

George C. Marshall Center, Garmisch-Partenkirchen, Germany has a requirement for experienced foreign language instructor with language proficiency equivalent to that of an educated native speaker for the following language: (1) French. A working knowledge of English is also required.

Contractor shall provide the necessary non-personal services to develop course materials, conduct classes, and provide other instructional work to develop and improve the language proficiency of students at the Partner Language Training Center Europe (PLTCE). PLTCE offers introductory, intermediate, advanced and specialized classroom instruction in ten languages and dialects for approximately 400 U.S., NATO/PfP military and civilian linguists each year. Each contract requires seven (7) 5-week blocks of services per year for a base year plus four one-year options. Each 5-week block of service is anticipated to require 35 hours of intensive French instruction a week, for as much as 7 contact hours a day. If fewer than 35 hours of instruction are required per week, the Contractor shall perform teaching services identified in the contract, such as curriculum maintenance/development work to update and improve the program. A draft fiscal year 2009 class schedule is provided in the solicitation for planning purposes. Services also include but are not limited to the following: other language services (curriculum development/teaching services/translation/interpretation) and travel (field trips/in-country exercises) within the five week blocks of instruction may be required.

This requirement is being procured using best value tradeoff procedures considering Language Skills (Target Language Proficiency and Working Knowledge of English), Formal Education, Experience, Past Performance and Price. Quoters shall meet the Language Skills requirement to be considered. Contractor shall have or must be able to obtain a valid German Work Permit/Working Visa – not Schengen (if applicable). Transportation to and from Garmisch-Partenkirchen, Germany, lodging and meals shall be the responsibility of the contractor. The Government anticipates extending one offer as a result of this Request for Quote for a Firm Fixed Price (FFP) contract for a base year of 01 October 2008 through 30 September 2009, with up to four additional option years of services.

All prospective contractors must be registered in Dun and Bradstreet (D&B) and the Central Contractor Registration (CCR) database prior to award of a contract. Foreign companies or individuals must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code at <http://www.ccr.gov/International.aspx>. Additionally, contractors currently registered in CCR must update their registration annually. To register or update your company's D&B and CCR record, go to: <http://www.ccr.gov/>.

The solicitation will be released on or about 12 May 2008 with an anticipated closing date of 30 May 2008. A copy of the solicitation will be available on FedBizOpps (<http://www.fedbizopps.gov>) and under Contractor Information - George C. Marshall Center (<http://www.marshallcenter.org>). Questions relating to the solicitation should be submitted via e-mail request to Melanie Hubbard at hubbardm@marshallcenter.org.