



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. 4	RFP Amendment Date: August 13 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 at 2:00PM EDT	
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 August 13th, 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. 19

What time on August 20, 2013 is our response to the RFP due?

Answer No. 19

Proposals are due on August 20th on or by 2:00PM

Question No. 20

In Part 2 of the RFP, 2.3 - Definition of bidder, a "bidder" is define as "a person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other Affiliates of the bidder, or its subcontractors."

In part 7, Technical evaluation criteria M1, it states: "the bidder must commit to entering into subcontracts with Aboriginal businesses..."

Can the bidder enter into a joint venture with an Aboriginal business or must it be a subcontract?

Answer No. 20

Yes. The bidder can enter into a joint venture with an Aboriginal business as long it provides, as part of its bid, the information required in Parts 7, 8 and 9 as per the amendment

contained herein.

Question No. 21

In PART 7 – TECHNICAL EVALUATION CRITERIA, page 17, it states that the bidder presents its project team for each of the four service areas (management services; strategic planning services, creative development services and production services).

It then breaks down the team in players, that we need to present individually, i.e. :

- Account Management (management services)
- Creative Development Management (creative development services)
- Production Management (production services)
- Back-up Personnel

It doesn't mention the strategic planner for the strategic planning services.

Can we present this player? If so, she will need to be present at the presentation session with the other members of the team, is that correct?

Answer No. 21

Elections Canada considers the management of strategic planning services as being part of the overall responsibilities of the account manager. The technical criterion R7 requires the bidder to present its project team for each of the four service areas. Technical criterion R8 then requires the bidder to present at least one of the resources in the Management Project Team (as defined in technical criteria R8) that meet the experience and capabilities indicated in technical criteria R8.1, R8.2 and R8.3. A bidder can identify as many resources as it wishes in the Management Project Team as part of the response of R7 – but only the management positions of account manager, creative development manager and production manager will be evaluated as part of technical criteria R8.

Furthermore, Section C of Part 7 specifies that Part 3 of the capabilities presentation is to be made by the resources proposed in response to criteria R8.1, R8.2 and R8.3. As such, it does not allow for other resources proposed for the Management Project Team to participate in the capabilities presentation.

Part 3 Amendments

3.1 AMENDMENT TO SECTION A OF PART 7- TECHNICAL EVALUATION CRITERIA

The RFP is hereby amended by deleting the text corresponding to mandatory criteria M1 in Section A of Part 7-Technical Evaluation Criteria in its entirety and replacing it with the following:

ID #	Mandatory Criteria	Submission Requirements	Scoring Methodology
M1	<p>Aboriginal Commitment</p> <p>Pursuant to Section 7 of Part 9 – Certificates, the bidder must commit to entering into subcontracts with Aboriginal businesses and/or incur labour costs in connection with Aboriginal persons performing any part of the Work under the Contract for an aggregate value of at least \$100,000 (GST/HST excluded) and/or if the proposal has been submitted by members of a joint venture where one member is an Aboriginal business, such Aboriginal business must incur labour costs in performing any part of the Work under the Contract for an aggregate value of at least \$100,000 (GST/HST excluded).</p>	<p>The bidder must demonstrate how it meets this requirement by providing the following information:</p> <ol style="list-style-type: none"> 1. describe which part of the Work will be performed by Aboriginal businesses under a subcontract or under a joint venture with the bidder and/or by Aboriginal persons employed by the bidder and the role and involvement of such Aboriginal businesses and/or Aboriginal persons; and 2. for each part of the work identified in #1, specify the name of each of the Aboriginal businesses or Aboriginal persons that the bidder is proposing to rely upon and describe the relationship between the bidder and each of them. 	MET / NOT MET

3.2 AMENDMENT TO PARAGRAPH 3.03c) OF PART 8 – FINANCIAL EVALUATION CRITERIA

The RFP is hereby amended by deleting Paragraph 3.03c) of Part 8-Financial Evaluation Criteria in its entirety and replacing it with the following:

3.03c) indicate whether any portion of the estimated costs to perform such task will result from subcontracts with Aboriginal businesses and/or labour costs in connection with Aboriginal persons performing any part of the Work under the Contract and/or labour costs incurred by an Aboriginal business that is a member of a joint venture that submitted a proposal under this RFP as further defined in Article 7 of Part 9 - Certificates.

3.3 AMENDMENT TO PARAGRAPH 4.02c) OF PART 8 – FINANCIAL EVALUATION CRITERIA

The RFP is hereby amended by deleting Paragraph 4.02c) of Part 8-Financial Evaluation Criteria in its entirety and replacing it with the following:

- 4.02c) indicate whether any portion of the estimated costs to perform such task will result from subcontracts with Aboriginal businesses and/or labour costs in connection with Aboriginal persons performing any part of the Work under the Contract and/or labour costs incurred by an Aboriginal business that is a member of a joint venture that submitted a proposal under this RFP as further defined in Article 7 of Part 9 – Certificates.

3.4 AMENDMENT TO SUBSECTION 7.1 OF PART 9 – CERTIFICATES

The RFP is hereby amended by deleting Subsection 7.1 of Part 9-Certificates in its entirety and replacing it with the following:

- 7.1 In accordance with the Procurement Strategy for Aboriginal Business (see Article 3.3 of Treasury Board Contracting Policy Notice 1997-6: Procurement Strategy for Aboriginal Business: Guidelines for Buyers/Government Officials), EC hereby promotes socio-economic benefits for Aboriginals through this requirement by requiring bidders to subcontract any part of the Work to Aboriginal businesses and/or employ Aboriginal persons to assist in the performance of any part of the Work under the Contract and/or if a proposal has been submitted by members of a joint venture where one member is an Aboriginal business, such Aboriginal business must incur labour costs in performing any part of the Work under the Contract.

3.5 AMENDMENT TO SUBSECTION 7.2 OF PART 9 – CERTIFICATES

The RFP is hereby amended by deleting Subsection 7.2 of Part 9-Certificates in its entirety and replacing it with the following:

- 7.2 The Bidder:
- (a) certifies that:
 - i. it will enter into subcontracts with Aboriginal businesses and/or incur labour costs in connection with Aboriginal persons performing any part of the Work under the Contract for an aggregate value of at least \$100,000 (GST/HST excluded), which Aboriginal businesses and Aboriginal persons have been identified in response to mandatory criteria M1 of Part 7 – Technical Evaluation Criteria, or if such Aboriginal businesses or Aboriginal persons are not available to perform the Work as required by Elections Canada, a substitute Aboriginal business or Aboriginal person, as the case may be, with similar qualifications and experience; and/or
 - ii. if the proposal has been submitted by members of a joint venture where one member is an Aboriginal business, such Aboriginal business will incur labour costs in performing any part of the Work under the Contract for an aggregate value of at least \$100,000 (GST/HST excluded);

- (b) agrees that any subcontractor it engages under the Contract to satisfy the requirements of Paragraph 7.2(a)(i) shall constitute an Aboriginal business, as defined below, at the time of entering into such subcontract and throughout the duration of such subcontract;
- (c) agrees that any employee assigned to perform any part of the Work under the Contract to satisfy the requirements of Paragraph 7.2(a)(i) shall be an Aboriginal person, as defined below;
- (d) agrees that in order to satisfy the requirements of Paragraph 7.2(a)(ii), one member of the joint venture who submitted the proposal must be an Aboriginal business at the RFP closing date and throughout the performance of the Work under the Contract;
- (e) agrees to provide to Elections Canada, immediately upon request of the Technical Authority, evidence supporting any subcontractor's and employee's compliance with the requirements described above;
- (f) agrees to provide representatives of Elections Canada access to the documents referred to Paragraph 7.2(d) for audit, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for such audits.