

Solicitation No. - N° de l'invitation  
21-183238  
Client Ref. No. - N° de réf. du client  
21-183238

Add. No. - N° de l'addenda.  
002  
File No. - N° du dossier  
21-183238

Buyer ID - Id de l'acheteur  
Assane Ndiaye

**ADDENDUM No. 002**  
**SOLICITATION No. 21-183238**

**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 a Standing Offer (RFSO)**  
**Demande d'offres à commandes (DOC)**

**Offer 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.

**Offre 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 étrangères, Commerce et Développement Canada  
200 Promenade du Portage,  
Gatineau, Québec, K1A 0G4

|   |   |
|---|---|
| <b>Title-Sujet</b> Full-time French second-language training  |   |
| <b>Solicitation No. — N° de l'invitation</b><br>21-183238   | <b>Date:</b><br>March 29, 2021                                      |
| <b>Solicitation Closes — L'invitation prend fin</b>   | <b>Time Zone —Fuseau<br/>horaire</b>                                |
| At /à: <b>2 :00 PM</b>  | EDT (Eastern<br>Daylight Time) /<br>HAE (heure avancée<br>de l'Est) |
| On / le <b>April 19, 2021</b>   |   |
| F.O.B. — F.A.B.<br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other — Autre:</b> <input type="checkbox"/>  |   |
| Address Enquiries to — Addresser les questions à:<br>Assane Ndiaye<br><a href="mailto:assane.ndiaye@international.gc.ca">assane.ndiaye@international.gc.ca</a>  |   |
| Telephone No. – No de téléphone:<br>613- 791-7185   |   |
| Destination of Goods and or Services/ Destination – des biens et ou<br>services :<br>Department of Foreign Affairs, Trade and Development (DFATD) /<br>Ministère des Affaires étrangères, Commerce et Développement<br>(MAECD)      |   |
| Vendor/Firm Name and Address — Nom du Vendeur et adresse du<br>fournisseur/de l'entrepreneur:   |   |
| Telephone No. – No de téléphone:  |   |
| Name and title of person authorized to sign on behalf of Vendor/Firm<br>(type or print) — Nom et titre de la personne autorisée à signer au nom<br>du fournisseur/de l'entrepreneur (taper ou écrire en caractères<br>d'imprimerie) |   |
| Name, Title   |   |
| Signature   | Date  |

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# Addendum n° 002

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Addendum No. 002 is raised to make the following changes:

**A. The following questions have been received, and DFATD hereby answers as follows :**

**Question 1:**

Regarding M3, there's a requirement for a pedagogical advisor to "have a minimum of three (3) years of experience in training groups of students with similar learning levels". Are you referring to experience in teaching or in supervising teachers and programs?

**Response 1:**

M3 is modified as follows:

The pedagogical advisor must have a minimum of three (3) years of experience in ~~training~~ **organizing** groups of students with similar learning levels.

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**Question 2:**

With respect to R9 and R10, the Canada School of Public Service stopped offering training to French and English teachers as of early 2016. Additionally, CSPS offered this training only to those instructors who taught groups or individuals under the responsibility of the Quality Assurance – Language Training section of the Learning Programs Branch. The training was available exclusively to a few schools on the PSPC Standing Offer.

Given the fact that CSPS has withdrawn from supporting language training and that this particular type of teacher training session has not been available for the last five years, would you consider removing R9 and R10 from your list of rated criteria? Instead, you could require a provider to deliver mandatory PFL2 training to all teachers teaching on your program as part of your SOW.

By asking for a training certificate associated with a standing offer, which ended years ago, DFATD is excluding from competition all those qualified and capable teachers who during the mentioned period did not work for a small number of schools that were on the PSPC/CSPS Standing Offer.

**Response 2:**

DFATD recognizes the CSPS PFL2 A, B and C training certificates as important assets for the proposed teachers. Therefore, criteria R9 and R10 will remain as part of the RFSO. However, in order to foster competition, the scoring scales for both R9 and R10 are modified with new point allocations as shown in the new evaluation criteria below.

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In order to reflect all the changes in the RFSO, **ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA** is deleted entirely and replaced with the following:

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### Mandatory Technical Criteria

Offers must meet all the mandatory technical criteria specified below. Offerors must provide the necessary documentation to support compliance with this requirement.

Offers that fail to meet all the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

| Item                             | Mandatory Criteria  | Met                      | Not met                  |
|----------------------------------|---|--------------------------|--------------------------|
| <b>M1</b>                        | <p>The Offeror must possess a minimum of one (1) year of experience within the last four (4) years in providing French-as-a-second-language training.</p> <p>To meet the criterion, the Offeror must submit, by the closing date for offers, the year in which the school or agency started operating in this area.</p>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Cross-reference to offer:</b> |   |                          |                          |
| <b>M2</b>                        | <p>The Offeror must propose a minimum of seven (7) teachers. Each teacher must</p> <ol style="list-style-type: none"> <li>a. have a bachelor's degree from a recognized Canadian university (if the degree was earned outside Canada, DFATD will accept equivalency certification by an accredited Canadian equivalency recognition institution);</li> <li>b. have a minimum of three (3) years of experience in tutoring public servants in French as second language and using the Canada School of Public Service (CSPS) PFL 2 A-B-C program.</li> </ol> <p>To meet the criterion, the Offeror must provide the following for each of the teachers it proposes, by the closing date for offers:</p> <ol style="list-style-type: none"> <li>a. a copy of the degree or equivalency (if the copy is not in English or French, a translation in one of Canada's two official languages must be provided);</li> <li>b. a detailed résumé showing the experience required above.</li> </ol> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Cross-reference to offer:</b> |   |                          |                          |

| Item                             | Mandatory Criteria   | Met                      | Not met                  |
|----------------------------------|--|--------------------------|--------------------------|
| <b>M3</b>                        | <p>The Offeror must propose one pedagogical advisor. The pedagogical advisor must</p> <ul style="list-style-type: none"> <li>a. have a bachelor's degree from a recognized Canadian university (if the degree was earned outside Canada, equivalency certification by an accredited Canadian equivalency recognition institution will be accepted);</li> <li>b. have a minimum of three (3) years of experience in organizing groups of students with similar learning levels.</li> </ul> <p>To meet the criterion, the Offeror must provide the following for the pedagogical advisor it proposes, by the closing date for offers:</p> <ul style="list-style-type: none"> <li>a. a copy of the degree or equivalency (if the copy is not in English or French, a translation in one of Canada's two official languages must be provided);</li> <li>b. a detailed résumé showing the experience required above.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Cross-reference to offer:</b> |  |                          |                          |
| <b>M4</b>                        | <p>The Offeror must propose a work location no more than 5 kilometers from the DFATD offices at 125 Sussex Drive, Ottawa, ON K1A 0G2.</p> <p>To meet the criterion, the Offeror must indicate the address of the work location. The reference tool that will be used to verify compliance with the criterion is Google Maps.</p>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Cross-reference to offer:</b> |  |                          |                          |

**Point-rated technical criteria**

All of the proposed teachers that met the mandatory criteria will be evaluated against the point-rated technical criteria. Thereafter, only the top seven teachers with the highest scores for criteria C1 to C7 will be considered for the final overall evaluation of all rated technical criteria (C1 to C10). However, for call-up fulfillment purposes, the winning Offerors must make all of the proposed teachers that met the mandatory criteria available to DFATD.

| Requirements  | Allocation of points  |
|---|---|
| <p>Each teacher proposed by the Offeror should have a minimum of 6,001 hours tutoring public servants in French as second language and must have used the CSPS PFL 2 A-B-C program.</p> <p>Each teacher will be evaluated and allocated points based on his or her number of teaching hours in accordance with the point allocation grid below.</p> |   |
| <p><b>R1</b><br/>           Teacher 1 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p>  | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>  | <p style="text-align: center;"><b>/30</b></p>   |
| <p><b>R2</b><br/>           Teacher 2 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p>  | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>  | <p style="text-align: center;"><b>/30</b></p>   |
| <p><b>R3</b><br/>           Teacher 3 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p>  | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>  | <p style="text-align: center;"><b>/30</b></p>   |

|  |   |
|--|---|
| <p><b>R4</b><br/>         Teacher 4 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p> | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>   | <p style="text-align: center;"><b>/30</b></p>   |
| <p><b>R5</b><br/>         Teacher 5 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p> | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>   | <p style="text-align: center;"><b>/30</b></p>   |
| <p><b>R6</b><br/>         Teacher 6 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p> | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>   | <p style="text-align: center;"><b>/30</b></p>   |
| <p><b>R7</b><br/>         Teacher 7 – Tutoring experience</p> <p>To meet the criterion, the Offeror should submit the résumé of the proposed teacher demonstrating that he or she meets the criterion, by the closing date for offers.</p> | <p><b>6,001 to 10,000 hours = 10 points</b><br/> <b>10,001 to 15,000 hours = 15 points</b><br/> <b>15,001 hours or more = 30 points</b></p> <p><b>Maximum 30 points</b></p> |
| <p><b>Demonstration:</b></p>   | <p style="text-align: center;"><b>/30</b></p>   |
| <p style="text-align: center;"><b>The minimum pass mark for criteria R1 to R7 is:<br/>         70/210</b></p>  | <p style="text-align: center;"><b>/210</b></p>  |

|   |   |
|---|---|
| <p><b>R8</b><br/>         The Offeror should demonstrate that each proposed teacher has completed either a bachelor's, master's or doctoral degree in one of the following areas:</p> <ul style="list-style-type: none"> <li>- Teaching</li> <li>- Education</li> <li>- Translation</li> <li>- Literature</li> <li>- Major in Adult Education</li> </ul> <p>To meet the criterion, the Offeror should provide a copy of each proposed teacher's bachelor's, masters or doctoral diploma by the closing date for offers.</p> | <p><b>1 out of 7 teachers = 10 points</b><br/> <b>2 out of 7 teachers = 20 points</b><br/> <b>3 out of 7 teachers = 30 points</b><br/> <b>4 out of 7 teachers = 40 points</b><br/> <b>5 out of 7 teachers = 50 points</b><br/> <b>6 out of 7 teachers = 60 points</b><br/> <b>7 out of 7 teachers = 70 points</b></p> <p><b>Maximum 70 points</b></p> |
| <p><b>Demonstration:</b></p>  | <p style="text-align: center;"><b>/70</b></p>   |
| <p><b>R9</b><br/>         The Offeror should demonstrate that each proposed teacher has completed the CSPS <b>PFL2 A, B</b> training certificate.</p> <p>To meet the criterion, the Offeror should provide a copy of each proposed teacher's certificate by the closing date for offers.</p>  | <p><b>1 out of 7 teachers = 2 points</b><br/> <b>2 out of 7 teachers = 4 points</b><br/> <b>3 out of 7 teachers = 6 points</b><br/> <b>4 out of 7 teachers = 8 points</b><br/> <b>5 out of 7 teachers = 10 points</b><br/> <b>6 out of 7 teachers = 12 points</b><br/> <b>7 out of 7 teachers = 14 points</b></p> <p><b>Maximum 14 points</b></p>     |
| <p><b>Demonstration:</b></p>  | <p style="text-align: center;"><b>/14</b></p>   |
| <p><b>R10</b><br/>         The Offeror should demonstrate that each proposed teacher has completed the CSPS <b>PFL2 C</b> training certificate.</p> <p>To meet the criterion, the Offeror should provide a copy of each proposed teacher's certificate by the closing date for offers.</p>  | <p><b>1 out of 7 teachers = 2 points</b><br/> <b>2 out of 7 teachers = 4 points</b><br/> <b>3 out of 7 teachers = 6 points</b><br/> <b>4 out of 7 teachers = 8 points</b><br/> <b>5 out of 7 teachers = 10 points</b><br/> <b>6 out of 7 teachers = 12 points</b><br/> <b>7 out of 7 teachers = 14 points</b></p> <p><b>Maximum 14 points</b></p>     |
| <p><b>Demonstration:</b></p>  | <p style="text-align: center;"><b>/14</b></p>   |
| <p style="text-align: right;"><b>Maximum total</b></p>  | <p style="text-align: center;"><b>/308</b></p>  |