



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>  3	<b>RFP Amendment Date:</b>  July 21, 2014
<b>Office of the Chief Electoral Officer File No.</b>  ECSVT-RFP-14-0077	
<b>Title:</b>  Elections Canada Field Staff Training	
<b>Request for Proposal Closing Date:</b>  August 5, 2014, 2 PM Ottawa 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  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>  Stella Van Tassel	<b>Tel No.</b>  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 questions have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### **2.1 Question No. 4**

Question:

RFP Solicitation, Part 2, section 3.3, Section II – Financial Proposal, Part 6, Annex B, Pricing Table and Part 8, Financial Evaluation Criteria: Part 2 section 3.3 states "Bidders must submit their financial proposal in accordance with Part 8 – financial Evaluation Criteria." Please confirm Bidders do not have to complete the tables provided in Part 6, Annex B, Pricing Table.

Answer:

Correct. Part 6, Annex B, Pricing Table will be completed by Elections Canada for contract execution. Only the tables provided in Part 8, Financial Evaluation Criteria are to be completed as part of the Financial Proposal.

### **2.2 Question No. 5**

Question:

RFP Solicitation, Part 6, Annex A, Option 3, section 7.7 and Part 8 section 7.01: The second paragraph of Part 6, Annex A, Option 3, section 7.7 states "The approximate guest room block required totals 2052 guest rooms...." The total no of rooms listed in the table in this section 7.7 is 1214 rooms. The total no of rooms listed in Part 8 section 7.01 is 1214 rooms. 1) Please confirm the total listed in the second paragraph of Part 6, Annex A, Option 3, section 7.7 should be 1214 guest rooms. 2) If the correct number of room is 2052 guest rooms, please provide updated tables for Part 6, Annex A, Option 3, section 7.7 and Part 8 section 7.01.

Answer:

Correct, for Option 3, 1214 rooms are required. No update is required for Part 8, section 7.01. As such, the RFP has been amended in accordance with section 3.1 of this amendment.

### **2.3 Question No. 6**

Question:

RFP Solicitation, Part 6, Article 5 Contractor's Representative: This section states that a Single Point of Contact is required for all Contract issues and all day-to day operational and technical issues whereas Election Canada has different individuals identified as being responsible for Contractual issues and Technical issues. Our company is set up similar to the Federal Government where we have different individuals that has the authority to handle contractual and technical issues. 1) Can Article 5 be modified to reflect two Contractors authority versus one? 2) Would a proposal providing multiple contact information covering (a) Contract issues, (b) day-to day operational and technical issues and (c) invoice/finance issues), to increase efficiency of responses if issues occur be deemed a non-compliant proposal?

Answer:

For the purposes of the contract, Elections Canada will only designate one SPOC. The individual responsible for technical issues should be designated by the Contractor. This individual would be responsible for co-ordinating any of the other individuals that have authority or responsibility with the Contractor to respond to any contract issues. For the purposes of the technical and financial evaluation, as designating the SPOC is not a mandatory requirement, the proposal would not be deemed non-compliant.

### **2.4 Question No. 7**

Question:

RFP Solicitation, Part 6, Annex C, Article 27 Notice: This section is silent as to location where notices to the Contractor are to be sent. Can the following wording be added to this section? "Any notice to the Contractor must be delivered to (insert title of Contractor individual to receive notices)"

Answer:

Elections Canada will not amend Part 6, Annex C, Article 27 – Notice. Any Notice to the Contractor would be sent to the Contractor's address specified on Page 1 to the attention of the SPOC designated in the Contract.

## **Part 3. AMENDMENTS**

### **3.1 Amendment to Annex A – Statement of Work**

The RFP is hereby amended by deleting paragraph 7.7 of Annex A – Statement of Work in its entirety and replacing it with the following:

**7.7 ACCOMMODATIONS**

As per subsections 4.1.01 and 4.1.03 above.

The approximate guest room block required totals 1214 guest rooms and is broken down by date as per the table below:

July 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>19</b> (AC) 363 guest rooms	<b>20</b> (AC) 363 guest rooms	<b>21</b> (AC) 363 guest rooms	<b>22</b> (AC) *125 guest rooms	<b>23</b>	<b>24</b>	<b>25</b>

\* Estimated guest rooms required for travellers with limited flight availability and time zone constraints for their return home.