

**English Language Program Services
Solicitation No. S-EC300-15-Q-0021
Frequently Asked Questions (FAQs)**

1. Could you please provide the class schedule?

Classes should be given on Tuesday, Wednesday, and Thursday, from 08h00 to 15h00. Please refer to Subpart 3.0, page 8.

2. How long shall the class last?

Class should be given for 60 minutes (one hour).

3. Shall the teacher stay at the Consulate's facilities all day?

The instructor(s) shall be present only at the time classes are given. There is no need for a teacher to be at the Consulate's facilities at all times. The Contracting Officer's Representative (COR) will coordinate the schedule prior classes are given.

4. Can contractor take the evaluation test at their facilities?

Evaluation tests should be taken at the Consulate's facilities. The COR will coordinate with contractor dates and times to avoid big gaps to take the exams.

5. Do we give classes on holidays?

Classes are not given neither on local or U.S. holidays. Please refer to Section 2, clause 652.237-72 – Observance of legal holidays and administrative leave, page 29.

6. Could you please inform how payment is going to be done? Is it going to be done monthly, annually?

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. Payment will be processed within 30 days after invoice is presented and services are performed satisfactorily.