



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

**Contracting and Procurement Section**

[contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

Attention: Chantale Grégoire

**QUESTION AND ANSWER # 2  
QUESTION ET RÉPONSE NO 2\_\_**

**Request For Standing Offer (RFSO)  
Demande d'offre à commandes (DOC)**

Offer to: Public Safety and Emergency Preparedness Canada

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Sécurité publique et Protection civile Canada

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

**Comments – Commentaires:**

Instructions: See Herein  
Instructions: Voir aux présentes

**Vender/Firm Name and Address  
Raison sociale et adresse du  
Fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution**  
Public Safety Canada  
Contracting and Procurement Section  
269 Laurier Avenue West  
Ottawa ON K1A 0P8

<b>Title – Sujet</b> Request for Standing Offer: English and/or French Second Language training	
<b>Solicitation No. – N° de l'invitation</b> 202203395	<b>Date</b> Novembre 25, 2021
<b>Solicitation Closes – L'invitation prend fin</b> <b>At – à</b> 2 :00PM <b>On – le</b> December 15 , 2021	<b>Time Zone</b> <b>Fuseau horaire</b> EST
<b>Delivery Required – Livraison exigée</b> See Herein	
<b>Address Enquiries to : - Adresser toutes questions à :</b> Chantale Gregoire	
<b>Telephone No. – N° de telephone</b> 343 – 549-5220	
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  Public Safety & Emergency Preparedness Canada 269 Laurier Avenue West, Ottawa ON K1A 0P8	
<b>Security – Sécurité</b>  This Request for Standing Offer does not include any security provisions.	

**Vendor/Firm Name and Address  
Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Telephone No. – N° de telephone**  
**Facsimile No. – N° de télécopieur**

**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 due fournisseur/  
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

**Signature**

**Date**



## QUESTION AND ANSWER # 2

### RFSO 202203395

#### Question #1

Can you please confirm this standing offer is ONLY for part-time individual and Group Training?

#### Answer #1

The standing offer applies to both part-time and full-time individual and group training sessions.

Please see amendment # 2 of the RFSO  
Please see section 5 of the SoW.

#### Question #2

In section 10 -Pedagogical Services, it states :

10.3.1.2 be bilingual in English and French;

10.3.1.3 hold a bachelor's degree from a recognized Canadian university;

10.3.1.4 have experience, since January 2018, teaching English or French as a second language to adult students;

10.3.1.5 have a minimum of 2 years experience, since January 2018, in supervising at least 4 teachers delivering language training in French or English to adult students individually or in a group with a minimum of 4 students; and

10.3.1.6 have a minimum of 2 years experience, since January 2018, in managing at least 2 groups of language training services delivered to adults training in groups with a minimum of 4 students through continuous courses for a minimum of 15 weeks.

We are asking for 10.3.1.4 to be removed, as we have employed Pedagogical advisors who work full time as pedagogical advisors and do not teach and It seems to be unfair to the schools that have full-time advisors that they could not use an advisor who has been working full-time as an advisor for 3+ years.

With the way the requirement is written, it seems a pedagogical advisor with less than 3 years experience with some teaching within the past 3 years is more qualified then a ped advisor that has 3+ years of full-time experience. This would include ped advisors maybe working on the current PSEPC standing offer that is running.

#### Answer #2

Section 10.3.1.4 has been removed of the SoW.  
Please see amendment #2 of the RFSO.

**Question #3**

We are asking for extension of the end date to Dec 13 2021.

**Answer #3**

The solicitation will be extended until Wednesday, December 15, 2021.  
Please see amendment #2 of the RFSO

**Question #4**

Given the huge amount requested to prepare the bid for DOC No. 202203395, and since this is an extremely busy work period, we would ask if you could extend the end date to December 15, 2021.

**Answer #4**

The solicitation will be extended until Wednesday, December 15, 2021.  
Please see amendment #2 of the RFSO.

**Question #5**

Would you accept a bid drafted partly in French and partly in English? This is simply because there are Francophones and Anglophones working on this bid.

**Answer #5**

Yes Public Safety will accept part French and part English bids.

**Question #6**

For mandatory criterion M3 and point-rated technical criteria R1, R2 and R3, in order for the Offeror to demonstrate its experience, in the last point, you require: “*Number of sessions delivered.*” I don’t see how this requirement is relevant, because learner A, who does six hours a week in two three-hour sessions, is the same as learner B, who does six hours a week in three two-hour sessions. I chose a simple example because in actuality, with big, full-time contracts, it might be more complicated to count the number of sessions. Given that you still require the total number of hours, could you please remove the final point “*Number of sessions delivered*”?

**Answer #6**

Under M3 of the Mandatory Technical Criteria, the requirement to indicate the number of sessions delivered has been removed.  
Please see amendment #2 of the RFSO.

**Question #7**

Mandatory criterion M6 reads: "The Offeror must provide the main points of the proposed curriculum / content for the English and French language courses for all levels of proficiencies (B – intermediate, and C- advanced) in the areas of Reading, Writing and Oral Interaction."

Do you instead mean: "...individual and group courses in English or in French...", since it is the same approach, same method and same type of clientele (adultes)?

The first column of point-rated technical criterion R4 reads: "The Offeror should demonstrate the approach and methodology in providing pedagogical language advisory services respecting the delivery of courses for both individual and group second language training in French and in English as a second language at the B and C levels to adults".

Do you instead mean: "...individual and group courses in English or in French...", since it is the same approach, same method and same type of clientele (adultes)?

**Answer #7**

Public Safety will not be changing the requirements of this criteria.

If the same approach and method is used in the delivery of both English and French training sessions, then please provide that information in your response.

**Question #8**

Could you grant a short extension to complete our proposal? Covid-19 required us to manage attendance at the office which requires additional management and therefore a little more time?

**Answer #8**

The solicitation will be extended until Wednesday, December 15, 2021.  
Please See amendment #2 of the RFSO.

**Question #9**

In this email, we are addressing our questions to: @ [ps-sp.gc.ca](mailto:ps-sp.gc.ca) and you wish to receive our proposal: [unitedecontrats@canada.ca](mailto:unitedecontrats@canada.ca). knowing that there are some sporadic difficulties when we have to use the [canada.ca](mailto:canada.ca) extension. Could you confirm the sending address please?

**Answer #9**

The correct email is [contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca) .  
Please see Amendment # 2 to RFSO

**Question #10**

I was wondering if bids that only offer distance learning would be considered for this RFP. Of course, since our offices are not in the area, we would not be able to offer in-person services.

**Answer #10**

Please see amendment #1 of the RFSO posted on Buy and Sell, under Annex A – Statement of Work, Section 5.2.