

Request For Proposal – Amendment #1

Reason for Amendment:

1. To extend the solicitation closing date
2. To Respond to Questions From Industry
3. To Provide edits to the evaluation criteria
4. Replace the Attachment 4.4 Pricing Schedule in the English RFP

1. TO EXTEND THE SOLICITATION CLOSING DATE

Closing date for the Request for Proposal has been extended from October 4th 2023 @ 2:00pm to October 24, 2023 @ 2:00pm.

2. TO RESPOND TO QUESTIONS FROM INDUSTRY

Q1: First, the instructions outlined in Attachment 4.1 – Technical Evaluation Criteria: The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. I plan to include these details after each MCT, but should this information appear after each PRTC as well, since this appears to be redundant.

In addition, please provide more specific details about what to include in a description so that parallel information does not repeat for MC1 and the subsequent MCs. (The difference in language and level would be accounted for.)

A1: Yes it should appear after each point. We cannot provide more information as companies need to demonstrate that their teachers meet the requirements.

Q2 : Instructors do not generally teach one type of group over 2 consecutive years but often teach a variety of groups and individuals. I suggest the wording of the four MCs and RCs be amended as follows:

**a minimum of two (2) years experience providing virtual/online French language training
a minimum of two (2) years experience providing virtual/online English language training**

A2: There will be no edit. We are not asking for consecutive for the same group we are asking for 2 consecutive years' experience.

Q3: We respectfully request your consideration of the training references for both individual and corporate referrals. As RFP it is mentioned experience for public servants only.

A3: The language training must be based on the Programme de français langue seconde (PFL2). This methodology is recognized by the Canada School of Public Service for Federal Government employees. Complete training program for written tests and the second language oral test, designed to meet the specific needs of the public service.

Q4: In the ATTACHMENT 4.4 - PRICING SCHEDULE , Option Period 3: April 01, 2026 to March 31, 2027 the estimated months of training is not mentioned , kindly confirm whether we can consider 12 month or else please share the estimated months?

A4: Yes these will all be estimated at 12 months

3. TO PROVIDE EDITS TO THE EVALUATION CRITERIA

Remove:

MC1 Corporate Criteria:

The Bidder must demonstrate a minimum of three (3) years experience providing group virtual/online English and French language training at the intermediates and beginner levels to federal public servants during the ten (10) years preceding the closing date of this RFP.

The Bidder must demonstrate this experience by describing contracts where the Bidder provided group language training.

For each example contract the Bidder must provide the following:

- Name of the client Federal department or agency;
- Language of training,
- Level of training (intermediates/beginner);
- Number of students per group*;
- Method of training delivery;
- Start and end dates for each contract.

*For a contract to be considered, any group must have a minimum of two (2) students

Replace With:

MC1 Corporate Criteria:

The Bidder must demonstrate a minimum of three (3) years experience providing group in person and/or virtual/online English and French language training at the intermediates and beginner levels to Canadian federal public servants during the ten (10) years preceding the closing date of this RFP.

The Bidder must demonstrate this experience by describing contracts where the Bidder provided group language training.

For each example contract the Bidder must provide the following:

- Name of the client Federal department or agency;
- Language of training,
- Level of training (intermediates/beginner);
- Number of students per group*;
- Method of training delivery;
- Start and end dates for each contract.

*For a contract to be considered, any group must have a minimum of two (2) students

Remove:

RC1 Corporate Criteria:

The Bidder should demonstrate experience providing group virtual/online English and French language training at the intermediates and beginner levels to federal public servants in addition to the three (3) years experience required for MC1.

The Bidder should demonstrate the additional experience by describing contracts where the Bidder provided group language training.

For each example contract the Bidder should provide the following:

- Name of the client Federal department or agency;
- Language of training, level (intermediates/beginner);
- Number of students per group*;
- Method of training delivery;
- Start and end dates for each contract.

*For a contract to be considered, any group must have a minimum of two (2) students

Replace with:

RC1 Corporate Criteria:

The Bidder should demonstrate experience providing group in person and/or virtual/online English and French language training at the intermediates and beginner levels to Canadian federal public servants in addition to the three (3) years experience required for MC1.

The Bidder should demonstrate the additional experience by describing contracts where the Bidder provided group language training.

For each example contract the Bidder should provide the following:

- Name of the client Federal department or agency;
- Language of training, level (intermediates/beginner);
- Number of students per group*;
- Method of training delivery;
- Start and end dates for each contract.

*For a contract to be considered, any group must have a minimum of two (2) students

4. REPLACE THE ATTACHMENT 4.4 PRICING SCHEDULE

Attachment 4.4 is deleted in its entirety and replaced with the following:

ATTACHMENT 4.4 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The Number of Groups, Estimated Monthly Hours Per Group and Estimated Months of Training included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Estimated Annual Requirement for Bid Pricing purposes only:

10 groups of 4 people (9 groups for French training (2 intermediates and 7 beginners) and 1 group for intermediate English training).

Initial Contract Period:

Date of Contract award to March 31, 2024

| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (2)) x Hourly Rate x Estimated Hours x Estimated Months |
|------------------------------|------------------|------------------|-----------------------------------|------------------------------|--|
| Intermediate French training | 2 | \$ | 12 | 6 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (7)) x Hourly Rate x Estimated Hours x Estimated Months |

| | | | | | |
|--|-------------------------|-------------------------|--|-------------------------------------|---|
| Beginner French training | 7 | \$ | 12 | 6 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (1)) x Hourly Rate x Estimated Hours x Estimated Months |
| Intermediate English training | 1 | \$ | 12 | 6 | \$ |
| Total Price Initial Contract Period | | | | | \$ |

Option Period 1: April 01, 2024 to March 31, 2025

| | | | | | |
|------------------------------------|-------------------------|-------------------------|--|-------------------------------------|---|
| Intermediate French training | 2 | \$ | 12 | 12 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (7)) x Hourly Rate x Estimated Hours x Estimated Months |
| Beginner French training | 7 | \$ | 12 | 12 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (1)) x Hourly Rate x Estimated Hours x Estimated Months |
| Intermediate English training | 1 | \$ | 12 | 12 | \$ |
| Total Price Option Period 1 | | | | | \$ |

Option Period 2: April 01, 2025 to March 31, 2026

| | | | | | |
|------------------------------|-------------------------|-------------------------|--------------------------|-------------------------------------|-----------------------|
| Intermediate French training | 2 | \$ | 12 | 12 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly | Estimated Months of Training | Extended Price |

| | | | | | |
|------------------------------------|-------------------------|-------------------------|--|-------------------------------------|---|
| | | | Hours Per Group | | (Groups (7)) x Hourly Rate x Estimated Hours x Estimated Months |
| Beginner French training | 7 | \$ | 12 | 12 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (1)) x Hourly Rate x Estimated Hours x Estimated Months |
| Intermediate English training | 1 | \$ | 12 | 12 | \$ |
| Total Price Option Period 2 | | | | | \$ |

Option Period 3: April 01, 2026 to March 31, 2027

| | | | | | |
|------------------------------------|-------------------------|-------------------------|--|-------------------------------------|---|
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (2)) x Hourly Rate x Estimated Hours x Estimated Months |
| Intermediate French training | 2 | \$ | 12 | 12 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (7)) x Hourly Rate x Estimated Hours x Estimated Months |
| Beginner French training | 7 | \$ | 12 | 12 | \$ |
| Category | Number of Groups | Firm Hourly Rate | Estimated Monthly Hours Per Group | Estimated Months of Training | Extended Price (Groups (1)) x Hourly Rate x Estimated Hours x Estimated Months |
| Intermediate English training | 1 | \$ | 12 | 12 | \$ |
| Total Price Option Period 3 | | | | | \$ |

Total Bid Price:

Initial Contract Period + Option Period 1 + Option Period 2 + Option Period 3 = _____ \$

All other terms and conditions of the RFP remain unchanged.