



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

Office of the Superintendent of Financial Institutions Canada
Email : Contracting@osfti-bsif.gc.ca

Bureau du surintendant des institutions financières Canada
Courriel : contracting@osfi-bsif.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments - Commentaires

Proposal To: The Office of the Superintendent of Financial Institutions Canada

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

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Bureau du surintendant des institutions financières Canada

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complètes, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet		Amendment No. – Modification N°
Language Training Services Services de formation linguistique		001
Solicitation No. – N° de l'invitation		Date
20200094		2021-05-06
Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00	Eastern Daylight time (EDT) Heure avancée de l'Est (HAE)
on – le	May 21, 2021 21 mai 2021	
D.D.P – Delivery Duty Paid		
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address inquiries to – Adresser toute demande de renseignements à :		
Chris Zaremba		
E-mail – Courriel		
contracting@osfi-bsif.gc.ca		
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :		
See herein. Voir ci-joint		

Instructions: See Herein
Instructions: Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir ci-joint	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Ontario	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Amendment no. 1 is raised to:

- a. Correct the closing date on 1st page of RFP;
- b. Amend a mandatory criteria for the region of Vancouver to a point-rated criteria;
- c. Amend mandatory criteria for French and English instructors; and
- d. Amend the pricing table for the region of Montreal, as follows:

1. At Page 1:

DELETE: “May 21, 2020”

INSERT: “May 21, 2021”

2. At Part 4, Article 2, Basis of Selection:

DELETE:

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified for each Region for the technical evaluation, and

The rating is performed on a scale of 175 points for the National Capital Region, 70 points for the Toronto Region, 70 points for the Montreal Region, and 35 points for the Vancouver Region.

INSERT:

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified for each Region for the technical evaluation, and

The rating is performed on a scale of 175 points for the National Capital Region, 70 points for the Toronto Region, 70 points for the Montreal Region, and **65** points for the Vancouver Region.

3. At Region 4 of 4 – Vancouver, BC Article 4.1, Mandatory Technical Criteria:

DELETE:

M1.4	The Contractor’s training facility, identified in response to M1.4, must be located within a 10 km distance* from the following OSFI location:		
	Region	Current OSFI Location Address	
	Region 4: Vancouver, BC	605 Robson Street Vancouver, British Columbia V6B 5J3	



	<p>* The distance will be calculated using the shortest driving distance using: http://www.google.com/maps</p>	
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4. At Region 4 of 4 – Vancouver, BC Article 4.2.2, Resource Qualifications:

INSERT:

R2 Training facility location

The Contractor’s training facility, should be located within a 10 km distance* from the following OSFI location:

Region	Current OSFI Location Address
Region 4: Vancouver, BC	605 Robson Street Vancouver, British Columbia V6B 5J3

* The distance will be calculated using: <http://www.google.com/maps>

Evaluation Criteria: Bidder’s responses will be evaluated and scored to a maximum of 30 points in accordance with the following grid:

Maximum Score	Evaluation Grid
30 points	30 points - The training facility is within a 10 KM distance 0 points - The training facility is not within a 10 KM distance

5. At Appendix A to Attachment 1 – Resource Evaluation Criteria Tables, Table 1: M-F (French Instructor):

DELETE:

The proposed resource must have completed a minimum of 1,200 hours delivering French Language Training to Federal Public Servants

Bidders must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department and contact information;
- b. The total number of hours performing the above mentioned;
- c. The start and end dates of the assignment(s);
- d. Details about the work performed by the proposed resource on the assignment(s) including deliverables; and
- e. A reference.

INSERT:

5. The proposed resource must have completed a minimum of 1,200 hours delivering French Language Training to Federal Public Servants.



Bidders must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department and contact information;
- b. The total number of hours performing the above mentioned; and
- c. The start and end dates for the assignment(s) with the client or Department.

DELETE:

5. The proposed resource must have a minimum of 4 years of experience within the last 7 years, as of the issuance date of the RFP, in delivering French Language Training to adults in an individual setting including assessment services to determine the learner's proficiency level.

The Contractor must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department and contact information;
- b. The start and end dates of the assignment(s);
- c. Details about the work performed by the proposed resource on the assignment(s) including deliverables; and
- d. A reference.

INSERT:

6. The proposed resource must have a minimum of 4 years of experience within the last 7 years, as of the issuance date of the RFP, in delivering one-on-one French Language Training to adults, including providing assessment services to determine the learner's proficiency level.

The Contractor must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department that the learning services were provided to, and contact information; and
- b. The start and end dates for the assignment(s) with the client Department

6. At Appendix A to Attachment 1 – Resource Evaluation Criteria Tables, Table 1: M-E (English Instructor):

DELETE:

The proposed resource must have completed a minimum of 1,200 hours delivering English Language Training to Federal Public Servants

Bidders must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department and contact information;
- b. The total number of hours performing the above mentioned;
- c. The start and end dates of the assignment(s);
- d. Details about the work performed by the proposed resource on the assignment(s) including deliverables; and
- e. A reference.

INSERT:

5. The proposed resource must have completed a minimum of 1,200 hours delivering English Language Training to Federal Public Servants.

Bidders must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department and contact information;
- b. The total number of hours performing the above mentioned; and
- c. The start and end dates for the assignment(s) with the client or Department.



DELETE:

5. The proposed resource must have a minimum of 4 years of experience within the last 7 years, as of the issuance date of the RFP, in delivering English Language Training to adults in an individual setting including assessment services to determine the learner’s proficiency level.

The Contractor must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department and contact information;
- b. The start and end dates of the assignment(s);
- c. Details about the work performed by the proposed resource on the assignment(s) including deliverables; and
- d. A reference.

INSERT:

6. The proposed resource must have a minimum of 4 years of experience within the last 7 years, as of the issuance date of the RFP, in delivering one-on-one English Language Training to adults, including providing assessment services to determine the learner’s proficiency level.

The Contractor must provide the following details as to how the stated experience was obtained:

- a. Name of the client or Department that the learning services were provided to, and contact information; and
- b. The start and end dates for the assignment(s) with the client Department

7. At Appendix 2 to Part 4 – Financial Evaluation Table – Pricing Schedule:

DELETE:

REGION 3 of 4 - MONTREAL, QC

	PERIOD and TRAINING FORMAT	FIRM ALL-INCLUSIVE HOURLY RATE (in Cdn \$)	EVALUATION WEIGHT	TOTAL(in Cdn \$)
		A	B	C= A x B
1	Period 1 – one year - Language Training Instructor			
1.1	Full-Time Individual Language Training <u>at the Contractor’s Facilities</u>		2	
1.2	Part-Time Individual <u>at the Contractor’s Facilities</u>		2	
1.3	Part-Time Individual <u>at the OSFI’s Facilities</u>		2	
	Total Period 1:			
2	Optional Period 1 – Language Training Instructor			
2.1	Part-Time Individual at the Contractor’s Facilities		2	
2.2	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 1:			
3	Optional Period 2 – Language Training Instructor			
3.1	Part-Time Individual at the Contractor’s Facilities		2	
3.2	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 2:			



4	Optional Period 3 – Language Training Instructor			
4.1	Part-Time Individual at the Contractor’s Facilities		2	
4.2	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 3:			
5	Optional Period 4 – Language Training Instructor			
5.1	Part-Time Individual at the Contractor’s Facilities		2	
5.2	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 4:			
6	EVALUATED PRICE (GST/HST excluded): \$ _____ (i.e., sum of: Total Period 1 + Total Optional Period 1 + Total Optional Period 2 + Total Optional Period 3 + Total Optional Period 4)			

INSERT:

REGION 3 of 4 - MONTREAL, QC

	PERIOD and TRAINING FORMAT	FIRM ALL-INCLUSIVE HOURLY RATE (in Cdn \$)	EVALUATION WEIGHT	TOTAL (in Cdn \$)
		A	B	C= A x B
1	Period 1 – one year - Language Training Instructor			
1.1	Full-Time Individual Language Training <u>at the Contractor’s Facilities</u>		2	
1.2	Part-Time Individual <u>at the Contractor’s Facilities</u>		2	
1.3	Part-Time Individual <u>at the OSFI’s Facilities</u>		2	
	Total Period 1:			
2	Optional Period 1 – Language Training Instructor			
2.1	Full-Time Individual Language Training <u>at the Contractor’s Facilities</u>		2	
2.2	Part-Time Individual at the Contractor’s Facilities		2	
2.3	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 1:			
3	Optional Period 2 – Language Training Instructor			
3.1	Full-Time Individual Language Training <u>at the Contractor’s Facilities</u>		2	
3.2	Part-Time Individual at the Contractor’s Facilities		2	
3.3	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 2:			
4	Optional Period 3 – Language Training Instructor			
4.1	Full-Time Individual Language Training <u>at the Contractor’s Facilities</u>		2	
4.2	Part-Time Individual at the Contractor’s Facilities		2	
4.3	Part-Time Individual at the OSFI’s Facilities		2	
	Total Optional Period 3:			
5	Optional Period 4 – Language Training Instructor			
5.1	Full-Time Individual Language Training <u>at the</u>		2	



	<u>Contractor's Facilities</u>			
5.2	Part-Time Individual at the Contractor's Facilities		2	
5.3	Part-Time Individual at the OSFI's Facilities		2	
	Total Optional Period 4:			
6	EVALUATED PRICE (GST/HST excluded): \$_____ (i.e., sum of: Total Period 1 + Total Optional Period 1 + Total Optional Period 2 + Total Optional Period 3 + Total Optional Period 4)			

8. At Annex A – Statement of Work, Article 7.2.2, Contractor's training facility location requirement for Montreal and Vancouver Regions:

DELETE:

The title "Contractor's training facility location requirement for Montreal and Vancouver Regions"

INSERT:

The title "Contractor's training facility location requirement for the Vancouver Region"

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.