



Procurement and Contracting Services

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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:
4	August 18 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 15, 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
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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. 27

Question: Do you provide accommodations during the writing test i.e. longer time to write? I have a learning disability so I usually receive longer to write exams than other people.

Answer: Subsection 4.1.4 of Appendix A sets out the requirement that Offerors must be able to meet tight deadlines. The time limit allocated for the written test is designed to evaluate potential Offerors’ ability to meet this requirement. Because the ability to meet tight deadlines is a bona fide occupational requirement under any resulting Standing Offer, Elections Canada will not provide additional time to complete the written test.

2.2 Question No. 29

Question: In Part I, General Information, 3.2 – Section 1 – Technical Offer, 3.2.1 - a) should the paragraph read “In their technical offer, Offerors should demonstrate, in a thorough, concise and clear manner, their understanding of the requirements contained in the RFSO and explain how they will meet the requirements of the SOW and carry out the Work.” And b) is the “demonstration” required in 3.2.1 a Mandatory Requirement? It is not listed in 7.1 Mandatory Requirements, so could you please clarify where you want it addressed in our submissions.

Answer: The Technical Offer must provide enough information and substantiation to demonstrate compliance with the mandatory requirements outlined in Part 7 – Technical Evaluation Criteria.

2.3 Question No. 30

Question: In Mandatory Requirements, 7.1.2 – M2 – Project description and Years of Experience, : “To determine the minimum years of experience relevant to the category of services for the proposed individual, for each project description, the response should be” and you list, from a) to e), 5 items that should be included with each project description. In e), you ask for an up-to-date CV for the proposed resource. I am sure you do not require a copy of the proposed resource’s CV included in each project description, so could you please clarify where you would like to see the proposed resource’s CV included.

Answer: An up-to-date CV must be provided for any proposed individual. Only one copy of the CV can be included as an annex to the Technical Offer.

2.4 Question No. 31

Question: Section 7.1.2. M2 – Project Descriptions and Years of Experience, states that “The Offeror must demonstrate through project descriptions that each proposed individual has a minimum of four (4) years’ experience providing the category or categories of service during the past six years (state the durations of relevant projects and other work).”

Like many freelancers, I work with many clients, on many projects of varying size, some of which run concurrently. So, if I am to interpret section 7.1.2, I would have to provide project descriptions totaling four years’ work – which I can do, but this would probably generate a longer list than Elections Canada would want to verify.

With that in mind, does Elections Canada require a specific minimum or maximum number of project descriptions that should be provided?

Answer: The project descriptions and associated dates provided must demonstrate that each proposed individual has a minimum of four (4) years’ experience providing the category or categories of service during the past six (6) years. It is not necessary to include additional concurrent projects if the required four (4) years of experience has been demonstrated.

2.5 Question No. 32

Question: Under Part 2 – The Bidder Instructions indicates that the validity of submitted proposal is to be amended to read 180 days. The email received on July 24th indicates the validity as 90 days. Could Elections Canada please confirm if proposal validity is to read 180 days or 90 days?

Answer: The proposal validity period is 180 days.

2.6 Question No. 33

Question: The financial portion of the bid is to be entered into an MS Excel spreadsheet. Could Elections Canada please provide Bidders with Attachment #3 – Financial Proposal Pricing Tables in MS Excel format?

Answer: The Financial Proposal does not need to be provided in electronic format. The Pricing Tables are not available in MS Excel format.

2.7 Question No. 34

Question: The RFP requires numerous templates and tables to be completed and submitted with proposals. Could Elections Canada please provide MS Word versions of these tables and templates?

Answer: MS Word version of Part 8 has been uploaded to buyandsell.gc.ca along with this amendment.

2.8 Question No. 35

Question: Can you explain how the work will be assigned once the standing offers have been issued? Will it be a right of first refusal? Or will it be on a rotation?

Answer: Work will be assigned to Standing Offer holders on a best-effort towards a rotational basis, subject to availability.

2.9 Question No. 36

Question: Part 3, Section 3.1.1 instructs offerors to submit their offer in separately bound sections. Yet Section 3.1.5 explicitly discourages the use of binders for environmental purposes. Please advise how offerors are expected to bind their offers without the use of a binder.

Answer: Four separate copies of the Technical Offer must be bound separately using a staple, binder clip or other fastener. One copy of the Financial Offer must be sealed in a separate envelope. One copy of the Certifications must also be provided in a separate envelope or bound separately using a staple, binder clip or other fastener.

2.10 Question No. 37

Question: Part 6, Sections 4.2.2 and 4.2.4 of the RFSO state that editing and proofreading services, respectively, must "ensure concordance with Election Canada's

Style Guide." Where or how can we obtain a copy of Election Canada's Style Guide for the purposes of preparing for the written test component of the evaluation process?

Answer: The written test evaluation does not take into consideration specific Elections Canada style guidelines. The evaluation is based on a number of criteria, including the knowledge of proofreading and editing principles, based on the Canadian Style Guide. The Translation Bureau will be correcting the tests without the use of the Elections Canada Style Guide. The Elections Canada Style Guide should not be used to prepare for the test. For information only, the document has now been made available on buyandsell.gc.ca.

2.11 Question No. 38

Question: From April 30, 2008, to July 31, 2013, I held a standing offer with Canadian Heritage. I took on various regular and recurrent editing projects (quarterly bulletins, annual reports) for the Official Languages Branch. How would you like me to present my work for this department?

Answer: Work from a standing offer which was both regular and recurring can be submitted as a single project. Note that, as a minimum, each project description must include:

- a) The start date and end date for each project description in month/year format (e.g. from 02/1996 to 06/2000). If the month is not provided for a start or end date, the Offeror's proposed individual will be given credit for only one month in the cited year. If no specific year is identified (e.g. "Mr. X has ten years of experience"), the Offeror's proposed individual will be given no credit;
- b) Brief description of services provided relevant to the service area;
- c) Name of the organization that the service was provided; and
- d) Contact information such as name, title, telephone or email address.

2.12 Question No. 39

Question: Last year I qualified to be a communications advisor (the definition of which included editing work) during PWGSC's SA process. This pre-qualification resulted in a resource pool whose skills had already been validated by all federal departments. PWGSC's contact for this SA was Ms. Peggy Gilmour. Will Elections Canada take this validation into account when assessing applications?

Answer: No.

2.13 Question No. 40

Question: Several projects I have had over the last six years included editing

components but covered a much wider range of tasks. May I include these components by providing an estimate of the level of effort devoted to them?

Answer: If the majority of the work on a project fits within the specific category of services the proposed resource is being submitted for, the full project duration can be used.

2.14 Question No. 41

Question: Section 3.2.1 states: "In their technical offer, Offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet the requirements of the SOW and carry out the Work in a thorough, concise and clear manner." In addition, Section 3.2.2 states, in part: "Simply repeating the statement contained in the RFSO is not sufficient." However, it seems that technical proposals will be evaluated solely against meeting mandatory requirements in Section 7.1, and Section 3.2.1 is not addressed in one of the mandatory requirements. Should the technical proposal contain an additional section to demonstrate requirements in Section 3.2.1 above and how will it be rated?

Answer: No rated criteria will be added to Part 7. Please see the answer to Question No. 29 for information about demonstrating compliance with the mandatory requirements.

2.15 Question No. 42

Question: Section 7.1 states: "The Offeror must use the headings provided in 7.1.1 through 7.1.2 and the requirements must be addressed in that order." I think there is an error in that mandatory requirement 7.1.3 must also be addressed in the technical proposal.

Answer: Correct. Section 7.1 should state "The Offeror must use the headings provided in 7.1.1 through 7.1.3 and the requirements must be addressed in that order."

2.16 Question No. 43

Question: Certificates under 2.3 (b) - if it is a joint venture, each member of the joint venture must provide the Contracting Authority with a certificate containing the certification set out in Section 2.2 of this Certificate. 2.2 refers to Federal Contractors program - certification. Since there is only one signature line on page 7 of the certificates that were supplied with this RFSO, does each person of the joint venture simply complete a set of certificates (even though it's duplication)?

Answer: Correct. Each member of the joint venture must supply a certificate containing the certification set out in Section 2.2 of the Federal Contractors Program Certification.

2.17 Question No. 44

Question: Are you able to tell us how the existing Standing Offer that is currently in place for similar services works? How is the work assigned to the companies/individuals that qualified on the SO?

Answer: Please refer to Question 35.

2.18 Question No. 45

Question: In part 7, mandatory requirements, part 7.1.2, it says that we need to provide a resume that includes d) contact information such as name, title, telephone or email address. Since references are not required, can this be deleted from the mandatory requirements?

Answer: Yes.

2.19 Question No. 46

Question: It states that if a company qualifies on the Standing Offer and the consultant/resource is not available to do the work, a replacement can be provided. Can you explain how that will work since it states that the resource must be available to go on site within 3 hours? Will the replacement need to do testing prior to accepting the work?

Answer: Replacement resources will need to meet the same RFSO requirements with regards to Part 7 and testing.

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 15, 2014, 2:00 p.m. (Gatineau time).

3.2 Amendment to Part 7 – Technical Evaluation Criteria

Part 7 of the Request for Standing Offer is hereby deleted in its entirety and replaced with the attached Part 7 – Technical Evaluation Criteria.

Writing, Editing, Comparative Editing and Proofreading Services

ECPB-RFSO-13-0856

PART 7 – Technical Evaluation Criteria



7.1 Mandatory Requirements

The Offeror must provide sufficient evidence to demonstrate beyond any doubt that the following mandatory requirements are met. Offers that are deemed to meet the mandatory requirements will then be tested and point-rated as detailed in Sections 7.2, 7.3, and Part 8. Offers that do not meet the mandatory requirements will be given no further consideration.

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.

A firm that proposes one or more individuals for a category of service will be considered to be one Offeror.

The Offeror must use the headings provided in 7.1.1 through 7.1.3 and the requirements must be addressed in that order.

7.1.1. M1 – Completion of Annex A

The Offeror must complete the Annex A to Part 7 – Identification of Services for each proposed individual and identify the category or categories of service proposed.

7.1.2. M2 – Project Descriptions and Years of Experience

The Offeror must demonstrate through project descriptions that each proposed individual has a minimum of four (4) years' experience providing the category or categories of service during the past six years (state the durations of relevant projects and other work). The Offeror should describe the experience of the proposed individual relevant to the service area specifically related to his or her years of experience.

To determine the minimum years of experience relevant to the category of service for the proposed individual, the response should include an up-to-date CV for the proposed individual, and, for each project description:

- a) The start date and end date for each project description in month/year format (e.g. from 02/1996 to 06/2000). If the month is not provided for a start or end date, the Offeror's proposed individual will be given credit for only one month in the cited year. If no specific year is identified (e.g. "Mr. X has ten years of experience"), the Offeror's proposed individual will be given no credit;
- b) Brief description of services provided relevant to the service area;
- c) Name of the organization that the service was provided;
- d) Contact information such as name, title, telephone or email address; and

Using project descriptions for work performed for Elections Canada is acceptable.

Elections Canada reserves the right to verify the project descriptions directly.

7.1.3. M3 – Distance to Elections Canada Headquarters

The Offeror must demonstrate their ability to reach Elections Canada headquarters at 30 Victoria Street in Gatineau, QC, in person, within three (3) hours of being notified. The Offeror must provide the method of transportation they would use and associated travel times in order to demonstrate that they can adhere to the three (3) hour-notice on-site requirement.

7.2 Test Requirements

All Offeror's proposed individuals whose offers for a particular service or services meet the mandatory requirements, will qualify to take the corresponding writing, editing, comparative editing and/or proofreading test(s). Offeror's proposed individuals who are submitting for more than one category of service proposed must take each corresponding test (to be scheduled at non-concurrent times).

Elections Canada anticipates that **the testing will commence in October or November 2014**. Offerors will be informed in writing at least ten (10) days before the testing sessions. If the Offeror's proposed individual(s) is/are not available on the proposed date, an alternate date will be provided. If the Offeror's proposed individual(s) is/are not available within (2) two weeks of the first proposed date, the Offeror's proposed individual(s) will be disqualified from the process. Elections Canada will provide a test location in the National Capital Region and computers. Offeror's proposed individual(s) will be expected to use MSWord to do the test. There will be no remuneration for time or expenses; testing will take place solely at the Offerors' expense.

Upon arrival at the testing location, the Offeror's proposed individual(s) will be requested to certify that they have no prior knowledge of the actual content of the test relating to this RFSO and that they will not discuss the content with anyone until the results of the RFSO process have been made public. If at any time, Elections Canada determines that a Offeror's proposed individual(s) has not met the obligations of this certification, the Offeror's proposed individual(s) will be disqualified and the Offeror's proposal may be deemed non-responsive and given no further consideration.

The Offeror's proposed individual(s) may bring pens or pencils of their choice to the test. Use of the Internet and electronic communication devices, as well as dictionaries, books or personal documents will not be permitted in the test room. Any such use will be grounds for disqualification.

Offeror's proposed individual(s) must achieve a **minimum testing score of 70 percent** in order for their Financial Proposal to be opened and included in the overall evaluation. An Offeror who proposes providing more than one service will be considered only for a Standing Offer

Agreement(s) for the service(s) for which their specifically proposed individual(s) has achieved a testing score of at least **70** percent.

7.2.1 Writing Test

The test will consist of writing one document. Offeror's proposed individual(s) will be given background information. The work will be done using a computer and MS Word software. Offeror's proposed individual(s) will be given 120 minutes for the test.

The document will be rated for:

- appropriate choice of relevant information 25%
- coherent structure and effective presentation 20%
- correct spelling, grammar and punctuation,
and appropriate language level 45%
- originality and creativity 10%

7.2.2 Editing Test

The test will consist of editing one document on computer screen using the MS Word track changes function. Offeror's proposed individual(s) will be given 90 minutes for the test.

The document will be rated for:

- grammar, spelling, punctuation and formatting errors captured 50%
- shortening a document to a required word count,
including removing redundancies/excess verbiage 30%
- editing to a required reading level,
including use of plain language 20%

7.2.3 Comparative Editing Test

The test will consist of comparing the translated version of one document against the original language version and making any required changes to the translated version to ensure concordance. The document will be edited on computer screen using the MS Word track changes function. Offeror's proposed individual(s) will be given 120 minutes for the test.

The document will be rated for:

- grammar, spelling, punctuation and formatting errors captured 30%
- ability to compare the translated version of a document against
the original language version and make any required changes to the
translated version to accurately reflect the original version 50%
- removal of redundancies/excess verbiage 10%
- editing to a required reading level,
including use of plain language 10%

7.2.4 Proofreading Test

The test will consist of proofreading one document, including comparing the layout and formatting of the translated version against the original version and ensuring concordance between the two. The correcting work will be done on computer screen using the MS Word track changes function. Offeror's proposed individual(s) will be given 90 minutes for the test.

The document will be rated for:

- correction of errors in spelling, grammar and punctuation 50%
- correction of design or formatting inconsistencies,
including between the two language versions of a document 35%
- the consistent use of terminology 15%

Annex A to Part 7 - Identification of Services

Name of Offeror	
Name of Offeror's proposed individual (if the Offeror is not an individual):	

Categories of Service
<p>Indicate with a check mark (✓) the Services for which you are submitting a proposal.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing Services (English) <input type="checkbox"/> Writing Services (French) <input type="checkbox"/> Editing Services (English) <input type="checkbox"/> Editing Services (French) <input type="checkbox"/> Comparative editing Services (English) <input type="checkbox"/> Comparative editing Services (French) <input type="checkbox"/> Proofreading editing Services (English) <input type="checkbox"/> Proofreading editing Services (French)