



Procurement and Contracting Services

30 Victoria Street

Gatineau, Quebec K1A 0M6

proposition-proposal@elections.ca

REQUEST FOR STANDING OFFER AMENDMENT

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

RFSO Amendment No.	RFSO Amendment Date:
1	July 22 2014
Office of the Chief Electoral Officer File No.	
ECPB-RFSO-13-0856	
Title:	
Writing, Editing, Comparative Editing and Proofreading Services	
Request for Standing Offer Closing Date:	
August 18, 2014, 2:00 p.m. (Gatineau time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau QC K1A 0M6 proposition-proposal@elections.ca	
Attention:	Tel No.
Pascal Bouchard-Phillips Senior Advisor Procurement and Contracting Services	819-939-1488
	Fax No.
	819-939-1532

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer for Writing, Editing, Comparative Editing and Proofreading Services bearing number ECPB-RFSO-13-0856 and dated July 8, 2014 (the “RFSO”). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question: Is Elections Canada looking for outside communication-marketing firms to do this job or is it looking to hire people on a contract basis for each of the positions mentioned in the tender document?

Answer: Elections Canada intends to award up to 40 standing offers for the following service categories:

- a) English writing services (4)
- b) French writing services (5)
- c) English revision (3)
- d) French revision (6)
- e) English comparative revision (7)
- f) French comparative revision (4)
- g) English proofreading services (5)
- h) French proofreading services (6)

Any firm, co-venture or individual may bid if they meet the requirements detailed in the Request for Standing Offer. Offerors interested in more than one service category may tender a single offer, or one offer per category.

A business offering one or more persons for a service category will be considered to be a single offeror.

2.2 Question No. 2

Question: How many resources must be proposed per category?

Answer: An Offeror can submit multiple resources for a single category. A firm that proposes one or more individuals for a category of service will be considered to be one Offeror.

2.3 Question No. 3

Question: May we propose the same resource in more than one category?

Answer: The same resource can be proposed for more than one category of service. An Offeror who wishes to submit for more than one category of services offered may submit one proposal. Alternatively, an Offeror may also submit a separate proposal for each category of services offered.

2.4 Question No. 4

Question: Can you please provide us with more information on the test that the consultants that meet the mandatory requirements will have to write? Will it be a series of questions or will it be in the form of a text to write/edit/proofread or both?

Answer:

There is a distinct written test for each category:

- For writing, a text to write based on the documentation provided
- For proofreading, a text to proofread (second language version provided)
- For editing, a text to edit
- For compare editing, a text to compare with the first language version

2.5 Question No. 5

Question: How many references must we provide per proposed resource?

Answer: No references are required.

2.6 Question No. 6

Question: In response to section 7.1.3 M3, can you please advise as to what happens should the proposed resource, at the time of a requirement, not be able to reach the Elections Canada headquarters within 3 hours? Would you consider modifying to take into account telephone or Skype meetings versus a meeting on site? Please clarify.

Answer: On-site meeting capability within three hours is required.

2.7 Question No. 7

Question: In response to section 5 pertaining to education, can you confirm if there is an education requirement for each category as it is not listed under the mandatory requirements.

Answer: There is no education requirement.

2.8 Question No. 8

Question: The French certificate is published in an uncorrected format and in red. We need this part for completion. How can we get a corrected copy?

Answer: A new version of "Part 9 – Certificates" is published with this change. As such, the French version of the RFSO is amended in accordance with Section 3.1 of this amendment.

2.9 Question No. 9

Question: Is there currently a SO in place for these services? If yes, how many suppliers are there?

Answer: 12 Standing Offers were awarded as part of the 2013 RFSO process for similar services.

2.10 Question No. 10

Question: What has been the current spend value spend?

Answer: \$31,473.00 has been spent against the EC Standing Offers resulting from ECLP-RFSO-13-0060 thus far. EC expects its business requirements for these services to total approximately \$1,243,000.00 including applicable taxes between 2013 and 2017.

2.11 Question No. 11

Question: How many qualified consultants are we able to bid on each of the categories?

Answer: See the answer to Question No. 2.

2.12 Question No. 12

Question: Will elections pay for the 90-120 minutes of elevations for the consultants?

Answer: No.

2.13 Question No. 13

Question: Will project experience be accepted from the private sector?

Answer: Yes.

2.14 Question No. 14

Question: Will Elections consider evaluating M's and Financial before doing the Testing. Many hours of work up to the testing if the financials are not accepted.

Answer: The evaluation and selection process will be conducted in the following order:

Phase 1 – Mandatory Technical Evaluation

Phase 2 – Written Test Evaluation

Phase 3 – Financial Evaluation

Phase 4– Determination of Highest Ranked Offeror(s)

2.15 Question No. 15

Question: On page 13 of ECPB-RFSO-13-0856, under 2.16 Joint Venture, 2.16.1 (b) it requires that each member of the joint venture have a PBN. In other places in the RFSO it shows that members of joint ventures need a PBN, but on page 96, under the 6.01.02 Article 6 Information Reporting it shows that you might not

(c) The business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN; and

(d) In the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.

There are two of us looking to be a joint venture; both of us are individuals / sole proprietorships (unincorporated). I have a PBN, but the other person does not. Does she need to get a PBN or will her SIN suffice?

Answer: In the case of a joint venture, each party to the joint venture needs to provide their PBN or SIN: either is acceptable. In this instance, one supplier could provide a PBN

and the other could provide a SIN.

2.16 Question No. 16

Question: It seems that pages 22-41 incl. are duplicates of pages 2-21; just wanted to confirm that they are duplicates and can be ignored.

Answer: Correct.

2.17 Question No. 17

Question: In reading through this RFSO, there is a section missing under 7.1 Mandatory Requirements regarding references. In last year's RFSO, this was section 7.1.4. Will you be adding it to this year's RFSO in an amendment?

Answer: No.

2.18 Question No. 18

Question: To prepare a bid in response to your request for proposal, we would like to know the anticipated word volume for English-to-French (and vice-versa) revision services for the duration of the contract. If you do not have this information, an estimate of the volumes for these services over the past few years would be greatly appreciated.

Answer: The total volume of words that were edited, proofread, comparative edited in English and French by the internal and external team was 3.1 million words during the 13-14 fiscal year.

2.19 Question No. 19

Question: The RFSO lists in Section 1.3.1 that "up to forty (40) Standing Offers" will be issued. Is it the intent of Elections Canada to issue a Standing Offer per resource submitted, or is it acceptable for the Offeror to substitute another resource if the proposed individual is not available?

Answer: An Offeror can submit multiple resources for a single category. A firm that proposes one or more individuals for a category of service will be considered to be one Offeror. If proposed individuals are no longer available, they can be replaced with a substitute resource, provided that they meet the requirements of the RFP including the testing requirements. Please see Appendix B – General Conditions, Services, Section 3.03 - Replacement of Specific Individuals for more information.

2.20 Question No. 20

Question: If an Offeror has multiple qualified resources that can deliver the required services, should the Offeror submit a separate Response for each resource, or provide a single Response outlining all qualified resources?

Answer: An Offeror can submit multiple resources for a category of services in a single proposal. Additionally, an Offeror who wishes to submit for more than one category of services offered may submit a single proposal. Alternatively, an Offeror may also submit a separate proposal for each category of services offered.

2.21 Question No. 21

Question: “Workplace

The contractor normally works in his or her own workplace, but must be able to report to the Elections Canada offices, within three hours of notice by telephone or email, as needed to work or for meetings with Elections Canada staff. On site, Elections Canada will supply a workstation, furniture and all required equipment and software.

The contractor must have an equipped workstation and the required administrative support services (word processor, fax, Internet connection, telephone, photocopier, etc.).”

Would it be just one resource or would several resources be required to go to the Elections Québec offices? And how many resources would be required at the same time?

Answer: Based on needs (e.g., an election), we may call on several resources to work on site. A project team, for example, may be created if needed. An information session for all resources could also be organized at the start of the RFSO period. However, under normal circumstances, it is unlikely that we would need several resources at once to work on site.

Part 3. Amendments

3.1 Amendment Part 9

Part 9 of the French RFSO is hereby deleted in its entirety and replaced with the attached Part 9 – Certifications.