



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:
5	August 20 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
	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. 47

Question: I’d like to confirm the category of service that I’m applying for.

I do comparative editing of French-to-English translations. Does that match your “Comparative Editing Services (English)” category?

Answer: Yes.

2.2 Question No. 48

Question: Being interested in submitting for the above-mentioned RFSO, I was wondering if any services exist that can help an offeror prepare a proposal.

Answer: Elections Canada does not offer such services. However, proposal writing services are commercially available.

Part 3 – Offer Preparation Instructions provides detail on how to prepare an offer. Additional information, although not specific to this requirement, about submitting proposals in response to solicitations like the subject RFSO, may be found at: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-on-opportunities/how-to-prepare-a-bid>

2.3 Question No. 49

Question: I plan to submit a response to the RFSO as an individual (sole proprietor). A

contracting firm has also asked if they can submit me in their bid. Can I do both, ie, submit as an individual and have a contracting firm submit me?

Answer: The same individual/resource can be proposed by multiple offerors.