



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec 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: July 16, 2014
Office of the Chief Electoral Officer File No. ECSVT-RFP-14-0077	
Title: Elections Canada Field Staff Training	
Request for Proposal Closing Date: August 5, 2014, 2 PM Ottawa Time	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Stella Van Tassel	Tel No. 819-939-1491

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Elections Canada Field Staff Training bearing number ECSVT-RFP-14-0077 and dated July 5, 2014 (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 Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 2

Question:

Regarding Annex C, General Conditions, Article 4 – Subcontracts. If I am a 3rd party event planner, and I bid on the solicitation, but the hotel supplies the accommodations, conference services, and meals. Does the hotel need to be regarded as a subcontractor? They are not involved with the bidding process, they just facilitate the requirement.

Answer:

The hotel would be regarded as a subcontractor. The proposal should clearly identify all subcontractors and their respective roles. If the proposal is accepted it will form part of the resulting contract which would address the provisions outlined in 4.01.02 of the General Conditions, Article 4 – Subcontracts. 4.01.01 is to address situations where a subcontractor was not previously identified and written consent to subcontract would be required.

2.2 Question No. 3

Question:

For the optional requirements of accommodations, meeting space, and meals, do all 3 options have to be available for a compliant bid? Or can one of the 3 options, or 2 of the 3 options be available and the bid be compliant?

Answer:

All three options must be available, EC will advise the winning venue by October 10th 2014 as to which option, if any, will be exercised.