

Attachment

Question #1: On page 8 the first level is indicated as Elementary A2. As I know, A2 is called Pre-Intermediate.

Answer: We describe the levels of language based on international standards. The Common European Framework of Reference for Languages (CEFR) designated A2 as Elementary. Some sources combine Elementary and Pre-Intermediate in A2 level. In Scope of work we gave a description of the requirements for each level. The A2 description is consistent with the CEFR.

Question #2: Is there any special terminology that we should use in the lessons and will you provide it to us?

Answer: We can provide some terminology that our students can use in carrying out their duties. In general, we do not focus on specific terminology, we need the level focused on increasing the level of knowledge of the English language in general.

Question #3: What would be the lessons schedule?

Answer: We cannot currently say what day and what time classes will be held. The schedule will be made later, after determining the number of students and their work schedule. Considering that everyone has their own job responsibilities, not all students can attend classes regularly. However, if a group class was scheduled but only 1 student showed up then the lessons should be held and will be paid accordingly.

Question #4: How will you check the student level after completion of the level? Do you have your own tests to determine their level of knowledge?

Answer: We do not have tests to determine the level of students. The Contractor should have their own tests to determine the level of knowledge of students. Page 10 describes Student testing process.

Question #5: How many people will study?

Answer: We would plan to have three groups of maximum 8 people each. Each group has a one-hour lesson, twice a week. The final quantity of students in the group will depend on the number of employees wishing to increase their English language. The number of students in groups may vary throughout the year. A list of attending students will be provided at the beginning of each month to the teacher by the HR Specialist.

Question #6: When does it become known the availability of funds for the next fiscal year?

Answer: This will be an IDIQ contract. It means indefinite delivery/indefinite quantity. We do not guarantee classes for 104 hours per year for each group. The minimum and maximum amounts for this contract are reflected on page 14. The minimum of the contract is \$100, the maximum is \$64,000. Period of performance is indicated on page 7.

You will receive a delivery order before the start of each month of study. This order confirms the availability of funds for the specified training period.

Question #7: Could you recommend the company for purchasing of DBA insurance?

Answer: In the RFQ on page 28 you can find a link for approved providers of DBA insurance. Please see the DOL web site where you can purchase it.

You must purchase this insurance for your employees.

The price ranges from \$3,500 to \$5,000. Please include it in your proposal on a separate line.

Please note that you will have to purchase DBA insurance only if the Contract is awarded to you.

Also, you can find information about insurance providers in a search engine or ask brokers.

Please, be informed, local insurance companies do not provide DBA insurance.

Question #8: What kind of financial information should be provided with the offer?

Answer: You can provide supporting general information about your account from the bank. With the list of clients for the last three years, you can provide the general information about amount of contracts. Indicate if you had experience working with other international organizations.

Question #9: When you are planning to sign a contract with the winner of the tender?

Answer: We hope to sign it before the end of this year.

Question #10: I have a unique situation. I worked with you as a contractor when I was an employee of another company. Now I have opened my own company and have no experience of 3 years working in a new company. What is the best way to provide a list of clients for the past 3 years and to prove experience in this business?

Answer: You can provide information on how long you have been working as a teacher of English language. If available, provide supporting documents about it.