



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:
3	August 7 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:	
September 3, 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	819-939-1488
Senior Advisor	
Procurement and Contracting Services	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. 22

Question: Are the standing offers awarded only to the lowest bidders?

Answer: Offerors who obtain the highest Combined Evaluation Score in a given service category will be considered for the issuance of a Standing Offer. The Combined Evaluation score is based on a combination of Technical Merit and Price. Please refer to the complete Evaluation Procedures and Basis of Selection outlined in Part 4 of the RFSO for more information.

2.2 Question No. 23

Question: Is Annex B to be completed at this stage?

Answer: Annex B will be completed at issuance of Standing Offers. However, the tables provided as part of Annex A to Part 8 must be completed and included with Offers submitted in response to this RFSO.

2.3 Question No. 24

Question: Do I have to fill in the Security form at this stage or only if I get a standing offer?

Answer: Before the issuance of a Standing Offer, Offerors must meet the security requirement as indicated in Part 6 – Standing Offer and Annex C – Security Requirements Check List.

2.4 Question No. 25

Question: I am a former federal public servant who was laid off on March 31, 2014 under workforce adjustment. I did receive a lump sum payment and I receive a pension. Can I bid on this contract? Also, did I read correctly that as a former public servant I would only be allowed to earn \$5,000 if I get a standing offer? If so, why is there a limit?

Answer: Elections Canada follows the requirements set by Treasury Board with regards to contracting with Former Public Servants in receipt of a pension or lump sum payment. Please refer to article 16.8 of the Treasury Board Contracting Policy for more information.

2.5 Question No. 26

Question: I am curious as to why the rating system for the writing test only rates creativity at 10%? Creative treatment is what sets writers apart the most (i.e. we can all write grammatically correct copy but not everyone can lift the words off the page so to speak). Just curious as to why the rating was not higher for creativity?

Answer: The written test is designed to evaluate a number of criteria and the scoring system provides a balance among these criteria, all of which are important to meeting Elections Canada linguistic services requirements.

2.6 Question No. 27

The answer to this question will be provided in a subsequent amendment.

2.7 Question No. 28

Question: Should we provide writing samples with our bid?

Answer: No writing samples should be submitted as part of the Offer.

Part 3. Amendments

3.1 Request for Standing Offer Closing Date

The Request for Standing offer Closing Date on the cover page is hereby deleted in its entirety and replaced with the following:

September 3, 2014, 2:00 p.m. (Gatineau time).

3.2 Deletion of pages 22 to 41 of the Request for Standing Offer

Pages 22 to 31 of the Request for Standing offer are hereby deleted in their entirety.