



Procurement and Contracting Services
257 Slater Street
Ottawa, Ontario K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No. 1	RFP Amendment Date: July 18 th , 2013
Office of the Chief Electoral Officer File No. ECST-RFP-13-0058	
Title: Strategic Planning, Creative Development and Multimedia Production Services	
Request for Proposal Closing Date: August 20 th , 2013	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 257 Slater Street Ottawa, Ontario K1A 0M6 proposal-proposition@elections.ca	
Attention: Stéphanie Thomas	Tel No. (613) 998-9589 Fax No. (613) 991-1926

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Strategic Planning, Creative Development and Multimedia Production Services bearing number ECST-RFP-13-0058 and dated July 9th, 2013 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following questions have been asked in response to the RFP and Elections Canada hereby answers as follows:

2.1 Question No. 1

Does the Statement of Work include the media negotiations and the media placement services?

Answer No. 1

No. Please see subsection 2.02.02 of the Statement of Work, which specifies that all media negotiations and buying services are to be conducted exclusively by the AOR and are therefore not included in this requirement.

Question No. 2

Can we see a copy of your “Electoral Reminder Program”?

Answer No. 2

No. The information related to the Electoral Reminder Program that we believe to be pertinent at this stage is included in Appendix B – Electoral Reminder Program Enhancement Initiative of the Annex A – Statement of Work.

Part 3. Amendments

3.1 Amendment to Section 3.2.3 of Part 3

The RFP is hereby amended by deleting Section 3.2.3 of Part 3 in its entirety and replacing it with the following:

3.2.3 The details of any client references requested under Part 7 – Technical Evaluation Criteria should be submitted with the proposal, but may be submitted afterwards. If any of the required information is not submitted as requested, in the event that Elections Canada decides to contact client references, the Contracting Authority will so inform the bidder and provide the bidder with a time frame within which to meet the requirement. If the bidder fails to comply with the request of the Contracting Authority and meet the requirement within that time period:

- (a) in the case of a client reference for mandatory technical evaluation criterion M2, the proposal will be deemed non-responsive;
- (b) in the case of a client reference for point-rated technical evaluation criteria R1, R3, R4, R5, R8.1, R8.2, R8.3 and/or R9, the bidder will receive zero points for the rated technical evaluation criteria linked to that client reference.

3.2 Amendment to Appendix B – Electoral Reminder Program, of Annex A- Statement of Work

Elections Canada noticed, after posting the RFP that Appendix B (English) to Annex A – Statement of Work still had sections highlighted by track changes. In order to rectify this, the English version of the RFP is hereby amended by deleting Appendix B – Electoral Reminder Program to Annex A – Statement of Work and replacing it with the revised Appendix B document attached herein (total of 7 pages). The French version does not require any rectification.

3.3 Amendment to Section 17.01.02 of Part 6 – Resulting Contract.

The RFP is hereby amended by deleting Section 17.01.02 of Part 6 – Resulting Contract in its entirety and replacing it with the following:

17.01.02 The date referred to in the notice sent pursuant to Subsection 17.01.01 shall be the date on which the reference to the Province of Ontario in the definition of Business Day is deleted and replaced with the Province of Quebec.