



Procurement and Contracting Services
30 Victoria Street
Gatineau, (QC) 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. 2	RFP Amendment Date: January 14, 2014
Office of the Chief Electoral Officer File No. ECST-RFP-13-0024	
Title: Regional Media Advisor (RMA)	
Request for Proposal Closing Date: January 31 st , 2014 at 2:00PM (EST)	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau (QC) K1A 0M6 proposal-proposition@elections.ca	
Attention: Stella Van Tassel, Senior Advisor, Procurement and Contracting Services	Tel No. (819) 939-1491 Fax No. (819) 939-1532

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Regional Media Advisor (RMA) bearing number ECST-RFP-13-0024 and dated November 22nd, 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 question(s) have been asked in response to the RFP and Elections Canada hereby answers as follows:

2.1 Question No. 3

Question: Can a bidder submit a proposal for a province that they do not reside in if they commit to living in that province, at their own expense, during the entire election event?

Answer: No. Please see response to Question No. 1.

Question No. 4

Question: Can a bidder submit a proposal for more than one province in order to try to get at least one contract? Can we submit proposals for the same resource for both Saskatchewan and Alberta in order to get a contract for either one or the other province? This way if the proposal for Saskatchewan is not successful it might be for Alberta or vice versa. Obviously the resource would commit to residing in the designated area for the duration of the electoral event at their own expense.

Answer: A bidder may submit a proposal for more than one province if it can certify that its proposed resources in each proposal resides within the geographical area that comprises the Service Area for which the proposal is being submitted.

Question No. 5

Question: In describing Media Requests in R3, can a previous Elections Canada Regional Media Advisor provide actual Media Request forms used?

Answer: Yes, Elections Canada will accept any Media Request forms used by the bidder or, if not an individual, its proposed resource for services provided to Elections Canada or any other entity. If using Media Request forms, the bidder should ensure that its response includes the information requested in the submission requirements for R3 in

SECTION B - Point-Rated Technical Evaluation Criteria of the RFP.

Question No. 6

Question: As our resources have done extensive work for Elections Canada in the past, we would like to use at least one EC staff member as a reference. Is there anything that would prevent us from doing so?

Answer: With respect to Part 7 Technical Evaluation Criteria, Section C – Reference Check. The Code of Conduct for Procurement dictates that public servants must avoid or withdraw from activities or situations, including procurement actions that would place the public servant in real, potential or apparent conflict of interest with his or her official duties.

In order to maintain the integrity and impartiality of the evaluation process, Elections Canada employees that are part of the evaluation team must refuse all requests to provide references. As a result, we will not accept references from the following Elections Canada employees who are part of the evaluation team:

Natalie Babin-Dufresne (Assistant Director, External Relations), John Enright (Manager, Media Relations) and Diane Benson (Media Relations Advisor).

Part 3. Amendments

3.1 Amendment to the Request for Proposal cover page

The first page of the RFP is hereby amended by deleting “Stéphanie Thomas, Tel No. 819-939-1490” in the box titled “Inquiries” and replacing it with:

Stella Van Tassel
Tel no. 819-939-1491

3.2 Amendment to Part 6 – Resulting Contract

The first page of the Resulting Contract is hereby amended by deleting “Stephanie Thomas” in the box titled “Contract Inquiries” and replacing it with:

Stella Van Tassel