



Procurement and Contracting Services  
30 Victoria Street  
Gatineau, Quebec K1A 0M6

## AMENDMENT TO REQUEST FOR PROPOSAL

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

<b>Amendment No.</b>  1	<b>RFSO Amendment Date:</b>  June 13, 2014
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-14-0113	
<b>Title:</b>  Ballot Boxes Seals – Long and Short	
<b>Request for Standing Offer Closing Date:</b>  June 27, 2014 – 2:00 pm (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6	
<b>Attention:</b>  Luc Potvin	<b>E-Mail:</b>  proposition-proposal@elections.ca

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal (RFP) bearing number ECLP-RFP-14-0113 and dated June 5, 2014. 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.1**

Question: To help better understand your specifications, can you provide information on how the labels are used including when and where and by whom the ballot boxes are sealed and when and where and by whom the ballot boxes are unsealed?

Answer:

These stickers are used to seal the short and long edges of the cardboard ballot box, top and bottom. The serial number on the long seal is recorded to ensure the security of ballots and supplies in the ballot box. Before voting begins, the ballot box is sealed with the stickers by election officials hired to work at a polling station. After the close of the poll, the ballot box is open (by breaking the seals) for the counting of ballots and once the count is completed, the ballots and other documents are inserted in the box and re-sealed by fixing another seal on top of the initial seal. The boxes are returned to the local Elections Canada office and kept sealed until the results are validated. In situation where a judicial recount is required, the box will be re-opened and re-sealed. As well, this production covers the requirement for the next federal general election and any by-election held during the following 3-4 years.

### **2.2 Question No.2**

Question: Can you also explain any ramification if a seal is deemed faulty by Elections Canada? There are many permanent adhesive products available in the marketplace - some more costly than others. Understanding the ballot box seal is a critical component, are there any special requirements for the adhesive properties?

Answer:

The ballot box seals are used as a security measure to prevent tampering and to protect the integrity of the election process. Tests have been conducted and showed that any attempt to remove the seals with permanent adhesive would deteriorate the surface of the box. The seals must stay affixed during the duration of the polls (12-hrs day).

### **2.3 Question No.3**

Question:

*“Stitching: One stitch centred on carrier sheet of labels on the 3” side, in pkg. of 5. Staple must not be in actual seal area.”*

We are able to have the packs of (5) made up so there is a perforation between seals and fan folded.

This would eliminate the need for staples, which could be dangerous to some, and would also be less wasteful having to toss all those staples in the garbage after the packs are used.

Would this be acceptable?

Answer:

Fan folded labels are not an option at this time since references in our manuals and guidelines would have to be amended. Thank you for your suggestion. It has been noted to our file for future consideration.

## **Part 3. Amendments**

### **3.1 Amendment to BID CLOSING DATE**

The RFP is hereby amended by extending the Bid Closing Date to June 27, 2014.

### **3.2 Amendment to Part 2, Annex B – Mandatory Specifications**

The RFP is hereby amended by extending the Mandatory Delivery Date to August 29, 2014.