



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre French Language Training Prairie Northern Region</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000066825</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-12-09</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2023-01-09</p>	<p>Time Zone – Fuseau horaire MST</p>	
	<p>F.O.B – F.A.B Not Applicable</p>		
	<p>Address Enquiries to - Adresser toutes questions à Heidi Noble Heidi.Noble@ec.gc.ca</p>		
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2024-03-31</p>		
	<p>Destination - of Services / Destination des services Alberta, Canada</p>		
	<p>Security / Sécurité There is no security requirement associated with this requirement.</p>		
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
	<p>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)</p>		
<p>Signature</p>		<p>Date</p>	



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PART 1 – GENERAL INFORMATION

1.1. Security Requirement

There is no security requirement associated with this requirement.

1.2. Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

1.3. Debriefings

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



PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”



At Section 05 Submission of Bids, Subsection 05 (4)

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension



As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.



2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

Office of the Procurement Ombudsman (OPO)
Canadian International Trade Tribunal (CITT)

- c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the “Closing Date.” Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Heidi Noble

Solicitation Number: 5000066825

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder’s responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder’s responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To



avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

Section II: Financial Bid

1. Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.
2. Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

3. Bidders should include the following information in their financial bid:
 - (a) Their legal name; and
 - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III - Certifications

Bidders must provide the required certifications Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.1.1.1 Point Rated Technical Criteria

Bidders must obtain a minimum overall score of **40 points** out of 70 points and a minimum score of **15 points** out of 25 points for R1, and a minimum score of **15 points** out of 25 points for R2 in order for its proposal to be considered responsive.

Point Rated Technical Criteria is included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The price of the bid will include option periods, be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

Proposals will be evaluated out of 40 points

The proposal with the lowest price receives the maximum 40 points, and all higher priced proposals will be pro-rated relative to the lowest price

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria;



and

- (c) Bidders must obtain a minimum overall score of **40 points** out of 70 points and a minimum score of **15 points** out of 25 points for R1, and a minimum score of **15 points** out of 25 points for R2 in order for its proposal to be considered responsive.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$100,000.00 (100).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	75/100	80/100
Bid Evaluated Price	\$115,000.00	\$110,000.00	\$100,000.00
<u>Calculations</u>			
Technical Merit Score	$90/100 \times 60 = 54$	$75/100 \times 60 = 45$	$80/100 \times 60 = 48$
Pricing Score	$100/115 \times 40 = 35$	$100/110 \times 40 = 36$	$100/100 \times 40 = 40$
Combined Rating	89	81	88
Overall Rating	1 st	3 rd	2 nd



ATTACHMENT 1 TO PART 4

MANDATORY AND POINT RATED TECHNICAL CRITERIA

Mandatory Technical Criteria:

Corporate	
M1	<p>Legal Company Name and Experience</p> <p>The Bidder must demonstrate that it has at least five (5) years of experience at the date of bid closing providing education to adults in full-time or part-time language training or a combination of both under its current legal company name.</p> <p>The experience must be the Bidder itself and cannot include businesses that were acquired.</p> <p>In order to demonstrate this the Bidder should complete the Bidder Legal Company Name and Experience Table – M1 found at Attachment 2 to Part 4 or provide the equivalent information.</p>
Bidder’s Proposed Program Coordinator	
M2	<p>Education of Program Coordinator</p> <p>The Bidder’s primary proposed Program Coordinator must have a minimum of a bachelor’s degree in one of the following:</p> <ul style="list-style-type: none"> - Teaching and Education Sciences; - Communications; - Languages and Literature; - Business Administration <p>Environment and Climate Change Canada reserves the right to request proof prior to contract award.</p> <p>If only one program coordinator is proposed, they will be considered the primary program coordinator. If more than one program coordinator is proposed then the Bidder must identify the primary proposed program coordinator.</p> <p>In the case of studies completed outside Canada, a document attesting to the Canadian equivalence must be provided. Only equivalencies determined by recognized institutions, such as the federal and provincial governments or the International Credential Assessment Service of Canada, will be accepted.</p> <p>In order to demonstrate this the Bidder should complete the Education and Experience of the Proposed Program Coordinator Table – M2 and M3 found at Attachment 3 to Part 4 or provide the equivalent information.</p>
M3	<p>Experience of Program Coordinator</p> <p>The Bidder must demonstrate that the proposed Program Coordinator(s) has a minimum of two (2) years of experience at date of bid closing as a program coordinator which includes the following responsibilities:</p> <ol style="list-style-type: none"> 1. Overseeing the course content 2. Scheduling of instructors <p>In order to demonstrate this the Bidder should complete the Education and Experience of the Proposed Program Coordinator Table – M2 and M3 found at Attachment 3 to Part 4 or provide</p>



	the equivalent information.
Bidder's Proposed Instructors	
M4	<p>Proposed Instructors</p> <p>The Bidder must name and identify four (4) proposed instructors in their bid submission who will be responsible for both on-site training and remote instruction.</p> <p>If more than four (4) instructors are proposed only the first four (4) instructors will be considered for Criteria: M5, M6 and R3.</p>
M5	<p>Education</p> <p>Instructors must have a minimum of a bachelor's degree from a recognized university.</p> <p>In order to demonstrate this the Bidder must complete the Education and Experience of the Proposed Instructor Table – M5, M6 and R3 found at Attachment 4 to Part 4 or provide the equivalent information.</p> <p>Environment and Climate Change Canada reserves the right to request proof prior to contract award.</p> <p>In the case of studies completed outside Canada, a document attesting to the Canadian equivalence must be provided. Only equivalencies determined by recognized institutions, such as the federal and provincial governments or the International Credential Assessment Service of Canada, will be accepted.</p>
M6	<p>Experience</p> <p>Instructors must have a minimum of two (2) years of experience providing full-time or part-time French language training or a combination of both to adult learners within the federal government.</p> <p>In order to demonstrate this the Bidder should complete the Education and Experience of the Proposed Instructors Table found at Attachment 4 to Part 4 – M5, M6, and R3 or provide the equivalent information.</p>
Capacity	
M7	<p>The Bidder certifies that if awarded a contract it has the capability to:</p> <ul style="list-style-type: none"> - provide part-time and full-time French language training; - provide individual and group training; and - provide remote and on-site French language training. <p>In order to demonstrate this, the Bidder must sign below and include it with its bid.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date of Signature:</p>



Point Rated Technical Criteria:

	Point-Rated Evaluation Criteria	Points	Score
R1	<p>Experience Providing Group Training: The Bidder should demonstrate in its bid that it has experience providing group training in French as a second language within the last five (5) years at the date of bid closing.</p> <p>*Group training for this Criterion is defined as training for 2 - 15 learners per group.</p> <p>For each year of experience, the bid should include the following information:</p> <ul style="list-style-type: none"> a. Name of organization/client the training was provided to; b. Start and end dates; c. Description of training provided/work completed including: <ul style="list-style-type: none"> i. Number of groups training was provided for; ii. Identify if part-time or full-time training or a combination of both; iii. Number of hours per training session; iv. Number of sessions per week; d. Geographic location of training; e. Name and contact information (email, telephone number) of a reference who may be contacted to verify the information provided. <p>In order to demonstrate this the Bidder should complete the Bidder Experience Providing Group Training Table – R1 found at Attachment 5 to Part 4.</p> <p>Points will be allocated as follows: Five (5) points for each year of experience for which the above information is provided, up to a maximum of twenty-five (25) points. Projects with a duration of less than one (1) year will not accepted.</p> <p>* Note: points will only be awarded for the corporate experience of the Bidder (i.e. the firm's experience) under its' current legal company name. The experience must be the Bidder itself and cannot include businesses that were acquired. Points will not be awarded under this criterion for the experience of individuals, including the program coordinator or the instructors.</p>	<p>Maximum Points: 25 Minimum Points: 15</p>	
R2	<p>Experience Providing Individual/small group Training: The Bidder should demonstrate in its bid that it has experience providing individual/small group training in French as a second language within the last five (5) years at date of bid closing.</p> <p>*Individual/small group training is defined as training for up to 5 learners per group.</p> <p>For each year of experience, the bid should include the following information:</p> <ul style="list-style-type: none"> a. Name of organization/client the training was provided 	<p>Maximum Points: 25 Minimum Points: 15</p>	



	<p>to;</p> <p>b. Start and end dates;</p> <p>c. Description of training provided/work completed including:</p> <p style="padding-left: 20px;">i. Number of individuals/small groups training was provided for;</p> <p style="padding-left: 20px;">ii. Identify if part-time or full-time training or a combination of both;</p> <p style="padding-left: 20px;">iii. Number of hours per training session;</p> <p style="padding-left: 20px;">iv. Number of sessions per week;</p> <p>d. Geographic location of training;</p> <p>e. Name and contact information (email, telephone number) of a reference who may be contacted to verify the information provided; and</p> <p>In order to demonstrate this the Bidder should complete the Bidder Experience Providing Individual/ Small Group Training Table – R2 found at Attachment 6 to Part 4.</p> <p>Points will be allocated as follows: Five (5) points for each year of experience for which the above information is provided, up to a maximum of twenty-five (25) points. Projects with a duration of less than one (1) year will not accepted.</p> <p>* Note: points will only be awarded for the corporate experience of the Bidder (i.e. the firm's experience) under it's current legal company name. The experience must be the Bidder itself and cannot include businesses that were acquired. Points will not be awarded under this criterion for the experience of individuals, including the program coordinator or the instructors.</p>		
R3	<p>Proposed Instructor Experience</p> <p>a. Experience of proposed instructor #1</p> <p style="padding-left: 20px;">i. Demonstrate experience in providing full-time or part-time French language training or a combination of both to adult learners within the federal government. (Maximum 5 points)</p> <p>b. Experience of proposed instructor #2</p> <p style="padding-left: 20px;">i. Demonstrate experience in providing full-time or part-time French language training or a combination of both to adult learners within the federal government. (Maximum 5 points)</p> <p>c. Experience of proposed instructor #3</p> <p style="padding-left: 20px;">i. Demonstrate experience in providing full-time or part-time French language training or a combination of both to adult learners within the federal government. (Maximum 5 points)</p> <p>d. Experience of proposed instructor #4</p> <p style="padding-left: 20px;">i. Demonstrate experience in providing full-time or part-time French language training or a combination of both to adult learners within the federal government. (Maximum 5 points)</p> <p>Points will be allocated as follows for each instructor: One (1) point for each year of experience starting at three (3) years up</p>	Maximum Points: 20 points	



	to a maximum of five (5) points per instructor In order to demonstrate this the Bidder should complete the Education and Experience of the Proposed Instructors Table – M5, M6 and R3 found at Attachment 4 to Part 4 or provide the equivalent information.		
	TOTAL MINIMUM POINTS	40	
	TOTAL MAXIMUM POINTS	70	
	TOTAL POINTS ACHIEVED		



ATTACHMENT 2 TO PART 4

BIDDER LEGAL COMPANY NAME AND EXPERIENCE TABLE – M1

Legal Company Name	
Number of years as a company	
Number of years of experience of providing language training to adults	



ATTACHMENT 3 TO PART 4

EDUCATION AND EXPERIENCE OF THE PROPOSED PROGRAM COORDINATOR TABLE – M2 and M3

The Bidder may add additional rows as needed to demonstrate its proposed Program Coordinator’s experience

If there is more than one proposed program coordinator then the Bidder should create a separate table for each proposed instructor

Name of the proposed Program Coordinator:	
Primary proposed Program Coordinator (yes or no)	
EDUCATION	
Type of degree (Baccalaureate or equivalent):	
Year of Completion:	
EXPERIENCE	
Employer’s Name:	
Start Date:	
End Date:	
Description of Responsibilities Related to Overseeing the Course Content	
Description of Responsibilities Related to Scheduling of Instructors	



ATTACHMENT 4 TO PART 4

EDUCATION AND EXPERIENCE OF THE PROPOSED INSTRUCTOR TABLE – M5, M6 and R3

The Bidder may add additional rows as needed to demonstrate its proposed Instructor’s experience

The Bidder should create a separate table for each proposed instructor

Name of the proposed Instructor:	
EDUCATION:	
Type of degree (Baccalaureate or equivalent):	
Area of Study/Specialization:	
Name of post-secondary institution where degree was completed:	
Year of Completion:	
EXPERIENCE:	
Employer’s Name:	
Start Date:	
End Date:	
Geographic Location of Training:	
Total number of years of experience providing full-time or part-time French Language training or a combination of both to adult learners:	



ATTACHMENT 5 TO PART 4

BIDDER EXPERIENCE PROVIDING GROUP TRAINING TABLE – R1

The Bidder may add additional rows as needed to demonstrate its experience providing group training

The Bidder should create a separate table for each Client

Name of the Client:	
Start Date:	
End Date:	
Description of training provided/ work completed:	
Identify Number of Groups Training was Provided for:	
Identify if Part-time or Full-time training was provided or combination of both:	
Number of Hours per Training Session:	
Number of Sessions per Week:	
Geographic Location of Training:	
Name and Contact information (email, telephone number) of a reference who may be contacted to verify the information provided:	
Lessons learned from the experience	



ATTACHMENT 6 TO PART 4

BIDDER EXPERIENCE PROVIDING INDIVIDUAL/SMALL GROUP TRAINING TABLE – R2

The Bidder may add additional rows as needed to demonstrate its experience providing individual/small group training.

The Bidder should create a separate table for each Client

Name of the Client:	
Start Date:	
End Date:	
Description of training provided/work completed:	
Identify Number of Individuals/Small Groups Training was Provided for:	
Identify if Part-time or Full-time training or a combination of both was provided:	
Number of Hours per Training Session:	
Number of Sessions per Week:	
Geographic Location of Training:	
Name and Contact information (email, telephone number) of a reference who may be contacted to verify the information provided:	
Lessons learned from the experience	



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions - Associated Information

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity FCP Limited Eligibility to Bid" list available from Employment and Social Development Canada (ESDC) - Labor's website.

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

5.2. Additional Certifications Required Precedent to Contract Award

5.2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as



beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience



PART 6 - RESULTING CONTRACT

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

Title: French Language Training Prairie Northern Region

6.1 Security Requirement

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Task Authorization

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

6.3.1 Task Authorization Process:

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

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

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

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

6.3.2 Task Authorization Limit

The Contracting Authority may authorize individual task authorizations up to a limit of \$_____. Applicable Taxes included, inclusive of any revisions.



6.3.3 Minimum Work Guarantee - All the Work - Task Authorizations

6.3.3.1 In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and

"Minimum Contract Value" means 3%.

6.3.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.3.3.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

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

6.4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

6.4.1 General Conditions

2010B (2022-12-01) General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"



At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "36 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

A. For professional services requirements where the deliverables are copyrightable works:

At Section 19 Copyright

Delete: In its entirety

Insert: "Deleted"

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

6.5. Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.6. Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: _____
Title: _____
Environment and Climate Change Canada
Procurement and Contracting
Address: _____
Telephone: ____-____-_____
Email address: _____

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

6.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Email address: _____

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

6.6.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Email address: _____

6.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.8 Payment



6.8.1 Basis of Payment: Individual Task Authorizations:

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.8.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.8.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

6.8.3.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are included and Applicable Taxes are extra.

6.8.3.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.8.3.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
whichever comes first.



- 6.8.3.4** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

6.9 Method of Payment – Monthly Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.10 Time Verification

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

6.11 Invoicing Instructions

6.11.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed.

6.11.2 Invoices must be distributed as follows:

- a. One (1) electronic copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.12 Certifications

6.12.1 Compliance



Compliance with the certifications provided by the Contractor in its bid is a **condition** of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.13 Applicable Laws

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

6.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) Modified 2010B General Conditions - Professional Services (Medium Complexity) (2022-12-01)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C – Task Authorization (TA) Form; and
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s).*)

6.15 Insurance Requirements – No Specific requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract

6.16. Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".

6.17 Specific Person(s)



The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

6.18 Replacement of Specific Individuals

- 6.18.1** If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 6.18.2** If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
- A. the name, qualifications and experience of the proposed replacement; and
 - B. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 6.18.3** The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.19 Unforeseen Learner Absences

6.19.1 Unforeseen Absences – Individual Training

Environment and Climate Change Canada will pay the Contractor for any learner's unforeseen absence if written notice was not given at least 2 (two) working days in advance, and such absences cannot be made up at the end of the training.

6.19.2 Unforeseen Absences – Group Training

Environment and Climate Change Canada will pay the Contractor for any learner's unforeseen absence, and such absences cannot be made up at the end of the training.



ANNEX A

STATEMENT OF WORK

The Contractor hereby agrees to:

1. SCOPE

1.1 Objective

1.1.1 The services of a Contractor to provide part-time and full-time French language instruction using learning methods and facilitation techniques based on the principles of adult education and in accordance with the specific annual needs of Environment and Climate Change Canada (ECCC) employees, herein referred to as learners, for the period of the Contract.

1.1.2 Requirement A: Examples of Part-Time Individual and Group Training

- Private tutoring for students, each requiring one-on-one lessons for several weeks or months (variable from 1-2hours/week to more intensive blocks of 10-15 hours/week over several weeks ahead of an exam)
- French as a second language classroom training for a weekly 1-2 hour session of up to 15 learners at the beginner level with the possibility of multiple beginner groups depending on the number of learners.
- French as a second language classroom training for a weekly 1-2 hour session of up to 15 learners at the intermediate level with the possibility of multiple intermediate groups depending on the number of learners.
- French as a second language classroom training for a weekly 90 minute session in advanced-level conversation maintenance for up to 15 learners with the possibility of multiple advanced groups depending on the number of learners.
- French as a second language classroom training for a weekly 90 minute session in exam preparation for up to 15 learners with the possibility of multiple exam preparation groups depending on the number of learners.
- The training will make it possible for students to acquire the proficiency that is needed to interact in French in work situations and in everyday life. The programs will have training objectives and come with self-learning materials that will enable students to acquire the skills they need to understand, read, write and speak their second language.

1.1.3 Requirement B: Examples of Full-Time Individual and Small Group Training

- Full time French as a second language training for several weeks up to 12 months for individual learners or groups of 2 to 5 learners.
- The program will make it possible for students to acquire the proficiency that is needed to interact in French in work situations and in everyday life. The programs will have training objectives and come with self-learning materials that will enable students to acquire the skills they need to understand, read, write and speak their second language.

Class	Description
Part-time Individual	1 individual
Part-time Group	2 – 15 learners
Full-time Individual	1 individual
Full-time Small Group	2 – 5 learners

1.2 Background



- 1.2.1 It is government policy to ensure that employees continue to have generous access to language training to enable them to meet the language requirements of bilingual positions in support of the government's requirements as well as to meet their career objectives.
- 1.2.2 Linguistic duality is an important value at ECCC. The language development of learners supports an inclusive culture, assists in serving all Canadians in the language of choice, and enables learners to be better prepared for a variety of challenging career opportunities within the federal public service.
- 1.2.3 Due to social distancing measures taken government-wide because of the COVID-19 pandemic, the majority of learners have been working from home. Alternative and safer methods of obtaining language training are to be considered to accommodate the learners and Instructors who would otherwise be working in close physical proximity.

2. SCOPE OF WORK

2.1 General

- 2.1.1 The Contractor must teach at a variety of levels. Learners will be able to learn beginners' French, and for those in the intermediate, advanced and exam preparation levels, expand on already acquired second language skills to meet or exceed the B and C standards as defined by the Public Service Commission. The Contractor must also provide, as needed, full-time French classes for one to five persons, to instruct learners from beginner to CBC levels or conduct full-time refreshers for learners challenging or revalidating results.
- 2.1.2 Learners enrolled in classroom group training will be grouped by similar level and training objectives. The Contractor will conduct initial assessment for all new students and place them in the appropriate class.
- 2.1.3 The Contractor will enable learners enrolled in full-time learning to reach the B standard (intermediate) and the C standard (advanced) as required and as defined by the Public Service Commission.(Attachment 1 to Annex A')
- 2.1.4 Instruction must include reading, writing and oral skills development as defined by the Canada School of Public Service (CSPS) - [Qualification Standards in Relation to Official Languages - Canada.ca](#)
- 2.1.5 The Contractor must develop and assemble teaching materials from various sources including materials from the Canada School of Public Service program relating to PFL2, A, B or C levels - [Language learning products catalogue of the Canada School of Public Service—French-as-a-second-language training—A and B levels - Government of Canada Publications - Canada.ca](#).
- 2.1.6 The instruction will make it possible for learners to maintain and exceed their already acquired proficiency that is needed to interact in French in work situations and in everyday life. The program will have clear training objectives and come with self-learning materials that will enable learners to acquire the skills they need to understand, read, write, and speak French.
- 2.1.7 Copies of learning materials must be transmitted to the Learner electronically, where possible.
- 2.1.8 ECCC is responsible to acquire all printing learning materials and purchasing textbooks for each learner. The Contractor will provide all resources for its instructors.

2.2 Remote Instruction



2.2.1 The Instructor(s) must conduct lessons from a remote site authorized by the Contractor and use an online videoconferencing application approved by ECCC, which can be used by both the Instructors and Learners without the need to log into a virtual private network (VPN).

2.2.2 The Contractor must have licenses or software agreements for the online videoconferencing applications. ECCC will not reimburse the costs for the usage or acquisition of this software.

2.2.3 The Instructor must provide electronic calendar invitations to all learners in the respective class.

2.3 On-Site Classes

2.3.1 When social distancing measures are lifted by department and public health officials during the period of this Contract, in-person classes will take place at ECCC Eastgate Offices located at 9250 49 Street NW, Edmonton, Alberta T6B 1K5.

2.3.2 It is the responsibility of the Technical Authority or designated alternate to confer with the Contractor before a date is set to resume classes at the Learners' regular work site. Hybrid or mixed in-person/on-site and remote instruction may be implemented at the Technical Authority or designated alternate's request to accommodate learners both in the Edmonton area and in the greater Prairie Northern Region.

2.3.3 ECCC is responsible to provide classrooms with appropriate amenities such as whiteboard and markers. The Technical Authority or designated alternate is responsible for coordinating all classrooms.

2.3.4 The Contractor's instructors are responsible for their own transportation and parking. Parking at ECCC Eastgate Offices is privately owned.

2.3.5 In accordance with the Government of Canada security protocols, the Contractor and any of its employees or subcontractors must be escorted by an ECCC employee or security officer throughout the performance of the Contract on-site at 9250 49 Street NW, Edmonton, AB, T6B 1K5. The Technical Authority or designated alternate will meet the Instructor at the Commissionaires' reception desk on the main level of work site and escort him or her to the designated training location. The Instructor may be required to obtain a visitor's pass and leave photo identification at the Commissionaires' reception desk until ready to vacate the building.

2.4 Class Preparation

2.4.1 The Contractor must ensure that Instructors devote a sufficient amount of preparation time to meet the obligations of the Contract.

2.4.2 Instructors must respond to learners' requests within 48 hours.

2.4.3 The Contractor or Instructors will provide each class with a list of reference materials; training materials such as textbooks, books, instructional CDs and DVDs; and all IT requirements that are deemed necessary to attain objectives.

2.5 Learning Objectives / Classes

2.5.1 For all full-time and part-time group and individual training the Contractor will provide quarterly learner status updates to the Technical Authority or designated alternate (progress, attendance, level of participation).

2.5.2 The Contractor will design and develop all training materials. The Contractor will ensure all training provided meets guidelines of the PSC for all levels A, B, and/or C as applicable.



- 2.5.3 The results-oriented training is based in part on the former Canada School of Public Service (CSPS) program; the objective is to prepare learners to achieve higher levels of bilingualism or maintain already acquired levels in accordance with the Public Service Commission (PSC) standards.
- 2.5.4 Part-time Group Class Training
- 2.5.4.1 The Contractor will provide group classes for 2 to 15 learners per class for different levels of learning, ranging from beginner to advanced.
- 2.5.4.2 Beginner French classes consist of a weekly 1-2 hour session for 2 to 15 learners per class with the possibility of multiple classes.
- 2.5.4.3 Intermediate French classes consist of a weekly 1-2 hour session for 2 to 15 learners per class with the possibility of multiple classes.
- 2.5.4.4 French Exam Preparation classes consist of a 90 minute session for 2 to 15 learners per class with the possibility of multiple classes.
- 2.5.4.5 Advanced Conversation French class consists of a weekly 90 minute session for 2 to 15 learners per class with the possibility of multiple classes.
- 2.5.5 Full-Time Individual / Small Group Training
- 2.5.5.1 The Contractor will provide full-time French Language Training for up to 5 learners per group as required with the possibility of multiple groups.
- 2.5.5.2 Provide necessary hours of instruction per week of French training to enable the learners to devote a minimum 37.5 hours per week of learning as a combination of classroom training and self-directed learning activities.
- 2.5.5.3 Provide necessary hours of instruction per week for up to 5 learners per group with the possibility of multiple groups, to advance their already acquired levels, prepare for exams, or retain levels.
- 2.5.5.4 Provide guidance to learners for self-directed learning activities.
- 2.5.6 Part-Time Individual Training
- 2.5.6.1 The Contractor will provide part-time French Language Training for individual learners when required with the possibility of multiple individuals engaged in part-time individual training.
- 2.5.6.2 Provide necessary hours of instruction per week of French training to enable the learners to advance their already acquired levels, prepare for exams, or retain levels. Number of hours per week will vary based on individual need.
- 2.6 Schedule**
- 2.6.1 Classes and individual training will take place Monday to Friday, between 8:00 a.m. and 4:00 p.m Mountain Time (MST/MDT).
- 2.6.2 Classes must not be scheduled or delivered on federal government statutory holidays. The following days are designated holidays for learners. If a holiday falls on a weekend, it is moved to the next business day:
- New Year's Day (January 1)
 - Good Friday
 - Easter Monday
 - Victoria Day (the Monday between May 18 and May 24)
 - Canada Day (July 1)
 - Heritage Day (first Monday in August)
 - Labour Day (first Monday in September)
 - National Day for Truth and Reconciliation (September 30)
 - Thanksgiving (second Monday in October)
 - Remembrance Day (November 11)
 - Christmas Day (December 25)
 - Boxing Day (December 26)



2.7 Reports and Deliverables

- 2.7.1 The Contractor must provide written feedback to learners on progress of writing, reading and speaking abilities at midyear, year-end or as requested by the Technical Authority or designated alternate.
- 2.7.2 The Contractor will provide a comprehensive French Language Training Plan which must include:
 - 2.7.2.1 The course intent and expectations for each class
 - 2.7.2.2 The learning objectives for each class
 - 2.7.2.3 Session titles along with a brief description of each session
 - 2.7.2.4 Individual teaching points along with the methodology and timing
 - 2.7.2.5 A list of required training materials for the course, exercise material as well as visual and other aids necessary to facilitate learning and application of learning.
- 2.7.3 A monthly attendance report must be submitted on the first working day of the month following the evaluated month. These reports must be sent via email in Word format to the Technical Authority or designated alternate.

2.8 Meetings

- 2.8.1 Meetings between the Contractor and the Technical Authority or designated alternate will be held at Eastgate office or virtually via MS Teams for the purposes of administering the terms of the Contract. As required, any travel arrangements and associated costs are the responsibility of the Contractor.

3. INSTRUCTOR QUALIFICATIONS

- 3.1 Instructors must have a minimum of two (2) years of experience providing full-time or part-time French language training to adult learners or a combination of both within the federal government.
- 3.2 Instructors must have at least a bachelor's degree from a recognized university or the equivalent (higher studies diploma). In the case of studies completed outside Canada, a document attesting to the Canadian equivalence must be provided. Only equivalencies determined by recognized institutions, such as the federal and provincial governments or the International Credential Assessment Service of Canada, will be accepted.
- 3.3 For each class, the Contractor must provide the services of at least one instructor who has a perfect command of the French language, and experience in teaching adults, and who is qualified. The instructor must be able to understand and speak English, in order to express the basic concepts associated with the French language.
- 3.4 The Technical Authority or designated alternate must approve any new instructors prior to them performing any work under this Contract.
- 3.5 The Contractor will allow the Technical Authority or designated alternate to conduct classroom observations.
- 3.6 The Contractor will make changes in the classroom in accordance with the recommendations made by the Technical Authority or designated alternate if necessary
- 3.7 If in the opinion of the Technical Authority or designated alternate, an instructor is not suitable then the Contractor must provide a replacement instructor within five (5) working days.

4. DELIVERABLES



- 4.1 All deliverables must be sent by email to the Technical Authority or designated alternate.
 - 4.2 All deliverables must be prepared and submitted in English.
 - 4.3 For all full-time and part-time group and individual training the Contractor will provide quarterly learner status updates to the Technical Authority or designated alternate (progress, attendance, level of participation).
 - 4.4 The Contractor must provide written feedback to learners on progress of writing, reading and speaking abilities at midyear, year-end or as requested by the Technical Authority or designated alternate.
 - 4.5 A monthly attendance report must be submitted on the first working day of the month following the evaluated month. These reports must be sent via email in Word format to the Technical Authority or designated alternate.
 - 4.6 The Contractor must provide an action report when required for a class group problem or in response to a complaint.
This is a report describing the proposed educational practices and actions where the performance, progress and/or attitude of a class group are deemed to be insufficient and/or a complaint is made by the Technical Authority or designated alternate. The report must be sent within two (2) working days from the moment when the Contractor becomes aware of the performance problem or of the complaint.
 - 4.7 The Contractor will complete a training program calendar for each training format (group or individual). For group training, only one calendar is required for each group. For individual training, there must be a calendar for each student. The duly completed calendar will be presented to the designated user no later than one working day from the date on which the Contractor begins offering training services.
 - 4.8 At the request of the Technical Authority or designated alternate, the Contractor must provide any weekly learning plan, logbook and individual monitoring plans that are requested. Any document that is requested must be delivered to the Technical Authority or designated alternate, within two (2) working days from the time the request is made.
- 6. SUSTAINABLE PROCUREMENT CONSIDERATIONS**
- 6.1 The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board [Policy on Green Procurement](#) and [Greening Government Strategy](#).



ATTACHMENT 1 TO ANNEX A

QUALIFICATION STANDARDS IN RELATION TO OFFICIAL LANGUAGES

("OL QUALIFICATION STANDARDS")

Introduction

The purpose of these standards is to provide information on determining the linguistic profile for bilingual positions. The linguistic profile summarizes English and French language qualifications for each of three linguistic skills: reading, writing, and oral interaction.

These standards describe each of these qualifications for bilingual positions in turn, and present examples of linguistic profiles.

Standards of general proficiency are defined for each skill according to the tasks that employees are required to accomplish in their second official language. The levels are ordered from A (lowest) to C (highest), and are cumulative: an employee functioning at Level B can accomplish tasks at Levels A and B, and an employee functioning at Level C can accomplish tasks at all three levels. The tasks and other relevant considerations which define the three proficiency levels in each skill are described in the section entitled "Description of second language proficiency levels."

Description of second official language proficiency levels

The following is a description of the proficiency levels for reading, writing, and oral interaction. The only levels of general proficiency required for a bilingual position are A, B and C, and they are the only levels identified in linguistic profiles.

Reading

- **Level A**

Level A is the minimum level of second language ability in reading that should be identified for positions that require the comprehension of texts on topics of limited scope. A person reading at this level can fully understand very simple texts and grasp the main idea of texts about familiar topics. In addition, elementary points of information such as dates, numbers, or names can be read and understood from relatively more complex texts in order to perform routine job-related tasks. A person at this level would not be expected to read or understand detailed information.

- **Level B**

Level B is the minimum level of second language ability in reading that should be identified for positions that require comprehension of most descriptive or factual material on work-related topics. A person reading at this level can grasp the main idea of most work-related texts, locate specific details and distinguish main from subsidiary ideas. However, reading texts using complex grammar and less common vocabulary would cause difficulty.

- **Level C**

Level C is the minimum level of secondary language ability in reading that should be identified for positions requiring the comprehension of texts dealing with a wide variety of work-related topics. At this level, most complex details, inferences and fine points of meaning are understood. Specialized or less familiar material can also be read with good comprehension. Some seldom-used expressions may be missed, however, and there may be difficulty with very complex grammatical structures.

Writing

- **Level A**



Level A is the minimum level of second language ability in writing that should be identified for positions that require writing very limited units of information in the second language. A person at this level may write isolated words, phrases, simple statements or questions on very familiar topics using words for time, place or person. Errors of grammar, vocabulary and spelling are to be expected and tolerated as long as the message is understandable.

- **Level B**

Level B is the minimum level of second language ability in writing that should be identified for positions that involve writing short descriptive or factual texts in the second language. A person writing at this level has sufficient mastery of grammar and vocabulary to deal with explicit information on work-related topics. While the basic information is communicated, the writing will require some corrections in grammar and vocabulary as well as revision for style.

- **Level C**

Level C is the minimum level of second language ability that should be identified for positions that require a person to write explanations or descriptions in a variety of informal and formal work-related situations. At this level, a person can write texts in which the ideas are developed and presented in a coherent manner. The style of presentation and use of vocabulary, grammar and spelling are generally appropriate and require few corrections.

Oral interaction

- **Level A**

Level A is the minimum level of second language ability in oral interaction that should be identified for positions that require simple and repetitive use of the language in routine work situations. A person at this level can ask and answer simple questions and give simple instructions or uncomplicated directions relating to routine work situations. However, communication may be difficult because a person speaking at this level makes many errors and has deficiencies in grammar, pronunciation, vocabulary and fluency. The person at this level may have problems in understanding speech spoken at a normal rate and repetitions may be required to understand what is being said.

- **Level B**

Level B is the minimum level of second language ability in oral interaction that should be identified for positions that involve departure from routine or repetitive use of the second language. A person at this level can sustain a conversation on concrete topics, report on actions taken, give straightforward instructions to employees, and provide factual descriptions and explanations. While many errors and deficiencies in grammar, pronunciation, vocabulary and fluency may occur, these do not seriously interfere with communication. However, a person at this level should not be expected to cope with situations that are sensitive or that require the understanding or expression of subtle or abstract ideas. The ability to deal with situations involving hypothetical ideas and the use of persuasion is also limited.

- **Level C**

Level C is the minimum level of second language ability in oral interaction that should be identified for positions that require handling sensitive situations where understanding and expression of subtle, abstract, or complicated ideas is required or where unfamiliar work-related topics must be dealt with. A person at this level can support opinions or understand and express hypothetical and conditional ideas. However, the ease and fluency of a native speaker is not required or expected. There may be errors and deficiencies in pronunciation, grammar, and vocabulary but such errors rarely interfere with communication.



ANNEX B

BASIS OF PAYMENT

The Bidder must provide an hourly rate to be considered responsive.

The Bidder must apply the Usage Quantity identified below in its financial bid to be considered responsive.

Only information provided in the tables below will be considered by Canada.

Initial Contract Period - April 1, 2023 - March 31, 2024

Line	Description	Usage Quantity (A)	Unit of Issue	Firm unit Price (B)	Total Estimated Cost (A)*(B)
1.	Part-Time Group Class Training: Beginner (1-2hrs/week), Intermediate(1-2hrs/week), French Exam Prep (1.5hrs/week), Advanced Conversation Classes (1.5hrs/week) Total 7hrs/week x 52 weeks/year	1100	Hours	\$_____	\$_____ (C)
2.	Full-Time Individual/Small Group Training: 37.5hours/week x 52 weeks/year	3900	Hours	\$_____	\$_____ (D)
3.	Part-Time Individual Training: Estimated 15 hours/week x 52 weeks/year	800	Hours	\$_____	\$_____ (E)
Total Price - Initial Contract Period, Excluding Applicable Taxes:					\$_____ (C)+(D)+(E)



Option Period One (1) - April 1, 2024 - March 31, 2025

Line	Description	Usage Quantity (A)	Unit of Issue	Firm unit Price (B)	Total Estimated Cost (A)*(B)
1.	Part-Time Group Class Training: Beginner (1-2hrs/week), Intermediate(1-2hrs/week), French Exam Prep (1.5hrs/week), Advanced Conversation Classes (1.5hrs/week) Total 7hrs/week x 52 weeks/year	1100	Hours	\$ _____	\$ _____ (C)
2.	Full-Time Individual/Small Group Training: 37.5hours/week x 52 weeks/year	3900	Hours	\$ _____	\$ _____ (D)
3.	Part-Time Individual Training: Estimated 15 hours/week x 52 weeks/year	800	Hours	\$ _____	\$ _____ (E)
Total Price - Option Period One (1), Excluding Applicable Taxes:					\$ _____ (C)+(D)+(E)



Option Period Two (2) - April 1, 2025 - March 31, 2026

Line	Description	Usage Quantity (A)	Unit of Issue	Firm unit Price (B)	Total Estimated Cost (A)*(B)
1.	Part-Time Group Class Training: Beginner (1-2hrs/week), Intermediate(1-2hrs/week), French Exam Prep (1.5hrs/week), Advanced Conversation Classes (1.5hrs/week) Total 7hrs/week x 52 weeks/year	1100	Hours	\$ _____	\$ _____ (C)
2.	Full-Time Individual/Small Group Training: 37.5hours/week x 52 weeks/year	3900	Hours	\$ _____	\$ _____ (D)
3.	Part-Time Individual Training: Estimated 15 hours/week x 52 weeks/year	800	Hours	\$ _____	\$ _____ (E)
Total Price - Option Period Two (2), Excluding Applicable Taxes:					\$ _____ (C)+(D)+(E)



Summary	
Total Price - Initial Contract Period	\$ _____
Total Price - Option Period One (1):	\$ _____
Total Price - Option Period Two (2):	\$ _____
Total Bid Price, Excluding Applicable Taxes:	\$ _____



ANNEX C

TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION FORM			
Contractor:			
Contract Number:		Financial Coding:	
Task Authorization Number:		Date:	
Task Authorization Request			
Description of Work to be Performed and List of Deliverables:			
Period of Services		From:	To:
Estimated Cost			
Group Type	Estimated Number of Hours	Hourly Rate	Total Price
Total			
Applicable Taxes			
Total Including Applicable Taxes			
Signing Authorities			
	Name, Title of Person Authorized to Sign	Signature	Date
Contractor			
Client Signing Authority			
Contract Authority			
Basis of Payment and Invoicing			
<p>In Accordance with the annex entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total.</p> <p>Invoices must be sent to the Project Authority.</p>			