

ADVERTISEMENT FOR LANGUAGE TRAINING SERVICES

The Consulate has a requirement for five hundred (500) one-hour sessions to be given at a firm fixed price per session. Sessions shall be one hour in length and shall be scheduled between Monday and Friday 8 AM and 5 PM. No more than one (1) student will be part of any class, unless mutually agreed upon by Contractor and the Government. **Proposals will be due by 9 AM on July 30, 2012.**

Background/Scope

The Contractor shall provide foreign language instruction to adult students that focuses on the *professional needs of new Consular officers as they interact with the Mandarin Chinese* speaking public. The Contractor shall develop the instruction to include the development of speaking, listening, and reading skills to adequately carry out *the interview job elements of Consular officers of the United States of America*. All instruction shall also include job relevant language terminology and usage of the designated field of interest. A book written for this purpose will be provided for use by the instructor in addition to other relevant materials that may be deemed necessary and agreed to by the contractor and the instructor.

Contractor Requirements

The Contractor shall provide qualified instructor(s), who are well versed in all topics to be covered, capable of answering in-depth questions on each topic, will provide the required training in a classroom setting, based on the schedule of training modules or lessons and the objectives and goals for that training.

The Contractor shall provide instructor supervisor(s) who will supervise the performance of work under the contract, and who will perform quality assurance in meeting the objectives and goals for that training. In cases where the Contractor is an individually owned and operated entity, the instructor may serve as both instructor and instructor supervisor.

Instructors and any instructor supervisor(s) must apply for approval from the Consulate Diplomatic Security office at least two (2) weeks prior to starting work on site. Only instructors and supervisor(s) that gain approval from the Diplomatic Security office of the Consulate may receive a badge and come onto Consulate property. Failure to provide an instructor that can gain approval from Diplomatic Security may result in cancellation of this contract.

The Contractor shall provide other required classroom materials such as newspapers, magazines, dictionaries, or photocopied materials, written in the designated language for use by students in exercises or testing and approved by the COR.

Objectives

The objectives of each training module or lesson are to prepare all students as efficiently and effectively as possible to accomplish the goals of the training.

Additional specifications on objectives, student testing, student progress documentation and training recommendations, and student counseling can be found in the official solicitation.

If a company or individual is interested in competing for this requirement, please provide a written request for a copy of the solicitation documents to the U.S. Consulate by sending an email to cumminske@state.gov.

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