

LANGUAGE INSTRUCTIONS SERVICES

Background:

The Embassy of the United States in Quito, Ecuador has a requirement for language instruction services for Spanish and English for Embassy employees and American family members. The Embassy is interested in contracting a company that will provide language training services, to include the following:

- a. The selected provider will perform all teaching activities in accordance with current Mission policies governing language instruction.
- b. The provider will provide a written proposal indicating objectives, prices, and academic program for each level.
- c. The provider will teach groups or individuals of people classified under three levels: Basic, Intermediate, and Advanced, for Spanish classes and Basic and Intermediate for English.
- d. Each level will last for three months, until students are no longer attending or until class sizes are considered too small to justify funding, whichever occurs first in each instance.
- e. The classes will be held during weekdays, Monday through Friday. The classes will be held between 08:00 am and 04:00 pm, except for official Ecuadorean or U.S. federal holidays. During summer hours the schedule will be Monday through Thursday from 8:00 am to 4:30 and Fridays until 1:00pm. The class schedule and the number of sessions will be determined according to the number of students and number of classes.
- f. In case of a holiday, the teacher and the students shall set up a time to make up for the lost class. The provider is obligated to make up classes from which the teacher is absent. However, if a class is cancelled due to the absence of the students, the provider will not be required to replace or make up the class missed.
- g. Each class group will be made of no more than five (5) students and no fewer than two (2). Individual classes will be given for advanced levels only or if there are not enough people for group classes for the same level.
- h. The provider will keep a roster of class attendance, a copy of which will be turned over to the Embassy's office of Human Resources at the end of each month. Students on official travel, illness or on leave will be excused from attending.
- i. The provider will be subject to reviews and assessment by the Post Language Officer. Reviews will specifically include the content of the course, the applicability of the lessons to student needs, and the effectiveness of teaching methods. If the teaching is not considered satisfactory, the U.S. Embassy may consider terminating the services without prior notice.
- j. The provider will perform a placement test to determine the students' level.
- k. The provider will periodically give quizzes to determine the students' progress and will give a test at the end of each course to determine if the students are prepared for the next level. The results of the tests will be forwarded to the office of Human Resources.

1. The provider will be responsible for transportation, parking fees or other expenses, which the teacher(s) may incur in the performance of this contract.

General Requirements:

Only legally established institutions or language schools will be considered as potential providers. They must submit a copy of the Ministry of Education certificate.

The Embassy can accept offers for the Spanish classes program only, or English program only, or for both. Please prepare each offer separately.

Past Performance Experience:

Any prospective company must have a history of successful past performance in language training services.

Anticipated Schedule:

The solicitation for the aforementioned services will be issued in April of 2011.

Please contact Jose Balseca, telephone 2398-5284, email balsecajj@state.gov , or Ramon Best, telephone 2398-5106, email bestre@state.gov if you are interested in receiving a copy of the solicitation when published.