



RETURN BIDS TO :

Attention : Justin Foubert
Department of Finance Canada
90 Elgin Street
Mail Receiving Area, Level 1, Room 0148A
Ottawa, ON K1A 0G5

**REQUEST FOR PROPOSAL –
AMENDMENT 001**

Proposal To: Department of Finance

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Instructions : See Herein

**This document does not contain a
Security Requirement.**

Title: Language Training Services for the Department of Finance	
Solicitation No.: FIN-20191795	
Date: March 4, 2020	
GETS Reference No.: PW-20-00904498	
Solicitation Closes:	
at	02 :00 PM
on	March 12, 2020
Time Zone: Eastern Daylight Time EDT	
Solicitation Authority:	
Name: Justin Foubert	
Title: Procurement and Contracting Officer	
Branch: Corporate Services Branch	
Email: justin.foubert@canada.ca	
Phone: 613-369-3262	

Estimated Contract Period: April 1, 2020 to March 31, 2021	
Option Periods: YES	Number of Option Periods: 2
All enquiries regarding this solicitation must be submitted in writing to the Solicitation Authority, 10 calendar days prior to the closing date to allow sufficient time for the Department of Finance to provide responses. Enquiries received after that date may not be responded to prior to the Proposal Closing Date. All answers that provide more information on the requirement will be posted on GETS.	

ANNEX "A"

STATEMENT OF WORK

LANGUAGE TRAINING FOR FINANCE CANADA

1.0 OBJECTIVE

Finance Canada requires the services of one or more Contractor(s) to provide group and individual language training services in French and English for Finance Canada employees in the National Capital Region.

This training is required for career development purposes, maintenance purposes and to help Finance Canada employees meet the language requirements of their positions.

2.0 BACKGROUND

Finance Canada currently offers a series of language training sessions to its employees with the contract expiring on March 31, 2020.

3.0 CONTRACT PERIOD

The initial contract period will be from April 1, 2020 to March 31, 2021. The contract includes two option year periods to be exercised at the discretion of Finance Canada as follows:

Option Year 1: April 1, 2021 – March 31, 2022

Option Year 2: April 1, 2022 – March 31, 2023

4.0 SCOPE OF WORK

The Contractor(s) must provide group and individual language training services in French and English for Finance Canada employees in the National Capital Region. These services will include part-time and full-time language training, maintenance language training and Second Language Evaluation (SLE) preparation sessions. These programs are described in further detail in section 5.0 of this Statement of Work.

For the initial contract period, the Contractor(s) must provide four consecutive language training sessions to Finance Canada employees between April 1, 2020 and March 31, 2021. Exact dates and schedules for the sessions will be determined following discussions with the Project Authority.

For Option Year 1, the Contractor(s) must provide four consecutive language training sessions to Finance Canada employees between April 1, 2021 and March 31, 2022. Exact dates and schedules for the sessions will be determined following discussions with the Project Authority.

For Option Year 2, the Contractor(s) must provide four consecutive language training sessions to Finance Canada employees between April 1, 2022 and March 31, 2023. Exact dates and schedules for the sessions will be determined following discussions with the Project Authority.

Duration of sessions per program:

Part-time (Group): 12 weeks

Part-time (Individual): 2 or more weeks

Full-time (Group): 4 weeks

Full-time (Individual): 2 or more weeks

Maintenance: 12 weeks
 Second Language Evaluations (SLE) Preparation:
 Reading/Writing: 9 hours (Group)
 Oral: 3 hours (Group) + 6 hours (Individual)

These sessions follow closely with the Government of Canada fiscal year quarters, outlined below:

Session 1 – April to June

Session 2 – July to September

Session 3 – October to December

Session 4 – January to March

5.0 PROGRAM DESCRIPTIONS

The Contractor(s) must provide each of the following programs during each session. The Contractor(s) is(are) responsible for the assessment of employees and to place these employees into the appropriate groups and levels. Before the commencement of each session, the Contractor(s) is to administer a placement test and interview each new employee individually in order to evaluate their linguistic level. The level of proficiency is based on the standards defined for each of the second language skills (reading, writing and oral interaction) as prescribed by the Treasury Board Secretariat's *Qualification Standards in Relation to Official Languages*. The levels are ordered from A (lowest) to C (highest).

Please refer to the following link for further information: <http://www.tbs-sct.gc.ca/gui/squn03-eng.asp>

STREAM 1

Program A

Part-time Training (Group): Finance Canada requires on average seven (7) part time language training groups per session (with approximately six employees per group) delivered one day per week (6 hours in duration) divided into two blocks of 3 hours per day at the beginner, intermediate and advanced levels (depending on employee learning needs). These language sessions will run for 12 weeks.

This element of the program is intended to provide exposure to an employee's second official language to enhance their career development opportunities and in some instances provide employees with a statutory requirement to attain language proficiency at levels B or C with a solid base in their second official language. The part-time program may also include specialized courses in English and French, such as writing skills.

The exact numbers of employees that participate in each session often fluctuate. An estimated number of hours is provided below:

Original Contract Period	Estimated Number of Hours
April 1, 2020 to March 31, 2021	2500
Option Year 1	Estimated Number of Hours
April 1, 2021 to March 31, 2022	2500
Option Year 2	Estimated Number of Hours
April 1, 2022 to March 31, 2023	2500

Program B

Part-time Short Training (Individual): Finance Canada requires short-term individual part-time training sessions delivered 1 day per week (6 hours in duration) divided into two blocks of 3 hours per day at the beginner, intermediate and advanced levels (depending on employee learning needs). These language sessions will run for a minimum of 2 weeks depending on the learning needs of the employee.

The exact numbers of employees that participate in each session often fluctuate. An estimated number of hours is provided below.

Original Contract Period	Estimated Number of Hours
April 1, 2020 to March 31, 2021	1000

Option Year 1	Estimated Number of Hours
April 1, 2021 to March 31, 2022	1000

Option Year 2	Estimated Number of Hours
April 1, 2022 to March 31, 2023	1000

STREAM 2**Program C**

Full-time Short Program (Group): Finance Canada requires four (4) language training groups per session (with approximately six employees per group) delivered 5 days per week (7 hours in duration) at the beginner, intermediate and advanced levels in both English and French. These language sessions will run for 4 weeks.

This element of the program is intended to provide beginners with a solid base and for intermediate and advanced levels the possibility of benefitting from full-time training prior to taking the oral assessment. The exact numbers of employees that participate in each session often fluctuate. An estimated number of hours is provided below.

Original Contract Period	Estimated Number of Hours
April 1, 2020 to March 31, 2021	2000

Option Year 1	Estimated Number of Hours
April 1, 2021 to March 31, 2022	2000

Option Year 2	Estimated Number of Hours
April 1, 2022 to March 31, 2023	2000

Program D

Full-time Short Program (Individual): Finance Canada requires short-term individual language training sessions delivered 5 days a week (7 hours per day in duration) at the beginner, intermediate and advanced levels in both English and French. These language sessions will run for a minimum of 2 weeks depending on the learning needs of the employee.

This element of the program is intended to provide beginners with a solid base and for intermediate and advanced levels the possibility of benefitting from full-time training prior to taking the oral assessment. The exact numbers of employees that participate in each session will fluctuate. An estimated number of hours is provided below.

Original Contract Period	Estimated Number of Hours
April 1, 2020 to March 31, 2021	2000
Option Year 1	Estimated Number of Hours
April 1, 2021 to March 31, 2022	2000
Option Year 2	Estimated Number of Hours
April 1, 2022 to March 31, 2023	2000

STREAM 3**Program E**

Maintenance Training (Group): Finance Canada offers maintenance classes for employees at various language proficiency levels. Finance Canada usually has 2 to 3 classes running simultaneously the majority of which are in French, but there is a requirement for English classes as well.

The exact number of participants and their levels fluctuate both during each session and between sessions. Courses are typically offered at two hours per week.

An estimated number of hours are provided below.

Original Contract Period	Estimated Number of Hours
April 1, 2020 to March 31, 2021	400
Option Year 1	Estimated Number of Hours
April 1, 2021 to March 31, 2022	400
Option Year 2	Estimated Number of Hours
April 1, 2022 to March 31, 2023	400

Program F

Second Language Evaluations (SLE) Preparation Sessions: Second Language Evaluations Preparation Sessions are typically offered in the last month of each session to prepare employees for their SLE examinations. The duration of these preparation sessions is three days for both Reading and Writing Evaluations. For oral interaction, group training for 3 hours followed by 6 hours of individual training.

The exact number of participants and their levels fluctuate both during each session and between sessions. An estimated number of hours are provided below.

Original Contract Period	Estimated Number of Hours
April 1, 2020 to March 31, 2021	320
Option Year 1	Estimated Number of Hours
April 1, 2021 to March 31, 2022	320
Option Year 2	Estimated Number of Hours
April 1, 2022 to March 31, 2023	320

CONTRACTOR RESOURCES

The Contractor(s) must ensure that the Project Manager and the Teacher resources are aware of new developments in adult education and in second-language instruction and training, and that Teacher resources have access to up-to-date teaching materials.

PROJECT MANAGER

The Contractor(s) must provide the services of a Project Manager that will be the main point of contact for the Project Authority throughout the duration of the contract. The Project Manager will be required to communicate on an ongoing basis with the Project Authority to report any problems or issues that may arise. The Project Authority and Project Manager will work together to discuss and resolve these issues.

The Project Manager is responsible for the assessment of employees to determine their language training needs and follow-up with written progress reports.

The Project Manager is responsible to monitor and supervise the performance of the teacher resources, including their educational practices and competencies.

The Project Manager is to submit all reports and deliverables to the Project Authority as requested in section 9.0 of this Statement of Work.

TEACHER RESOURCES

The Contractor(s) must provide the services of suitable teachers for the instruction of the French and English languages. The Contractor(s) shall provide teachers in accordance with the agreed upon training hours and schedule.

It is estimated that Finance Canada will require approximately eight (8) French language training teachers and two (2) English language training teachers throughout the duration of the contract.

The Contractor(s) will ensure that the rotation of teachers is kept to a minimum.

6.0 PROJECT AUTHORITY

The name of the Project Authority will be released at contract award.

7.0 CLIENT SUPPORT AND CONTRACTOR RESPONSIBILITIES

Contractor Responsibilities

The Contractor(s) must provide the following:

Learning Material

All learning materials required by both the teachers and Finance Canada employees shall be provided by the Contractor(s) at no additional cost to Finance Canada.

Hours of Work

Training shall be delivered during core business hours, Monday to Friday, with the exception of statutory holidays. Business hours are defined as between the hours of 7:00 A.M. and 6:00 P.M. Eastern Standard Time or Eastern Daylight Time. A training day will consist of up to six (6) hours of classroom instruction and 1 hour for lunch.

Administrative Support

The Contractor(s) must have the flexibility to integrate new employees into existing group classes. The Contractor(s) must accept training requests from the Project Authority by telephone. Written confirmation will follow within two business days following the verbal request from the Project Authority.

The Contractor(s) must make every effort to respond, via email, to all inquiries by the Project Authority within two business days.

If this is not possible, the Contractor(s) must advise the Project Authority and explain the reason for the delay.

8.0 DELIVERABLES AND REPORTING REQUIREMENTS

In addition to providing the services outlined in this Statement of Work, the Contractor(s) will be expected to produce the following deliverables and reports on an ongoing basis throughout the duration of the contract.

The reports will be prepared and provided in an electronic format in English that is compatible with MS Office 2016. Some reports must be presented in Excel 2016 to facilitate the process of data extraction and analysis. The method of delivering the report (e.g., e-mail) will be determined following discussions between the Project Manager and Project Authority.

Deliverable	Details	Frequency
Attendance Report	Required for each employee enrolled in the training courses. Information should be included in an Excel 2016 spreadsheet.	Monthly
Progress / Recommendation Report	Notes the strengths and weaknesses of employees and suggests areas for improvement. This report will evaluate an employee's progress against their objectives. This report must include an assessment of the participant's performance as well as language training recommendations based on progress in class and/or the results of the SLE tests. Language of the report will be in the employee's first official language.	Quarterly
Interim Report	A summary report of all training provided, activities and statistics of language training	Quarterly

	services provided. This report is required at the conclusion of each session. Information should be included in an Excel 2016 spreadsheet.	
Final Report	A summary report of all training provided, activities and statistics. This report is required at the conclusion of the initial contract period and any subsequent option years. Information should be included in an Excel 2016 spreadsheet.	Yearly
On Demand Reports	To be discussed with the Project Authority on a case-by-case basis.	To be discussed with Project Authority on a case-by-case basis.

9.0 CONDITIONS

Without restricting any other terms and conditions, any course can be cancelled or rescheduled in whole or in part by the Project Authority by giving written notice to the Contractor(s) of at least two (2) business days. There shall be no charges to the department for such a cancellation or rescheduling.

The Project Authority may withdraw participants from a course if he/she deems it necessary. The Project Authority will give two (2) business days written notice to the Contractor(s) to advise of withdrawals.

The Project Authority may request the replacement of the Project Manager or Teacher resources. If required, the Contractor(s) must propose replacement resources that deemed suitable to the project authority.

The Contractor(s) must identify a suitable replacement resource within ten (10) business days of receiving the request from the Project Authority.

10.0 WORK LOCATION (To be determined at time of contract award.)

The work associated with Stream 1 - programs A and B (part-time group and individual training) will be carried out at the Contractor's premises in Downtown Ottawa. For the purposes of this contract, Downtown Ottawa is defined as a training classroom location that is within a 1 kilometre (KM) walking distance of Finance Canada offices located at 90 Elgin Street.

The work associated with Stream 2 - programs C and D (full-time group and individual training) will be carried out at the Contractor's premises in Downtown Ottawa. For the purposes of this contract, Downtown Ottawa is defined as a training classroom location that is within a 1 kilometre (KM) walking distance of Finance Canada offices located at 90 Elgin Street.

The work associated with Stream 3 - programs E and F (maintenance training and SLE preparation sessions) will be held at Finance Canada's premises located at 90 Elgin Street, Ottawa.

11.0 TRAVEL

There are no travel costs associated with this contract.

12.0 SECURITY

There is no security requirement.

