



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et Changement climatique Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE 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 ET CHANGEMENT CLIMATIQUE 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>Bidder should sign off on this cover page when submitting their proposal.</p>	<p>Title – Titre <i>French language training, part time, virtual, groups with various training objectives</i></p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000080488</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2024-06-25</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 15:00 on – le 2024-07-22</p>	<p>Time Zone – Fuseau horaire <i>Pacific Daylight Time</i></p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Angelina Garcia Environment and Climate Change Canada Email: Angelina.Garcia@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone 778-726-1680</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) Contract Award – 2025-03-31</p>	
	<p>Destination - of Services / Destination des services British Columbia</p>	
	<p>Security / Sécurité <i>There is no security requirement associated with this solicitation.</i></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 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet, Mandatory Technical Criteria and Certifications as follows: Proposed Resources, Part time, Virtual, Group Training, Training Schedule, Skills Development following CSPS Guidelines, and Development of Training Materials.

The Annexes include the Statement of Work and the Basis of Payment.

1.2 Summary

- 1.2.1 Environment and Climate Change Canada has a requirement for French language training, part time, virtual, in groups with various training objectives as detailed in the Statement of Work, Annex A.to the bid solicitation. The period of the contract is from contract award to March 31, 2025, with renewal option of four (4), one-year periods.
- 1.2.2 There is no security requirement associated with this requirement.
- 1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions [2003](#).
- 1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, and the Canada-Peru Free Trade Agreement.
- 1.2.6 This procurement is not subject to Comprehensive Land Claims Agreement(s) (CLCAs).

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 PSPC/PWGSC [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](#) (2023-06-08) 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 and Climate Change Canada 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 and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change 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”



Insert:

“Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

- 1. That certifications and securities required at bid closing are included.
- 2. That bids are properly signed, that the bidder is properly identified.
- 3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
- 4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
- 5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.”

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada 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 FPSs, 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 FPSs 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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 British Columbia.

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
- Section II: Financial Bid
- Section III: Certifications

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: Angelina Garcia
Solicitation Number: 5000080488

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 and describe their approach 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.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet. The total amount of Applicable Taxes must be shown separately.



- 1.3** Bidders must submit their rates; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- b) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- c) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long-distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- d) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

- 1.5** 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 submit the certifications required under Part 5.



**ATTACHMENT “1” TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

- 1.0 The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.”
- 2.0 The inclusion of volumetric data in this document 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.”

			Quantity (A)	Firm Hourly Rate (B)	Firm Price (A) * (B) = (C)
Initial contract period: Contract award to March 31, 2025					
Professional Services: French language training, part time, groups			Up to 560 hours	\$	\$
Training Objective	No. of Participants	Anticipated No. of Hours (up to)			
TO 1	4	80			
TO 3	3	80			
TO 7	5	80			
TO 11	5	80			
TO 14	6	80			
TO 20	7	80			
TO 22	7	80			
Materials and Supplies, if applicable				\$	\$
Other Direct Charges, if applicable				\$	\$
Total Price (D)					\$
Optional Period 1: April 1, 2025 to March 31, 2026					
Professional Services: French language training, part time, groups			Up to 700 hours	\$	\$
Assumption: The groups of students will have updated training objectives for the renewal option.					
Materials and Supplies, if applicable				\$	\$
Other Direct Charges, if applicable				\$	\$
Total Price (E)					\$



Optional Period 2: April 1, 2026 to March 31, 2027			
Professional Services: French language training, part time, groups Assumption: The groups of students will have updated training objectives for the renewal option.	Up to 700 hours	\$	\$
Materials and Supplies, if applicable		\$	\$
Other Direct Charges, if applicable		\$	\$
Total Price (F)			\$
Optional Period 3: April 1, 2027 to March 31, 2028			
Professional Services: French language training, part time, groups Assumption: The groups of students will have updated training objectives for the renewal option.	Up to 700 hours	\$	\$
Materials and Supplies, if applicable		\$	\$
Other Direct Charges, if applicable		\$	\$
Total Price (G)			\$
Optional Period 4: April 1, 2028 to March 31, 2029			
Professional Services: French language training, part time, groups Assumption: The groups of students will have updated training objectives for the renewal option.	Up to 700 hours	\$	\$
Materials and Supplies, if applicable		\$	\$
Other Direct Charges, if applicable		\$	\$
Total Price (H)			\$

Price Summary	
Total Price for Initial Contract Period (D)	\$
Total Price for Optional Period 1 (E)	\$
Total Price for Optional Period 2 (F)	\$
Total Price for Optional Period 3 (G)	\$
Total Price for Optional Period 4 (H)	\$
Total Evaluated Price (D + E + F + G + H)	\$
Applicable Taxes	\$
Total Price, including Applicable Taxes	\$



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.

4.2 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.

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

Number	Criterion	Met / Not Met	Page Number
M1	<p>The Bidder must propose a minimum of five (5) qualified ** resources who will provide French language training. The Bidder must propose one (4) primary resources and one (1) back-up resource.</p> <p>** Qualified means:</p> <ul style="list-style-type: none"> - Holding a current, valid teaching certificate from British Columbia or from another Canadian province or territory - Completion of a teacher education program or updated language certification program in line with the Certification Standards (2022). - 3 years of Teaching experience within the past 5 years from the date of bid closing, for a school or company where the language of instruction is French. <p>To demonstrate that it meets this criterion, the Bidder must provide with their bid, proof of education, a valid teaching certificate, and a copy of the resumé(s) of the proposed resources indicating the no. of years in teaching experience whether in person or virtually using an online platform.</p> <p>Please also refer to Attachment 1 to Part 5 – Certification: Proposed Resources</p>		

4.3 Financial Evaluation

4.3.1 Evaluation of Price

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



4.3.2.1 The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.3.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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 Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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 Additional Certifications Required with the Bid

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.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions - Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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 at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).



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.

5.2.3 Additional Certifications Precedent to Contract Award

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.

5.2.3.1 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.

5.2.3.2 Education and Experience A3010T (2010-08-16)

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.3.3 Attachment 1 to Part 5 – Certification: Proposed Resources

5.2.3.4 Attachment 2 to Part 5 – Certification: Part time, Virtual, Group Training

5.2.3.5 Attachment 3 to Part 5 – Certification: Training Schedule

5.2.3.6 Attachment 4 to Part 5 – Certification: Skills Development following CSPS Guidelines

5.2.3.7 Attachment 5 to Part 5 – Certification: Development of Training Materials



ATTACHMENT 1 TO PART 5

CERTIFICATION: PROPOSED RESOURCES

The Bidder must propose a minimum of five (5) qualified named resources who will provide French language training.

The Bidder must propose four (4) primary resource and one (1) back-up resource.

In order to demonstrate compliance with this mandatory certification, the Bidder must complete, sign and submit the following certification with the proposal.

Primary Resource 1 (mandatory): _____

Primary Resource 2 (mandatory): _____

Primary Resource 3 (mandatory): _____

Primary Resource 4 (mandatory): _____

Back-up Resource 1 (mandatory): _____

PROPOSED RESOURCES

The Bidder certifies that the Bidder and all proposed qualified resources will perform the Work under the resulting Contract.

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed: _____



ATTACHMENT 2 TO PART 5

CERTIFICATION: PART-TIME, VIRTUAL, GROUP TRAINING

The Bidder and all proposed resources that will perform the Work under the resulting Contract should provide part-time, French language group training to help student(s) achieve a specific language profile goal, as defined by the Government of Canada for the period of contract award to March 31, 2025, including the renewal option periods depending on the progress of the employees.

In order to demonstrate compliance with this certification, the Bidder must complete, sign and submit the following certification with the proposal.

PART-TIME, VIRTUAL, GROUP TRAINING

The Bidder certifies that the Bidder and all proposed resource(s) that will perform the Work under the resulting Contract will provide part-time, French language group training to help student(s) achieve a specific language profile goal, as defined by the Government of Canada for the period of contract award to March 31, 2025, including the renewal option periods depending on the progress of the employees

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed: _____



ATTACHMENT 3 TO PART 5

CERTIFICATION: TRAINING SCHEDULE

The Bidder and all proposed resources that will perform the Work under the resulting Contract should deliver and complete language training on the following schedule that can accommodate various learning groups to a maximum of 560 hours within the duration of the contract, with possibility of a four-year renewal option (at 700 hours per year) depending on the progress of the students.

In order to demonstrate compliance with this certification, the Bidder must complete, sign and submit the following certification with the proposal.

TRAINING SCHEDULE

The Bidder certifies that that the Bidder and all proposed resource(s) that will perform the Work under the resulting Contract will deliver and complete language training that can accommodate various learning groups to a maximum of 560 hours within the duration of the contract, with possibility of a four-year renewal option (at 700 hours per year) depending on the progress of the students.

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed: _____



ATTACHMENT 4 TO PART 5

CERTIFICATION: SKILLS DEVELOPMENT FOLLOWING CSPS GUIDELINES

The Bidder and all proposed resources that will perform the Work under the resulting Contract should include oral, writing, and reading skills development in the training sessions and that these are conducted in accordance with the learning objective level assessed for the student, and as defined by the Canada School of Public Service.

In order to demonstrate compliance with this certification, the Bidder must complete, sign and submit the following certification with the proposal.

SKILLS DEVELOPMENT FOLLOWING CSPS GUIDELINES

The Bidder certifies that the Bidder and all proposed resource(s) that will perform the Work under the resulting Contract will include oral, writing, and reading skills development in the training sessions and that these are conducted in accordance with the learning objective level assessed for the student, and as defined by the Canada School of Public Service.

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed : _____



ATTACHMENT 5 TO PART 5

CERTIFICATION: DEVELOPMENT OF TRAINING MATERIALS

The Bidder and all proposed resources that will perform the Work under the resulting Contract should develop, assemble and use training materials from various sources including materials from the Canada School of Public Service program relating to PFL2, A and B levels.

In order to demonstrate compliance with this certification, the Bidder must complete, sign and submit the following certification with the proposal.

DEVELOPMENT OF TRAINING MATERIALS

The Bidder certifies that the Bidder and all proposed resources that will perform the Work under the resulting Contract will develop, assemble and use training materials from various sources including materials from the Canada School of Public Service program relating to PFL2, A and B levels.

Name of the Bidder: _____

Signature of the Bidder: _____

Solicitation Number: _____

Date Signed: _____



PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirement

There is no security requirement associated with this requirement.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



PART 7 - RESULTING CONTRACT

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

Title: *(insert only at contract award)*

7.1 Statement of Work

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

7.2 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.

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions – Higher Complexity - Services apply to and form part of the Contract.

7.2.2 Specific Person(s)

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

7.2.3 There is no security requirement applicable to this Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of contract award to March 31, 2025.

7.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) twelve (12)-month periods 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.

7.4 Comprehensive Land Claims Agreement(s)

The Contract is not subject to any Comprehensive Land Claims Agreement(s).

7.5 Authorities



7.5.1 Contracting Authority to be named at contract award

The Contracting Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
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.

7.5.2 Technical Authority to be named at contract award

The Technical Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
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.

7.5.3 Contractor's Representative to be named at contract award

Name	
Title	
Organization	
Address	
Telephone	
Facsimile	
Email address	

7.6 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.

7.7 Payment



7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

- a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Applicable Taxes are extra.
- b) No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - i) when it is 75 percent committed, or
 - ii) four (4) months before the contract expiry date, or
 - iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- c) 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.

7.8 Invoicing Instructions

7.8.1 Monthly Payments

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.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)



7.11 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;
- c) the general conditions [2035](#) (2022-12-01), Higher Complexity – Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment; 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)*).

7.12 Insurance G1005C (2016-01-28)

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.

7.13 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](#)".



ANNEX “A”

STATEMENT OF WORK

1.0 Background

Linguistic duality is an important value at Environment and Climate Change Canada (ECCC) for managers and employees. Supporting language development of employees results in an inclusive workplace culture, assists in serving all Canadians in their preferred language of choice, and enables employees to be better prepared for a variety of challenging career opportunities within the Federal Public Service.

2.0 Objective:

To provide part time, group French language training to groups of employees/students with specific training objectives as follows:

For the period of contract award to March 31, 2025

Training Objective	No. of Participants	Estimated Hrs per Week	Estimated No. of Hours (up to)
TO 1	4	2 hrs x 1 session/wk x 40 weeks	80
TO 3	3	2 hrs x 1 session/wk x 40 weeks	80
TO 7	5	2 hrs x 1 session/wk x 40 weeks	80
TO 11	5	2 hrs x 1 session/wk x 40 weeks	80
TO 14	6	2 hrs x 1 session/wk x 40 weeks	80
TO 20	7	2 hrs x 1 session/wk x 40 weeks	80
TO 22	7	2 hrs x 1 session/wk x 40 weeks	80

Groupings are anticipated to change considering completion of courses and availability of students to continue with learning for higher training objectives.

The no. of hours for each option year period is estimated at 700 hours. The actual hours required will be determined based on the developmental needs and availability of 37 students.

2.1 Reference Document

Please see Attachment 1 to Annex A regarding definition of training objectives to meet the level of oral, written and reading proficiency as described by the [Treasury Board Secretariat – Language proficiency qualification standards](#). Article 1.4.2 gives a summary learning for training objectives, part-time.

Document was extracted from an active standing offer issued by the Department of Public Works and Government Services Canada.

3.0 Tasks

3.1 The Contractor must provide part time, group French language training to enable the student(s) to obtain a federal government French language profile specific to the goal of each student, as defined by the Government of Canada.

- 3.1.1 Adjustments in teaching style and training plans must be made as required to meet the needs of the employee.
- 3.1.2 Instruction must include oral, writing, and reading skills development with training sessions conducted in accordance with the learning objective level assessed for the student, and as defined by the Canada School of Public Service.



3.2 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 and B Levels. All costs associated with the development and acquisition of these materials is the responsibility of the Contractor.

3.3 Training must take place virtually in platform recommended by the Contractor.

3.4 The Contractor is responsible for all costs related to their own personal expenses, and those of the assigned instructors.

3.5 The Contractor must deliver and complete language training to a maximum of 560 hours based on a mutually agreeable schedule for 7 groups of students. Contractor must consider availability of both instructors and students in each group when finalizing a training schedule. Extension may be requested depending on the progress of the employee(s).

4.0 Deliverables:

The Contractor must provide written feedback to the ECCC employee and the named Technical Authority on the progress of their training, as requested.

All deliverables are subject to the review and acceptance of the Technical Authority.

5.0 Government Supplied Material

If an accessibility requirement is identified and requested by the employee, space for training will be provided by ECCC.

6.0 Official Languages

The department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985, C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants.

7.0 Work Location:

Training will take place online or virtually using available platforms like MS Teams, Zoom or other similar options. The work may be performed at offices and/or sites as determined by the Contractor.

8.0 Travel:

Travel is not required to perform the Work.

9.0 Sustainable Procurement Considerations

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](#). Procurement documents will specify the green procurement criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.

The following green procurement criteria and standards must form part of the Work:

- Provide all correspondence and deliverables including (but not limited to) documents, reports and invoices in electronic format.
- If correspondence and deliverables are not provided in electronic format, all documents must be printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.



10.0 Accessibility Considerations

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the [Accessible Canada Act](#), its associated regulations and standards, and Treasury Board Contracting Policy. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards. The following accessibility criteria and standards must form part of the Work:

- a. All written reports must be created in a format that is accessible, as per the Accessibility, Accommodation, and Adaptive Computer Technology Program (AACT).



ATTACHMENT 1 TO ANNEX A

ANNEX A – APPENDIX 3

CURRICULUM OBJECTIVES

By the end of the training, the learner must be able to use the language at a Level B proficiency as described by the [Treasury Board-Secretariat - Language proficiency qualification standards](#). The standards for Level B Oral Proficiency, Written Expression and Reading Comprehension are below. These are the terminal objectives of the curriculum

1. Level B Terminal objectives

1.1 Oral

Level B is the minimum level of second language oral proficiency for positions that require departure from routine use of the second language.

A person speaking at this level can:

- sustain a conversation on concrete topics;
- report on actions taken;
- give straightforward instructions to employees;
- provide factual descriptions and explanations.

A person at this level may have deficiencies in grammar, pronunciation, vocabulary and fluency that do not seriously interfere with communication.

A person at this level would have a limited ability to deal with situations involving hypothetical ideas.

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.

1.2 Written Expression

Level B is the minimum level of second language ability in written expression for positions that require writing short descriptive or factual texts in the second language.

A person writing at this level can:

- deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.

A person at this level will communicate the basic information, but the text will require some corrections in grammar and vocabulary as well as revision for style.

1.3 Reading Comprehension

Level B is the minimum level of second language ability in written comprehension 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;
- identify specific details; and
- distinguish main from subsidiary ideas.

A person at this level will have difficulty reading texts using complex grammar and less common vocabulary.



1.4.1 B Level curriculum at a glance

Level	Step	TO	Weeks (in full time training)	Notes:
B-level - summary	4	33	48	
	1	1-10	12	@ approx. 1 TO /week, plus time for review activities
	2	11-17	12	@ approx. 1.5 TO /week, plus time for review activities
	3	18-26	12	@ approx. 1 TO /week, plus time for review activities
	4	27-33; PRE-SLE-TOP (B), WE, WC (BB)	12	<ul style="list-style-type: none"> In last step, 7 weeks is spent on TOs, 5 weeks is at the group's discretion: review, development and pre-SLE activities. If the group consists only of learners aiming for CBC, preparation for the SLE will be done in step 6. Departmental contact should schedule SLE-TOP during the last week of the session. Learners aiming for CBC must participate in the preparation for written tests (EC, EE) if they find themselves with learners aiming for BBB. However, they will have to wait until they have completed the review in Step 5 to complete them.
Make-up Group - B level		group and individual needs assessment	6	<ul style="list-style-type: none"> SLE make-up groups are for learners who did not receive the targetted oral proficiency level at the TOP. Learners can also practice to retake a WE or WC component in addition to the oral component. If a learner only needs to retake written test(s) R and/or W, he or she should register in short term individual training.

1.4.2 B Level curriculum at a glance: part-time

Part-time level	Step	Training objectives	Terminal Objectives: At the end of training, the learner will be able to...
Beginner 1	1	TO 1 - 9	<ul style="list-style-type: none"> Use standard pronunciation and intonation for familiar structures and vocabulary – NB an accent may still be present. Understand simple spoken or recorded messages on concrete, familiar topics Use basic vocabulary related to daily work tasks Use (mostly) appropriate word order in simple sentences (subject, verb, object) Use basic verb tenses (present, past, future) but may not use them consistently
Beginner 2	2	TO 10 - 18	



Intermediate 1	3	TO 19 -27	<ul style="list-style-type: none"> • Use standard pronunciation and intonation and be mostly understandable, accent may be present, some words mispronounced. • Understand conversations involving concrete, familiar topics related to work
Intermediate 2	4	TO 28 -33	<ul style="list-style-type: none"> • Use common vocabulary to express most work related situations that are factual and concrete • Express simple opinions about benefits of various courses of action • Develop and combine ideas in an organized manner • Provide detailed explanations of present and past facts and events with generally consistent grammatical accuracy • Use some complex verb tenses/grammatical structures • Understand others when they use these same structures

1.5 Glossary of acronyms

TO	Training objective
SLE	Second Language Evaluation
Pre-SLE	Before-Second Language Evaluation
TOP	Test of Oral Proficiency
WE	Written Expression
WC	Written Comprehension

1.6 Level B Curriculum Objectives by step:

1.6.1 STEP 1

Objective 1: Identify yourself, other people, objects and documents

Be able to:

- Understand a question, information about a person, an object, a document
- Introduce yourself or a colleague
- Talk about your work, position, department, division
- Get information about someone's identity
- List daily routines using verbs in the simple present tense and adverbs of frequency
- Identify common objects found in the office, the boardroom or the home
- Ask someone to identify an object or a document

Objective 2: Express relationships of belonging

Be able to:

- Understand questions and information about membership in an administrative unit, professional or social group or association
- Give information on membership in a department, a unit, a division, a direction or a professional, social, sporting (club) association, etc.
- Ask someone to give information about membership in a department or a professional, sporting or social association, etc. (e.g. Where do you work? What department do you work for? What club(s) do you belong to?)

Objective 3: Express ownership or possession

Be able to:



- Understand questions and information about things you own or possess (Do you have a stapler? Etc.)
- Identify your objects and those of your colleagues (It's mine, it's yours, those are Julie's books)
- Ask who certain objects in the office/ in the boardroom belong to (Whose is this? Is this hers, yours? Whose is it? Is this your pen?)
- Briefly describe objects to identify whose they are or who has them
- Describe things/objects that you have/own (house, car, bicycle, etc.)

Objective 4: Indicate the location of a person, place, or thing

Be able to:

- Understand questions to identify a location or information about where something is located
- Ask and provide information to identify a place (what is that place called? It is called the national arts centre. What is the name of the street? It is John Street.)
- Ask for and give information to locate an object or person (where is the printer? It is at the end of the corridor. Where is Julie? She is at the library.)

Objective 5: Give information using numbers

Be able to:

- Understand questions and give information regarding quantity (how much/many), price, age, telephone numbers, etc.
- Ask questions using "how much? How many?" To get a numeric answer
- Request and give information regarding quantity, age, price of things, etc.
- Request information using polite expressions (can, could, would, would you mind)

Objective 6: Give and get (travel) directions

Be able to:

- Understand and give directions to and from a place
- Describe a route between two places (between the office and home, between two cities)
- Ask how to get somewhere (to the elevator, the boardroom, a restaurant)ask for information using polite expressions

Objective 7: Situate an event in time: present and future

Be able to:

- Understand questions and information about time: dates, hours, seasons, etc.
- Understand if an action is in progress (present continuous) or about to take place (future "going to")
- Make appointments (reservations, meetings, dates), confirm and cancel them
- Use polite expressions to request information, to check understanding and to thank
- Describe a concrete situation in the present
- Speak about routines and habits in the present (at work, at home)

Objective 8: Assign tasks, follow procedures

Be able to:

- Talk about office tasks or duties
- Understand information regarding a task to complete
- Give and get information about a task to complete (when to complete it, who will complete it)
- Explain to someone how to complete a task
- Request that someone complete a task
- Speak about weekend and holiday plans

Objective 9: Explain how to complete a task

Be able to:

- Understand information regarding the way to complete a task



- Ask someone how to complete a task
- Explain to someone how to complete a simple task
- Describe your three main tasks
- Ask and explain how to make a vacation request, training request, etc..

Objective 10: Show non-numeric distribution and quantity

Be able to:

- Understand information regarding the quantity and distribution (of people, things)
- Ask for and give information about a non-numeric quantity
- Ask for and give information about distribution (of people, things)

1.6.2 STEP 2

Objective 11: Give and get information about an event or incident in the past

Be able to:

- Understand information on facts and current or past events
- Talk about a past vacation
- Talk about your career
- Talk about your past habits
- Describe a past work situation
- Compare your current employment to past employment (habitual past)

Objective 12: Request, offer, accept or refuse something

Be able to:

- Understand questions and/or information about a request to obtain something
- Express a request to obtain something
- Make, accept or decline something or an offer of service (help, lend a hand, get (someone) a coffee)
- Give and get information about a request for something

Objective 13: Give and get information about a wish, willingness or preference as well as the availability of people or things

Be able to:

- Understand questions and information about willingness, desire and preferences
- Understand questions and information about the presence and availability of people, things
- Ask what a person likes, prefers or wants to talk about in terms of his/her preferences in the office and objects that are made available
- Ask whether a person or thing is present, absent or available

Objective 14: Evaluate things

Be able to:

- Understand a description and a request to describe something
- Understand an opinion and a request for an opinion regarding the quality of something
- Describe or request a description of an object, building or service, etc.
- Describe your computer, your telephone, a mode of transportation by comparing it to another
- Request an opinion and give your opinion about the quality of your work tools, etc.
- Talk about the weather

Objective 15: Evaluate people

Be able to:

- Understand descriptions and requests for descriptions of people
- Understand an opinion and requests for opinions about people



- Ask to describe and describe a good employee, a good manager, a colleague with whom you worked the best
- Compare the physical qualities or personal qualities of two people
- Request an opinion and give your opinion about an employee, a boss, a neighbour, etc.

Objective 16: Give and get information on the application of standards and regulations

Be able to:

- Understand questions and information about standards and regulations
- -request and give information about standards and rules regarding staffing, workplace health and safety, importing products, a sport, etc.

Objective 17: Specify the procedures and timelines to complete a task

Be able to:

- Understand details and requests for detail regarding the length, the deadline and the frequency of a task, project or activity
- Request details about the length, the deadline, the frequency of a task, project or activity
- Talk about your daily routine, giving details on the timing and length of time needed (wake up, bathe, drive to work, etc.)

1.6.3 STEP 3

Objective 18: Give details about the conditions and steps involved in carrying out a project

Be able to:

- Understand and give information about a past, current or future project
- Request details regarding a past, current or future project: objectives, costs, deadlines, length, team, materials, barriers, results, etc.
- Talk about a past, current or future project: organizing an event (charitable campaign, group activity, etc.) Or a move or renovation (office, house, cottage, etc.)
- Request and provide information on the steps required to carry out an activity or a process
- Explain the steps in a process or the procedure to follow (register for a course, request family leave, prepare a board game, etc.)

Objective 19: Situate an event in relation to other events

Be able to:

- Understand information or requests for information which situate one event in relation to another
- Request information allowing you to situate one event in relation to another
- Situate a fact, event or achievement in time in relation to another
- Tell a story, give an anecdote, talk about an incident, adventure, etc., situating the facts in relation to others

Objective 20: Describe the movement of people and objects

Be able to:

- Understand information and requests for information about moves of people or things (who an e-mail came from, where a report needs to go)
- Ask for and give information about the movements of people and things (e.g. sending a message, the source of an official article)
- Talk about your career path indicating schools attended and places worked
- Give and get information about where you or someone else went during a vacation

Objective 21: Describe a duty (physical demands)

Be able to:



- Understand information and requests for information regarding physical operations related to duties
- Request information about the physical demands of a job
- Describe or explain a duty which has a physical requirement and provide details about the purpose, steps to follow and the materials required (how to create a database, install a work station, etc.)

Objective 22: Clarify the importance of instructions/directives

Be able to:

- Understand and give information about the importance of a directive
- Request information on the importance of a directive or regulation
- Request and give information about the need, usefulness or importance of carrying out a work plan, setting up a committee, recruiting personnel, respecting deadlines, reducing costs, carrying out a needs analysis, etc.
- Explain the importance of a directive, a regulation

Objective 23: Assess someone's abilities and competence

Be able to:

- Understand information and requests for information regarding an ability or a competence
- Request and give information about a person's ability or competence to accomplish a work-related task
- Describe the skills required for your current position
- Describe the skills required to carry out various tasks
- Talk about the distribution of tasks according to people's abilities and skills

Objective 24: Permit or prohibit something

Be able to:

- Understand and request information about what is permitted or prohibited
- Understand a request for authorization and a response to such a request
- Ask for and give information about what is permitted or prohibited
- Ask for and respond to a request for permission or approval

Objective 25: Express a wish or a hope

Be able to:

- Understand and express a wish or a hope
- Make a request using expressions of wishing or hoping (regarding taking leave, attending a seminar, taking a course or teleworking)
- Explain what you need to carry out a professional or personal plan
- Express wishes to mark an event (a party, a birth, a funeral or a wedding)
- Express what you wish or hope for at the office, at home, in town, etc.
- Use indirect speech to report what somebody said or what was heard in the media

Objective 26: State conditions

Be able to:

- Understand queries and information about conditions or requirements
- Enquire about conditions or requirements related to a task or an accomplishment (securing a position in the public service, taking a sabbatical year, bringing things home from abroad)
- Specify conditions and requirements for achieving an objective (obtaining a passport, voting in an election, hiring someone for your unit, driving a car)
- Negotiate the conditions for teleworking, buying a house or buying a vehicle

1.6.4 STEP 4

Objective 27: Express choices



Be able to:

- Understand queries and information about a choice
- Request and provide information about a choice made or to be made
- Convey a decision and justify your choice
- Inform someone about the various possibilities available to them and the applicable conditions (regarding training, social activities, projects, vacation dates)

Objective 28: Suggest solutions to a problem

Be able to:

- Understand conditions, suppositions and assumptions
- Formulate suppositions and assumptions
- Suggest solutions for a problem and describe the necessary conditions for it to be solved
- Explain a problem and state assumptions concerning its causes

Objective 29: Make predictions

Be able to:

- Understand that something is possible, probable and predictable
- Indicate that something is possible, probable and predictable
- Make predictions about a situation (global population growth, an appointment to a position, technological progress) and about suggested solutions to a problem
- Formulate predictions about proposed solutions for problems such as increased unemployment or global warming

Objective 30: Request and provide information about a project

Be able to:

- Understand questions and information about a research project, an investigation, a discovery, a survey, a project, etc.
- Learn or inform others about the steps of a research project, or a current or completed project (planning, budget, resources, deadlines, duration, problems encountered, project progress, results achieved, lessons learned)
- Describe the approach or action taken to carry out a research project, an investigation, a survey or some other project
- Comment on the results of an audit, a research project, an investigation or a survey
- Express your opinion on the basis of research results or the findings of an investigation or a survey

Objective 31: Explain the reasons and results of a decision, action, event or situation

Be able to:

- Understand relationships of purpose, cause and effect
- Express relationships of purpose, cause and effect
- Discuss possible causes and consequences of an event
- Describe preventive measures taken to prevent unfortunate events (fire, workplace accident, identity theft, drowning, etc.)
- Express the value of a project, touching on its goals, causes and consequences, and offer convincing arguments to support its relevance
- Take the floor in a debate, describing the purposes, causes and consequences of your position/opinion

Objective 32: Evaluate a proposed change

Be able to:

- Announce a change or a decision
- Express your satisfaction or dissatisfaction with a change
- Explain the impact of a proposed change
- Describe the conditions required for a change to take place



- Announce the postponement of a decision or a probable change
- Express your opinion on a proposed change or a decision that has been made

Objective 33: Convince someone

Be able to:

- Understand information used to convince, advise or suggest
- Ask for or give advice on how to prepare for an interview, look for a job, run a meeting, speak in public, manage stress, etc.
- Express your agreement or disagreement with a suggestion or piece of advice
- Express your opinion on a subject (e.g. Office landscaping, carpooling, a 30-hour work week, on-line training), and convince someone you are right
- Make suggestions to solve a problem, and agree on the best solution
- Justify the importance of the position you occupy to convince people of its usefulness within the organization



ANNEX" B"

BASIS OF PAYMENT

(to be completed at contract award)