

The following questions were received as part of a bidding process for the Request for Proposal “L'engagement des apprenants et des intervenants en français langue seconde.” Questions have been answered in the language they were received. Please note that these questions and responses have not been copy-edited.

Les questions suivantes ont été reçues dans le cadre du processus d'appel d'Offres pour « L'engagement des apprenants et des intervenants en français langue seconde ». Les questions ont été répondues dans la langue qu'elles ont été reçues. Veuillez noter que ces questions et réponses n'ont pas été révisées.

1. RFP Section 1.3 indicates that the last day for proponent questions is February 16, while 1.4 indicates that it is February 28, the submission deadline. Please confirm the last day for questions.

Response:

The last day for submitting questions to CMEC is [February 16, 2017](#) and the last day for the submission of a project proposal is [February 28, 2017](#).

2. Have any specific filming locations been determined? How many filming locations are anticipated?

Response:

No filming locations have been pre-determined nor the number of filming locations set. The author of the project proposal should suggest both the filming locations and the number of filming locations keeping in mind that it is a pan Canadian project and that the deliverables should reflect the different contexts and realities in education across Canada while being cost effective. As indicated on page 15 of the call for proposal, the video series must reflect the Canadian perspective.

3. RFP Section 2.6.1: "CCMEC anticipates that the successful Proponent may be required to travel occasionally, as required, to provincial/territorial jurisdictions within Canada. An estimate for travel and lodging expenses should be included in the price proposal."

Please clarify the scope of travel to be included in the proposed budget.

Response:

During the duration of the project, there will be some face-to-face meetings in Toronto with the project coordinator at CMEC and the group responsible for the project; for example the kick-off meeting.

Additionally, depending on the filming locations suggested in the proposal, the proponent may be travelling to these locations.

4. Pg 37 in the form of agreement includes an optional paragraph which indicates that travel, accommodation, and meal expenses will be covered separately according to the CMEC Secretariat guidelines. Will this paragraph will be included in the contract? If so, please share the guidelines which will govern the coverage of travel expenses.

Response:

Travel, accommodation and meal expenses of the successful organization will not be covered separately and should be included in the price proposal.

5. How is teacher release time being handled for this project?

Response:

Although the filming and work of the expert team of educators will not always involve teachers currently teaching in classrooms, it may be the case for some participants in this project. Therefore the estimated cost for release time should be included on a budget line as part of the project proposal.

6. Please clarify the project requirement in RFP Section 4.2 (c). Is this intended to be a video host and additional team member?

Response:

This person/educator/lead advisor's role is key to the success of the project. His/her role is aimed at guiding the expert team, the participants being filmed and the resources being produced from the beginning to the end of the project. That lead person in the videos will also provide a coherent thread throughout the series from capsule to capsule; so yes, this person could be a video host for the filming.

7. Is there an appetite to explore alternate means of filming outside of the traditional classroom setting for this project?

Response:

This project is intended to be innovative and creative while cost effective. An alternate means to filming can be suggested in the proposal. This alternate means should be described clearly and must preserve the characteristics and nature of FSL teaching and learning in the 21<sup>st</sup> century.

8. In section 4.2 (b) - Please clarify the number of experts and consultants required for this project.

Response:

The number of experts and consultants is to be determined by the proponent depending on the level of expertise and availability of experts. For the pedagogical/educational aspect of the project, a team of two to three educators/experts/advisors might be a starting point. As for the participants involved for the filming, it will depend on the proposed plan which is to be determined by the proponent keeping in mind the need to reflect the Canadian perspective.

9. Have any consultants been identified by CMEC?

Response:

CMEC has not identified any consultants and experts. It is hoped that the proponents' experience in educational projects will enable them to identify experts. However, CMEC will be pleased to offer some suggestions to the selected proponent upon request.

10. Is there a requirement for consultants to meet with the project team in person

Response:

Assuming that by project team you are referring to is the «Project Coordinating Group and CMEC» as stated in 3.1 of the Call for Proposal, the participation of consultants to such meetings may not be required. However, the project lead team established by the selected proponent may be asked to provide updates on the project based on the milestones established in the plan. Such meetings may be via teleconference or face to face depending on the needs.

11. Please clarify the requirement in Appendix A, A.2 (d) Section 3 (ii) (pg 31) for a curriculum vitae. Is this intended to be a single CV for the proponent organization, or CV's of the team members listed in Section 4?

Response:

The purpose of providing CVs is to enable the evaluation team to determine the level of expertise and experience of the lead team members working on the project both from a technological point of view and an educational point of view.

Recognizing that it might be challenging for the proponent to establish a full team of experts before the submission of the proposal to CMEC, the inclusion of CVs from the lead team members as well as a CV from the organization will be useful.