

ADDENDUM No. 001 RETURN OFFERS TO : RETOURNER LES OFFRES À: Bid Receiving – Department of Foreign Affairs, Trade and Development (DFATD) Réception des soumissions – Ministère des Affaires étrangères, commerce et développement (MAECD) 200 Promenade du Portage, Gatineau, QC K1A 0G4 Bid E-mail / Courriel de soumission : receptionsoumission- bidsreceiving.spp@international.gc.ca REQUEST FOR STANDING OFFER (RFSO) DEMANDE D'OFFRES À COMMANDES (DOC) Offer to: DFATD We hereby offer to sell/provide to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached here to, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor. Offre au: MAECD Nous offrons par la présente de vendre/fournir à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s). Comments — Commentaires : THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT — LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ Issuing Office – Bureau de distribution Department of Foreign Affairs, Trade and Development / Ministère des Affaires étrangères, commerce et développement 200 Promenade du Portage, Gatineau, QC K1A 0G4	Title — Sujet: DOC - Formation linguistique en anglais et/ou en français langue seconde	
	Standing Offer /Supply Arrangement Number : Numéro de l'offre à Commande / Arrangement en Matière d'approvisionnement : N/A	
	Solicitation No. - N° de l'invitation 23-232670	Date: January 16, 2024
	Solicitation Closes - L'invitation prend fin	Time Zone - Fuseau horaire
	At/à: 2 :00 PM On/le: Janvier 25, 2024	EST (Eastern Standard Time) / HNE (Heure Normale de l'Est)
	F.O.B – F.A.B	
	Plant-Usine: <input type="checkbox"/> Destination: X Other-Autre: <input type="checkbox"/>	
	Address Inquiries to : Adresser toute demande de renseignements à : Name/Nom : Assane Ndiaye E-Mail/Courriel: assane.ndiaye@international.gc.ca Telephone No. – No de téléphone: (613) 791-7185	
	Destination of Goods, Services and Construction: Destination des biens, services et construction : Department of Foreign Affairs, Trade and Development (DFATD) Ministère des Affaires étrangères, commerce et développement (MAECD)	
	TO BE COMPLETED BY THE BIDDER À ÊTRE COMPLETE PAR LE SOUMISSIONNAIRE	
Vendor/Firm Name and Address: Raison sociale et adresse du fournisseur/de l'entrepreneur : Name/nom : Address/adresse : E-Mail/courriel : Telephone No. - No de téléphone: Procurement Business Number (PBN) - Numéro d'entreprise approvisionnement (NEA) :		
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) _____ Name, Title – Nom, Titre _____ Signature _____ Date _____		

Addendum n° 001

Addendum No. 001 is raised for the following.

A. The following questions have been received, and DFATD hereby answers as follows:

Question 1:

In the instructions of this RFSO and in the basis of payment (Annex B), you don't give an annual estimate of hours of language training in English and French. Is it possible to specify the approximate number of hours requested annually for English courses and the approximate number of hours requested annually for French courses?

Response 1:

It is not possible to determine an estimate of the approximate number of hours required annually for this request for standing offers. For each period of the Basis of Payment, a single all-inclusive Firm Hourly Rate will be billable for all full-time and/or part-time language courses, in English and/or French, in groups and/or individually.

Question 2:

In the basis of payment (Appendix B), it would be important to differentiate between an individual course and a group course (4 to 6 people). We should be able to give 2 hourly rates: 1 rate for individual courses and 1 rate for group courses (2 to 6 people). Is it possible to specify the approximate number of hours required annually for English courses (group and individual) and the approximate number of hours required annually for French courses (group and individual)? Then it will be easier and more accurate for you to make the calculations based on your example table on page 11 of 38.

Response 2:

It is not possible to determine an estimate of the approximate number of hours required annually for this request for standing offers. For each period of the Basis of Payment, a single all-inclusive Firm Hourly Rate will be billable for all full-time and/or part-time language courses, in English and/or French, in groups and/or individually.

Question 3:

In section 5.0 (scope of work) in Annex A (page 30 of 38), it is stated that in the event that the training is virtual, the offeror will be entirely responsible for delivering the physical material to the postal address identified by the students, at no additional cost. What do you mean by physical material?

Response 3:

The term "physical material" refers to all necessary learning materials that cannot be sent to students electronically.

Question 4:

How will bidders have an idea of the students' knowledge levels in order to create homogeneous groups before the start of the course?

Response 4:

These candidates will have had their language training needs assessed based on the Canada School of Public Service (CSPS) CEWP A B & C and PFL2 A B & C programs, according to their first official language.

Question 5:

In the deliverables on page 31 of 38, you ask that a calendar should take into account the students' vacation period. Will classes stop during the summer period (June to September), since your employees can take their vacation during these four months and there will always be people absent from the groups?

Response 5:

Courses will not necessarily stop during the summer period, as in some cases courses will be offered. This will need to be checked and confirmed with the training coordinator beforehand for each group.

Question 6:

In point 6.0 (Location and Work Schedule), it is stated that the Offeror will provide the language training either in class or virtually, depending on the requirements identified when the call-up is issued. Can you clarify whether call-ups will be issued for in class courses only and virtual courses only, or whether there will be call-ups that combine in class and virtual courses?

Response 6:

There will be no combination of virtual and in class courses for the same group. The Offeror must be able to offer in class or virtual language training according to the needs identified by each group.

Question 7:

In the basis of payment (Annex B), you mention an issue date. When do you plan to analyze the offers and give your answers for the selection of the 4 bidders?

Response 7:

Before the end of March 2024.

Question 8:

Of the 4 offerors you will choose, how will you award call-ups?

Response 8:

Call-ups will be issued on a rotational basis between Standing Offer Holders. The first round of call-ups will be issued following the ranking based on a descending order of their combined rating. See clause 7.8 of the RFSO.

Question 9:

For criterion M4 on page 13 of 38, you ask for a detailed CV and project descriptions that demonstrate the experience required of a pedagogical adviser. Do you have a detailed CV template and a project description template to your satisfaction?

Response 9:

There is no particular model document to follow; it's at the offeror's discretion. What is important is the content of the text demonstrating the experience required.

Question 10:

For criterion R1 on page 14 of 38, you request that we provide a detailed CV demonstrating the teaching of more than 5,000 hours of English or French courses for each proposed teacher. Do you have a detailed CV template that we could use to your satisfaction?

Answer 10:

There is no particular model document to follow; it's at the offeror's discretion. What is important is the content of the text demonstrating the experience required.

Question 11:

For criterion M5 on page 13 of 38, you request that the offeror provide a work location no more than 5 km from DFATD's offices. What proof do you need that our offices meet this criterion?

Answer 11:

The address of office location.

Question 12:

For criterion R2 on page 14 of 38, you give examples of fields for university degrees. Would you accept either a Bachelor's, Master's or Doctorate degree in communications and in arts?

Answer 12:

DFATD accepts the addition of the Communications field. The Arts field is not acceptable.

Question 13:

For R2 – Education in specific fields:

Could the fields indicated include other relevant subject areas in the social sciences, humanities, and business fields?

Answer 13:

No, only the following fields are acceptable:

- a. Teaching
 - b. Education
 - c. Translation
 - d. Literature
 - e. Major in Adult Education
 - f. Linguistics
 - g. Languages
 - h. Communication
-

Question 14:

In the Security clearance information section on page 19 of 38, you request that the proposed resources hold a valid security clearance. When do you want the proposed resources to have their reliability security clearance? And who will approve them when teaching resources are replaced in the future?

Answer 14:

Proposed resources must have their reliability security clearance prior to Standing Offer issuance. Resources are not required to be security cleared at the time of offer submission by the Offeror. Verification of security clearances for each resource will be performed by DFATD for resources proposed in the offer and for any other resource proposed in the future for replacement.

DFATD is aware of the practice of offering resources with a reliability security clearance and replacing them with resources without a security clearance. To avoid this practice, all call-ups issued by DFATD will indicate the name of each (security cleared) resource assigned to the call-up. And only the services of those resources will be billable.

Question 15:

In Annex B (Basis of payment), it is stated that the Offeror must provide a firm all-inclusive hourly rate for all work to be performed which includes cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, participant evaluations, overhead and profit and any other expenses that may be incurred for the call-ups.

Where in the document do you say that we should evaluate the participants and how and when they should be evaluated?

Answer 15:

The statement of work specifies at section 5.0 SCOPE OF WORK: TASKS, DELIVERABLES AND MILESTONES:

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- e) Candidates' learning levels and progress must be analyzed and assessed through assessment exercises at least every three months followed by discussions with the students about their results to help them improve their skills. Feedback must be given on a regular basis to help students feel secure in their progress.
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Question 16:

Does the pedagogical advisor have to be language specific? Could a French or English pedagogical advisor oversee the entire program for both French and English learners?

Answer 16:

The services of the pedagogical adviser must be provided fluently in both official languages, English and French. The Offeror has the option to provide:

- Either one bilingual pedagogical adviser, or
 - One French pedagogical adviser and one English pedagogical adviser
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Question 17:

R1 states that: Further to M3, for each proposed teacher, the Offeror must demonstrate combined experience of over 5,000 hours delivering English and French second-language training to individuals and groups (two or more people). To meet this criterion, the Offeror should provide, by the offer closing date, a detailed curriculum vitae (CV).

1. Could the requested experience be amassed from the public or private sector, in Canada or outside of Canada?
2. Is indicating the number of these teaching hours beside the position on the CV adequate to justify compliance?
3. Is there any possibility to amend the judging criteria as experience totaling more than 5,000 hours appears to be excessive or more than necessary for a qualified instructor?
In fact, 3,000 to 5,000 hours of teaching experience could be interpreted as significant enough.

Answer 17:

Yes, the teaching experience can be in the public or private sector, in Canada or outside of Canada.

A CV outlining the teacher's background with each position held including the number of taught hours beside each position would be an acceptable demonstration.

The number of training hours required in the point allocation brackets remains the same.

Question 18:

The criterion M5 on page 13 mentions the proximity of the Ottawa office, we wanted to know whether a company registered in Ontario or the United States could submit an offer.

Answer 18:

Yes, a company registered in Ontario or the United States can submit an offer for this requirement.

Question 19:

The RFSO says English and or French in the title but on reading the document, there is a line in criterion M1 that says "The Offeror must have at least one year of experience within the last four years in providing English and French second-language training".

Could you please confirm if this solicitation is exclusive to entities that offer both French and English training, as opposed to either or?

In addition, could you please clarify whether a year of experience implies a specific ratio between French and English (50/50, 60/40, 80/20, etc.)?

Answer 19:

This requirement will include both English Second Language training and French Second Language training. To submit a compliant offer, entities must have provided at least some type of training in each language. The ratio will not be verified; the entity must simply provide the year in which it began operating in this field.

*****All other terms and conditions remain unchanged*****