



Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada

REQUEST FOR INFORMATION (RFI) FOR LANGUAGE TRAINING SERVICES

**FOR THE PERIOD COMMENCING APRIL 2023 UNTIL MARCH,
2026**

January 5, 2023

Canada 



TABLE OF CONTENTS

1	Introduction.....	1
2	Language.....	1
3	Sought Services	1
4	Respondent Capabilities	2
5	Interaction with Respondents, Assessment of Responses and Follow up.....	2
6	Deliverables	2
7	Requests for Clarification	3
8	Conclusion	3



1 INTRODUCTION

The department of Innovation Science and Economic Development Canada (ISED) is issuing this Request for Information (RFI) for the purpose of determining the capacity and availability of Indigenous firms who offer language training services in both official languages. ISED is interested in discovering if services of indigenous; or partner(s) in joint venture with 51% ownership; language training company(ies) can offer second language training services to the department are available in Canada, and more particularly, the National Capital Region (NCR).

This is not a bid solicitation. A contract will not result from this RFI, and it will not necessarily result in any procurement action; respondents are not to develop sessions or training programs relative to the work described herein, but to provide a response that clearly reflects the respondents ability to facilitate the work outline herein. Replies received in response to this RFI may influence ISEDs decision to release, and the content of, a Request for Standing Offer (RFSO).

The following sections provide both basic intent information as well as specific technical and capability information being sought out of this RFI.

2 LANGUAGE

The interested parties have to note the following language used in this RFI:

- “shall” indicates a mandatory requirement;
- “should” indicates a preference;
- “may” indicates an option;
- “NCR” indicates National Capital Region, 235 Queen Street, Ottawa, Ontario;
- “will” indicates a statement of intention or fact.;
- “PSIB” indicates Procurement Strategy of Indigenous Business

3 SOUGHT SERVICES

ISED is interested in securing the services of Indigenous language training business(es) who can offer second language training services in French and English as follows:

- On-site Training (235 Queen Street) for groups or individuals;
- Off-site (Offeror’s place of business) for groups or individuals; and,
- Virtual (MSTeams, Zoom, etc...) for groups or individuals.

This will ensure that we collectively gain knowledge around what services are available to better support employees and managers so that our workplace is an environment in which everyone is able to thrive and serve Canadians in both official languages.

As part of your response, please provide an overview of your training products and services. Areas of particular interest to us are numbered below:

- Company Background;
- Capacity, number of teaching staff available; virtual and for in person;
- Experience base of teachers (minimum 1,500 hours of teaching);
- Content and Curriculum Development;
- Bilingual capacity; and,
- Indigenous Services Canada certification.



4 RESPONDENT CAPABILITIES

Respondents shall demonstrate their capacity to provide a variety of facilitators with second language training teaching knowledge, bilingual capacity, ability to offer in-person or virtual sessions over the requested contractual period.

The PSIB is open to all Indigenous businesses, incorporated or not. An Indigenous business can be defined as:

- a band as defined by the Indian Act
- a sole proprietorship
- a limited company
- a co-operative
- a partnership
- a not-for-profit organization

in which Indigenous persons have at least 51% ownership and control.

An Indigenous business can also be a joint venture consisting of 2 or more Indigenous businesses or an Indigenous business and a non-Indigenous business, provided that the Indigenous business or businesses have at least 51% ownership and control of the joint venture.

In instances where 1 or more Indigenous businesses, as defined under the rules of PSIB, are involved in a contract with 1 or more non-Indigenous businesses or individual contractors, 33% of the total monetary value of the work contracted for must be performed by Indigenous businesses.

The respondent must certify that it is an Indigenous business or a joint venture constituted as described above.

5 INTERACTION WITH RESPONDENTS, ASSESSMENT OF RESPONSES AND FOLLOW UP

There will be a dedicated team responding to Questions that may arise through this RFI process. Answers to any questions will be posted alongside the RFI in both official languages. Q&A is a great opportunity for respondents to request clarification on any information outlined in the RFI and ensure submissions meet the minimum essential requirements outlined in *Section 3. Sought Services*.

Responses to this RFI will be assessed by Innovation Science and Economic Development staff. Assessment will be based on, but not limited to, completeness of the response; and experience and capability of the respondent. In this process, ISED reserves the right to request clarifications from respondents and as such, the respondent shall identify a point-of-contact.

6 DELIVERABLES

Respondents are requested to provide their response package via email to the following email address on or before January 24th, 2023 at 2:00 PM EST - cmmbidreceiving-receptiondesoffrescgm@ised-isde.gc.ca



7 REQUESTS FOR CLARIFICATION

Any questions or comments related to the information herein should be directed by email to the following Contracting Authorities:

Name: Davis Opie

Title: A/Senior Contracts and Procurement Advisor

Department: Innovation, Science and Economic Development Canada (ISED)

Telephone: 613-324-9165

Email: davis.opie@ised-isde.gc.ca

Name: John Villeneuve

Title: A/Contracts and Procurement Agent

Department: Innovation, Science and Economic Development Canada (ISED)

Telephone: 343-291-3274

Email: john.villeneuve@ised-isde.gc.ca

8 CONCLUSION

Respondents are reminded that this is an RFI, not an RFSO, and in this regard, respondents should feel free to provide comments, identify concerns, and where applicable, propose alternative recommendations on how the proposed training services can be provided. Respondents are invited to provide comments regarding the content, format and/or organization of the RFI document. Also, in responding to this RFI, any assumptions respondents may wish to make must be clearly outlined.

Responses to this RFI will be restricted to official Government of Canada usage, however the information collected through this RFI may influence the content of any resulting RFSO. Therefore it shall be expected that the concepts provided could become part of a competitive acquisition. Responses to this RFI will not be used to prequalify or otherwise restrict participation in any future RFSO.

The Canadian Government will not reimburse expenditures incurred related to this RFI.