

Elections Canada - Letter of Interest Event Field Office Services

Header

Reference Number: TBD

Solicitation Number ECRS-LOI-13-EFOS

Organization Name: Elections Canada

Source ID: TBD

Associated Components NO

Dates

Published: 2014-01-22

Closing: N/A

Details

Category: TBC

GSINS: TBC

Region of Delivery: Canada

Notice Type Letter of Interest (LOI)

Notice Description

Elections Canada - Event Field Office Services

Trade Agreement: WTO-AGP/NAFTA/AIT/Canada FTAs with
Chile/Colombia/Panama/Peru

Tendering Procedures: N/A – LOI Only

Attachment: None

Competitive Procurement Strategy: N/A - LOI Only

Comprehensive Land Claim Agreement: Yes

Nature of Requirements:

1. Introduction

The intent of this letter is to provide interested contractors with advance notice of an upcoming request for proposal (RFP) for a large multi-year, multi-million dollar requirement for the provision of Event Field Office Services (EFOS) to support the delivery of federal electoral events.

This LOI is neither a call for tender nor a request for proposal, and no agreement or contract for the procurement of the services described herein will be entered into solely as a result of this LOI.

2. Background

The Chief Electoral Officer of Canada, an agent of Parliament, exercises general direction and supervision over the conduct of elections and referendums at the federal level. The Chief Electoral Officer of Canada heads the Office of the Chief Electoral Officer, commonly known as Elections Canada.

Elections Canada has approximately 500 people working at its offices located in Gatineau, Quebec (EC Offices) to perform on-going planning and administrative functions required by the *Canada Elections Act*. Elections Canada's staff increases considerably to support a general election.

During general elections, approximately 685 field offices, varying in types and sizes, are established across Canada to support the deployment of activities related to such event (Field Offices). The logistics and support involved in commissioning the Field Offices is significant and is mission-critical to the operations of a general election.

The RFP will detail the technologies and services that the contractor will be required to deploy to the Field Offices and the EC Offices during federal electoral events.

The RFP for EFOS is scheduled to be published in the spring of 2014 and awarded in the fall of 2014. The duration of the contract is expected to be an initial three-year term plus an irrevocable option to extend the term for an additional three years.

3. EFOS

As part of the EFOS requirement, the contractor may be required to:

- develop a work management plan describing how the contractor will manage the logistics for the successful delivery of the Work and the rapid deployment of services during federal electoral events and providing contingency measures;
- lease hardware that are required in Field Offices and at the EC Offices and store them in the contractor's facility until needed for a federal electoral event;
- ensure that the leased hardware includes software licences and consumable goods (such as printer toner cartridges, USB drives, writable CDs and DVDs) that are required in Field Offices and at the EC Offices during federal electoral events;
- upon receipt of Elections Canada's notice, assemble, configure, test and stage the leased hardware, software and consumable goods (Field Office Assembly) for use in the Field Offices;
- upon receipt of Elections Canada's notice, deliver the Field Office Assembly to the Field Offices and ensure that it is installed and fully operational within three calendar days;
- upon receipt of Elections Canada's notice, assemble, configure, test and deliver the leased hardware, software and consumable goods (EC Offices Assembly) for use in the EC Offices;
- upon receipt of Elections Canada's notice, de-install and recover from the Field Offices and from the EC Offices the Field Office Assembly and the EC Offices Assembly, as the case may be, initially deployed;
- provide a bilingual centralized support desk and onsite support services at the Field Offices and at the EC Offices; and
- provide a web-based technology administration services to allow Elections Canada to remotely access and manage the leased hardware installed in the Field Offices.

Contact Information:

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