



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 30, 2014
Office of the Chief Electoral Officer File No. ECSVT-RFP-14-0147	
Title: Data Quality Confirmation Study	
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 Data Quality Confirmation Study bearing number ECSVT-RFP-14-0147 and dated July 7, 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. 3

Question: Identifying the exact number of surveys completed by telephone, online and via registered mail is critical information from a cost perspective. Please identify the number of survey completions administered each by telephone, online and via registered mail.

Answer: Below are the numbers based on the 2009 DQCS results with a sample of 38,500.

1. Telephone contact - Completed on the phone = 9,882 (26%)
2. Telephone contact - Completed on the web = 4 (0%)
3. Registered Mail contact - Completed on the phone = 2,882 (8%)
4. Registered Mail contact - Completed on the web + mail = 2,075 (5%)

2.1 Question No. 4

Question: To help us accurately determine costs we have one more multi-part question related to the above study:

What is the completion rate (number of completions per record offered the survey mode) related to the:

- Out-bound telephone survey (i.e., active dialing out)?
- In-bound telephone survey (i.e., individuals dialing in)?
- On-line survey?

Answer: Please see answer to Question 3 above.

2.1 Question No. 5

Question: The telephone number search phase of the assignment is planned to take place over four days (section 5, page 11 of the Statement of Work, Annex A). While this is sufficient for a mechanical search for phone numbers, it does not allow for a manual search. Meanwhile, the response to question 2 indicated that 61% of phone numbers were found in 2009. How long did the telephone search phase last in 2009? Did it include a mechanical search as well as a manual search? Dependent upon the answer to the previous question, what proportion of the 23,239 numbers found were located using each technique?

Answer: In 2009 the telephone number search lasted twelve days. The automated telephone number search spanned two days and the manual search started right after and ran for ten days. The automated telephone number search located 69% of the numbers and the manual search located 31% of the numbers. The 2014 DQCS telephone number search starts on Day 31 and now has 12 days until the unsuccessful telephone number search records are to be provided to EC on Day 42.

As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

2.1 Question No. 6

Question: The last paragraph of section 1.3.1.b (page 6 of 21, RFP) reads "For this iteration the sample will be increased to 42,250 and an Introduction Letter will be mailed out to everyone in the sample before the contact phase of the study begins." We have found no other mention of this introduction letter in the documentation. Will Elections Canada perform this mail out or will it be the responsibility of the contractor?

Answer: The Introduction Letter mail out is being done by a third party.

2.1 Question No. 7

Question: Page 2 of Annex B (Pricing Table) and Page 1 of Part 8 (Financial Evaluation Criteria) layout the schedule of milestone payments. Is this all the financial information requested by Elections Canada as part of the financial proposal or are more details necessary?

Answer: Bidders are required to complete Part 8 - Financial Evaluation Criteria - only.

2.1 Question No. 8

Question: Page 3 of Annex B (Pricing Table) and Page 2 of Part 8 (Financial Evaluation Criteria) layout a schedule of milestone payments for "optional services" with the exact same list of milestones as the respective previous pages. What optional services does Elections Canada expect to be costed in this table?

Answer: The optional services that Elections Canada may request is a potential future Data Quality Confirmation Study, the same as that outlined in Annex A – Statement of Work. It is identified in the optional services so that a potential future DQCS can be performed without having to redo the full tendering process.

Part 3. Amendments

3.1 Amendment to Section 5 of Annex A – Statement of Work

Section 5 – Timeline - of the Annex A – Statement of Work is hereby amended as follows:

Delete:

Milestones/ deliverables	Completion Date
Contractor to search for telephone numbers (section 4.1.03 of the SOW)	31 to 34 calendar days from the effective date of the contract

Insert:

Milestones/ deliverables	Completion Date
Contractor to search for telephone numbers (section 4.1.03 of the SOW)	31 to 41 calendar days from the effective date of the contract

3.2 Amendment to Section 5 of Annex A – Statement of Work

Section 5 – Timeline - of the Annex A – Statement of Work is hereby amended as follows:

Delete:

Milestones/ deliverables	Completion Date
Contractor to provide unsuccessful telephone number search records to EC (section 4.1.07 of the SOW)	35 calendar days from the effective date of the contract

Insert:

Milestones/ deliverables	Completion Date
Contractor to provide unsuccessful telephone number search records to EC (section 4.1.07 of the SOW)	42 calendar days from the effective date of the contract

3.3 Amendment/clarification to Question #2 in Amendment #1

Question #2 of Amendment #1 is hereby amended as follows:

Delete:

However, the Registered Letter mail out to the subset of electors whose telephone number was not found will be only one third or 33.33% of the 16,900 = 5,633 registered letters.

Insert:

The Registered Letter mail out will be to a subset (33%) of the total electors whose telephone number was not found, who were unknown at the given number, had no response or whose number was not in service. Using the 2009 study numbers to generate the 2014 estimates gives 10,420 registered letters.