

LANGUAGE INSTRUCTION SERVICES

Background:

The Embassy of the United States in Quito, Ecuador has a requirement for language instruction services for Spanish and English to Embassy employees and to family members of U.S. direct-hire personnel. All agencies at post may use this service for their employees subject to agency funding and approval by the Agency Head.

It is anticipated that only one contract will be awarded for the instruction of both languages (Spanish and English).

The Embassy is interested in contracting a company that will provide language instruction services including 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 quotation indicating objectives, prices, and the academic program for each level.
- c. The provider will teach groups or individuals of people classified under three levels: Basic, Intermediate and Advanced.
- d. Each level will last for 60 hours, 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 weekdays Monday through Friday. From 08:00 am through 04:00 pm, in accordance with the Mission internal policy, except on 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 in accordance with the number of students and number of classes.
- f. The provider will present a monthly roster with actual hours taught, signed both by the instructor and the student, according to the policy "hour signed, hour paid" which must be certified by both parties: Human Resources (HR) and the service provider representative.
- g. The Mission will set up group classes of at least two employees at the same language level according to time availability which will be designated by the Mission's Human Resources Office or the employee's supervisor.
- 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 (HRO) at the end of each month. Students on official travel, illness or on leave will be excused from attending classes with previous notification to HR.
- i. The provider will be subject to reviews and assessment by the Post Language Officer/ HRO. 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, a contract review will be conducted with corresponding remedies sought.

- 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.
- l. 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 their Ministry of Education certificate.

Past Performance Experience:

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

Duration of the contract:

The resultant contract will be a fixed price contract for one base period of twelve months and four one-year periods at the option of the US Government. Only one contract will be awarded for the instruction of both languages, Spanish and English.

Anticipated Schedule:

The solicitation for the aforementioned services will be issued in January of 2013.

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 package when published.