

Request For Quotation for MCC

English Language Instructor

PR8571604 August 2019.

American Embassy Cotonou is looking for an English Language Instructor for MCC. in the US Embassy Cotonou Benin.

1.Tasks to be performed:

The Contractor shall provide English language instruction to MCC staff and shall provide lessons in an office or classroom setting based on customized curricula, whose goal is to give the student(s) the language skills they need to better accomplish their daily work-related tasks. English instruction will focus mostly on conversational and job-related English. The Contractor shall develop an instructional plan that includes the development of speaking, listening, and reading skills to permit comprehension and interpretation of work documents and the ability to engage in job-related conversation. The Contractor shall prepare, in collaboration with the student(s) clearly defined and differentiated curricula that focuses on the specific needs of the learner(s). There will be two, two-hour sessions on a weekly basis for a total of four hours of instruction per week. The schedule of the sessions will be determined between the parties at least one week prior. All instructions shall be based on language proficiency, communication, and academic principles as stipulated by learning language as second language.

The student(s) shall be measured on their language proficiency levels in accordance with the English as a Second Language Standard.

2. Requirements

The English language teacher or instructor must meet the target English language literacy and fluency requirements. His or her language competence must be approved by a USG direct-hired Officer.

The instructor does not need to possess a teaching license but must have received at least a Bachelor's degree from an accredited college or university and demonstrated his/her competence to communicate in English, including teaching in a recognized institution or to non-English speakers in a formal setting.

The instructor must possess English fluency. English language fluency is defined as having oral proficiency in English that consists of comprehension and production. English language production is defined as accurate and efficient oral communication using appropriate pronunciation, intonation, grammar, and vocabulary in an interactive professional context.

This is a commercial items contract. Contractor performing on USG property is not, repeat is not USG Employee. The Contractor is not working under the Government supervision. The Contractor is providing the same service to other entities in Benin. The unit of measure under this contract is "session hour". There is no Employer-Employee relationship between USG and the Contractor.

3. Period of Performance

Classes shall be given at the Millennium Challenge Account - Benin offices or at the American Embassy as appropriate. The total session per week is two. The duration of each session shall not exceed two hours. The total number of sessions per month will be eight (8). The period of performance of this contract is twelve (12) months with two one-year option periods to renew if funding is available and the need exists. Specific starting date will be provided in notice to proceed. In other words, **the duration is one base year and one option year.**

4. Contractor Furnished Property

4.1 The Contractor shall provide all primary instructional materials except for those provided by the Government, which includes but not limited to texts, class exercises, handouts and tests.

4.2 The Contractor shall provide all necessary site support materials not furnished by the Government.

4.3 The Contractor shall provide qualified instructor(s), who are well versed in all topics to be covered, capable of answering in-depth questions on each topic, will provide the required training in a classroom setting, based on the schedule of training modules or lessons and the objectives and goals for that training.

4.4 The Contractor shall provide updates to MCC supervisor(s) who will oversee the performance of work under the contract, and who will perform quality assurance in meeting the objectives and goals for that training.

4.5 The Contractor shall provide other required classroom materials such as newspapers, magazines, or photocopied materials, written in the designated language for use by students in exercises or testing.

5. Specific Tasks

The Contractor shall provide instructional Foreign Language Training services at the hourly rate agreed to by the parties. The objective of each training module or lesson is to prepare the student(s) as efficiently and effectively as possible to accomplish the goals of the training.

The student, at the completion of training, shall be able to perform at the required level of proficiency.

When engaged in social conversation, the student will be able to communicate with English speaking public, carrying on an appropriately worded and pronounced dialogue in the correct dialect and grammar. When tested, the student shall be able to answer correctly at least 90% of the selected vocabulary questions when used in conversational exchange.

After reading communications, messages, or letters written in English, the student will be able to comprehend, translate, and correctly summarize the purpose and content of the written communication that was provided. The student must be able to translate the requested information or pre-planned reply, and prepare a written response to the selected communication. After completing the training, the student(s) shall correctly recognize, comprehend, and summarize the written communication, and to translate the correct response to the written communication at least 85% of the time.

5.1. STUDENT TESTING

The Contractor shall administer tests on knowledge and proficiency as a required element of evaluating the student's progress in the training module or lesson. The Contractor shall provide these tests periodically to:

- determine the student's progress in training;
- identify areas of weakness where supplemental training may be needed; and,
- Quantify the student's then-current level of knowledge and proficiency.

Initial testing will be used to establish a baseline for measurement of knowledge and proficiency obtained, and may be used in a predictive manner to facilitate personal training planning.

The Contractor shall use oral or written tests that are approved by the post Training Officer.

5.2. STUDENT PROGRESS DOCUMENTATION AND TRAINING RECOMMENDATIONS

The Contractor's instructor(s) shall be responsible for documenting student's progress in training, and for preparing a training recommendation for each student. The student's progress will be reported to the student and the COR monthly. The instructor will document the student's progress as measured performance under each lesson module. The Contractor shall document student's accomplishments (student portfolio) and must provide evidence of how he or she measures learning (lessons must be prepared and attached). The Contractor shall prepare training recommendations that state specific plans for remedial, or supplementary use of supportive training materials, or use of tutoring and personalized training techniques.

5.3. STUDENT COUNSELING

The Contractor's instructor(s) shall be responsible for counseling each student in the student's performance, and for preparing and discussing with the student any corrective actions which may assist the student in the improvement of their performance. A portfolio (a folder) showing the student's progress must be handled to the COR on the monthly basis, and the instructor shall document the training recommendations made to direct the student's progress. The counseling sessions should result in specific tasking for remedial, or supplementary use of supportive training materials, or use of tutoring and personalized training techniques, as needed.

6. PRICE AND PAYMENT

The prices are stated in _____ currency (Offeror to identify currency).

All local offerors shall offer in XOF, CFA Francs.

6.1 PRICE

Base Year:

Item	Description	Unit	Estimated quantity	Unit Price	Extended Price
01	English language teaching service	Session	104		

Option Year one:

Item	Description	Unit	Estimated quantity	Unit Price	Extended Price
01	English language teaching service	Session	104		

Option Year two:

Item	Description	Unit	Estimated quantity	Unit Price	Extended Price
01	English language teaching service	Session	104		

Grand Total of Base and Option Years

Base Year Total	
Option Year One Total	
Option Year Two Total	
Grand Total of Base and two Option Years	

6.2 PAYMENT

The Contractor shall not submit an invoice for payment until all requirements identified in this contract have been completed and delivery to the COR is complete. The COR shall calculate the number of sessions which the contractor shall include in its invoice.

The Contractor shall submit an invoice for payment in the proper amount in XOF to the following address:

Financial Management Office

American Embassy Cotonou

Boulevard de la Marina

CotonouDBO@state.gov

01 BP 2012 RP

Definitions:

"COR" means Contracting Officer's Representative; see FAR 52.212-4 Contract Terms and Conditions – Commercial Items, in Section 2.

"Government" means the United States Government unless otherwise stated.

Your bid must be good for 15 days and must be submitted on or before September 10, 2019 before COB: 17:30 to the following address: COTONOUGSOBIDS@STATE.GOV.

Also send any related question to the above email address.

Payment is net 30 days after receipt for all sessions provided during the previous month.