and vii. Evaluation procedures. 	<p>Points will be awarded as follows:</p> <p>The Offeror has a valid protocol that sets out in writing the roles and responsibilities of teachers that is tailored to second-language training: 2 pts</p> <p>The Offeror describes teacher training on the fundamentals of the communicative approach: 2 pts</p> <p>The Offeror describes teacher training on lesson planning: 1 pt</p> <p>The Offeror describes teacher training on classroom management: 1 pt</p> <p>The Offeror describes teacher training on teaching material used: 1 pt per type of material and/or media used, up to a maximum of 2 pts</p> <p>The Offeror describes teacher training on information and communication technologies used: 1 pt per type of technology used, up to a maximum of 2 pts</p> <p>The Offeror demonstrates that its teacher training program contains models for individual attention (remedial) and individualized teaching in order to address specific learning needs: 1 pt per model, up to a maximum of 3 pts</p> <p>The Offeror describes teacher training on informal evaluation procedures (quizzes, general feedback, handing out of progress reports, follow-up interviews) and formal evaluation procedures (formative and summative tests, SLE) for students: 1 pt per type of evaluation, up to a maximum of 5 pts</p>
	RTC2.3.2		<p>Minimum 0 point Maximum 16 points</p>
	RTC2.3		<p>Minimum 2 points Maximum 34 points</p>

RTC2.4	Pedagogical advisor training
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RTC2.4.1		<p>The Offeror should provide a detailed description of the following:</p> <p>Procedures for training pedagogical advisors</p>	<p>Points will be awarded as follows:</p> <p>The Offeror provides initial training to new pedagogical advisors: 1 pt per 6 hours of training, up to a maximum of 5 pts</p> <p>Minimum 1 point</p> <p>The Offeror provides pedagogical advisors with annual professional development: 1 pt per 6 hours of training, up to a maximum of 5 pts</p> <p>Minimum 1 point</p> <p>The Offeror provides a description of the instructional materials used for pedagogical advisors' initial training: 1 pt</p> <p>The Offeror provides a description of the instructional materials used for pedagogical advisors' continuous training: 1 pt</p> <p>The Offeror provides training support documents for pedagogical advisors' initial training: 1 pt per document, up to a maximum of 3 pts</p> <p>The Offeror provides training support documents for pedagogical advisors' continuous training: 1 pt per document, up to a maximum of 3 pts</p>
	RTC2.4.1		<p>Minimum 2 points Maximum 18 points</p>

RTC2.4.2		<p>The content of the pedagogical advisor training program, with the following aspects as a minimum:</p> <ul style="list-style-type: none"> i. The roles and responsibilities of pedagogical advisors; ii. Pedagogical approach used; iii. Course delivery; 	<p>Points will be awarded as follows:</p> <p>The Offeror has a valid protocol that sets out in writing the roles and responsibilities of pedagogical advisors and that is tailored to second-language training: 2 pts</p> <p>The Offeror describes the training of pedagogical advisors on the fundamentals of the communicative approach: 2 pts</p>
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		<p>iv. Classroom management;</p> <p>v. Teaching material;</p> <p>vi. Individual attention strategies (remedial) and individualized teaching;</p> <p>vii. Evaluation procedures; and</p> <p>viii. Teaching resource management.</p>	<p>The Offeror describes the training of pedagogical advisors on how second-language training is given: 1 pt</p> <p>The Offeror describes pedagogical advisor training on classroom management: 1 pt</p> <p>The Offeror describes pedagogical advisor training on teaching material used: 1 pt per type of aid and/or medium used, up to a maximum of 2 pts</p> <p>The Offeror demonstrates that its pedagogical advisor training program contains models for individual attention (remedial) and individualized teaching in order to address specific learning needs: 1 pt</p> <p>The Offeror describes pedagogical advisor training on informal evaluation procedures (quizzes, general feedback, handing out of progress reports, follow-up interviews) and formal evaluation procedures (formative and summative tests, SLE) for students: 3 pts</p> <p>The Offeror describes the elements in pedagogical advisor training on teacher management: 1 pt per element described, up to a maximum of 5 pts</p>
	RTC2.4.2		<p>Minimum 0 point Maximum 17 points</p>
	RTC2.4		<p>Minimum 2 points Maximum 35 points</p>

RTC2.5	Offeror's teaching practices		
RTC2.5.1		<p>Methodology used to deliver training, according to the communicative approach and adult education principles, in a weekly plan (adult student), including:</p> <p>i. Authentic and/or realistic content based on adult students' needs;</p>	<p>Points will be awarded as follows:</p> <p>The Offeror uses a methodology to offer teaching, taking the following aspects into account:</p> <p>Weekly plan in writing sent to learners and team leaders: 2 pts</p> <p>Authentic and/or realistic content based on adult students' needs: 1 pt per type of content, up to maximum of 4 pts</p>

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VMEW4938-18037S

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File No. - N° du dossier
504zf.W4938-18037S

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ZF504
CCC No. /N° CCC - FMS No. /N°

		ii. A collaborative learning environment; iii. Error correction techniques and/or strategies; and iv. Teaching support resources (materials/staff).	Error correction techniques and/or strategies: 1 pt per technique and/or strategy, up to a maximum of 3 pts Techniques for optimizing learners' speaking time: 1 pt per technique, up to 2 pts. A collaborative approach 1 pt per activity/example, up to a maximum of 2 pts Teaching support resources (materials/staff): 1 pt Information technology and communication used: 1 pt per type of technology used, up to a maximum of 2 pts
	RTC2.5.1		Minimum 0 point Maximum 16 points
RTC2	TOTAL	Minimum number of points required: 17 Maximum number: 116 points	

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity, and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

5.2.3.2 Education and Experience

SACC Manual clause [M3021T](#) (2012-07-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause [M9033T](#) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

7.2.2 Offeror's Sites or Premises Requiring Safeguarding

7.2.2.1 where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.2.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

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All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The data must be submitted on a quarterly to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of award to July 23, 2021 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

SACC Manual clause W0002D (2016-01-28) - The resulting (Standing Offer/Contract) is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing

SACC Manual Clause W0003D (2000-12-01) - Any reference within this document to "FOB Destination any point in Canada" or "FOB Destination/Region" shall apply only to destinations which are not within a Comprehensive Land Claims Settlement Area.

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7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is: (will be insert at contract award)

Name: France Cardinal
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Specialized Professional Services Procurement Directorate
Address: Terrasses de la Chaudière
10 Wellington Street, 5th Floor
Gatineau, Québec, K1A 0S5

Telephone: 613-218-9269

E-mail address: france.cardinal@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Will be insert at contract award.

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Department of National Defense Canada.

7.8 Call-up Procedures (Update as per French version)

- a. One Standing Offer (National Region and NWT) :
Where only one standing offer will be authorized for use as the result of a competitive RFSO, the resulting call-ups are considered competitive and the competitive call-up authorities can be used.

- b. Multiple Standing Offers (NCR):
 - i. right of first refusal basis:
The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

OR

3. Where an equivalent form or electronic call-up document is used, it must contain at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer, and acceptance of those terms;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation of the Federal Identified User's authority to enter in to a Contract; and
 - acceptance of the terms and conditions of the Standing Offer.
 - confirmation that funds are available under section 32 of the Financial Administration Act

- allows for collection of the data identified at Annex "B" – Standing Offer Reporting, Article B1, Collection of Data

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$150,000.00 (Applicable Taxes included).

7.11 Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) , General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services,
- e) Supplemental General Conditions 4007 (2010-08-16)
- f) Annex A, Statement of Work;
- g) Annex B1-B3, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Electronic Payment Instruments
- j) Annex E, Federal Contractors Program for Employment Equity - Certification
- k) Appendix 1, Course forecast by Canadian Armed Forces Bases; Appendix 2, Canadian Armed Forces English Course Training Plan; Appendix 3, Qualification Standard (QS), Military Second Language Education and Training Programme, Appendix 4, Canadian Armed Forces French Course Training Plan; Appendix 5, Canadian Armed Forces French Curriculum; Appendix 6, Canadian Armed Forces English Curriculum
- l) the Offeror's offer dated _____

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow or any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2035](#) (2018-06-21) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract

7.3 Term of Contract

The period for making call-ups against the Standing Offer is from the date of award to July 23, 2021.

7.3.1 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4 Proactive Disclosure of Contracts with Former Public Servants

Proactive Disclosure of Contracts with Former Public Servants By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA)

pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

The Offeror will be paid in accordance with the Basis of Payment in Annex B for work performed pursuant to the Standing Offer.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Terms of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Standing Offer if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada

7.5.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

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- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract
- c. a copy of the release document and any other documents as specified in the Contract;
- d. a copy of the monthly progress report.

7.6.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the Designated Users indicated on the call-up.

7.7 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.8 SACC Manual Clauses

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract

7.9 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

ANNEX A - STATEMENT OF WORK

SECOND OFFICIAL LANGUAGE EDUCATION AND TRAINING FOR MEMBERS OF THE CANADIAN ARMED FORCES

ABBREVIATIONS

C Army	Canadian Army
CAF	Canadian Armed Forces
CAFCECP	Canadian Armed Forces English Curriculum–Programmed Version
CAFFCP	Canadian Armed Forces French Curriculum–Programmed Version
CDA	Canadian Defence Academy
COL	Coordinator of Official Languages
DND	Department of National Defence
CFLS	Canadian Forces Language School
EC	Enabling Check
MSLTP	Military Second Language Training Programme
PL	Progress Level
PO	Performance Objective
PSC	Public Service Commission
RCAF	Royal Canadian Air Force
RCN	Royal Canadian Navy
SLE	Second Language Evaluation
SOLET	Second Official Language Education and Training
TA	Technical Authority
TP	Training Plan

BACKGROUND

The purpose of Second Official Language Education and Training (SOLET) in the Canadian Armed Forces (CAF) is to provide courses to military personnel, including military and civilian personnel of allied forces, in order to meet the specific needs specified by the Government of Canada for the Department of National Defence (DND) regarding bilingualism in operations and in the workplace.

On rare occasions and on a very limited basis only, civilian DND employees may also participate in CAF language programs and services.

SOLET is given either full or part time, in classrooms supplied by the CAF and/or on the offerors' premises, as the case may be, located in the Canadian provinces and territories.

SOLET is also provided as a self-paced part-time course in a DND laboratory with a teacher.

The Canadian Defence Academy (CDA) is responsible for managing SOLET for the CAF. The delivery of SOLET is decentralized and is implemented by the following designated users:

- a. the Royal Canadian Navy (RCN);
- b. the Canadian Army (C Army);
- c. the Royal Canadian Air Force (RCAF); and
- d. the Canadian Forces Language School (CFLS).

These designated users are responsible for delivering SOLET at certain CAF bases and wings that are grouped in regions and provinces (Appendix 1 – *Course Forecast by CAF Base/Wing*). The Coordinator of Official Languages (COL) is generally named by the identified users as a local SOLET contact person for each base or wing as indicated in the standing offer call-up.

1. DEFINITIONS

1.1 **Communicative approach:** Teaching is based on the communicative approach, which emphasizes the message rather than the form. According to this approach, mere knowledge of a language's grammar rules and vocabulary does not guarantee communicative competence in real-life situations. This approach emphasizes the use of authentic or realistic documents, simulations and role playing, as well as meaningful activities related to all of the language skills. (Source: Canadian Armed Forces French Curriculum (CAFFC), Training Plan (TP), Ch. 1)

1.1.1 The communicative competence includes four components:

- i. sociolinguistic component: ability to correctly apply language rules in an exchange context, respecting the variation of certain parameters such as declarative intent, status and role of agents, place, time, channel, cultural frame of reference, style, tone, intonation and type of communication;
- ii. discursive component: ability to adequately use cohesion (syntactic) and coherence (semantic) rules that structure an oral or written communication in order to produce or interpret a message. These rules apply to sentence structure (links between words) and paragraph structure (links between ideas or facts);
- iii. language component: ability to use the language normatively by putting usage rules into practice concerning syntax, morphology, vocabulary, phonetics, rhythm, intonation, stress and liaison; and
- iv. strategic component: ability to use verbal and non-verbal means such as paraphrase, repetition, substitution, generalization and approximation, either to compensate for factors that are hindering communication or to reinforce the tone, intent or rhetoric of the message.

1.2 **Andragogical approach:** Language training for CAF members involves the use of an adult-learner pedagogical method, which is called the andragogical approach. Below are the main principles that apply to adult learners (Source: CAFFC TP, Ch. 1):

- i. Adult learners are autonomous and are responsible for their own learning;
- ii. They have concrete and immediate needs that they want to meet and that motivate them;
- iii. They possess unique characteristics (aptitudes, strategies, style) that condition their learning;
- iv. They have life and work experience, which gives them a frame of reference that they can draw on; and
- v. They need to understand the goal, usefulness and logic of the proposed learning activities.

- 1.2.1 Consequently, teachers of adult learners are facilitators and tutors rather than theorists. The students are at the heart of learning, and the teachers coach them while respecting their learning styles and strategies. Teachers act as resource persons with regard to language and available learning resources. They teach and take action to meet individual needs. (Source: CAFFC TP, Ch. 1)
- 1.3 **Office of primary interest (OPI):** The OPI is responsible for following up on and taking action on all contractual observations raised by the designated users or technical authority (TA) related to any aspect of the Statement of Work.
- 1.4 **Coaching:** A coaching session consists of an in-person conversation between student and teacher for the purpose of practicing and maintaining the student's oral interaction skills.
- 1.5 **Pedagogical advisor:** The supervisor at the SOLET delivery site who is responsible for teachers and training at that site.
- 1.6 **Quality control:** The CFITES Quality Control System is a systemic approach model that comprises the following six phases: analysis, design, development, conduct, evaluation, and validation. (Contrôle de la qualité) (Source: A-P9-000-001/PT-000, Canadian Forces Individual Training and Education System (CFITES), Volume 1, Introduction/Description, 1997)
- 1.7 **Enabling check (EC):** An evaluation or test used to check whether an enabling objective (EO) has been met; a check to determine progress in the final steps of achieving the performance objective. (Source: A-P9-050-000/PT-Z01, Canadian Forces Individual Training and Education System (CFITES), Volume 1(1), Glossary, 2003)
- 1.8 **Course:** A course provides training that eventually leads to the student mastering one or more performance objectives (POs) and obtaining a language profile following a second-language evaluation (SLE).
- 1.9 **Homework:** Work assigned by the teacher that is completed outside of teaching periods.
- 1.10 **Teacher:** An educator who specializes in language instruction to adults in a classroom.
- 1.11 **Training Plan (TP):** The purpose of Training Plans (TPs) is to guide the implementation of the Military Second Language Training Program (MSLTP) in the Canadian Armed Forces. The documents contain general comments on the MSLTP, the application of the Canadian Armed Forces French Curriculum (CAFFC) and the Canadian Armed Forces English Curriculum (CAFEC), specifications for course management, procedures for student evaluations, enabling objectives, and lesson descriptions. TPs describe how the training centre plans to meet the qualification standard.
- 1.12 **Course preparation:** Daily and weekly planning by the teacher.
- 1.14 **Quality:** The totality of features and characteristics of a product or service that bear on its ability to satisfy a given need. (2010-01-11) (qualité) (Source: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/glossary/1#q>)
- 1.15 **Service:** In a Second Official Language Education and Training (SOLET) context, this refers to the language retention service, that is, instruction that helps students to retain their skills and linguistic profile.

2. REQUIREMENT

- 2.1 The Offeror shall deliver SOLET services, at all levels from beginner to advanced, in English and in French, to military and civilian personnel of the Canadian Armed Forces (CAF). The Offeror shall, on request, complete all tasks described in the Statement of Work for all CAF training sites listed in Appendice 1. Other CAF training sites may be added to this list as needed. All offered courses and language retention services are described in Annex H of the Training Plan (TP).

3. TRAINING STANDARDS

- 3.1 SOLET courses that are linked to second official language learning are offered in accordance with the directives on the Military Second Language Training Program (MSLTP). Those directives are found in the following documents, which are integral parts of this Statement of Work:
- a. Qualification Standard A-P3-002-SLT/PC-H01;
 - b. Canadian Armed Forces French Course Training Plan A-P3-050-SLT/PH-H01;
 - c. Canadian Armed Forces English Course Training Plan A-P3-050-SLT/PH-H02;
 - d. Canadian Armed Forces French Curriculum (CAFFC); and
 - e. Canadian Armed Forces English Curriculum (CAFEC).
- 3.2 The Technical Authority (TA) shall provide the Offeror with an electronic copy of the documents listed in section 3.1, including the audiovisual training material, so that the Offeror is able to make duplicates and send the material to teaching staff.
- 3.3 Language retention services are offered in order to assist CAF members in retaining second-language skills that they have already acquired. It is the Offeror's responsibility to develop and provide a course training plan and materials that meet the senior leaders' retention objectives. The identified user is responsible for approving course training plans before they are used.
- 3.4 The Offeror shall ensure that its employees observe the following rules:
- a. never discuss a student's results with anyone except the pedagogical advisor or the identified user (or his/her representative); and
 - b. do not use the training material created by the CAF (or developed by the Offeror as part of this standing offer) outside of MSLTP-related activities.
- 3.5 At the time of the standing offer's implementation, there are no plans to modify or replace the Military Second Language Training Program (MSLTP). However, Canada reserves the right to modify or replace the MSLTP in order to meet requirements imposed by the CAF.

4. QUALITY CONTROL AND QUALITY ASSURANCE BY THE IDENTIFIED USERS

- 4.1 In order to ensure the quality of teaching and compliance with the TP, the identified users may carry out quality control and assurance for the following:
- a. the teaching of courses and services;
 - b. the competencies and qualifications of teaching staff and pedagogical advisors;
 - c. the equipment and training aids provided by the Offeror;

- d. the Offeror's facilities; and
- e. any other services stipulated in this Statement of Work and in any contract pursuant to a call-up.

4.2 Quality control and quality assurance by the identified user can be done in the following ways:

- a. observing teaching in the classroom or laboratory;
- b. meetings with pedagogical advisors to report observations, after which recommendations or any other measures deemed necessary by the Offeror are made to correct or improve the situation; and
- c. gathering evaluation recordings on request (placement tests, EC);
- d. course critiques: According to Chapter 2 of the TP, DND is responsible for administering course critiques. As a result, the Offeror is not authorized to conduct course critiques.

5. OFFEROR – OFFICE OF PRIMARY INTEREST

5.1 The Offeror shall identify an office of primary interest (OPI) and a point of contact for each section of the attached list. The OPI is responsible for following up on and taking action on all contract-related observations raised by the identified users or technical authority (TA) related to any aspect contained in the Statement of Work, in particular:

- a. observations related to the general administration of the standing offer;
- b. observations related to billing and accounting;
- c. teaching-related observations; and
- d. logistics-related observations.

5.2 In the event of a situation in which an observation raised by an identified user is not resolved satisfactorily, the designated user shall contact the OPI. If the OPI's actions are not deemed to be satisfactory, the identified user shall contact the technical authority (TA). The TA's role is to find common ground with the Offeror. If no common ground can be found, the TA shall report the situation to the standing offer authority for resolution.

6. RESOURCE CONDITION

6.1 The Offeror shall ensure that all teaching staff:

- a. have a valid **RELIABILITY** status **BEFORE** being given access to delicate information and/or property (PROTECTED or CLASSIFIED) and **BEFORE** being allowed access to DND work locations; and
- b. have the necessary qualifications, as stipulated in section 8.8 of the Statement of Work, **BEFORE** delivering services.

7. TEACHING ENGLISH AS A SECOND LANGUAGE AND FRENCH AS A SECOND LANGUAGE

- 7.1 Teachers of English as a second language and French as a second language, along with pedagogical advisors, are required for the teaching services of Second Official Language Education and Training (SOLET).
- 7.2 Teaching shall be offered individually or in groups of two to ten students in both official languages, based on a communicative approach and an andragogic teaching method.
- 7.3 Teachers shall use the Canadian Armed Forces English and French curricula and any other training material prescribed by the identified user to support teaching in accordance with the TP.
- 7.4 Teaching services for English as a second language and French as a second language shall be offered for all courses and services in accordance with Annex H of the TP.
- 7.5 All teaching material provided by the TA is Crown property and shall be treated as such. The Offeror shall respect the copyrights of all material belonging to the CAF and shall not reproduce or use this material other than for the delivery of the courses and services listed in the call-up from the standing offer.
- 7.6 The Offeror is responsible for any supporting teaching material that is not Crown property.
- 7.7 Teaching services for English as a second language and French as a second language shall be requested "as needed" through a call-up that is duly authorized by the identified users. The Offeror shall assign a sufficient number of skilled SOLET teachers, as stipulated in section 8.8 of the Statement of Work.

8. TEACHING QUALIFICATIONS

- 8.1 All teachers of English as a second language and French as a second language shall have at least one of the following two minimum qualifications¹ (a or b):
 - a. a bachelor's degree with a major in education from a recognized Canadian university or, if the degree was awarded by a foreign institution, an acceptable equivalent as determined by a Canadian academic credentials assessment service, combined with a minimum of 100 hours of teaching in the language of instruction since January 2010, including training internships.or
 - b. a bachelor's degree or the equivalent from a recognized Canadian university or, if the degree was awarded by a foreign institution, an acceptable equivalent as determined by a Canadian academic credentials assessment service, combined with a minimum of 400 hours of teaching in the language of instruction since January 2010.

¹ Evidence shall be presented, signed and dated: please provide a copy of the diploma and/or documentation confirming the teacher's education level and the number of teaching hours. Canada may verify this certification using its own resources.

- 8.2 In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalencies will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the Canadian Information Centre for International Credentials, as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials website:

<http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada>

- 8.2.1 A list of recognized institutions can be found at the Canadian Information Centre for International Credentials website at the following link: <http://cicic.ca/indexe.stm>
- 8.3 **For Level C teachers, one year of experience in teaching intermediate- or advanced-level courses is necessary (DND levels B and C or equivalent).**
- 8.4 Teachers in the Military Second Language Training Plan (MSLTP) are under the supervision of the Offeror's pedagogical advisor.
- 8.5 Teachers must be able to use a communicative approach and an andragogic teaching method for all courses and services.
- 8.6 All teachers proposed by the Offeror must be proficient in the language being taught. It is preferable that they be sufficiently proficient in the other official language to explain basic concepts related to the language being taught.

9. RESPONSIBILITIES OF TEACHERS

- 9.1. Under the general supervision of a pedagogical advisor, teachers are directly responsible, in class, in a laboratory or remotely, for a maximum of 10 students during a time period determined through a subsequent call-up that is duly authorized by the identified user. The teacher shall ensure that the lesson follows the course curriculum in accordance with the TP, as specified in section 3.1 of the Statement of Work.
- 9.2 The responsibilities of classroom teachers include, but are not limited to,
- a. Analyzing the learning needs of the students;
 - b. Planning, preparing and adapting the teaching and learning plans;
 - c. Ensuring that the teaching material related to the course or service offered is available to students;
 - d. Satisfying the students' learning requirements:
 - (1) Answering questions and providing explanations when students have difficulty understanding the subject matter;
 - (2) Providing teaching material as required or upon request.
 - e. Supervision:
 - (1) Right from the start, encouraging the students to use the target language outside of class; and
 - (2) Keeping a record of the comments that students make about the teaching and of the diagnostic methods used (which makes it possible to monitor progress).
 - f. Based on the type of course, administering enabling checks (EC), mid-course Level A tests, and Level B verification tests, as described in Chapter 3 of the TP, and filing and compiling the students' results;

- g. Participating in writing progress level (PL) reports, language retention reports and course reports (CF 377), depending on the type of course;
 - h. Filling out student attendance forms (Annex D of the TP);
 - i. Communication:
 - (1) Informing the pedagogical advisor of any problem or comment related to the teaching material; and
 - (2) Advising the CAFFC-P software designers of the changes to make to the training content;
 - j. Innovating: Suggesting and proposing new ideas and activities for approval by the pedagogical advisor before their implementation;
 - k. Remaining abreast of new adult education trends and techniques, particularly as they relate to teaching French or English as a second language (depending on the language taught); and
 - l. Performing the administrative tasks related to the teaching role.
- 9.3 Teacher responsibilities for individualized teaching:
- 9.3.1 In addition to the responsibilities for all teachers listed above, any teacher with a single student shall provide individualized coaching based on the student's needs.

10. TEACHING IN A LABORATORY

- 10.1 The teachers employed on site in a lab have a special role to play vis-à-vis the students. Teachers help students by meeting with them on a regular basis and providing them with personalized, in-depth feedback on their progress. Teaching on site in a lab is not traditional teaching in a classroom.
- 10.2 The Offeror shall deliver SOLET services on site at locations where single progress-level courses are being offered in a laboratory in accordance with the TP.
- 10.3 The responsibilities of the teacher on site in the laboratory are found in Chapter 2 of the TP. They include, but are not limited to, the following:
- a. Ensuring that computers are operational and booted up before the start of class;
 - b. Laboratory preparation:
 - (2) Ensuring that the booklets for the module are ready;
 - (3) Ensuring that the dictionaries, verb conjugation manuals and loan cards from the DND library are available;
 - c. Preparing for tutoring (preparing the students' files);
 - d. Welcoming the students:

- (1) Knowing each student's results on the placement test and opening a file for each student; and
- (2) Presenting the introductory lesson (Lesson 0);
- e. Recommending a path to students that seeks to achieve the identified objectives;
- f. During the learning phase:
 - (1) Being available at all times during the tutoring period;
 - (2) Regularly checking the students' work;
 - (3) Monitoring the students' progress;
 - (4) Ensuring that the language lab fosters learning;
 - (5) Seeing to the students' well-being
 - (a) Suggesting breaks when they feel tired or frustrated;
 - (b) Getting students back on track if they are taking breaks that are too long or being too noisy; and
 - (c) Encouraging students to not tolerate the presence of noisy visitors.

11. PEDAGOGICAL ADVISORS

11.1 The pedagogical advisor is responsible for teachers and teachings.

11.2 The student/advisor ratio is a maximum of twelve teachers for each pedagogical advisor.

11.3 QUALIFICATIONS FOR PEDAGOGICAL ADVISORS

11.3.1 All pedagogical advisors for English as a second language and French as a second language shall have the following minimum qualifications:¹

- a. a bachelor's degree with a major in education or in a relevant field from a recognized Canadian university or, if the degree was awarded by a foreign institution, an acceptable equivalent as determined by a Canadian academic credentials assessment service, combined with a minimum of 400 hours of teaching in one of Canada's two official languages;
- b. a linguistic profile of CCC (check ETS Global Canada equivalency); and
- c. two years of experience² in human resources management, including teacher supervision, since January 2005.

¹ Evidence shall be presented, signed and dated: please provide a copy of the diploma and/or documentation confirming the pedagogical advisor's education level. Canada may verify this certification using its own resources.

² A year of experience is equivalent to at least 900 hours of experience in managing teaching staff over a period of no more than twelve consecutive months.

- 11.3.2 In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalencies will be accepted. These institutions include the credential assessment services of the federal or provincial governments and the Canadian Information Centre for International Credentials, as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credentials website:

<http://www.cicic.ca/366/L-evaluation-des-diplomes-aux-fins-d-emploi-au-Canada.canada>

² A year of experience is equivalent to at least 900 hours of experience in managing teaching staff over a period of no more than twelve consecutive months.

- 11.3.3 A list of recognized institutions can be found at the Canadian Information Centre for International Credentials website at the following link: <http://cicic.ca/indexe.stm>
- 11.3.4 The pedagogical advisor does not have a teaching role, but may occasionally play the role of a teacher or tutor after receiving authorization from the SOLET manager (military establishment) or the identified user (standing offer) or his/her representative.

11.4 RESPONSIBILITIES OF PEDAGOGICAL ADVISORS

- 11.4.1 The responsibilities of all pedagogical advisors, regardless of the delivery method, are as follows:
- a. Directing the work of a group of teachers;
 - b. Managing the absences of DT teachers and ensuring that there are substitutes. The pedagogical advisor does not have a teaching role but may occasionally play the role of a teacher or tutor after receiving authorization from the SOLET manager (military establishment) or the identified user (NISO) or his/her representative.
 - c. Under the authority of the senior pedagogical advisor, the responsibilities of the pedagogical advisor include, but are not limited to, the following:
 - (1) Train the teachers and coordinate course management. Pedagogical advisors have the authority to resolve pedagogical problems at their level and attend to the observations submitted to them within the context of activities related to SOLET delivery.
 - (2) Ensure the quality of teaching and compliance with the TP by conducting evaluation visits in the teachers' classrooms and in the laboratories. Each evaluation visit must be followed by an observation report written by the pedagogical advisor and signed by the teacher. Take any necessary corrective measures.
 - (3) Regularly ensure that the teachers and students understand and follow the course management rules, based on the delivery type.
 - (4) Manage student complaints.
 - (5) Evaluate the students' language skills.

- (6) Contribute to training the classroom groups, if applicable.
- (7) Coordinate student learning activities and classroom groups, based on the delivery method.
- (8) Oversee the students' progress;
- (9) Review progress level reports, course reports (CF 377), and language retention reports, based on the course type.
- (10) Analyze course results and make recommendations to the senior pedagogical advisor.
- (11) Review compilations or reports on course critiques and make recommendations to the senior pedagogical advisor.
- (12) Prepare and organize the regular teacher meetings and send the meeting minutes to the senior pedagogical advisor.
- (13) Make suggestions to the designers for changes to the CAFFCP or the CAFCECP on ALLIES Web.
- (14) Communicate information from the chain of command (military establishment) or identified user (NISO) to the teachers, such as information on the specific nature of the military environment and other aspects of DND's organizational culture;
- (15) Ensure that the teachers fulfill administrative requirements and meet deadlines.
- (16) Plan, coordinate and lead training/development activities for teaching personnel.
- (17) Stay abreast of new adult education trends and techniques, particularly as they relate to teaching French or English as a second language (depending on the language taught).
- (18) Suggest and provide information resources.
- (19) Perform administrative tasks related to the pedagogical advisor role.

11.5 Recomposition of groups at the beginning of the session

11.5.1 The Offeror will be able to suggest changes to the composition of groups after the start of training based on the teacher's observations in the classroom and, if needed, on evaluations of student learning. The decision falls to the identified user.

12. ADMINISTERING PLACEMENT TESTS

12.1 Upon request by identified users, DND placement tests shall be administered by the Offeror in accordance with Chapter 3 of the TP.

12.2 Placement tests have two components:

- a. an oral component; and

b. a multiple choice or short answer written component.

12.3 These tests are administered by a designated evaluator at each training site (teacher or pedagogical advisor) in accordance with the TA's directives. The Offeror shall send the name of the evaluator at each base/wing to the identified user's local point of contact.

12.4 The results of placement tests shall be sent to the identified users in compliance with section 25 of the Statement of Work in the shortest possible time and in no more than 10 working days.

12.5 For standardization purposes and upon the request of the identified users, the oral placement test shall be recorded in a digital format that can be sent electronically to the identified user's local point of contact.

12.6 The identified user shall provide examples of the test and the user's guide to the Offeror.

13. STUDENT EVALUATIONS

13.1 The Offeror is responsible for administering Enabling Checks (ECs) in accordance with the following instructions:

a. ECs shall be administered at the end of the designated progress levels;

b. A teacher (other than the student's main teacher) or the pedagogical advisor shall administer the oral portion of these tests;

c. The Offeror shall correct all tests and return the answer sheets and results to the identified user's local point of contact within 2 working days. Results of ECs are noted in the student's progress level report. Section 25 of the Statement of Work provides more details on the reports; and

d. For standardization purposes and in compliance with Chapter 3 of the TP, the oral portion of the EC shall be recorded in a format that can be sent electronically to the identified user's local point of contact.

13.2 The identified user shall provide examples of tests and the correction charts to the Offeror while respecting Protected A and B material.

14. PREPARING STUDENTS FOR SUMMATIVE TESTS

14.1 The Offeror is responsible for preparing students for the Public Service Commission (PSC)'s Second Language Evaluation (SLE). Teachers shall prepare students for the three SLE tests (reading comprehension, written expression and oral proficiency). Reading comprehension and written expression tests are administered by DND and the oral proficiency test by PSC staff.

14.2 Upon request by the identified user, the Offeror shall select a teacher (other than the classroom teacher or the pedagogical advisor) to conduct telephone or in-person interviews in order to prepare the students for the SLE oral proficiency test.

14.3 PSC SLE test schedule. The identified user's local point of contact is responsible for communicating with the PSC for setting the students' SLE dates. For information purposes, the identified user's local point of contact will send the test dates and test results to the Offeror.

15. SPECIAL PROJECTS FOR SECOND-LANGUAGE TRAINING PROGRAMS

15.1 In addition to teaching services for courses and services that are listed as part of the standing offer, the Offeror may be called upon to provide teaching services in support of special projects, those being for the creation or development of training in English and/or French as a second language. This training may include new technologies.

15.2 For planning purposes, the teaching service in support of special projects shall not exceed the equivalent number of hours for a continuous course, that being 1,320 hours annually by the identified user.

16. ONE-ON-ONE SERVICE

16.1 In accordance with Annex H of the TP, some students may receive individual attention from a teacher during the course if they have special needs. This teaching is generally preventive and can be given based on recommendations from the pedagogical personnel and/or progress review boards—for example, if a student has difficulty keeping up with the group or fails an enabling check (EC). Individual attention is provided during normal teaching hours and targets students who are part of a training group.

16.2 The duration of one-on-one services is determined by a call-up made by the identified user. Each year, it is estimated that a total of **3,500 hours of one-on-one training may be required** for all types of training. The breakdown for each regions is as follows:

- a. National
 - ii. East – 900 hours
 - iii. West – 2000 hours
- b. National Capital Region – 500 hours
- c. North West Territories – 100 hours

17. TRAINING OF TEACHING STAFF

17.1 **Initial training.** The Offeror is responsible for providing initial training to all teachers. Training is normally provided by the pedagogical advisor and shall be offered in accordance with the standards set forth in Chapter 2 of the TP. The pedagogical advisor will need to prepare and send a report on teacher training, as stipulated in section 25 of the Statement of Work. Only teachers who are duly trained, that is, who have received initial training for Canadian Armed Forces training programs, can deliver training services.

17.2 **Ongoing training.** The Offeror shall provide ongoing training to each teacher, particularly in the following areas: pedagogical approaches, evaluation scales and methods, and learning media and technologies. This training shall be in compliance with the documents listed in section 3.1 of the Statement of Work and in compliance with Chapter 2 of the TP.

17.3 **Professional development.** The Offeror is committed to ensuring the ongoing professional development of its personnel.

18. TRAINING OF PEDAGOGICAL ADVISORS

18.1 **Initial training.** The Offeror is responsible for providing initial training to new pedagogical advisors, which shall include the contents of teacher initial training in accordance with Chapter 2 of the TP, in addition to an explanation of the responsibilities of a pedagogical advisor, as stipulated in section 11.6 of the Statement of Work. The Offeror will need to prepare and send a

report on pedagogical advisor training, as stipulated in section 25 of the Statement of Work. Only pedagogical advisors who are duly trained, that is, who have received initial training for Canadian Armed Forces training programs can deliver training services.

18.2 **Ongoing training.** The Offeror shall provide ongoing training to each pedagogical advisor on the use of teaching and computer material related to his/her tasks.

18.3 **Professional development.** The Offeror is committed to ensuring the ongoing professional development of its personnel.

19. COURSE PREPARATION

19.1 The Offeror shall allot one hour of preparation time to the teachers (defined as daily and weekly planning) for every five hours of teaching, whether consecutive or not. This hour is not billable, since it is part of the overall rate.

20. COURSE SCHEDULE

20.1 The Offeror shall provide teaching services in accordance with the schedule established by the identified user. The schedules will be provided in the authorized call-ups. See Appendix 1 of the Statement of Work for the duration of courses. The schedules for most courses are set according to the following criteria:

- a. Up to 6 hours per day from Monday to Friday (twelve months per year) between 07:00 and 18:00;
- b. Two weeks' notice will be given by the designated user for starting a course. However, a course may start before the notice if the Offeror is able to provide the service;
- c. No educational services or language training will be required during statutory holidays. For the purposes of this standing offer, "statutory holidays" shall include all of the following: New Year's Day, Good Friday, Easter Monday, Victoria Day or the Journée des Patriotes (Jour de Dollard), June 24 (Quebec) or the first Monday in August (provinces and territories other than Quebec), Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas, and Boxing Day. Provincial holidays, such as Family Day, are not considered to be federal statutory holidays.
- d. Due to service requirements, working hours may be extended beyond 18:00 and/or occur on Saturday or Sunday, but will not extend beyond 22:00.

21. REPLACING TEACHERS AND PEDAGOGICAL ADVISORS

21.1 In the event that a teacher and/or pedagogical advisor needs to be replaced, the Offeror shall provide a replacement teacher or pedagogical advisor who has taken the initial training session as stipulated in section 17.1 for a teacher and section 18.1 for a pedagogical advisor for that section. If this is not possible, another teacher and/or pedagogical advisor will be considered as a replacement, with the approval of the TA. The proposed teacher and/or advisor must take the next initial training session.

21.2 Only teachers and/or pedagogical advisors who already meet the education and experience requirements, as detailed in section 8 of the Statement of Work, can be replacement resources.

21.3 A replacement must be available within 24 hours. Any delays caused by the need to obtain a replacement must not postpone the completion date specified in the authorized call-up, unless

the identified user has authorized an extension. Should the identified user authorize the extension, any additional fees incurred by the extension will be billable to the Offeror.

22. SERVICE FACILITIES

- 22.1 SOLET is usually offered at sites provided by DND. These sites are classrooms that have the necessary equipment for teaching.
- 22.2 In the NCR and in the NWT, the Offeror might have to provide SOLET at its sites:
- a. The Offeror must ensure that the facilities meet the requirements of applicable municipal, provincial and federal statutes, policies and standards.
 - b. The sites must be located within ten kilometers of the Base/Wing, be judged by the identified user's local point of contact as conducive to learning and adequate for the well-being of groups for intensive periods of study, and they must be set up to accommodate classes of up to ten students.;
 - c. Minimum floor space in classrooms shall be 37 square feet per person (including students and teacher).
 - d. The learning environment shall be suitable (ambient temperature between 21 and 24 degrees Celsius, well-lit room).
 - e. Students shall have access to telephone services on site.
 - f. The following equipment and teaching material shall be made available in each classroom:
 - i. chalkboard and related supplies;
 - ii. flip chart and related supplies;
 - iii. training material needed for instruction in accordance with the TP;
 - iv. Internet access;
 - v. computer equipped to record and present audio and video;
 - vi. CD/DVD/VCR player, speakers, and audiovisual equipment that includes a screen and projector for PowerPoint and/or video presentations; and
 - vii. copy of the TP for the language being taught.
- 22.3 If the Offeror is required to change facilities or classrooms, it must immediately notify the identified user responsible for the standing offer, and the new facilities and classroom shall meet the requirements of the subclauses of clause 22.2 of this section.
- 22.4 The Offeror understands and agrees that the TA, the standing offer authority and/or a representative of the identified user may inspect the Offeror's facilities at any time without prior notice.

22.5 The Offeror must respond to all complaints regarding the facilities filed in writing by the standing offer authority and/or the TA. The Offeror shall respond no later than 48 hours after notice of a complaint has been given to the Offeror.

23. FIELD TRIPS AND ACTIVITIES

23.1 Due to the nature of their work and unless otherwise notified by the identified user, teachers shall accompany students on field trips. **No costs will be reimbursed by DND.**

24. ADMINISTRATIVE SUPPORT

24.1 As a general rule, DND shall provide administrative support to pedagogical advisors at DND sites. Administrative support is defined as follows:

- a. computer equipment;
- b. telecommunication equipment;
- c. office supplies; and
- d. workspaces other than the classroom.

Note 1: Since the assignment of sites at each base/wing is under the control of the unit commander, the assignment of a workplace for the pedagogical advisor is not guaranteed.

Note 2: In the NCR, administrative support will not be provided to pedagogical advisors.

25. DELIVERABLES

25.1 The Offeror is responsible for writing and sending the reports described in the following tables. These reports are used in the quality control process carried out by the identified user or the TA.

Table 1 – Pedagogical feedback on:

Subject	Description	Time Frame	Format	To
Report on the placement tests administered	Written report on the results of the tests and recommendations on the students' placement.	Prior to the start of the training and within 48 hours after the test is administered	MS Word or Excel	Identified user and its project authority
Progress level (PL) reports	In continuous courses and courses for one PL that do not lead directly to SLE, teachers must write a PL report after each PL in order to ensure proper follow-up and to notify students of their progress, as indicated in the call-up and in accordance with Annex F, Appendix 2 of the TPs. The report must be kept in the student's learning file.	Within 10 working days following the end of a PL	MS Word or Excel	Identified User Identified user's local point of contact

Subject	Description	Time Frame	Format	To
Course Report	<p>For all courses, except courses for one PL that do not lead directly to SLE and language retention services, teachers shall complete the narrative section on the military course report (form CF 377) for each student, as indicated in Annex F, Appendix 1 of the TPs. (This form is provided by the identified user's PA.) The report is reviewed, approved and signed by the identified user's project authority.</p> <p>The teacher or local pedagogical advisor shall then meet with the student to discuss the report, have the student sign it and give the student a copy. The reports must be forwarded to the project authority identified in the call-up.</p> <p>The report and the student debriefing shall be given in the student's mother tongue, unless the student requests that communication be in the target language of the course.</p>	<p>At the end of training, within 10 working days following the end of the training.</p> <p>Where there is a withdrawal from a course, within 10 working days following the date of withdrawal.</p>	MS Word or Excel	Identified user's local point of contact
Language retention report	For language retention services, the teacher must complete a language retention report for each student, in accordance with Annex F, Appendix 3 of the TPs.	At the end of training, within 10 working days following the end of the training.	MS Word or Excel	Identified user's local point of contact
Educational planning report	<p>The Offeror must develop and provide a report on the planning of learning activities and training material to meet language retention service needs at level B or C, in compliance with the TPs.</p> <p>Since learning objectives for the language retention services are different for each student, the identified user's project authority must indicate in each call-up the learning objectives to be met.</p>	Prior to start of training	MS Word or Excel	The identified user is responsible for approving the reports.
Confirmation of planning	For individual language retention services for which no DND test has been prepared, the Offeror must	At the end of training, within 10 working	MS Word or Excel	Identified user

Subject	Description	Time Frame	Format	To
	provide written confirmation that the student's learning plan has been followed.	days following the deadline for the call-up.		
Summary	The Offeror shall provide a summary of the general status of the training for each course and service offered. The purpose of this summary is to explain any educational and organizational changes during the period in question. The summary shall include all information on the progress of the training, lessons covered, tests administered, results achieved, etc., as well as relevant information for the identified user's project authority (arrival/departure of a teacher, change of assignment, communication problem, meeting with the local Official Languages Coordinator, etc.).	Every two weeks following the start date of the training.	This report may be delivered orally, but must be followed by a written report within 48 hours following the call. MS Word or Excel	Identified user and its project authority
Feedback on curriculum and tests	The Offeror shall gather data from teachers and/or students.	At the request of the project authority or technical authority	MS Word or Excel	Identified user or TA, on request
Teaching evaluation visits report	Pedagogical advisors must provide a report on the teaching evaluation visits for all courses and services	Within 10 working days following the evaluation	MS Word or Excel	Identified user
Pedagogical advisor evaluation visit reports	The Offeror shall provide an evaluation visit report	Within 10 working days	MS Word or Excel	Identified user

Table 2 – Training for teachers and pedagogical advisors

Subject	Description	Time Frame	Format	To
Report on initial training for teachers and pedagogical advisors	The Offeror shall provide a detailed description (duration, training plan, training method, course content) of the initial training for teachers and pedagogical advisors.	Prior to the start of the course or service	MS Word or Excel	All identified users

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25.2 At the request of the identified user or the TA, the Offeror may be required to write reports other than the ones identified in the tables above. Time frames for these reports shall be indicated by the identified user or the TA in the call-up.

26. MEETINGS

26.1 At the request of the TA or the identified user, the Offeror shall participate in an annual coordination meeting dealing with all aspects of the standing offer.

26.2 All meetings shall be held during normal DND working hours (between 08:00 and 16:00).

26.3 Meetings may be held using distance communication tools.

26.4 The Offeror bears all costs related to its participation in meetings with the client.

27. PERFORMANCE ABILITIES AND CHARACTERISTICS AT LEVELS A, B AND C

WRITING		
Level A	Level B	Level C
Ability to write very limited units of information; ability to write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.	Ability to write short descriptive or factual texts in the second language; ability to write with sufficient mastery of grammar and vocabulary to deal with explicit information on work-related topics.	Ability to write explanations or descriptions in a variety of informal and formal work-related situations; ability to write texts in which the ideas are developed and presented coherently using vocabulary, grammar and spelling that are generally appropriate and require few corrections.

READING		
Level A	Level B	Level C
Ability to understand texts dealing with topics of a limited scope; ability to have a good understanding of very simple texts and capturing the general idea of texts dealing with common topics; ability to understand and identify simple information (dates, numbers and names) within more complex texts in order to accomplish routine work-related tasks.	Ability to understand most descriptive or factual material on work-related subjects; and ability to grasp the main idea of most work-related texts, locate specific details and distinguish main ideas from secondary ideas.	Ability to understand texts dealing with a variety of work-related topics; ability to understand most complex details, inferences and fine points of meaning; ability to read and understand specialized and less well-known material.

ORAL PROFICIENCY – PERFORMANCE CHARACTERISTICS			
Level	A	B	C
Ability to conduct a conversation	Have a simple question-and-answer exchange.	Carry on an informal conversation on concrete subjects.	Can participate effectively in discussions on a wide range of topics.
	Is able to form new sentences (rather than repeating the sentences learned).	Is able to paraphrase when the exact word does not come to mind.	Can handle topics with ease.
Comfort in using the language	Can speak slowly.	Is somewhat spontaneous when speaking.	Expresses himself or herself at a natural pace.
	May sometimes hesitate and use simple sentences.	May hesitate when forming complex sentences.	Rarely hesitates, except when finding ideas.
Clarity of the message being communicated	Has basic vocabulary for routine aspects of the work.	Has specific vocabulary for less routine aspects of the work.	Has a very specific vocabulary that allows him or her to deliver an accurate message.
	Can discuss facts in the present.	Can situate facts and events in time (has a good grasp of time for simple verb tenses).	Can link sequences of facts or events in time (has solid grasp of complex verb forms).
	Can link words to create simple sentences.	Can link sentences together within longer passages.	Can link sentences effectively to communicate complex ideas.
	Can ask to have questions repeated or rephrased.	Has little difficulty understanding the evaluator.	Can interpret the evaluator adequately and without effort.

ANNEX B1 – BASIS OF PAYMENT - NATIONAL REGION (EXCLUDING NCR AND NWT)

B1.1 EASTERN AREA

Atlantic Region: New Brunswick – Gagetown, Moncton; **Nova Scotia** – Halifax, Greenwood;
Newfoundland and Labrador – Gander, Goose Bay and St. John's

Quebec Region: Bagotville, Montréal, Québec, Rimouski, Saguenay, Saint-Jean, Sept-Îles, Trois-Rivières

The Offeror will be paid in accordance with the following Basis of Payment for work and services in accordance with Annex A – Statement of Work, performed pursuant to the contract(s) resulting from the issuance of call-up(s) and to the satisfaction of the Project Authority and/or Technical Authority.

For this standing offer, SOLET will be delivered on DND premises.

1. PLACEMENT TEST

The Offeror will be paid the following **firm all-inclusive price** (GST/HST extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Oral component					
Written component					

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

**2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

**3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the following basis of payment:

Resource	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Pedagogical advisor					

5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

Special projects teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Special teaching projects					

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CANCELLATION FEES

Cancellation and postponement of training – Prior to commencement of training – If the Contractor is not given at least 24 hours' notice of the cancellation of the training, the Contractor shall be paid the equivalent of 6 hours of training in accordance with the Basis of Payment. No costs or other manner of compensation shall be payable.

CLASSROOM MATERIALS – REPRODUCTION

The Offeror will be reimbursed its direct costs for reasonable and proper reproduction of teaching materials as required at article 3.1 of the Statement of Work. These costs will be paid at actual cost, without markup, subject to the submission of an itemized statement supported by receipt vouchers and their acceptance by the Project Authority and/or Technical Authority.

All deliverables are FOB Destination, Canadian customs duty included, where applicable.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by the Offeror as a consequence of any relocation required to satisfy the terms of any contract resulting from the issuance of a call-up.

B1.2 WESTERN AREA

Ontario Region: Borden, Cornwall, Kingston, Trenton, London, North Bay, Petawawa, Toronto

Western Region: Alberta – Calgary, Cold Lake, Edmonton, Suffield, Wainwright; Saskatchewan – Dundurn, Moose Jaw; Manitoba – Shilo, Winnipeg

Pacific Region: British Columbia – Comox, Esquimalt

The Offeror will be paid in accordance with the following Basis of Payment for work and services in accordance with Annex A – Statement of Work, performed pursuant to the contract(s) resulting from the issuance of call-up(s) and to the satisfaction of the Project Authority and/or Technical Authority.

For this standing offer, SOLET will be delivered on DND premises.

1. PLACEMENT TEST

The Offeror will be paid the following **firm all-inclusive price** (GST/HST extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Oral component					
Written component					

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION (includes classroom and computer-based training)

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the following basis of payment:

Resource	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Pedagogical advisor					

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5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

Special projects teaching	Firm all-inclusive hourly rate				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Special teaching projects					

CANCELLATION FEES

Cancellation and postponement of training – Prior to commencement of training – If the Contractor is not given at least 24 hours' notice of the cancellation of the training, the Contractor shall be paid the equivalent of 6 hours of training in accordance with the Basis of Payment. No costs or other manner of compensation shall be payable.

CLASSROOM MATERIALS – REPRODUCTION

The Offeror will be reimbursed its direct costs for reasonable and proper reproduction of teaching materials as required at article 3.1 of the Statement of Work. These costs will be paid at actual cost, without markup, subject to the submission of an itemized statement supported by receipt vouchers and their acceptance by the Project Authority and/or Technical Authority.

All deliverables are FOB Destination, Canadian customs duty included, where applicable.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by the Offeror as a consequence of any relocation required to satisfy the terms of any contract resulting from the issuance of a call-up.

ANNEX B2 – BASIS OF PAYMENT - NATIONAL CAPITAL REGION

The Offeror will be paid in accordance with the following Basis of Payment for work and services in accordance with Annex A – Statement of Work, performed pursuant to the contract(s) resulting from the issuance of call-up(s) and to the satisfaction of the Project Authority and/or Technical Authority.

For this standing offer, SOLET may be delivered on DND or Offeror premises.

1. PLACEMENT TEST

The Offeror will be paid the following **firm all-inclusive price** (GST/HST extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Oral component					
Written component					

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

**2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Levels A and B DND premises					
Levels A and B Offeror premises					
Level C DND premises					
Level C Offeror premises					
Levels A and B DND Carling					
Level C DND Carling					

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Levels A and B DND premises					
Levels A and B Offeror premises					
Level C DND premises					
Level C Offeror premises					
Levels A and B DND Carling					
Level C DND Carling					

3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

**3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Levels A and B DND premises					
Levels A and B Offeror premises					
Level C DND premises					
Level C Offeror premises					
Levels A and B DND Carling					
Level C DND Carling					

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Levels A and B DND premises					
Levels A and B Offeror premises					
Level C DND premises					
Level C Offeror premises					
Levels A and B DND Carling					
Level C DND Carling					

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the following basis of payment:

Resource	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Pedagogical advisor					

5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

Special projects teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Special teaching projects					

CANCELLATION FEES

Cancellation and postponement of training – Prior to commencement of training – If the Contractor is not given at least 24 hours' notice of the cancellation of the training, the Contractor shall be paid the equivalent of 6 hours of training in accordance with the Basis of Payment. No costs or other manner of compensation shall be payable.

CLASSROOM MATERIALS – REPRODUCTION

The Offeror will be reimbursed its direct costs for reasonable and proper reproduction of teaching materials as required at article 3.1 of the Statement of Work. These costs will be paid at actual cost, without markup, subject to the submission of an itemized statement supported by receipt vouchers and their acceptance by the Project Authority and/or Technical Authority.

All deliverables are FOB Destination, Canadian customs duty included, where applicable.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by the Offeror as a consequence of any relocation required to satisfy the terms of any contract resulting from the issuance of a call-up.

ANNEX B3 – BASIS OF PAYMENT - NORTHWEST TERRITORIES

The Offeror will be paid in accordance with the following Basis of Payment for work and services in accordance with Annex A – Statement of Work, performed pursuant to the contract(s) resulting from the issuance of call-up(s) and to the satisfaction of the Project Authority and/or Technical Authority.

For this standing offer, SOLET will be delivered on the Offeror's premises.

1. PLACEMENT TEST

The Offeror will be paid the following **firm all-inclusive price** (GST/HST extra if applicable):

Placement test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test	Firm all-inclusive price per test
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Oral component					
Written component					

2. TEACHING AND PEDAGOGICAL SUPERVISION

The rate for teaching and pedagogical supervision will include preparation time, pedagogical supervision and course management.

When a call-up is issued using the rates in tables 2.1 and 2.2, the Offeror must provide an on-site pedagogical advisor.

The pedagogical advisor must be on site at all times for teaching activities during the hours of operation corresponding to the training site, as defined in section 20.1 of the Statement of Work, so that the identified user can reach him/her.

The teacher/advisor ratio is a maximum of 12 teachers per pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

**2.1 GROUP TRAINING INCLUDING PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

2.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES INCLUDING PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

3. TEACHING (WITHOUT PEDAGOGICAL SUPERVISION)

The teaching rate will include preparation time.

When a call-up is issued using the rates in tables 3.1 and 3.2, the Offeror WILL NOT BE REQUIRED TO PROVIDE an on-site pedagogical advisor.

The teaching rate will be used for distance tutoring, second language evaluation preparation interviews – oral interaction, tests and reports for all courses, and all other services required to deliver SOLET.

The Offeror will be paid the following **firm all-inclusive hourly rate(s)** (GST/HST extra if applicable):

**3.1 GROUP TRAINING WITHOUT PEDAGOGICAL SUPERVISION
(includes classroom and computer-based training)**

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

3.2 INDIVIDUALIZED TRAINING AND REMEDIAL SERVICES WITHOUT PEDAGOGICAL SUPERVISION

Teaching	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Levels A and B					
Level C					

4. PEDAGOGICAL ADVISOR

The identified users may require the services of a pedagogical advisor. In such a case, the identified users will issue a call-up for the required hours according to the following basis of payment:

Resource	Firm all-inclusive hourly rate Initial period Year 1	Firm all-inclusive hourly rate Extension I	Firm all-inclusive hourly rate Extension II	Firm all-inclusive hourly rate Extension III	Firm all-inclusive hourly rate Extension IV
Pedagogical advisor					

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5. SPECIAL PROJECTS FOR SECOND LANGUAGE TRAINING PROGRAMS

Special projects teaching	Firm all-inclusive hourly rate				
	Initial period Year 1	Extension I	Extension II	Extension III	Extension IV
Special teaching projects					

CANCELLATION FEES

Cancellation and postponement of training – Prior to commencement of training – If the Contractor is not given at least 24 hours' notice of the cancellation of the training, the Contractor shall be paid the equivalent of 6 hours of training in accordance with the Basis of Payment. No costs or other manner of compensation shall be payable.

CLASSROOM MATERIALS – REPRODUCTION

The Offeror will be reimbursed its direct costs for reasonable and proper reproduction of teaching materials as required at article 3.1 of the Statement of Work. These costs will be paid at actual cost, without markup, subject to the submission of an itemized statement supported by receipt vouchers and their acceptance by the Project Authority and/or Technical Authority.

All deliverables are FOB Destination, Canadian customs duty included, where applicable.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by the Offeror as a consequence of any relocation required to satisfy the terms of any contract resulting from the issuance of a call-up.

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W4938-18037S/B
Client Ref. No. - N° de réf. du client
VMEW4938-18037S

Amd. No. - N° de la modif.
File No. - N° du dossier
504zf.W4938-18037S

Buyer ID - Id de l'ach
ZF504
CCC No. /N° CCC - FMS No. /N°

ANNEX « C » SECURITY REQUIREMENTS CHECK LIST

Solicitation No. - N° de l'invitation
W4938-18037S/B
Client Ref. No. - N° de réf. du client
VMEW4938-18037S

Amd. No. - N° de la modif.
File No. - N° du dossier
504zf.W4938-18037S

Buyer ID - Id de l'ach
ZF504
CCC No. /N° CCC - FMS No. /N°

ANNEX « D » to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX « E » to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Canadian Defence Academy
---------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
----------------------------------------------------------------	---------------------------------------------------------------------------

4. Brief Description of Work / Brève description du travail
Delivery of second language training for both official languages

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
(Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--------------------------------------------	--------------------------------------	---------------------------------------------

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).