



**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.

<b>RFP Amendment No.</b>	<b>RFP Amendment Date:</b>
1	July 18 <sup>th</sup> , 2014
<b>Office of the Chief Electoral Officer File No.</b>	
ECPB-RFP-13-0124	
<b>Title:</b>	
Student Parallel Election Program (SPEP)	
<b>Request for Proposal Closing Date:</b>	
August 19 <sup>th</sup> , 2014 at 2PM (ET)	
<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  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>	<b>Tel No.</b>
Pascal Bouchard Phillips	819-939-1488

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for the Student Parallel Election Program bearing number ECPB-RFP-13-0124 and dated July 10<sup>th</sup> 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. Amendments**

### **2.1 Amendment to Part 1 – General Information, Section 1.3.1 (b)**

Section 1.3.1 (b) of Part 1 of the RFP contains a hyperlink that does not open properly if clicked. The RFP is hereby amended by removing the link to the hyperlink and replacing it as follows:

[http://www.elections.ca/content.aspx?section=res&dir=rec/part/svp&document=index  
&lang=e](http://www.elections.ca/content.aspx?section=res&dir=rec/part/svp&document=index&lang=e)

### **2.2 Amendment to Part 6 – Resulting Contract, Annex H – Detailed Workplan**

The RFP is hereby amended by deleting Annex H – Detailed Workplan in its entirety and replacing it with the Annex H attached to this amendment.

### **2.3 Amendment to Part 7 – Technical Evaluation Criteria**

The RFP is hereby amended by adding Appendix A to Part 7 – Detailed Workplan attached to this amendment.

## **Annex H**

### **Detailed Workplan**

**[To be inserted at contract award]**

## Appendix A to Part 7

### Detailed Workplan

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
<b>A. General Project Management</b>				
Kick-off Meeting	2.01.01 or 2.01.02 (as the case may be)			I. Within seven Business Days of Effective Date and in the event the Contract is extended for a First Extension or Second Extension
Bi-weekly Meetings	2.01.03(a)			II. Kick-off Meeting until commencement of Electoral Period
Weekly Meetings	2.01.03(b)			III. During the Electoral Period
Monthly Meetings	2.01.03(c)			IV. Following the Electoral Event until the end of the Initial Term, First Extension or Second Extension, as the case may be
Bi-weekly Written Report	2.02.01(a)			I. Kick-off Meeting until commencement of the Electoral Period
Weekly Written Report	2.02.01(b)			II. During the Electoral Period
Monthly Written Report	2.01.02(c)			III. Following the Electoral Event until the end of the Initial Term, First Extension or Second Extension, as the case may be
<b>B. Branding Approach</b>				
Development of three branding concepts	4.01			I. <u>Delivery of three branding concepts</u> : within seven Business Days from the Kick-off Meeting

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				II. <u>EC’s Decision</u> : within five Business Days from receipt of the three branding concepts
Development of Branding Approach	4.02			I. <u>Delivery of Draft Branding Approach</u> : within five Business Days from receipt of the Technical Authority’s selection of branding concept in accordance with section 4.01.03 of the SOW
				II. <u>EC Comments</u> : within five Business Days from receipt of the of draft Branding Approach
				III. <u>Delivery of Branding Approach</u> : within five Business Days from receipt of the Technical Authority’s comments
C. Website				
Development of the Website	5.01			I. <u>Delivery of Draft Website Plan</u> : within 12 Business Days from the Kick-off Meeting
				II. <u>EC Comments</u> : within five Business Days from receipt of the draft Website Plan
				III. <u>Delivery of Website Plan</u> : within five Business Days from receipt of the Technical Authority’s comments
				IV. <u>Delivery of Beta Version of Website</u> : within 15 Business Days from delivery of the Website Plan

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				V. EC Comments: within five Business Days from receipt of the beta version Website
				VI. Live Website: no later than 10 Business Days from the date the Contractor received comments from the Technical Authority on beta version of the Website
Implementation of the Website, including minimum service level requirements	5.02 and 5.03			I. <u>Maintain Website and minimum service level requirements</u> : end of the applicable Electoral Period
<b>D. Promotion and Participation Strategy</b>				
Development of the Promotion and Participation Strategy	6.01			I. <u>Delivery of Draft Promotion and Participation Strategy</u> : within 25 Business Days of the Kick-off Meeting
				II. EC Comments: five Business Days from receipt of the draft Promotion and Participation Strategy
				III. <u>Delivery of Promotion and Participation Strategy</u> : within 15 Business Days from receipt of the Technical Authority's comments

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
Development of Promotional Materials	6.02			I. <u>Delivery of Prototypes of Promotional Materials</u> : at least 15 Business Days prior to the Date of Deployment of any Promotional Materials
				II. <u>EC Comments</u> : five Business Days from the date of receipt of the applicable prototype Promotional Materials
				III. <u>Delivery of Copy of finalized Promotional Materials</u> : within five Business Days from receipt of the Technical Authority's comments
				IV. <u>Production and Deployment of Promotional Materials</u> : by the Date of Deployment
Implementation of the Promotion and Participation Strategy	6.03			I. <u>Complete Implementation of the Promotion and Participation Strategy</u> : no later than 10 Business Days prior to the first possible SPE Election Day

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
<b>E. Media Campaign</b>				
Development of the Media Campaign	7.01			I. <u>Delivery of Draft overview of Media Campaign and Media Campaign Timeline</u> : within 25 Business Days from the Kick-off Meeting
				II. <u>EC Comments</u> : five Business Days from the date of receipt of the draft overview of the Media Campaign and Draft Media Campaign Timeline
				III. <u>Delivery of Overview of Media Campaign</u> : within 10 Business Days from receipt of the Technical Authority's comments
Implementation of the Media Campaign	7.02			I. <u>Commencement of Implementation of the Media Campaign</u> : no later than 50 Business Days from the Kick-off Meeting
Media Relations	7.03			I. <u>Point of Contact for Media Calls</u> : throughout the Initial Term and the First Extension and Second Extension (if applicable)
<b>F. Pedagogical Resources</b>				
Development of the Pedagogical Resources	8.01			I. <u>Delivery of Draft Outline of Pedagogical Resources</u> : within 40 Business Days from the Kick-off Meeting



SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				II. <u>EC Comments</u> : five Business Days from receipt of the draft outline of Pedagogical Resources
				III. <u>Delivery of Outline of Pedagogical Resources</u> : within five Business Days from receipt of the Technical Authority' comments
				IV. <u>Delivery of Prototype Pedagogical Resources</u> : within 35 Business Days from delivery of the outline of Pedagogical Resources
				V. <u>EC Comments</u> : within five Business Days from receipt of the prototype Pedagogical Resources
				VI. <u>Delivery of copy of finalized Pedagogical Resources</u> : within five Business Days from receipt of the Technical Authority's comments
Production of the Pedagogical Resources	8.02			I. <u>Production of Pedagogical Resources</u> : no later than 120 Business Days from the Kick-off Meeting
Distribution of the Pedagogical Resources	8.03			I. <u>Distribution of Pedagogical Resources</u> : by the Distribution Date
				II. <u>Upload Pedagogical Resources to the Website</u> : by the Distribution Date

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
<b>G. Educator Training Materials</b>				
Development of the Educator Training Materials	9.01			I. <u>Delivery of Draft List of Educator Training Materials:</u> within 40 Business Days from the Kick-off Meeting
				II. <u>EC Comments:</u> five Business Days from receipt of the draft list of Educator Training Materials
				III. <u>Delivery of List of Educator Training Materials:</u> within five Business Days from receipt of the Technical Authority's comments
				IV. <u>Delivery of Prototype Educator Training Materials:</u> within 35 Business Days from delivery of the list of Educator Training Materials
				V. <u>EC Comments:</u> five Business Days from receipt of the prototype Educator Training Materials
				VI. <u>Delivery of copy of finalized Educator Training Materials:</u> within five Business Days from receipt of the Technical Authority's comments

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
Production of the Educator Training Materials	9.02			I. Production of Educator Training Materials: no later than 120 Business Days from the Kick-off Meeting
Distribution of the Educator Training Materials	9.03			I. <u>Distribution of Educator Training Materials</u> : by the Distribution Date
				II. <u>Upload Educator Training Materials to the Website</u> : by the Distribution Date
H. SPE Election Materials				
Election Material	10.01			I. <u>Total Amount of Election Material Required</u> : no later than 80 Business Days prior to the Distribution Date
				II. <u>EC’s Delivery of Election Material</u> : within 20 Business Days of receipt of Contractor’s estimate
				III. <u>Updated Estimate of Amount of Election Material Required</u> : at least 20 Business Days prior to the commencement of the Electoral Period

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				IV. EC's Delivery of Additional Election Material: within five Business Days of the Contractor's updated estimate
				V. Contractor's Delivery of Election Material to Educators: at least seven Business Days prior to the first possible SPE Election Day
				VI. Contractor's update regarding Election Material inventory levels: within three Business Days of EC's request
				VII. Delivery of Final Account of Election Material Inventory: No later than 20 Business Days following the Polling Day
				VIII. Return of Unused Election Material: No later than 40 Business Days following the Polling Day
SPE Ballots	10.02			I. Production of SPE Ballots: Immediately following the date the candidates are finalized

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				II. <u>Distribution of SPE Ballots</u> : prior to the first possible SPE Election Day
<b>I. Launch Event</b>				
Launch Event Plan	11.01			I. <u>Development of Draft Launch Event Plan</u> : within 110 Business Days from the Kick-off Meeting
				II. <u>EC Comments</u> : five Business Days from the date of receipt of the draft Launch Event Plan
				III. <u>Delivery of Launch Event Plan</u> : within five Business Days from the date of receipt of the Technical Authority's comments
Launch Event	11.02			I. <u>Contractor to hold Launch Event</u> : within five Business Days from the commencement of the Electoral Period

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				II. <u>Implementation of the Launch Event Plan</u> : in accordance with timelines set out in the Launch Event Plan
				III. <u>Provision of Participant List</u> : Within 10 Business Days of Contractor’s receipt of Readiness Notice, or Revised Readiness Notice (as the case may be)
				IV. <u>EC’s Comments</u> : five Business Days from the date of receipt of Participant List
J. Administration of SPE				
Communication with Educators	12.01			I. <u>Communication Regarding Receipt of Pedagogical Resources, Educator Training Materials and Election Materials</u> : within seven Business Days of the Distribution Date
				II. <u>Communication Regarding Election Materials and SPE Ballots</u> : At least five Business Days prior to the first possible SPE Election Day

SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
				III. <u>Response to Educator Inquires during the Electoral Period</u> : within 24 hours of receipt the Educator Inquiry, or on the immediately following Business Day if received on Friday, Saturday or Sunday
SPE Election Day	12.02			I. <u>Contractor Accessibility</u> : between 7:00 am Newfoundland Time and 5:00 pm Pacific Time on each of the SPE Election Days
				II. <u>Response to Educator Inquiries on each SPE Election Day</u> : within one hour of receipt of inquiry
Results Tabulation and Reporting	12.03			I. <u>Tabulation SPE Election Day Results and Communicate results to EC</u> : at least 24 hours prior to public dissemination
				II. <u>Public Dissemination of SPE Election Day Results</u> : within 24 hours of the closing of the last polls on Polling Day
K. Independent Evaluation				
Contractor Obligation	13.03			I. <u>Delivery of Contractor’s Data</u> : as requested by EC for purposes of the Independent Evaluation

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L. Program Output Report				
Delivery of Program Output Report	14.01			I. <u>Delivery of draft Program Output Report</u> : within 40 Business Days following the end of the Electoral Period
				II. <u>EC Comments</u> : 20 Business Days from receipt of the draft Program Output Report
				III. <u>Delivery of Program Output Report</u> : within 20 Business Days from the date of receipt of the Technical Authority’s comments
M. Additional Tasks				
Program Outcome Strategy	15.01			I. <u>Development of the Program Outcome Strategy</u> : If and when requested by the Technical Authority
	15.02			I. <u>Implementation of the Program Outcome Strategy</u> : If and when requested by the Technical Authority



SOW Requirement	SOW Reference	Activity/Task Description [Bidder to Insert description of activities/tasks to fulfil the requirements as set out in the SOW]	Resource and Responsibilities [Bidder to identify the responsible resource]	Milestone Completion Date
Services related to Other Electoral Events	16.01			I. <u>Work required to Update/Adapt the materials developed pursuant to Part II of the SOW for an Other Electoral Event: If and when requested by the Technical Authority</u>
	16.02			I. <u>Work set out in Part II of SOW in order to implement the Program for an Other Electoral Event: If and when requested by the Technical Authority</u>