



**RETURN BID TO/ RETOURNER LES
SOUMISSIONS À :**

Canada Border Service Agency
Cheque Distribution and Bids Receiving Area
410 Laurier Avenue West, 10th floor
Ottawa, ON K1A 0L8

**Bid Receiving Unit is open from Monday to
Friday inclusively, between the hours of 08:30
and 11:30, excluding Statutory Holidays.**

Agence des services frontaliers du Canada
Secteur de distributions des chèques et
de réception des soumissions
410 avenue Laurier ouest, 10^{ème} étage
Ottawa, ON K1A 0L8

**La Réception des soumissions est ouverte
du lundi au vendredi inclusivement, entre les
heures de 8h30 à 11h30, à l'exclusion des
jours fériés.**

**Request for Proposal
Demande de proposition**

**Proposal to: Canada Border Services Agency
(CBSA)**

We hereby offer to sell to Her Majesty the Queen 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 therefor.

**Proposition à: l'Agence des services frontaliers
du Canada (ASFC)**

Nous offrons par la présente de vendre à Sa
Majesté la Reine 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 :

Issuing Office – Bureau de distribution

Canada Border Service Agency – Agence des services
frontaliers du Canada
410 Laurier Avenue West – 410 avenue Laurier ouest
10th Floor – 10^{ème} étage
Ottawa ON
K1A 0L8

Title — Sujet:	
Language Training	
Solicitation No. — N° de l'invitation 1000270472	Date: 22 December 2008

Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At / à: 11:00 a.m. (hours/heures)	☐ EST(Eastern Standard Time) / HNE (heure normale de l'Est)
On / le : 2009-01-07 (yyyy-mm-dd) / (aaaa-mm-jj)	☒ EDT(Eastern Daylight Saving Time) / HAE (heure avancée de l'Est)

F.O.B. — F.A.B.	
Plant-Usine: ☐ Destination: X Other — Autre: ☐	
Address Enquiries to — Adresser toutes questions à: Dave Green email: Dave.Green2@cbsa-asfc.gc.ca	
Telephone No. — No de téléphone: 613-941-7080	FAX No. — No de télécopieur : 613-948-9309
Destination - of Goods and or Services: Destination – des biens et ou services :	
Canada Border Services Agency (CBSA) — Agence des services frontaliers du Canada (ASFC)	

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. — No de téléphone:	FAX No. — No de télécopieur :

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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this Request for Proposal and any resultant Contract.

2. Requirement

The Canada Border Services Agency (CBSA) has a requirement to engage the services of a qualified language-training instructor to deliver French language training services on a full-time basis to allow the candidate, to attain his levels of French language in accordance with Federal Government Standards for official languages:

- Level C (Oral)
- Level C (Writing)
- Level B (Reading)

in accordance with the Statement of Work, attached hereto as Appendix "A" and forming part of this Request for Proposal and any resultant Contract.

PART 2 - BIDDER INSTRUCTIONS

1. Revision of Departmental Name

As this bid solicitation is issued by Canada Border Services Agency (CBSA), any reference to Public Works and Government Services Canada or its Minister contained in any term, condition or clause of this document shall be interpreted as a reference to CBSA or its President.

2. 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 Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

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 (2007-11-30) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1 SACC Manual Clauses

The following clause(s) set out in full in the SACC Manual, are incorporated by reference into and form part of the bid solicitation.

SACC Reference	Description	Date
A3005T	Status and Availability of Resources	2007-05-25
A3010T	Education and Experience	2007-11-30
A3015T	Certifications	2007-11-30

3. Submission of Bids

Bids must be submitted only to Canada Border Services Agency (CBSA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

The bidder must make certain that its name, return address, RFP number and the closing date of the RFP appear clearly on the package containing the bid. Bids submitted to this RFP will not be returned.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **two (2)** 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one original and one (1) copy)

Section II: Financial Bid (one original)

Section III: Certifications and Page 1 of the RFP duly signed (one original and one (1) copy)

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;
- (c) include the certifications as a separate section of the bid.

CBSA encourages the use of recycled paper and two-sided printing. Reduction in the size of documents will contribute to CBSA's sustainable development initiatives and reduce waste.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and carry out the Work described in Appendix "A", Statement of Work and how the Bidder meets the Evaluation Criteria stated in Appendix "B".

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix "C", the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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. However, CBSA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate the bid.
- (c) Canada will evaluate only the documentation provided with a bidder's proposal. Canada will not evaluate information such as references to Websites or addresses where additional information can be found.

1.1 Technical Evaluation Criteria - See Appendix "B" attached.

1.2 Financial Evaluation – See Appendix "C", Proposed Basis of Payment, attached.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical 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

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

Bidders must submit the certifications as provided below. The certifications listed below should be submitted with the bid but may be completed and submitted afterwards. If any of these required certifications is not completed or submitted as requested, 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.

1.1 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, 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.

1.2 Education and Experience

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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Revision of Departmental Name

As this bid solicitation is issued by Canada Border Services Agency (CBSA), any reference to Public Works and Government Services Canada or its Minister contained in any term, condition or clause of this document shall be interpreted as a reference to CBSA or its President.

2. Security Requirement

There is no security requirement associated with the Contract.

3. Statement of Work

For the provision of a qualified language-training instructor to deliver French language training services in accordance with the Statement of Work, attached hereto as Appendix "A" and forming part of this contract.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:
<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

4.1 General Conditions

2010C (2008-05-12) General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

5. Period of Contract

The services will be provided for the period from award of Contract to March 31, 2009, not to exceed 400 hours.

6. Authorities

6.1 Contracting Authority

The Contracting Authority, as indicated on Page One (1), 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.

6.2 Project Authority

The Project Authority for the Contract is: (to be provided at contract award)

Name:

Title:

Address:

Telephone Number:

Fax Number:

E-Mail Address: @cbsa-asfc.gc.ca

The Project Authority 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 Project Authority, however the Project 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.

6.3 Contractor's Representative (to be provided at contract award)

Name:

Telephone Number:

Fax Number:

E-Mail Address:

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the attached "Appendix "C" Basis of Payment" for Work performed pursuant to the Contract.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under this Contract shall not exceed \$_____, Goods and Services Tax or Harmonized Sales Tax extra, as applicable.
2. 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 specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:
 - (a) it is 75 percent committed, or
 - (b) four (4) months prior to the Contract expiry date, or
 - (c) if the Contractor considers that the funds provided are inadequate for the completion of the Work,whichever comes first.
3. In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

7.3 SACC Manual Clauses

The following clauses are incorporated by reference into and form part of this Contract:

<u>SACC Reference</u>	<u>Description</u>	<u>Date</u>
C6000C	Limitation of Price	2007-05-25
H1001C	Multiple Payments	2007-11-30
A9116C	T1204 - Information Reporting by Contractor	2007-11-30
A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0711C	Time Verification	2007-11-30
D5328C	Inspection and Acceptance	2007-11-30

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 10 of 2010C (2008-05-12) General Conditions - Services (Medium Complexity)

9. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid

is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

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 including Appendices;
- (b) 2010C dated 2008-05-12 General Conditions – Services (Medium Complexity);
- (c) the Contractor's bid dated _____.

12. Handling of Personal Information

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract. All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

13. Contractor Identification Protocol

The Contractor shall be responsible for ensuring that each of its employees, officers, directors, agents, and subcontractors ("Contractor Representative") complies with the following self-identification requirements:

- (a) A Contractor Representative who attends a Government of Canada meeting whether internal or external shall identify themselves as being a representative of the Contractor prior to the commencement of the meeting to ensure that each meeting participant is aware of the fact that the individual is not a government employee;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative shall be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual shall clearly identify themselves as a non-

government employee in all electronic mail in the signature block as well as under "Properties". This identification protocol shall also be used in all other correspondence, communication and documentation.

14. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this contract and the said premises become non accessible due to evacuation or closure of government offices, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

STATEMENT OF WORK

FRENCH LANGUAGE TRAINING SERVICES

A1 BACKGROUND

1.1 BACKGROUND

In order to fulfill its obligations set out in the Official Languages Act, the Canada Border Services Agency (CBSA) is requesting the services of a private sector business to provide language training services in French to an employee.

CBSA seeks to provide a range of courses adapted to needs and circumstances.

For the purpose of this Request for Proposal, the CBSA needs to use the services of a private sector business for the French Language training of one employee of CBSA on a full-time basis.

A2 DESCRIPTION OF SERVICES REQUIRED

2.1 REQUIREMENT

a) The Contractor will provide the services of a qualified language-training instructor to deliver French language training services on a full-time basis to allow the candidate, to obtain his levels of French language in accordance with Federal Government Standards for official languages:

- Level C (Test of Oral Proficiency Test)
- Level C (Reading)
- Level B (Writing)

(A description of the above levels can be found on the PSC website: <http://www.psc-cfp.gc.ca>)

b) Training is to be provided on a full-time basis in a private environment.

c) Training should be provided in a French-Canadian format.

2.2 LOCATION OF TRAINING

a) Training will be provided in a Contractor's facility in the National Capital Region, Ontario.

b) The Contractor must provide student access to communication devices such as telephone and/or Internet.

- c) The Contractor must identify an individual (name, telephone and fax or e-mail) who will be the prime contact for all interactions with the Project Authority and who will manage the services provided.

2.3 DURATION OF TRAINING

Services will be required for a period of approximately 400 hours. Training will be conducted on a full-time basis, except during designated holidays. The employee will be available to start his training as soon as possible.

2.4 HOURS OF SERVICES

The Contractor shall provide training 5 days a week (Monday to Friday) between the hours of 7:30 a.m. and 5:00 p.m., to a maximum of 6.5 hours training per day. The Contractor shall allow the students two (2) 15-minute rest periods and one (1) 60-minute lunch period. Offeror shall provide students with one (1) 15-minute rest period for every 3.5 hours of training, and one (1) 60-minute period for lunch for days consisting of more than four (4) hours. The rest and lunch periods are outside of the student training time.

2.5 TEACHING METHODS AND MATERIALS

- a) The Contractor must use teaching methods adapted to federal employees and based on PSC levels, which will develop student's comprehension, oral and written capabilities.
- b) The Contractor must supply, at no additional cost, all required training materials, training aids, text and workbooks.
- c) At the beginning of the first class, the Contractor will provide the student with an outline that describes the course objectives.
- d) The Contractor will provide the student with material that allows the student to practice what has been learned in class. All materials provided must respect copyright legislation.

2.6 TESTING

The Contractor will administer diagnostic and progress tests as requested by the Project Authority.

2.7 REPORTING

- a) Attendance Reports: The Contractor will record course attendance and submit attendance reports to the Project Authority at the end of each month.
- b) Progress Reports: A progress reporting listing the individual's strengths and areas needing improvement shall be provided to the Project Authority on a quarterly basis.
- c) Course Evaluation: At the completion of training, the Contractor shall submit to the Project Authority a course evaluation, which has been completed by the student.

2.8 COURSE AND SESSION CANCELLATION

CBSA may withdraw the student from the course by providing a verbal notice to the Contractor, and such verbal notice shall be confirmed in writing within five (5) working days from the date of verbal notice.

The CBSA reserves the right to cancel or postpone any training session provided that it does so in writing at least twenty-four (24) hours prior to the scheduled date of the course or training session. The CBSA will not incur any penalty as a result of any cancellation or postponement.

2.9 SERVICE PERFORMANCE AND STANDARDS

The Contractor must monitor its instructors to ensure satisfactory performance and that progress of services is maintained to the satisfaction of the Project Authority.

CBSA can request the Contractor to replace an instructor whose services are considered unsatisfactory. The Contractor shall have five (5) working days to provide a suitable replacement with similar qualifications and experience. In the event the Contractor is unable to provide a suitable replacement, CBSA will terminate the training at no cost to CBSA..

APPENDIX B: EVALUATION CRITERIA

B1. MANDATORY REQUIREMENTS

The Mandatory Requirements listed below will be evaluated on a simple pass/fail (i.e. compliant/non-compliant) basis. Proposals that fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Proposals MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. All experience must be party demonstrated in years-months of experience and documented in the proposal.

	Description	Proposal Page #
1	BIDDER EXPERIENCE - The Bidder MUST have a minimum of one (1) year of experience, within four (4) years of the closing date of the RFP, providing French Language Training to adults in an individual or group setting. - The Bidder MUST be in the business of providing full-time training for a minimum of twelve (12) consecutive months prior to the closing date of this RFP.	
2	METHODOLOGY - The Bidder MUST include in the description of the proposed method of instruction and testing, their knowledge, use and level of experience in, the various Canada School of Public Service approved methods. - The Bidder MUST provide us a list of training materials and equipment proposed for the training for us to evaluate.	
3	FACILITIES - The facilities must be located in the National Regional Capital, Ontario. - The Bidder MUST provide the names and contact information of a manager, a pedagogical officer and a secretariat, or equivalents, in order to be contacted by CBSA during normal business hours, as detailed in Appendix 'A'. - The Bidder MUST certify they have proper accommodations, i.e. a classroom setting within a school in which to provide language training.	
4	PRINCIPLE INSTRUCTOR The Bidder MUST provide a résumé for the proposed principle instructor (maximum of three (3) pages). The résumé must demonstrate that the principle instructor possesses the following qualifications:	

	- The proposed instructor MUST have a Bachelor of Education degree or other similar level of education related to the capability to train other individuals. - The proposed instructor MUST have a minimum of six (6) months experience providing full-time training to adult professionals in an individual setting.	
5	BACK-UP INSTRUCTOR The Bidder MUST provide a résumé for a proposed back-up instructor to replace the principle instructor in the event of absence (maximum of three (3) pages). The résumé MUST demonstrate that the back-up instructor possesses the following qualifications: - The proposed back-up instructor MUST have a Bachelor of Education degree or other similar level of education related to the capability to train other individuals. - The proposed back-up instructor MUST have a minimum of six (6) months experience providing full-time training to adult professionals in an individual setting.	
6	STUDENT REFERENCES The Bidder MUST provide a minimum of two (2) student references for each instructor, to support their experience in the provision of training as outlined above by including the following information: - Name and phone number of student who completed the training - Description of services provided to that student - Dates that the training was provided - CBSA reserves the right to make an interview with the student on the references if necessary.	

B2. CONTRACTOR SELECTION METHODOLOGY

Lowest Firm Price of Responsive (Valid/Compliant) Proposals:

The successful Bidder (to be recommended for contract award) will be selected on the basis of the compliant (responsive) proposal that offers the lowest firm price to perform the work.

APPENDIX "C" - PROPOSED BASIS OF PAYMENT

1.0 BASIS OF PAYMENT – FIRM HOURLY RATE:

The Contractor will be paid a firm all-inclusive hourly rate, GST/HST extra, for Language Training services performed pursuant to this Contract, as follows:

Language Training

Firm hourly Rate

_____ \$ _____

Estimated Number of Hours: 400 Hours

Total Estimated Cost: \$ _____, GST/HST extra