



**RETURN BIDS TO:**

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TPSGC

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Gatineau

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K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Linguistic Services Division / Division des services  
linguistiques

Les Terrasses de la Chaudière

10, rue Wellington, 5e étage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Foreign Language Training, testing Foreign Language Training, Testing and related services	
<b>Solicitation No. - N° de l'invitation</b> 08893-200320/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20200320	<b>Date</b> 2021-10-07
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZF-503-39875	
<b>File No. - N° de dossier</b> 503zf.08893-200320	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-10-12</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hakizimana, Christophe	<b>Buyer Id - Id de l'acheteur</b> 503zf
<b>Telephone No. - N° de téléphone</b> (873) 354-7592 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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This amendment 001 is issued to provide answers to bidders' questions:

**Question 1:** Is it possible for the tenderer to offer answers only with regard to a limited number of categories such as for example, "Media Producer Services", "Graphic Designer Services" and not to certain other categories?

**Answer 1:** No

**Question 2:** We are currently working on drafting several Government of Canada RFPs and would appreciate if you extended the RFP filing date to October 22, 2021 instead of October 12?

**Answer 2 :** Due to our operational needs, we cannot extend the RFP closing date.

**Question 3 :** Pricing Schedule - Tables 19 and 20: The formula for the total is: Volumetric Data x Estimated Hourly Rate x Markup. Based on this formula, only the markup would be included in the total. For example: 3,000 hours (Volumetric Data) x \$75.00 (Estimated Hourly Rate) x 30% (Hypothetical Bidders Markup) would equal \$67,500, which would only represent the bidder's markup not the total cost to Canada. We believe the formula should be: Volumetric Data x Estimated Hourly Rate plus (+) Bidders Markup. For example: 3,000 hours (Volumetric Data) x \$75.00 (Estimated Hourly Rate plus (+) 30% (Hypothetical Bidders Markup) = \$292,500.

**Answer 3.** I Agree. The formula should be: Total= [volumetric data x (estimated hourly rate + markup percentage)].

Delete from the RFP: Table 19 and 20 of the Pricing schedule

Insert: Table 19 and 20 as follows:

TABLE 19 - FOREIGN LANGUAGE TEACHING SERVICES ABROAD				
Period	Volumetric Data (estimated)	Estimated hourly rate (CAD)	Percent age Markup	Total [volumetric data x (estimated hourly rate + markup %)]
Initial Period of the Contract - Year 1 - 3	3,000 hours	\$75.00	%	\$
Option to Extend the Contract - Period 1	1,000 hours	\$75.00	%	\$
Option to Extend the Contract - Period 2	1,000 hours	\$75.00	%	\$
Option to Extend - Transition Period	165 hours	\$75.00	%	\$
Foreign language Specialist Abroad- sub-total				\$

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TABLE 20 – SUBJECT MATTER EXPERT SERVICES				
Period	Volumetric Data (estimated)	Estimated hourly rate (CAD)	Percentage Markup	Total [volumetric data x (estimated hourly rate + markup %)]
Initial Period of the Contract - Year 1 - 3	300 hours	\$75.00	%	\$
Option to Extend the Contract - Period 1	100 hours	\$75.00	%	\$
Option to Extend the Contract - Period 2	100 hours	\$75.00	%	\$
Option to Extend - Transition Period	20 hours	\$75.00	%	\$
Subject Matter Expert- sub-total				\$

**Question 4:** Kindly note that we believe the Header containing the Solicitation No, Client Ref. etc. in Attachment 1 to Part 4, Technical Criteria (MTC 1 to PRTC 13, Pages 24 - 39 are the numbers from the CFSL-GAC 2016 RFP.

**Question 5:** PRTC 6: IT Specialist Support Services for Learning: Item a) states the following: *“A description of the IT Specialist Support for Learning and Training provided by the Bidder in the last ten (10) years and developed by the Bidder in the last five (5) years up to the bid solicitation closing date;”* We believe this criteria better reflects the requirements if written as follows: *“a) A description of the IT Specialist Support for Learning and Training provided by the Bidder in the last ten (10) years up to the bid solicitation closing date;”*

**Question 6:** PRTC 7: Research and Strategic Advisory Services ” Maximum points are allocated for *“Above 10 Research or Strategic Advisory projects”*. Since the previous criteria states *“5 to 9 Research or Strategic Advisory projects*, we believe the criteria should state the following: *“10 or more Research or Strategic Advisory projects”*.

**Question 7:** PRTC 13, Bidder's Approach to Quality Control, it states *“The Bidder should provide a detailed description of the methodology it intends to control and continuously improve the quality of the teaching services.”* In the last sentence of this same section it states: *“A written description of the methodology it intends to use for groups with students with different proficiency levels [...]”* We believe this may have been copied in error from section 12.1 and wish to confirm that the requirement is indeed *the methodology it intends to use to control and continuously improve the quality of the teaching services.*

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**Answers to questions 4; 5; 6 and 7. I Agree.**

**Delete from RFP: ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA**

**Insert: ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA**

**MANDATORY TECHNICAL CRITERIA (MTC)**

For the purposes of evaluation of the MTC:

- the concept of "foreign languages" is defined as any official language of a foreign state which is not an Official Language of Canada;" and
- all major proficiency scales with established equivalencies to the Interagency Language Roundtable (ILR) scale are accepted.

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BIDDER'S EXPERIENCE		DESCRIPTION OF MANDATORY TECHNICAL CRITERIA	Evaluation results (Y/N)
MTC 1	Bidder's Foreign Language Training Experience	<p>The Bidder must demonstrate that it has acquired the experience described below in the teaching of foreign languages within the last three (3) years, up to the bid solicitation closing date. To demonstrate this experience, the Bidder must provide a description for the Bidder's work that clearly demonstrates the required experience. The description must include all of the following elements:</p> <ol style="list-style-type: none"><li>1) Teaching three (3) foreign languages to adult professional learners<sup>1</sup> for at least 1,800 hours per language.</li><li>2) Teaching three (3) foreign languages and each of the three (3) foreign languages must have each been taught to learners of advanced proficiency (Interagency Language Roundtable (ILR)<sup>2</sup> levels of proficiency Level 2 or above).</li><li>3) The name of the client organization(s) and the name(s) and current telephone number and/or e-mail address of a contact person from the client organization who will be able to corroborate the acquired experience described above.</li></ol> <p>For the purpose of evaluating MTC 1:</p> <ol style="list-style-type: none"><li>1. Adult professional learners" refers to learners who are 18 years old and over and need to study a foreign language for work-related purposes.</li><li>2. The Interagency Language Roundtable (ILR) is further defined in Appendix 2 - Interagency Language Roundtable Skill Level Descriptions, found in Annex A Statement of Work.</li></ol>	

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BIDDER'S PROPOSED RESOURCES EXPERIENCE		DESCRIPTION OF MANDATORY TECHNICAL CRITERIA	Evaluation results (Y/N)
MTC 2	Program Manager	<p>The Bidder must provide the name of one (1) Program Manager capable of providing the services identified in Section 8.1 a) of the Statement of Work and demonstrate how she or he meets the following minimum requirements:</p> <ol style="list-style-type: none"> <li>1) Has a University Bachelor's degree from a recognized university<sup>1</sup> with specialization in language instruction or related fields such as arts, social sciences, philology, humanities or Business Administration.</li> <li>2) Has the ability to speak fluently (fluent is defined as ILR level 3) in English or French and be functional in the other (functional is defined as ILR level 2).</li> <li>3) Has acquired at least three (3) years' experience within the last five (5) years up to the bid solicitation closing date working on a full-time basis in managing and supervising the delivery of foreign language training and testing services including staff supervision, work assignment, project/program management, staff training and recruitment. Experience may have been gained non-consecutively.</li> </ol> <p>To demonstrate the acquired experience, the Bidder must provide a detailed description of each project or work assignment that demonstrates the experience in the management and supervision of delivery of training and testing services, including:</p> <ol style="list-style-type: none"> <li>a) The start and end dates (from mm/yy to mm/yy) of the acquired experience;</li> <li>b) The role played in the project/program or work assignment;</li> <li>c) The name and contact information of the client.</li> </ol> <p>For the purpose of evaluating MTC 2:</p> <ol style="list-style-type: none"> <li>1. In the event the proposed resource studied at an institution outside of Canada, only an equivalency assessment issued by a Canadian academic credentials assessment service will be accepted. The agencies and organizations performing this service are listed on the Web site of the Canadian Information Centre for International Credentials at <a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a></li> </ol>	

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BIDDER'S PROPOSED RESOURCES EXPERIENCE		DESCRIPTION OF MANDATORY TECHNICAL CRITERIA	Evaluation results (Y/N)
<b>MTC 3</b>	<b>Pedagogical Advisor</b>	<p>The Bidder must provide the name of one (1) Pedagogical Advisor capable of providing the services identified in 8.1 b) of the Statement of Work and demonstrate how she or he meets the following minimum requirements:</p> <ol style="list-style-type: none"> <li>1) Has a University Bachelor's degree from a recognized university with specialization in language, or related fields such as arts, social sciences, philology or humanities.<sup>1</sup></li> <li>2) Has acquired at least two (2) years' full-time experience within the last five (5) years up to the bid solicitation closing date in providing expert advice to trainers in foreign language instruction methodology and in foreign language curriculum design. Experience may have been gained non-consecutively.</li> <li>3) Has the ability to speak fluently in English or French (fluent is defined as ILR level 3)</li> </ol> <p>For the purpose of evaluating MTC 3:</p> <ol style="list-style-type: none"> <li>1. In the event the proposed resource studied at an institution outside of Canada, only an equivalency assessment issued by a Canadian academic credentials assessment service will be accepted. The agencies and organizations performing this service are listed on the Web site of the Canadian Information Centre for International Credentials at <a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a></li> </ol>	
<b>MTC 4</b>	<b>Learning Product Manager</b>	<p>The Bidder must provide the name of (1) one (1) Learning Product Manager capable of providing the services identified in Section 8.1 c) of the Statement of Work and</p>	

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	<p>demonstrate how she or he meets the following requirements:</p> <ol style="list-style-type: none"><li>1) Has a degree or diploma from a recognized university or post-secondary institution in Audio-Visual Technology, Computer Science, Journalism, Broadcasting, Multimedia Production, or a related field<sup>1</sup>.</li><li>2) Has five (5) years of demonstrated project management experience on a full- or part-time basis developing e-learning, web, multimedia, video, print or similar media products (apps, wikis, online collaboration tools, etc.) and services in the last ten (10) years. Experience may have been gained non-consecutively.</li><li>3) Is fluent in both English and French.</li></ol> <p>For the purpose of evaluating MTC 4:</p> <ol style="list-style-type: none"><li>1. In the event the proposed resource studied at an institution outside of Canada, only an equivalency assessment issued by a Canadian academic credentials assessment service will be accepted. The agencies and organizations performing this service are listed on the Web site of the Canadian Information Centre for International Credentials at <a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a></li></ol>	
	<b>MANDATORY TECHNICAL CRITERIA</b>	



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## POINT RATED TECHNICAL CRITERIA (PRTC)

For the purposes of evaluation of the PRTC:

- the concept of "foreign languages" is defined as any official language of a foreign state which is not an Official Language of Canada,"
- all major proficiency scales with established equivalencies to the ILR scale are accepted.

Summary of Point Rated Technical Criteria (PRTC)			Maximum points	Minimum points required
PRTC 1	Foreign Language Courses Offered		48	
PRTC 2	Program Manager			
	PRTC 2.1 Program Manager's Level of Education		12	
	PRTC 2.2 Program Manager's acquired experience in managing and supervising the delivery of language training services over the last ten (10) years, up to the closing date of this bid solicitation		12	
PRTC 3	E-Learning and/or Online Product Design and Development			
	PRTC 3.1 Management of E-Learning and Online Learning Projects		8	
	PRTC 3.2 Design and Development of Online Learning Products (synchronous/asynchronous)		16	
PRTC 4	Provision of Pedagogical Advisory Services in Foreign Language Learning		12	
PRTC 5	Design and development of Custom Database and/or Applications in Support of Learning Services		12	
PRTC 6	IT Specialist Support Services for Learning		12	
PRTC 7	Research and Strategic Advisory Services		12	
PRTC 8	Bidder's Approach to Course Delivery			
	PRTC 8.1 Bidder's Approach to Course Delivery for in-person classroom instruction		24	
	PRTC 8.2 Bidder's Approach to Course Delivery for synchronous online virtual delivery		24	
PRTC 9	Bidder's Approach, Methodology and Structure: Recruitment Procedures		20	
PRTC 10	Bidder's Approach, Methodology and Structure: Staff Retention Procedures		20	

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Summary of Point Rated Technical Criteria (PRTC)			
PRTC		Maximum points	Minimum points required
11	<b>Bidder's Approach, Methodology and Structure: Staff training</b>	20	
12	<b>Bidder's Approach to Classroom Management</b>		
	PRTC 12.1 The Bidder should provide a detailed description of the methodology it intends to use for groups with students with different proficiency levels.	20	
	PRTC 12.2 The Bidder should provide a detailed description of the methodology it intends to use for groups with students with different learning styles.	20	
	PRTC 12.3 The Bidder should provide a detailed description of the methodology it intends to use for groups with students with different progress rates.	20	
	PRTC 12.4 The Bidder should provide a detailed description of its proposed methodology, with supporting examples, on how it will monitor and manage learner progress.	20	
13	<b>Bidder's Approach to Quality Control</b>	20	
14	<b>Bidder's Approach to Management and Administration</b>	20	
<b>OVERALL TOTAL</b>		<b>372</b>	<b>260</b>

PRTC 1	Foreign Language Courses Offered	Bidder's Score
	The Bidder should demonstrate its acquired experience within the last three (3) years, up to the bid solicitation closing date, in providing training to learners of advanced proficiency (ILR skill level 2 or above) in any foreign language. The descriptions of the proficiency ILR levels can be found under Appendix 2 - Interagency Language Roundtable (ILR) Skill Level Descriptions found in Annex A, Statement of Work.	
	Maximum points: 48	
	2,500 hours to 4,999 hours	12
	5,000 hours to 7,499 hours	24
	7,500 hours to 9,499 hours	36
	10,000 hours or more	48

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PRTC 2	Program Manager	The Bidder should demonstrate how the proposed Program Manager submitted in response to MTC 2 meets the following requirements.	Bidder's Score														
		<p><b>PRTC 2.1 Program Manager's Level of Education</b></p> <p>12 Maximum points:</p> <table><tr><td>University Bachelor's degree from a recognized university</td><td>6</td></tr><tr><td>Certificate in Project Management</td><td>6</td></tr></table> <p>The Bidder must provide a photocopy of the degree and certificate to clearly demonstrate that it meets criterion PRTC 2.1.</p> <p><b>PRTC 2.2 Program Manager's acquired experience in managing and supervising the delivery of training services over the last ten (10) years, up to the closing date of this bid solicitation</b></p> <p>12 Maximum points:</p> <table><tr><td>3 years</td><td>4</td></tr><tr><td>4 years</td><td>6</td></tr><tr><td>5 years</td><td>8</td></tr><tr><td>6 years</td><td>10</td></tr><tr><td>7 years or more</td><td>12</td></tr></table> <p>The Bidder must provide the following information to clearly demonstrate that it meets the criterion PRTC 2.2:</p> <p>a) The Program Manager's years' of acquired experience in managing and supervising the delivery of language training services including the start and end dates (from month/year to month/year); and</p> <p>b) A list of projects or work assignments, including a description of the project or work assignment, the Program Manager's role; and name and contact information of the client(s) for each project or work assignment.</p> <p>c) Experience may have been gained non-consecutively on a full- or part-time basis.</p>	University Bachelor's degree from a recognized university	6	Certificate in Project Management	6	3 years	4	4 years	6	5 years	8	6 years	10	7 years or more	12	
University Bachelor's degree from a recognized university	6																
Certificate in Project Management	6																
3 years	4																
4 years	6																
5 years	8																
6 years	10																
7 years or more	12																

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PRTC3	E-Learning and/or Online Learning Product Design and Development	The Bidder should demonstrate its acquired experience in the design and development of e-learning and/or online learning products in the last five (5) years up to the bid solicitation closing date.	Bidder's Score																
		<p><b>PRTC 3.1 Management of E-Learning and/or Online Learning Projects</b></p> <p>Maximum points: 8</p> <table><tr><td>1 to 4 E-Learning and/or Online learning product development projects</td><td>2</td></tr><tr><td>5 to 8 E-Learning and/or Online learning product development projects</td><td>4</td></tr><tr><td>9 to 12 E-Learning and/or Online learning product development projects</td><td>6</td></tr><tr><td>13 or more E-Learning and/or Online learning product development projects</td><td>8</td></tr></table> <p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 3.1</p> <p>a) The title and description of the E-Learning and Online Learning projects managed by the Bidder in the last five (5) years up to the bid solicitation closing date (descriptions should not exceed 50 words per project);</p> <p>b) The period (month/year to month/year) during which the learning projects were managed; and</p> <p>c) The Bidder must provide the name and contact information of the client for whom each learning product was provided and who can corroborate the information provided by the Bidder.</p> <p><b>PRTC 3.2 Design and Development of E-Learning and/or Online Learning Products (synchronous/asynchronous)</b></p> <p>Maximum points: 16</p> <table><tr><td>1 to 4 E-Learning and/or Online learning products</td><td>4</td></tr><tr><td>5 to 8 E-Learning and/or Online learning products</td><td>8</td></tr><tr><td>9 to 12 E-Learning and/or Online learning products</td><td>12</td></tr><tr><td>13 or more E-Learning and/or Online learning products</td><td>16</td></tr></table>	1 to 4 E-Learning and/or Online learning product development projects	2	5 to 8 E-Learning and/or Online learning product development projects	4	9 to 12 E-Learning and/or Online learning product development projects	6	13 or more E-Learning and/or Online learning product development projects	8	1 to 4 E-Learning and/or Online learning products	4	5 to 8 E-Learning and/or Online learning products	8	9 to 12 E-Learning and/or Online learning products	12	13 or more E-Learning and/or Online learning products	16	
1 to 4 E-Learning and/or Online learning product development projects	2																		
5 to 8 E-Learning and/or Online learning product development projects	4																		
9 to 12 E-Learning and/or Online learning product development projects	6																		
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1 to 4 E-Learning and/or Online learning products	4																		
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PRTC 3	E-Learning and/or Online Learning Product Design and Development	The Bidder should demonstrate its acquired experience in the design and development of e-learning and/or online learning products in the last five (5) years up to the bid solicitation closing date.	Bidder's Score
		<p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 3.2</p> <ul style="list-style-type: none"><li>a) The title and description of the E-Learning and/or Online Learning Product designed and developed by the Bidder in the last five (5) years up to the bid solicitation closing date (descriptions should not exceed 50 words per product);</li><li>b) The period (month/year) by which the E-Learning and/or Online Learning Product was completed; and</li><li>c) The Bidder must provide the name and contact information of the client for whom each learning product was provided and who can corroborate the information provided by the Bidder.</li></ul>	

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PRTC4	Pedagogical Advisory Services in Foreign Language Learning	The Bidder should demonstrate its acquired experience within the last ten (10) years, up to the bid solicitation closing date, in providing Pedagogical Advisory services in foreign language learning.	Bidder's Score										
		<table><tr><td colspan="2">PRTC 4 Provision of Pedagogical Advisory services in the field of foreign language learning</td></tr><tr><td>Maximum points:</td><td>12</td></tr><tr><td>1,000 to 2,499 hours</td><td>6</td></tr><tr><td>2,500 to 4,999 hours</td><td>9</td></tr><tr><td>5,000 hours or more</td><td>12</td></tr></table>	PRTC 4 Provision of Pedagogical Advisory services in the field of foreign language learning		Maximum points:	12	1,000 to 2,499 hours	6	2,500 to 4,999 hours	9	5,000 hours or more	12	
PRTC 4 Provision of Pedagogical Advisory services in the field of foreign language learning													
Maximum points:	12												
1,000 to 2,499 hours	6												
2,500 to 4,999 hours	9												
5,000 hours or more	12												
		<p>The Bidder must demonstrate its acquired experience in providing Pedagogical Advisory Services similar to Section 8.0 in the Statement of Work.</p> <p>a) A description of the Pedagogical Advisory Services provided by the Bidder in the last ten (10) years and developed by the Bidder in the last ten (10) years up to the bid solicitation closing date;</p> <p>b) The period (month/year to month/year) during which the Pedagogical Advisory Services were provided; and</p> <p>c) The Bidder must provide the name and contact information of the client for whom the services were provided and who can corroborate the information provided by the Bidder.</p>											
PRTC5	Design and Development of Custom Database and/ or Applications	The Bidder should demonstrate its acquired experience within the last seven (7) years, up to the bid solicitation closing date, in the Design and Development of Custom Database and/or Applications in Support of Learning Services.	Bidder's Score										
		<table><tr><td colspan="2">PRTC 5 Design and development of Custom Database and/or Applications in Support of Learning Services</td></tr><tr><td>Maximum points:</td><td>12</td></tr><tr><td>1 Custom Database and/or Applications in Support of Learning Services</td><td>6</td></tr><tr><td>2 Custom Database and/or Applications in Support of Learning Services</td><td>9</td></tr><tr><td>3 or more Custom Database and/or Applications in Support of Learning Services</td><td>12</td></tr></table>	PRTC 5 Design and development of Custom Database and/or Applications in Support of Learning Services		Maximum points:	12	1 Custom Database and/or Applications in Support of Learning Services	6	2 Custom Database and/or Applications in Support of Learning Services	9	3 or more Custom Database and/or Applications in Support of Learning Services	12	
PRTC 5 Design and development of Custom Database and/or Applications in Support of Learning Services													
Maximum points:	12												
1 Custom Database and/or Applications in Support of Learning Services	6												
2 Custom Database and/or Applications in Support of Learning Services	9												
3 or more Custom Database and/or Applications in Support of Learning Services	12												

Solicitation No. - N° de l'invitation  
08893-200320/A  
Client Ref. No. - N° de réf. du client  
08893-200320

Amd. No. - N° de la modif.  
File No. - N° du dossier  
503.zf 08893-200320

Buyer ID - Id de l'acheteur  
503zf  
CCC No./N° CCC - FMS No./N° VME

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		<p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 5</p> <p>a) The title and description of the Custom Database and/or Applications in Support of Learning Services designed and developed by the Bidder in the last seven (7) years up to the bid solicitation closing date (descriptions should not exceed 150 words per database and/or application);</p> <p>b) The period (month/year) by which the Custom Database and/or Applications in Support of Learning Services. was designed and developed; and</p> <p>c) The Bidder must provide the name and contact information of the client for whom each learning product was provided and who can corroborate the information provided by the Bidder.</p>
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PRTC6	IT Specialist Support Services for Learning	<p>The Bidder should demonstrate its acquired experience within the last five (5) years, up to the bid solicitation closing date, in providing IT Specialist Support services in the field of learning and training.</p> <p><b>PRTC 6 Provision of IT Specialist Support services in the field of in the field of learning and training</b></p> <table><tr><td>Maximum points:</td><td>12</td></tr><tr><td>500 to 999 hours</td><td>6</td></tr><tr><td>1,000 to 1,499 hours</td><td>9</td></tr><tr><td>1,500 hours or more</td><td>12</td></tr></table> <p>The Bidder must demonstrate its acquired experience in providing IT Specialist support similar services to Section 6.3.6 in the Statement of Work to clearly demonstrate that it meets criterions PRTC 6.</p> <p>a) A description of the IT Specialist Support for Learning and Training developed and provided by the Bidder in the last ten (10) years up to the bid solicitation closing date; b) The period (month/year to month/year) during which the IT Specialist Support services for Learning and Training was provided; and c) The Bidder must provide the name and contact information of the client for whom each learning product was provided and who can corroborate the information provided by the Bidder.</p>	Maximum points:	12	500 to 999 hours	6	1,000 to 1,499 hours	9	1,500 hours or more	12	Bidder's Score
Maximum points:	12										
500 to 999 hours	6										
1,000 to 1,499 hours	9										
1,500 hours or more	12										
PRTC7	Research and Strategic Advisory Services	<p>The Bidder should demonstrate its acquired experience in the provision of Research and Strategic advisory services in the field of foreign language training in the last ten (10) years up to the bid solicitation closing date.</p> <p><b>PRTC 7 Research and/or Strategic Advisory Services</b></p> <table><tr><td>Maximum points:</td><td>12</td></tr><tr><td>1 to 4 Research or Strategic Advisory projects</td><td>4</td></tr><tr><td>5 to 9 Research or Strategic Advisory projects</td><td>8</td></tr><tr><td>10 Research or Strategic Advisory projects or more</td><td>12</td></tr></table>	Maximum points:	12	1 to 4 Research or Strategic Advisory projects	4	5 to 9 Research or Strategic Advisory projects	8	10 Research or Strategic Advisory projects or more	12	Bidder's Score
Maximum points:	12										
1 to 4 Research or Strategic Advisory projects	4										
5 to 9 Research or Strategic Advisory projects	8										
10 Research or Strategic Advisory projects or more	12										



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		The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 7		
		a) The title and description of the Research and Strategic Advisory Services in the field of foreign language training designed and developed by the Bidder in the last ten (10) years up to the bid solicitation closing date (descriptions should not exceed 150 words per project); b) The period (month/year to month/year) during which the Research and Strategic Advisory Services were provided; c) The Bidder must provide the name and contact information of the client for whom each learning product was provided and who can corroborate the information provided by the Bidder.		
PRTC 8	Bidder's Approach to Course Delivery	The Bidder should provide a detailed description of the approach used for language course delivery by responding to each of the points below by submitting lesson plan which addresses items a) through f) for both in-person classroom instruction one for synchronous online virtual instruction. The lesson plans for PRTC 8.1 and PRTC 8.2 should cover the same content.	Bidder's Score	
		PRTC 8.1 Bidder's Approach to Course Delivery for In-Person Classroom Delivery		
			Maximum points:	24
		a) Use of teaching techniques that promote learners' participation and oral production		4
		b) Variety of activities		4
		c) Adaptation to different learning styles		4
		d) Appropriate error correction strategy: An appropriate error correction strategy adapts to the proficiency level of the learner, is motivating, encouraging and respectful. The corrections should be focused on a specific item, be short and clear and should prompt student repair.		4
		e) Appropriate ratio of teacher/learner speaking time: An appropriate ratio of teacher/learner speaking time will depend on the lesson learning objective. In general, the teacher will restrict his/her speaking time to explanations, correction, elicitation, and modeling in the target language.		4

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		<p>f) Appropriate use of learning materials: An appropriate use of learning materials means that the material chosen is illustrative of the content taught, clear, adapted to the learner proficiency level and conducive to reaching the lesson objectives.</p> <p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 8.1:</p> <p>A written description of the approach used for language course delivery, in the form of a detailed lesson plan that addresses items in PRTC 8.1 a) to f) inclusive.</p>	4	
<b>PRTC 8</b>	<b>Bidder's Approach to Course Delivery</b>	<p>The Bidder should provide a detailed description of the approach used for language course delivery by responding to each of the points below by submitting lesson plan which addresses items a) through f) for both in-person classroom instruction and for synchronous online virtual instruction. The lesson plans for PRTC 8.1 and PRTC 8.2 should cover the same learning content.</p> <p><b>PRTC 8.2 Bidder's Approach to Course Delivery for synchronous online virtual instruction Delivery</b></p> <p>Maximum points: 24</p> <p>a) Use of teaching techniques that promote learners' participation and oral production 4</p> <p>b) Variety of activities 4</p> <p>c) Adaptation to different learning styles 4</p> <p>d) Appropriate error correction strategy: An appropriate error correction strategy adapts to the proficiency level of the learner, is motivating, encouraging and respectful. The corrections should be focused on a specific item, be short and clear and should prompt student repair. 4</p> <p>e) Appropriate ratio of teacher/learner speaking time: An appropriate ratio of teacher/learner speaking time will depend on the lesson learning objective. In general, the teacher will restrict his/her speaking time to explanations, correction, elicitation, and modeling in the target language. 4</p>		Bidder's Score

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		<p>f) Appropriate use of learning materials: An appropriate use of learning materials means that the material chosen is illustrative of the content taught, clear, adapted to the learner proficiency level and conducive to reaching the lesson objectives.</p> <p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 8.2:</p> <p>A written description of the approach used for language course delivery, in the form of a detailed lesson plan that addresses items in PRTC 8.1 a) to f) inclusive.</p>	4	
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PRTC9	Bidder's Approach, Methodology and Structure: Recruitment Procedures	The Bidder should provide a detailed description of the methodology it intends to use for recruitment procedures for teachers.  The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.	Bidder's Score												
		<p>PRTC 9 Recruitment Procedures for Teachers</p> <table><tr><th colspan="2">Maximum points:</th></tr><tr><td>a) Incorporates best practices and lessons learned</td><td>20</td></tr><tr><td>b) Includes quality control measures</td><td>4</td></tr><tr><td>c) Identifies risks and proposes mitigation strategies</td><td>4</td></tr><tr><td>d) Outlines the advantages over alternative options and strategies</td><td>4</td></tr><tr><td>e) Demonstrates adaptability</td><td>4</td></tr></table> <p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 9</p> <p>A written description of the methodology it intends to use for recruitment procedures for teachers, with a detailed response to items in PRTC 9 a) to e) inclusive. The responses to items a) to e) should not exceed 250 words per each item (e.g. 250 words or less for item a); 250 words or less for item b), etc.).</p>	Maximum points:		a) Incorporates best practices and lessons learned	20	b) Includes quality control measures	4	c) Identifies risks and proposes mitigation strategies	4	d) Outlines the advantages over alternative options and strategies	4	e) Demonstrates adaptability	4	
Maximum points:															
a) Incorporates best practices and lessons learned	20														
b) Includes quality control measures	4														
c) Identifies risks and proposes mitigation strategies	4														
d) Outlines the advantages over alternative options and strategies	4														
e) Demonstrates adaptability	4														

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<b>PRTC 10</b>	<b>Bidder's Approach, Methodology and Structure: Staff Retention Procedures</b>	<p>The Bidder should provide a detailed description of the methodology it intends to use for staff retention procedures for teachers.</p> <p>The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.</p> <p style="text-align: right;">Maximum points: 20</p>	Bidder's Score
		<p>a) Incorporates best practices and lessons learned</p> <p>b) Includes quality control measures</p> <p>c) Identifies risks and proposes mitigation strategies</p> <p>d) Outlines the advantages over alternative options and strategies</p> <p>e) Demonstrates adaptability</p> <p>The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 10</p> <p>A written description of the methodology it intends to use for staff retention procedures for teachers, with a detailed response to items in PRTC 10 a) to e) inclusive. The responses to items a) to e) should not exceed 250 words per each item (e.g. 250 words or less for item a); 250 words or less for item b), etc.).</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>

<b>PRTC 11</b>	<b>Bidder's Approach, Methodology and Structure: Staff training</b>	<p>The Bidder should provide a detailed description of the methodology it intends to use for the professional development of its employees throughout the duration of the Contract.</p> <p>The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.</p> <p style="text-align: right;">Maximum points: 20</p>	Bidder's Score
		<p>a) Incorporates best practices and lessons learned</p> <p>b) Includes quality control measures</p> <p>c) Identifies risks and proposes mitigation strategies</p>	<p>4</p> <p>4</p> <p>4</p>

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		d) Outlines the advantages over alternative options and strategies	4
		e) Demonstrates adaptability	4
		The Bidder must provide the following information to clearly demonstrate that it meets criteria PRTC 11	
		A written description of the methodology it intends to use for the professional development of its employees, with a detailed response to items in PRTC 11 a) to e) inclusive. The responses to items a) to e) should not exceed 250 words per each item (e.g. 250 words or less for item a); 250 words or less for item b), etc.).	
PRTC 12	Bidder's Approach to Classroom management	PRTC 12.1 The Bidder should provide a detailed description of the methodology it intends to use for groups with students with different proficiency levels.  The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.	Bidder's Score
		a) Incorporates best practices and lessons learned	4
		b) Includes quality control measures	4
		c) Identifies risks and proposes mitigation strategies	4
		d) Outlines the advantages over alternative options and strategies	4
		e) Demonstrates adaptability	4
		PRTC 12.2 The Bidder should provide a detailed description of the methodology it intends to use for groups with students with different learning styles.  The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.	
		a) Incorporates best practices and lessons learned	4
		b) Includes quality control measures	4

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		c) Identifies risks and proposes mitigation strategies		4	
		d) Outlines the advantages over alternative options and strategies		4	
		e) Demonstrates adaptability		4	
		PRTC 12.3 The Bidder should provide a detailed description of the methodology it intends to use for groups with students with different progress rates.			
		The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.	20	Maximum points:	
		a) Incorporates best practices and lessons learned		4	
		b) Includes quality control measures		4	
		c) Identifies risks and proposes mitigation strategies		4	
		d) Outlines the advantages over alternative options and strategies		4	
		e) Demonstrates adaptability		4	
		PRTC 12.4 The Bidder should provide a detailed description of its proposed methodology, with supporting examples, on how it will monitor and manage learner progress.			
		The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement.	20	Maximum points:	
		a) Incorporates best practices and lessons learned		4	
		b) Includes quality control measures		4	
		c) Identifies risks and proposes mitigation strategies		4	
		d) Outlines the advantages over alternative options and strategies		4	
		e) Demonstrates adaptability		4	
		The Bidder must provide the following information to clearly demonstrate that it meets criterion for PRTCs 12.1, 12.2, 12.3 and 12.4:			

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<b>PRTC 13</b>	<b>Bidder's Approach to Quality Control</b>	<p>A written description of the methodology it intends to use for groups with students with different proficiency levels, with a detailed response to items in PRTC 12.1, 12.2, 12.3 and 12.4 a) to e) inclusive. The responses to items a) to e) should not exceed 300 words per each item (e.g. 300 words or less for item a); 300 words or less for item b), etc.).</p> <p>The Bidder should provide a detailed description of the methodology it intends to control and continuously improve the quality of the teaching services.</p> <p>The description of the methodology should include the following elements: best practices and lessons learned, quality control measures, risks and mitigation strategies, advantages over alternative options and strategies, and demonstrates adaptability in its proposed methodology to meet the requirements. For each element, the Bidder must clearly demonstrate its applicability to the requirement. The responses to items a) to e) should not exceed 500 words in total for all items combined.</p>	<p>Maximum points: 20</p> <p>a) Incorporates best practices and lessons learned 4</p> <p>b) Includes quality control measures 4</p> <p>c) Identifies risks and proposes mitigation strategies 4</p> <p>d) Outlines the advantages over alternative options and strategies 4</p> <p>e) Demonstrates adaptability 4</p> <p>The Bidder must provide the following information to clearly demonstrate that it meets criterion for PRTC 13:</p> <p>A written description of the Approach to Quality Control to continuously improve the quality of the teaching services with a detailed response to items in PRTC 13 a) to e) inclusive. The responses to items a) to e) should not exceed 500 words in total for all items combined.</p>	Bidder's Score



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PRTC14	Bidder's Approach to Management/ Administration	<p>The Bidder should provide a detailed description of its approach to managing the client relationship and providing administrative support.</p> <p>The description of the approach should demonstrate the following elements of management and administration: responding to requests for services; quality control on invoices; tracking deadlines; completing and submitting reports such as Attendance Records, reports, and the creation and maintenance of electronic records for each course; and communicating and sharing information with CFSL including issues, problems, and areas of concern. For each element, the Bidder must clearly demonstrate its applicability to the requirement. The responses to items a) to e) should not exceed 500 words in total for all items combined.</p> <p>20</p> <p>Maximum points:</p>	Bidder's Score
		<p>a) Responding to requests for services</p> <p>b) Quality control on invoicing</p> <p>c) Tracking deadlines</p> <p>d) Completing and submitting reports such as Attendance Records, reports, and the creation and maintenance of electronic records for each course</p> <p>e) Communicating and sharing information including issues, problems and areas of concern.</p> <p>The Bidder must provide the following information to clearly demonstrate that it meets criterion for PRTC 14:</p> <p>A written description of the approach it intends to use in managing client relationship and providing administrative support with a detailed response to items in PRTC 14 a) to e) inclusive. The responses to items a) to e) should not exceed 500 words in total for all items combined.</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>



#### Question 8

**Statement of Work, Appendix 7: Resource Category: Pedagogical Advisor:** We believe the minimum qualifications should be the same as what is indicated in MTC 3. More specifically: At least two (2) years' full-time experience within the last five (5) years providing expert advice to trainers in foreign language instruction methodology and in foreign language curriculum design. Kindly note that we are not proposing or requesting that MTC 3 be changed; the objective is that the minimum qualifications for the Pedagogical Advisor in Appendix 7 are identical to those detailed in MTC 3.

**Answer 8. I Agree.**

**Delete** from RFP (Appendix 7) of the SOW (minimum qualifications for the Pedagogical Advisor )

**Insert:** Minimum qualifications for the Pedagogical Advisor in Appendix 7 as follows:

Pedagogical Advisor	<p>A University Bachelor degree from a recognized<sup>1</sup> university with specialization in language instruction, or related fields such as arts, social sciences, philology or humanities;*</p> <p>Two (2) years' full-time experience within the last 10 years in providing expert advice to trainers in foreign language instruction methodology and application;</p> <p>Two (2) years' experience within the last 5 years in foreign language curriculum design;</p> <p>Fluency in either English or French.</p> <p>* In the event the proposed resource studied at an institution outside of Canada, only an equivalency assessment issued by a Canadian academic credentials assessment service will be accepted. The agencies and organizations performing this service are listed on the Web site of the Canadian Information Centre for International Credentials at <a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a></p>
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**Question 9: Annex B, Basis of Payment, we believe that in the tables for Firm, all-inclusive rates, items 19 and 20 in the four tables should be a percentage and not a dollar amount.**

**Answer 9. I Agree.**

**Delete** from RFP , Annex B, Basis of payment

**Insert:** Annex B, Basis of payment as follows:

## **ANNEX B, BASIS OF PAYMENT**

### **A- Contract Period (From \_\_\_ to \_\_\_) (To be inserted upon contract award.)**

During the initial period of the Contract, the Contractor will be paid the firm all-inclusive rates specified below for the Work performed pursuant to a request for service. Customs duties are included and the Applicable Taxes are extra.

The firm all-inclusive hourly rates for each resource category indicated below are inclusive of all costs associated with delivery of the Work which includes:

1. preparation and provision of deliverables;
2. access and user account management;
3. recruitment and training of resources; and
4. travel and living expenses as per 5.0 below.

The percentage of the mark-up for each resource category indicated below are inclusive of all costs associated with delivery of the Work which includes:

1. preparation and provision of deliverables;
2. access and user account management;
3. recruitment and training of resources; and
4. travel and living expenses as per 5.0 below.

The firm all-inclusive monthly rates for Virtual Platform services indicated below are inclusive of all costs associated with the delivery of services.

### **1.0 Firm all-inclusive rates**

The Contractor will be paid firm all-inclusive rates as follows:

<b>INITIAL PERIOD OF THE CONTRACT - YEAR 1 to 3 (Inclusive)</b>	
<b>RESOURCE CATEGORIES</b>	<b>Firm all-inclusive rates (CAD)</b>
<b>1. Foreign Language Teaching services in Canada (In-Person)</b>	<b>\$</b>
<b>2. Foreign Language Teaching services (Virtual)</b>	<b>\$</b>
<b>3. Program Manager</b>	<b>\$</b>
<b>4. Pedagogical Advisor</b>	<b>\$</b>
<b>5. Coordinator-Administrator</b>	<b>\$</b>

<b>INITIAL PERIOD OF THE CONTRACT - YEAR 1 to 3 (Inclusive)</b>	
<b>RESOURCE CATEGORIES</b>	<b>Firm all-inclusive rates (CAD)</b>
<b>6. Foreign Language Proficiency Tester</b>	\$
<b>7. Foreign Language Testing Advisor</b>	\$
<b>8. Course Designer and Developer</b>	\$
<b>9. Foreign Language Test Designer and Developer</b>	\$
<b>10 Instructional Designer (E-Learning/Online)</b>	\$
<b>11. Graphic Designer</b>	\$
<b>12. E-Learning Designer and Developer</b>	\$
<b>13. Database Application Designer and Developer</b>	\$
<b>14. Media Producer</b>	\$
<b>15. Researcher / Strategic Analyst</b>	\$
<b>16. Learning Product Manager</b>	\$
<b>17. IT Support Specialist</b>	\$
<b>18. Foreign Language Training Advisor</b>	\$
<b>19. Foreign Language Teaching Services Abroad (In-Person)</b>	%
<b>20. Subject Matter Expert</b>	%
<b>21. Virtual Training Platform (Firm all-inclusive monthly rate)</b>	\$

#### **B- Option to Extend the Term of the Contract**

During the extended period of the Contract specified below and in accordance with clause 7.4.2 and clause 7.4.3 of Part 7 of the bid solicitation, the Contractor will be paid the firm all-inclusive rates specified below for the Work performed pursuant to a request for service. Customs duty are included and Applicable Taxes are extra.

The firm all-inclusive hourly rates for each resource category indicated below are inclusive of all costs associated with delivery of the Work which includes:

1. preparation and provision of deliverables;
2. access and user account management;
3. recruitment and training of resources; and
4. travel and living expenses as per 5.0 below.

The percentage of the mark-up for each resource category indicated below are inclusive of all costs associated with delivery of the Work which includes:

1. preparation and provision of deliverables;
2. access and user account management;
3. recruitment and training of resources; and
4. travel and living expenses as per 5.0 below.

The firm all-inclusive monthly rates for Virtual Platform services indicated below are inclusive of all costs associated with the delivery of services.

#### 1.0 Firm all-inclusive rates

The Contractor will be paid firm all-inclusive rates as follows:

OPTION TO EXTEND THE CONTRACT – Period 1	
RESOURCE CATEGORIES	Firm all-inclusive rates (CAD)
1. Foreign Language Teaching services in Canada (In-Person)	\$
2. Foreign Language Teaching services (Virtual)	\$
3. Program Manager	\$
4. Pedagogical Advisor	\$
5. Coordinator-Administrator	\$
6. Foreign Language Proficiency Tester	\$
7. Foreign Language Testing Advisor	\$
8. Course Designer and Developer	\$
9. Foreign Language Test Designer and Developer	\$
10 Instructional Designer (E-Learning/Online)	\$
11. Graphic Designer	\$
12. E-Learning Designer and Developer	\$
13. Database Application Designer and Developer	\$
14. Media Producer	\$
15. Researcher / Strategic Analyst	\$
16. Learning Product Manager	\$
17. IT Support Specialist	\$
18. Foreign Language Training Advisor	\$
19. Foreign Language Teaching Services Abroad (In-Person)	%
20. Subject Matter Expert	%
21. Virtual Training Platform (Firm all-inclusive monthly rate)	\$

OPTION TO EXTEND THE CONTRACT – Period 2	
RESOURCE CATEGORIES	Firm all-inclusive rates (CAD)
1. Foreign Language Teaching services in Canada (In-Person )	\$
2. Foreign Language Teaching services (Virtual)	\$
3. Program Manager	\$
4. Pedagogical Advisor	\$
5. Coordinator-Administrator	\$
6. Foreign Language Proficiency Tester	\$
7. Foreign Language Testing Advisor	\$
8. Course Designer and Developer	\$
9. Foreign Language Test Designer and Developer	\$
10. Instructional Designer (E-Learning/Online)	\$
11. Graphic Designer	\$
12. E-Learning Designer and Developer	\$
13. Database Application Designer and Developer	\$
14. Media Producer	\$
15. Researcher / Strategic Analyst	\$
16. Learning Product Manager	\$
17. IT Support Specialist	\$
18. Foreign Language Training Advisor	\$
19. Foreign Language Teaching Services Abroad (In-Person)	%
20. Subject Matter Expert	%
21. Virtual Training Platform (Firm all-inclusive monthly rate)	\$

OPTION TO EXTEND THE CONTRACT – TRANSITION PERIOD (2 MONTHS)	
RESOURCE CATEGORIES	Firm all-inclusive rates (CAD)
1. Foreign Language Teaching services in Canada ( In-Person)	\$
2. Foreign Language Teaching services (Virtual)	\$
3. Program Manager	\$
4. Pedagogical Advisor	\$
5. Coordinator-Administrator	\$
6. Foreign Language Proficiency Tester	\$

OPTION TO EXTEND THE CONTRACT – TRANSITION PERIOD (2 MONTHS)	
RESOURCE CATEGORIES	Firm all-inclusive rates (CAD)
7. Foreign Language Testing Advisor	\$
8. Course Designer and Developer	\$
9. Foreign Language Test Designer and Developer	\$
10. Instructional Designer (E-Learning/Online)	\$
11. Graphic Designer	\$
12. E-Learning Designer and Developer	\$
13. Database Application Designer and Developer	\$
14. Media Producer	\$
15. Researcher / Strategic Analyst	\$
16. Learning Product Manager	\$
17. IT Support Specialist	\$
18. Foreign Language Training Advisor	\$
19. Foreign Language Teaching Services Abroad (In-Person)	%
20. Subject Matter Expert	%
21. Virtual Training Platform (Firm all-inclusive monthly rate)	\$

## C - Cost Reimbursable Expenses

### 1.0 Authorized travel and living expenses for Work

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside a radius of 40 kilometers of the location for which services are required as indicated in the Request for service, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses incurred by the Contractor for:

1. the relocation of resources required to satisfy its contractual obligations; and
2. travels within a radius of 40 kilometers of the location for which services are required identified in the request for service.

## **2.0 Other Direct Expenses**

In certain cases, and at the sole discretion of Canada, the Contractor will be reimbursed the other direct expenses it incurred in the performance of the Work and as requested in the authorized Request for service. All such authorized direct expenses will be invoiced at cost with no allowance therein for overhead or profit. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to Government Audit.