

Solicitation No. - N° de l'invitation
20-169294
Client Ref. No. - N° de réf. du client
20-169294

Amd. No. - N° de la modif.
File No. - N° du dossier
20-169294

Buyer ID - Id de l'acheteur
Assane Ndiaye

**RETURN BID TO/ RETOURNER LES SOUMISSIONS
À :**

[receptionsoumission-
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and
Development (DFATD)
Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

**Request for Proposal
Demande de proposition**

Proposal to:

Department of Foreign Affairs, Trade and Development
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 here to, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefore.

Proposition à:

Ministère des Affaires Étrangères, Commerce et
Développement
Nous offrons par la présente de vendre à Sa Majesté
la Reine du chef du Canada, aux conditions énoncées
ou incluses par référence dans la présente et aux
appendices ci-jointes, les biens, services et
construction énumérés ici sur toute feuille ci-annexée,
au(x) prix indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangère, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Title-Sujet: Part-time second-language group training	
Supply Arrangement# N/A	
Sollicitation No. — N° de l'invitation 20-169294	Date: April 07, 2020
Sollicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EDT(Eastern Daylight Time) / HAE (heure avancée de l'Est)
On / le May 19, 2020	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
Telephone No. – No de téléphone: (343) 203-5579	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
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)	
Name, Title	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Financial Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization Form and the Bilingual Registration Form.

1.2 Summary

- 1.2.1 The Department of Foreign Affairs Trade and Development (DFATD) wishes to provide its employees with two (2) hours English and French maintenance and development training classes and courses as well as classes in preparation for the three second language evaluation (SLE) tests of the Public Service Commission (PSC) of Canada.

Through part-time group training in English and French as a second language, the objectives are:

- Help departmental staff maintain and develop their second-language skills; and
- provide an opportunity for people to prepare for the three PSC SLE tests.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 – Security and Financial Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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”.

- 1.2.3 The requirement is subject to the provisions of the following trade agreement(s):

- Canadian Free Trade Agreement (CFTA)
- Canada-Chile Free Trade Agreement (CCFTA)
- Canada-Colombia Free Trade Agreement (CColFTA)
- Canada-Honduras Free Trade Agreement (CHFTA)
- Canada-Panama Free trade agreement (CPanFTA)
- Canada-Peru Free Trade Agreement (CPFTA)
- Canada-Korea Free Trade Agreement (CKFTA)

- North American Free Trade Agreement (NAFTA)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA),
- World Trade Organization Agreement on Government Procurement (WTO-AGP)

1.2.4 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation within the National Capital Region.

1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Department of Foreign Affairs and Trade Canada (DFATD) Bid Receiving Unit email address by the date, time and place indicated on page 1 of the Request for Proposal.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFATD will not be accepted.

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, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid 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:

- (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 Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

By providing this information, bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder 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;
- 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one (1) electronic copy)
Section II: Financial Bid (one (1) electronic copy)
Section III: Certifications (one (1) electronic copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid

- a. use a numbering system that corresponds to the bid solicitation;
- b. include a title page at the front of each section of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of selection detailed in Annex "B".
- B.** Bidders must submit their price and rates; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.
- D.** Electronic Payment of Invoices - Bid

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

- Direct Deposit

Section III: Certifications

In Section III of their bid, Bidders should submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 of Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 of Part 4.

4.1.2 Financial Evaluation

Bidders must submit their financial bid in Canadian dollars, in accordance with the Basis of payment at Annex "B". The price of the bid for financial evaluation purpose is the sum of: **the initial contract period cost + all option periods cost**, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Substantiation of Rates Quoted by Bidders in Professional services Bids

In Canada's experience, bidders will from time to time quote rates in professional services bids for one or more categories of resources that, when they are selected as the contractor for the work, they refuse to honor during the period of the awarded contract, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial bids submitted by bidders in response to this bid solicitation, Canada may, but will have no obligation to, require price support from bidders for any of the rates (either for one, several or all categories of resources) they quoted in their financial bids.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30%

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all the mandatory evaluation criteria; and
 - c. obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. 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.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00**	\$50,000.00**	\$45,000.00*
Calculations	Technical Merit Score	$115/135^{***} \times 70 = 59.63$	$89/135^{***} \times 70 = 46.15$	$92/135^{***} \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

In the example above, Bidder 1 would be recommended for contract award.

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Item	Mandatory Criteria	Met	Not Met
M1	<p>The Bidder must demonstrate a minimum of two (2) years' experience in providing English and French training as second language training.</p> <p>To demonstrate the criterion, the Bidder must provide as of bid closing date, a copy of the city permit or license showing a date of issuance no later than May 1st 2018.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Reference to Proposal:			
M2	<p>The Bidder must propose a minimum of five (5) teachers. Each teacher must:</p> <ol style="list-style-type: none"> a. Hold a bachelor's degree from a Canadian University. In case the studies were completed outside of Canada, equivalence granted by an accredited institution for the recognition of Canadian equivalency credential will be accepted. b. Have a minimum of one (1) year experience in tutoring either French as second language to public servants and using the PFL 2 A-B-C CSPS' program or English as second language to public servants and using the CEWP program. <p>In order to demonstrate this criterion, the Bidder must provide for each proposed teacher as of bid closing date:</p> <ol style="list-style-type: none"> a. A copy of the degree or the equivalence, if the copy is not in English nor in French include the translation in one of the two official languages of Canada. b. A detailed Curriculum Vitae (C.V.) evidencing required experience above. 	<input type="checkbox"/>	<input type="checkbox"/>
Cross Reference to Proposal:			

Item	Mandatory Criteria	Met	Not Met
M3	<p>The Bidder must propose a sixth resource as the person responsible of organizing the learning groups. The proposed resource must be bilingual, at the advanced level in French and English.</p> <p>The proposed resource must have a minimum of 3 years' experience in placing individuals in training group with similar level learners.</p> <p>To demonstrate the criterion, the Bidder must provide a detailed C.V. evidencing required experience above as of bid closing date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Reference to Proposal:			
M4	<p>The Bidder must demonstrate that each proposed teacher (5 resources) holds a valid Government of Canada security clearance at the level of SECRET or higher at the date and time of the bid closing.</p> <p>To demonstrate the criterion, the Bidder must provide the legal name, and security file number of all proposed teachers as of bid closing date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Reference to Proposal:			
M5	<p>The Bidder must provide a bilingual electronic registration form for participant's registration. The proposed electronic form must be accessible via a web browser and will include at minimum all the fields contained in the bilingual registration form illustrated in Annex "E".</p> <p>To demonstrate the criterion, the Bidder must provide as of bid closing date, the link and access information (temporary user account and password for testing) to the electronic form.</p> <p>The successful Bidder recommended for contract award will be allowed a maximum of 10 business days to update its proposed electronic form to ensure full compliance with the bilingual registration form illustrated in Annex "E". Full compliance must be validated by DFATD prior to contract award.</p>		
Cross Reference to Proposal:			

Item	Mandatory Criteria	Met	Not Met
M6	<p>Language levels are not assessed however, the Bidder must complete and submit the following certification confirming that all proposed resources meet this requirement and are able to provide the service described in the Statement of Work fluently in French and English.</p> <p><u>Language Capacity</u></p> <p><i>The Bidder certifies that, should it be authorized to provide services under this contract, resulting from this solicitation,</i></p> <p><i>It will provide bilingual resources who are capable of delivering required services in both French and English,</i></p> <p>Signature:</p> <p>Date:</p>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Reference to Proposal:			

Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain a minimum pass mark of **50 points** in order to be considered responsive.

Requirements	Points allocation
<p>Each proposed Teacher should have a minimum of 2000 hours in tutoring either French as second language to public servants and using the PFL 2 A-B-C CSPS' program or English as second language to public servants and using the CEWP program.</p> <p>Each teacher will be assessed and allocated points based on their number of tutoring hours and in accordance with the point allocation grid below.</p>	
<p>R1 Teacher #1 - Tutoring experience</p> <p>The Bidder should submit the proposed resource's C.V. to demonstrate the criterion.</p>	<p>2000 to <5000 hours = 10 points 5000 to <10000 hours = 15 points 10000 hours = 20 points</p> <p>For a maximum of 20 points</p>
<p>Demonstration:</p>	<p>/20</p>
<p>R2 Teacher #2 - Tutoring experience</p> <p>The Bidder should submit the proposed resource's C.V. to demonstrate the criterion.</p>	<p>2000 to <5000 hours = 10 points 5000 to <10000 hours = 15 points 10000 hours = 20 points</p> <p>For a maximum of 20 points</p>
<p>Demonstration:</p>	<p>/20</p>
<p>R3 Teacher #3 - Tutoring experience</p> <p>The Bidder should submit the proposed resource's C.V. to demonstrate the criterion.</p>	<p>2000 to <5000 hours = 10 points 5000 to <10000 hours = 15 points 10000 hours = 20 points</p> <p>For a maximum of 20 points</p>
<p>Demonstration:</p>	<p>/20</p>

R4 Teacher #4 - Tutoring experience The Bidder should submit the proposed resource's C.V. to demonstrate the criterion.		2000 to <5000 hours = 10 points 5000 to <10000 hours = 15 points 10000 hours = 20 points For a maximum of 20 points
Demonstration:		/20
R5 Teacher #5 - Tutoring experience The Bidder should submit the proposed resource's C.V. to demonstrate the criterion.		2000 to <5000 hours = 10 points 5000 to <10000 hours = 15 points 10000 hours = 20 points For a maximum of 20 points
Demonstration:		/20
Minimum pass mark	50	/100
Maximum Total	100	

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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 Contract Award

The certifications listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications listed below within the time frame specified will render the bid non-responsive.

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification (Refer to Attachment 1 to Part 5)

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.2 Status and Availability of Resources (Refer to Attachment 1 to Part 5)

5.2.3 Education and Experience (Refer to Attachment 1 to Part 5)

ATTACHMENT 1 TO PART 5 – CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting 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 a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive 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 bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, 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 Bidder is not a Joint Venture.

OR

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

STATUS AND AVAILABILITY OF RESOURCES

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

EDUCATION AND EXPERIENCE

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Signature

Date

PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirements

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

For additional information on security requirements, Bidders 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 [A9033T](#) (2012-07-16) Financial Capability.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex "A".

7.1.2 Task Authorization

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form" specified in Annex "E".

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.

The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 15% of the Maximum Contract Value.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

7.2.1 General Conditions

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

2035 08 (2008-05-12) Replacement of specific individuals

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
 - b. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.
3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements

of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Specific person(s) (to be inserted at contract award)

The contractor must provide the following person(s) to perform the work as stated in the Contract:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7.2.4 Non-Disclosure Agreement

At contract award, the Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the work.

7.3 Security Requirements

7.3.1 The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

COMMON PS SRCL #19

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), 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 sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
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 attached at Annex "C"
 - b. Industrial Security Manual (Latest Edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from July 20, 2020 to July 19, 2023.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional year period under the same conditions. The Contractor agrees that, during the extended

period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment at Annex "B"

Canada may exercise options at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Assane Ndiaye
Title: Procurement specialist
Address: 200 Promenade du Portage, Gatineau, Québec Canada K1A 0G4
Telephone: 343-203-5579
E-mail address: assane.ndiaye@international.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ ____ _____
E-mail address: _____

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 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex "B", to the limitation of expenditure specified. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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.

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.

7.7.3 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed covered by the invoice in accordance with the payment provisions of the Contract 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.

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit

7.7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b. The accuracy of the Contractor's time recording system.
- c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
- d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the following instructions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must specify the following:

- a. Company name, address, etc.;
- b. Client address;
- c. Date of the invoice;
- d. Contract Number;
- e. Total dollar amount;

Applicable Taxes must be calculated on the total amount of the invoice.

Invoices must be distributed as follows:

- One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.11 Priority of Documents

If there is a discrepancy between the wording 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 Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____,

ANNEX "A"

STATEMENT OF WORK

1.0 TITLE

Part-time second-language maintenance and development group training.

2.0 BACKGROUND

The Department of Foreign Affairs Trade and Development (DFATD) wishes to provide its employees with two (2) hours English and French maintenance and development training classes and courses as well as classes in preparation for the three second language evaluation (SLE) tests of the Public Service Commission (PSC) of Canada. We estimate that 576 English-speaking and 128 French-speaking participants could benefit from each session. The level of proficiency of each participant varies. Three training sessions have been scheduled. The first session will last approximately 15 weeks, and the second and third sessions will last approximately 12 weeks each. All participants will have the opportunity to register for the three sessions.

3.0 OBJECTIVES

Through part-time group training in English and French as a second language, the objectives are:

- Help departmental staff maintain and develop their second-language skills; and
- provide an opportunity for people to prepare for the three PSC SLE tests.

4.0 PROFESSIONAL RESOURCES

The contractor is required to propose five (5) teachers to the Department to perform the tasks described in 5.0 Scope of Work and a sixth resource who will be responsible for organizing the learning groups.

The contractor will provide the services of up to six (6) resources in total upon request. The resources will be made available to the Department immediately upon request.

5.0 SCOPE OF WORK: TASKS, DELIVERABLES AND MILESTONES

The contractor will provide learners with an environment that is suitable for studying a second language as well as learning materials in the form of websites and extracurricular activities that involve conversation. All other required materials will be the responsibility of the student(s) to supply, e.g., photocopy textbooks, notebooks, pens, dictionaries, etc.

TASKS

- Manage the entire administrative burden of the registration process, from collecting registration data to conducting the final assignment of working groups and learners.
- Assess each learner at the beginning of the cycle, starting in the fall of each year, as well as new learners who register for the winter or spring session.
- Create groups of learners that are as homogeneous as possible, taking into account the purpose and current level of the learners and their objectives.
- Electronically send group contact information to each learner.

- Teachers must promote an online tool, in this case, Rosetta Stone. This tool is used by the Department's official languages (OL) program to satisfy client requests for an online tool to practise their English or French language skills. The Department will offer a free licence to each teacher so they can learn to use it and be in position to provide professional recommendation to participants who are interested in using an online tool to continue their development.
- At the end of the contract, provide details of a survey of departmental students related to the training offered by the faculty, including the support of the faculty advisor. Prior to this, a copy of the survey must be sent to the training coordinator for approval.

DELIVERABLES

- Second language training programs
 - Offered in a professional manner, and based mainly on the PFL2 program, between 60 and 72 French language courses, per session, and between 10 and 16 English language courses, per session, based mainly on the Canada School of Public Service (CSPS) CEWP program. Three sessions will be offered annually. Groups may be composed of two (2) to eight (8) departmental employees.
- Electronic registration form
 - Provide a bilingual electronic form for learner registration. The form must be accessible via a web browser and must include, at a minimum, all the fields contained in the bilingual registration form illustrated in Annex "E."

MILESTONES

- **Evaluation period**
 - July 20 to August 14, 2020, inclusive, for the fall session.
November 23 to December 11, 2020, inclusive, for the winter session.
February 22 to March 12, 2021, inclusive, for the spring session.

Those periods will be used to evaluate participants and plan courses. The sessions will consist of asking participants to identify their main objective and undergo a brief oral assessment.
 - Once the assessment is completed, the teachers or the contractor's training coordinator will be responsible for emailing each participant their course schedule and class location.
 - Fall session: The email must be sent by close of business (COB) on Friday, August 21, 2020.
 - Winter session: The email must be sent by close of business (COB) on Friday, December 18, 2020.
 - Spring session: The email must be sent by close of business (COB) on Friday, March 19, 2021.

-
- The contractor will assign a sufficient number of evaluators to assess learners so that all assessments are completed within a maximum of 72 hours of receipt of learner registration.
 - The billable assessment time is twenty minutes per candidate; that also applies to the assessment of latecomers. Based on the average of previous years, it is estimated that the maximum time required to complete this task is approximately 220 hours for the three sessions.

- **Teaching period**

- From Tuesday, September 8, 2020 to Monday, December 21, 2020, for the fall session.
- From Monday, January 4, 2021 to Friday, March 26, 2021, for the winter session.
- From Monday, April 5, to Friday, June 25, 2021, for the spring session.

Each teacher will have fifteen additional minutes per class for preparation. Approximate course duration: first session, 1,971 hours, second session, 1,593 hours and third session, 1,431 hours, for a grand total of 4,995 hours, including the preparation time allocated to the teachers. The class preparation must be done outside the normal training schedule.

- **Reporting period**

- Progress reports are due at the end of the third session. However, between each session, teachers must prepare progress reports for learners who do not join the next session. The reports must be sent in PDF format, electronically, directly to the participants. The reports must specify areas for improvement by the participants. Teachers will have 15 minutes per participant to prepare these progress reports. The time allocated for the preparation of these reports should not exceed 155 hours.
 - At the end of the third cycle, a report of the total number of hours of attendance for each participant must be submitted to the Official Languages Training Coordinator (OLTC). This report must include the name of each participant, the symbol of his or her unit/division, available via the registration form. Fifteen (15) hours will be billable for this item. This report must be produced in Excel format, as it must allow for the sorting of information.

At no additional cost, before the start of each session, once the courses have been organized, the contractor must provide the OLTC with the following information:

- The list of all participants by class, including the class number assigned by the contractor.
- A list of all classes. This list must include the instructor's name, location, course number, and a code and definition to identify the purpose of each group.

Also, at no additional cost, within the two weeks following the end of the previous month, the contractor must provide monthly attendance records. These statements must be sent electronically to the OLTC. Reports must be submitted to the participants and signed by them before being submitted to the OLTC. They must be produced in Word, Excel or PDF format. Beginning in the fifth week of training, in each session, if a participant is absent for three consecutive courses, the instructor will notify the contractor's coordinator, who will in turn

notify the OLTC in writing so that a check can be made with the learner and his or her manager to determine whether or not it is a total withdrawal.

The total value of the contract is based on the total number of hours spent on assessment, teaching and reporting during the three sessions as well as the number of billable hours for each learner's total attendance report. The total number of hours is 5,370 hours. The hours indicated in this statement of work are an estimate only.

6.0 WORK LOCATION AND TRAVEL

The contractor will provide work in the following locations:

- 200 Promenade du Portage, Gatineau. One room that could accommodate up to eight participants. There is a second room that could accommodate up to eight participants from Monday to Thursday, in the afternoon only.
- 111 Sussex Drive, Ottawa. One room that could accommodate up to eight participants.
- 125 Sussex Drive, Ottawa. Two rooms that could accommodate up to eight participants each.

In the event that a teacher must travel to provide training at another departmental location, either inside or outside the building, travel time will not be billable.

There are no travel costs anticipated with this contract. All travel will be at the contractor's expense.

7.0 LANGUAGE REQUIREMENTS

The contractor must be capable of providing the full range of required services in both English and French. The contractor must also be capable of providing all documents and deliverables in both English and French versions.

8.0 CONSTRAINTS

The contractor must:

- Respond to written or telephone requests from the Department within 24 hours or less.
- Provide teachers who can converse easily in both official languages, in both English and French.
- Provide teacher resources with Level II security clearance, i.e., Secret.

Once the contract is awarded, the contractor will identify a person who will be responsible for talking with the OLTC to determine the best usage of the rooms, in order to maximize the number of participants. This contact must be bilingual and have an advanced level of French and English.

English and French course schedule

Monday to Friday

First class: 8:00 a.m. to 10:00 a.m.
Second class: 10:15 a.m. to 12:15 p.m.
Third class: 12:45 p.m. to 2:45 p.m.
Fourth class: 3:00 p.m. to 5:00 p.m.

This schedule includes two billable breaks of fifteen minutes each. The thirty-minute lunch break is not billable.

Since many of the staff involved is travelling outside the country for a long period of time, the contractor will make all the regular arrangements to integrate latecomers. It does not matter if the deadline for registration has already passed or not. The contractor's coordinator will have to discuss with the OLTC to determine the end of the grace period.

When no learner shows up, the teacher may leave the training room only after one hour's waiting time. If that is the case, he or she must leave a note on the door to that effect and notify his or her superior in writing.

There will be no training on federal government statutory holidays. There will also be no training on Family Day in Ontario on the third Monday in February. This does not apply to the courses offered on the Quebec side.

If a teacher is absent, the contractor will not bill for the time that the teacher is absent. If the absence is expected to last more than one day, the contractor must provide a replacement at no extra cost. Regardless of the duration of the absence, the contractor must notify the OLTC and the participants concerned by e-mail to avoid unnecessary travel to the course or so that they can escort the new teaching resource.

A mandatory security course must be completed by all the resources accessing the computer system of the department, this includes each teachers assigned to this project. The time dedicated to this course, approximately one hour, will not be billable. This training must be completed during the grace period; otherwise, the teacher will lost his/her access to the departmental computer system.

The Departement of Foreign Affairs Trade and Develoment (DFATD) reserves the right to terminate the contract prior to the expiry date in the event of a major conflict between the two parties, a lack of teaching resources with a Secret security clearance or poor service resulting in a large number of complaints. Should it be necessary to cancel an entire day of training, the contractor will be given 24 hours of advance notice and the hours will be credited towards the contract.

9.0 CLIENT SUPPORT

The Department will provide a pass to avoid the need for an escort when the teacher has Secret clearance. At the same time, he or she will be given access to our computer system.

Hands-free equipment and dry-erase markers will be available to teachers throughout the program. Teachers will be responsible for safely storing the equipment at the end of their daily class.

The OLTC will relay any important information to the learner's manager, when necessary.

10.0 MEETINGS

A meeting with the teachers will be organized before the beginning of the fall session to obtain passes that are valid for the entire period of training and to receive their user code for access to the Department's computer system. The time dedicated to this meeting will not be billable.

ANNEX "B"

BASIS OF PAYMENT

The Contractor must provide a firm all-inclusive hourly rate for all work to be performed which includes cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, participant evaluations, overhead and profit and any other expenses that may be incurred for the contract.

All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier and telephone charges, local travel are included in the firm rates identified hereunder and will not be permitted as direct charges.

Travel and Living Expenses will not be paid for any part of this contract including any relocation required to satisfy the terms of the contract.

The volumetric data specified below are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The proposed firm all-inclusive hourly rate for any given resource category **cannot decrease by more than 0.5 %** from one year to the next during either the initial period or any of the optional periods specified in this solicitation document. Failure to respect this requirement will render the bid non-responsive.

The proposed firm all-inclusive hourly rate must include costs for the sixth administrative resource. Only working hours performed by the teachers will be billable in accordance with the following basis of payment.

A- Initial Contract Period

	Initial Contract Period July 20, 2020 to July 19, 2023		
	(A)	(B)	(C) A x B
Description	Volumetric Data (estimated Level of Effort)	All-Inclusive Hourly Rate	Total Cost
Part-time second-language group Training	16,155 hours	\$ _____	\$ _____

Applicable taxes extra (GST + QST)

B- Option Periods

Option Period 1 July 20, 2023 to July 19, 2024			
	(A)	(B)	(C) A x B
Description	Volumetric Data (estimated Level of Effort)	All-Inclusive Hourly Rate	Total Cost
Part-time second-language Training	5,385 hours	\$ _____	\$ _____

Applicable taxes extra (GST + QST)

Option Period 2 July 20, 2024 to July 19, 2025			
	(A)	(B)	(C) A x B
Description	Volumetric Data (estimated Level of Effort)	All-Inclusive Hourly Rate	Total Cost
Part-time second-language Training	5,385 hours	\$ _____	\$ _____

Applicable taxes extra (GST + QST)

Option Period 3 July 20, 2025 to July 19, 2026			
	(A)	(B)	(C) A x B
Description	Volumetric Data (estimated Level of Effort)	All-Inclusive Hourly Rate	Total Cost
Part-time second-language Training	5,385 hours	\$ _____	\$ _____

Applicable taxes extra (GST + QST)

C- Total Estimated Contract Value for Evaluation Purpose

Evaluated Price (total cost initial contract period + total cost of all option periods): \$ _____

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat HSEA-008-2020
Security Classification / Classification de sécurité

**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 Affaires mondiales Canada	2. Branch or Directorate / Direction générale ou Direction HSD
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 Formation à temps partiel en langues officielles	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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? (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)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
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.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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 type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" 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:
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 B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Contract Number / Numéro du contrat HSEA-008-2020
Security Classification / Classification de sécurité

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 Yes
Non 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 Yes
Non 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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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 EMPLACEMENTS			

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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui



Contract Number / Numéro du contrat HSEA-008-2020
Security Classification / Classification de sécurité

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 S/O	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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).

ANNEX "D"

TASK AUTHORIZATION FORM

TASK AUTHORIZATION			
Contractor's Name:		Contract Number:	
Address:		Fund Center:	
Task Authorization Number:		Date:	
Amendment Number:			
New TA (if applicable)			
Total Estimated Cost of Task (GST/HST extra) before any revisions :		\$	
TA Revision (if applicable)			
TA Revision #:		Authorized Increase or Decrease (GST/HST extra): \$	
Total Estimated Cost of Task (GST/HST extra) after this new revision :		\$	
Required Work (For completion by Technical Authority)			
1. Task Description of Work to be Performed Statement of Work Description of any Deliverable(s) required (including the required format and media) Any reporting obligations and deadlines for submitting the reports as they will apply to the resulting Contract will be described here:			
2. PERIOD OF SERVICES		From:	To:
3. Work Location :			
4. Building type (if applicable) :		<input type="checkbox"/> Chancery <input type="checkbox"/> Official Residence <input type="checkbox"/> Staff Quarters	
5. Travel Requirement :		<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:	
6. Other Conditions /Restraints :		<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:	
7. Contract Security Requirements (if applicable)			
<input type="checkbox"/> No			
<input type="checkbox"/> Yes Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other			
8. LANGUAGE REQUIREMENT			
<input type="checkbox"/> English and French <input type="checkbox"/> French <input type="checkbox"/> English			
Remarks (if applicable) :			

TA Proposal [For completion by Contractor]				
9. Estimated Cost Contract				
Category (Level) and Name of Proposed Resource	PWGSC Security File Number	Firm hourly Rate	Estimated # of hours	Total cost
Professional services estimated cost	Total :			
Applicable taxes :				
Grand Total :				

Travel & Living	Estimated Cost :	
Material Cost	Estimated Cost :	
Shipping Cost (reimbursable at cost)	Estimated Cost :	
Applicable taxes:		
Grand Total:		

10. Basis of Payment & Invoicing	
<p>In accordance with the article entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered and/or goods received, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the Contract value.</p> <p>Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.</p>	
11. Authorization	
<p>By signing this TA, the Project Authority or the Contracting Authority or both, if applicable, certify (ies) that the content of this TA is in accordance with the Contract.</p> <p>Name of Project Authority :</p> <p>Signature _____ Date _____</p> <p>Name of Contracting Authority :</p> <p>Signature _____ Date _____</p>	
Contractor's Signature	
<p>Name and title of individual authorized to sign for the Contractor:</p> <p>Signature _____ Date _____</p>	

ANNEX "E"

BILINGUAL REGISTRATION FORM

ENGLISH REGISTRATION FORM

Maintenance, Development and Second Language Evaluation (SLE) Tests preparation in English or in French, as Second Language

Which Official Language would you like to maintain/improve?

- English (Course OLT 101E)
- French (Course OLT 101F)

Did you register for the fall or the winter session in 2018 or 2019?

- Yes
- No

Registration:

- Mr.
- Mrs.
- Ms.

First Name:

Last Name:

Telephone Number:

E-Mail address:

Division:

Classification:

Please provide your manager's e-mail address, who will receive a copy of your registration:

Current Location:

- 125 Sussex Dr.
- 111 Sussex Dr.
- 200 Place du Portage
- Other, please specify... _____

Please rank the following location from 1 to 3. One (1) being your first choice as training location, and three (3) your last choice:

- 125 Sussex Drive
- 111 Sussex Drive
- 200 Place du Portage

Second Language Evaluation (SLE) results: (if you have never been tested, enter N/A)

Reading:

Writing:

Oral Interaction:

I am registering for the fall session (September 3 to December 16, 2019).

What is your current status?

- Indeterminate
- Term
- Casual
- Student
- On secondment

Note: The persons other than at the indeterminate level will be added to a waiting list. They will be invited to join a group only if there are free seat.

To complete your registration, you must be assessed over the phone by the school's responsible. Assessments will start on November 21, 2018. Schedule will be from 8:20 a.m. to 12:00 p.m. and from 12:20 p.m. to 5:00 p.m. Within 72 hours after having submitted this form, you will be contacted by the school's responsible to schedule your phone assessment.

Please indicate if there is day/time that you will not be available for the phone assessment:

Please indicate if you cannot attend classes on certain day(s)/time. Check all that apply:

	8:00 am - 10:00 am	10:15 am - 12:15 pm	12:45 pm - 2:45 pm	3:00 pm - 5:00 pm
Mondays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesdays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesdays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursdays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fridays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FORMULAIRE D'INSCRIPTION FRANCAIS

Maintien, développement et préparation aux tests Évaluations langue seconde (ÉLS) en anglais ou en français, langue seconde

Quelle langue officielle voulez-vous maintenir/améliorer?

- Anglais (Cours OLT 101E)
- Français (Cours OLT 101F)

Étiez-vous inscrit(e) à la session de formation pour l'automne ou l'hiver 2017 ou 2018?

- Oui
- Non

Inscription :

- M.
- Mme.
- Mlle.

Prénom :

Nom de famille :

Numéro de téléphone :

Adresse courriel :

Direction :

Classification :

S.V.P. fournir l'adresse courriel de votre gestionnaire, qui recevra une copie de la confirmation de votre inscription :

Votre emplacement actuel :

- 125 Promenade Sussex
- 111 Promenade Sussex
- 200 Place du Portage
- Autre, veuillez spécifier... _____

Veillez classer les emplacements suivants de 1 à 3. Un (1) étant votre premier choix pour la formation et trois (3) votre dernier choix :

- 125 Promenade Sussex
- 111 Promenade Sussex
- 200 Place du Portage

Résultats Évaluation langue seconde (ÉLS): (si vous n'avez jamais été testé(e) inscrire S/O)

Lecture :

Écrit :

Interaction orale :

Je souhaite m'inscrire pour la session d'hiver (3 janvier au 25 mars 2019).

Quel est votre statut actuel :

- Indéterminé(e)
- Terme
- Occasionnel(le)
- Étudiant(e)
- En détachement

Note : Les personnes autres qu'indéterminé(e)s seront inscrites sur une liste d'attente. Elles seront invitées à se joindre seulement s'il y a de la place de disponible.

Pour compléter votre inscription, vous devez être évalué(e) par téléphone par les responsables de l'école. Les évaluations débuteront le 21 novembre 2018. L'horaire sera de 8 h 20 à 12 h et de 12 h 20 à 17 h. Dans les 72 heures suivant l'envoi de ce formulaire, les responsables de l'école vous contacteront afin de planifier votre évaluation téléphonique.

Prière de nous indiquer s'il y a une journée et/ou période de la journée que vous prévoyez ne pas être disponible pour l'évaluation téléphonique :

S.V.P. Veuillez indiquer s'il y a une journée ou une période de la journée pendant laquelle vous ne pouvez pas vous libérer pour participer à la formation.

Sélectionnez toutes les périodes qui s'appliquent :

	8:00 am - 10:00 am	10:15 am - 12:15 pm	12:45 pm - 2:45 pm	3:00 pm - 5:00 pm
Lundis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mardis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mercredis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeudis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendredis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>