



**RETURN BIDS TO:**

Office of the Superintendent of Financial Institutions  
Procurement and Contracting  
Email: [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)

<b>Title</b> Virtual Part-time Group Language Training	<b>Amendment #</b> 002
<b>Solicitation No.</b> 20230167-R	<b>Date</b> April 12, 2024
<b>Client Reference No.</b> 20230167-R	
<b>Solicitation Closes</b> at <b>02 :00 PM</b> on <b>April 18, 2024</b>	<b>Time Zone</b> Eastern Daylight Time EDT
<b>D.D.P.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to :</b> France Emond, Senior Contracting Officer	
<b>E-mail</b> <a href="mailto:contracting@osfi-bsif.gc.ca">contracting@osfi-bsif.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction:</b> See Herein	

**REQUEST FOR PROPOSAL**

***Proposal To: Office of the Superintendent of Financial Institutions***

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Vendor/Firm Name and address**

**Instructions:**

**Issuing Office – Bureau de distribution**  
Procurement and Contracting  
255 Albert Street, 12<sup>th</sup> Floor  
Ottawa, ON  
K1A 0H2

<b>Delivery</b> See Herein	<b>Delivered Offered</b>
<b>Vendor/firm Name and address</b>	
<b>Facsimile No.</b> <b>Téléphone No.</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b>	
<b>Signature</b>	<b>Date</b>



Amendment two (2) is raised to revise the date for enquiries, correct the pricing tables, correct the general terms and conditions, and amend Annex A – Statement of Work, as follows:

**At page 5, 4. Enquiries – Bid Solicitation:**

**DELETE:**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

**INSERT:**

All enquiries must be submitted in writing to the Contracting Authority no later than **April 11<sup>th</sup>, 2024.** Enquiries received after that time may not be answered.

**At page 18, ATTACHMENT 2 to PART 4 – FINANCIAL EVALUATION – PRICING SCHEDULE:**

**DELETE in its' entirety**

**INSERT:**

The Bidder should complete this pricing schedule and include it in its financial bid once completed.

**Initial period: Contract Award to March 31, 2025**

<b>PRICING TABLE 1:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>All-inclusive Firm Hourly Rate</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Delivery of virtual part-time group language training sessions for all learners (as per section 5 in SOW)	<b>\$ per learner</b>	6,500 hours	\$
<b>Training Preparation (as per Section 5 in SOW)</b>	\$	270 hours	\$
<b>Total Price for Pricing Table 1:</b>			

\*Level of effort in the pricing table is used for evaluation purpose only and should not be construed as a minimum guarantee commitment by Canada

<b>PRICING TABLE 2:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>Firm All inclusive Unit Price</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Individual Language Assessment (per learner)	\$	120	\$
Learners' Progress Report (per learner)	\$	120	\$
<b>Total Price for Pricing Table 2:</b>			\$

**Option period 1: April 1, 2025, to March 31, 2026**

<b>PRICING TABLE 3:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>All-inclusive Firm Hourly Rate</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Delivery of virtual part-time group language training sessions for all learners (as per section 5 in SOW)	<b>\$ per learner</b>	6,500 hours	\$
<b>Preparation (as per section 5 in SOW)</b>	\$	270 hours	\$
<b>Total Price for Pricing Table 3:</b>			\$



<b>PRICING TABLE 4:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>Firm All inclusive Unit Price</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Individual Language Assessment (per learner)	\$	120	\$
Learners' Progress Report (per learner)	\$	120	\$
<b>Total Price for Pricing Table 4:</b>			<b>\$</b>

**Option period 2: April 1, 2026, to March 31, 2027**

<b>PRICING TABLE 5:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>All-inclusive Firm Hourly Rate</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Delivery of virtual part-time group language training sessions for all learners (as per section 5 in SOW)	<b>\$ per learner</b>	6,500 hours	\$
Preparation (as per section 5 in SOW)	\$	270 hours	\$
<b>Total Price for Pricing Table 5:</b>			<b>\$</b>

<b>PRICING TABLE 6:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>Firm All inclusive Unit Price</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Individual Language Assessment (per learner)	\$	120	\$
Learners' Progress Report (per learner)	\$	120	\$
<b>Total Price for Pricing table 6</b>			<b>\$</b>

**Option period 3: April 1, 2027, to March 31, 2028**

<b>PRICING TABLE 7:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>All-inclusive Firm Hourly Rate</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Delivery of virtual part-time group language training sessions for all learners (as per section 5 in SOW)	<b>\$ per learner</b>	6,500 hours	\$
Preparation (as per section 5 in SOW)	\$	270 hours	\$
<b>Total Price for Pricing Table 7:</b>			<b>\$</b>

<b>PRICING TABLE 8:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>Firm All inclusive Unit Price</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Individual Language Assessment (per learner)	\$	120	\$
Learners' Progress Report (per learner)	\$	120	\$
<b>Total Price for Pricing Table 8:</b>			<b>\$</b>



**Option period 4: April 1, 2028, to March 31, 2029**

<b>PRICING TABLE 9:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>All-inclusive Firm Hourly Rate</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Delivery of virtual part-time group language training sessions for all learners <b>(as per section 5 in SOW)</b>	<b>\$ per learner</b>	6,500 hours	\$
Preparation <b>(as per section 5 in SOW)</b>	\$	270 hours	\$
<b>Total Price for Pricing Table 9:</b>			<b>\$</b>

<b>PRICING TABLE 10:</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = (BxC)</b>
<b>Virtual part-time group language training sessions</b>	<b>Firm All inclusive Unit Price</b>	<b>Estimated quantity for evaluation purposes only*</b>	<b>Total Estimated Price (Applicable Taxes Extra)</b>
Individual Language Assessment (per learner)	\$	120	\$
Learners' Progress Report (per learner)	\$	120	\$
<b>Total Price for Pricing Table 10:</b>			<b>\$</b>

**Optional Services**

<b>Optional Services</b>	<b>Hourly rate (A)</b>	<b>Number of hours* (B)</b>	<b>Total estimated price (C) C = A x B</b>
Language Exam Preparation as per Statement of Work Section 8	\$	100	\$

\*Level of effort in the pricing table is used for evaluation purpose only and should not be construed as a minimum guarantee commitment by Canada

**Total Evaluated Price = Initial Period (Total Price for Pricing Table 1 + Total Price for Pricing Table 2) + Option Period 1 (Total Price for Pricing Table 3 + Total Price for Pricing Table 4) + Option Period 2 (Total Price for Pricing Table 5 + Total Price for Pricing Table 6) + Option Period 3 (Total Price for Pricing Table 7 + Total Price for Pricing Table 8) + Option Period 4 (Total Price for Pricing Table 9 + Total Price for Pricing Table 10)**

**At page 22, 4.1 General Conditions:**

**DELETE:**

2010C (2022-12-01) General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

**INSERT:**

**2010B (2022-12-01) General Conditions – Professional Services (Medium Complexity)** apply to and form part of the Contract.

**At page 25, 12. Priority of Documents:**

**DELETE:**

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



- (a) the Articles of Agreement;
- (b) 2010C (2022-12-01) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Direct Deposit Enrolment Form and;
- (f) the Contractor's bid dated \_\_\_\_\_ (*to be inserted at contract award*).

**INSERT:**

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

- (a) the Articles of Agreement;
- (b) 2010B (2022-12-01) General Conditions – Professional Services (Medium Complexity);**
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Direct Deposit Enrolment Form and;
- (f) the Contractor's bid dated \_\_\_\_\_ (*to be inserted at contract award*).

**At page 28, Annex A – Statement of Work:**

**DELETE:**

**3. Scope of Work**

The Contractor must deliver part-time group language training **to up to 10 groups per session consisting of up to eight (8) groups of French training and up to two (2) groups of English training**. Each part-time group training must consist of two (2) ninety (90) minutes classes per week.

**INSERT:**

**3. Scope of Work**

The Contractor must deliver part-time group language training to up to 10 groups per session consisting of up to eight (8) groups of French training and up to two (2) groups of English training. **Each part-time group will consist of up to a maximum of 8 learners**. Each part-time group training must consist of two (2) ninety (90) minutes classes per week.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**