



## **U.S. Consulate General Hermosillo Spanish Language Training Service Statement of Work and Quote**

### **Introduction.**

The US Consulate General in Hermosillo requires professional Spanish Language training services to facilitate the achievement of professional fluency in Spanish, as well as general Spanish language communication (with a focus on Sonoran/Hermosillense regionalisms) for the American diplomatic community at Post.

The purpose of this scope of work (SOW) is to provide guidance to interested contractor/instructors on how to present their cost/time proposals and how to meet the US Government needs as well as define the requirements needed to provide this service.

### **Scope of Work**

The Contractor/instructor will provide Spanish language instruction to American Diplomats and their adult family members at basic, intermediate, and advanced levels. Instruction may cover grammar, specialized vocabulary, colloquialisms, and reading and listening comprehension. Forms of instruction may include conversation, moderated debates, assigned reading, and role plays.

The Contractor/instructor shall be responsible for devising appropriate curricula for different language levels and forms of instruction, and modifying said curricula as needed. The Contractor/instructor must be a native Spanish speaker with a minimum of one year of pedagogical experience. For level of English comprehension, the requirement is of at least a score of 650 in TOEIC PBT, and/or a score of 540 in TOEFL ITP/PBT. Experience in teaching Spanish to non-native speakers is encouraged but not required.

Working with the Post Language Officer, the Contractor/instructor will develop syllabi to cover three-month semesters over the course of one year, for small classes of various language levels. Each lesson shall be an hour in length; depending on the language levels offered, the contractor/instructor will spend 1-2 hours per week on classroom instruction. In addition, the contractor/instructor will provide one-on-one instruction to individual students on a weekly basis, for a maximum of 1-3 hours per week. Classroom instruction will always take place during Consulate working hours (8 am – 4:30 pm). Individual instruction may take place outside of working hours, depending on the contractor/instructor and students' availability.

### **Deliverables and Evaluation.**

The instructor will submit the curricula for the different levels of language instruction to the Post Language Instructor two weeks prior to the start of each semester. The Post Language Officer and the instructor will meet on a monthly basis to discuss progress and feedback for both classroom instruction and one-on-one sessions.

**Period of Performance.**

From three months up to One year. The number of semesters offered during the year may vary depending on the funding received.

**Payment Schedule.**

Contractor/instructor must submit an electronic invoice approved by the Government of Mexico's SHCP, on the first week of each month. The invoice must include only the number of hours worked over the previous month. Payment will be done via electronic funds transfer in Mexican Pesos.

**Quote submittal.**

Quote must be provided by filling up the format below. Prices must be stated on an hourly basis in Mexican Pesos including Value Added Tax (IVA) and all relevant taxes. Quote must be delivered via email to [hermogso@state.gov](mailto:hermogso@state.gov), no later than 4:00 pm on Friday June 20<sup>th</sup>, 2014. Please attach to the email Contractor/instructor's resume, and proof of language and pedagogical experience requirements.

Company/Contactor Name: \_\_\_\_\_

Hourly Rate (MXP): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_