



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.	RFP Amendment Date:
1	October 31, 2014
Office of the Chief Electoral Officer File No.	
ECBR-RFP-14-0542	
Title:	
Survey of Election Staff for the 42nd Federal General Election	
Request for Proposal Closing Date:	
November 18, 2014 at 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, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention:	Tel No.
Barbara Robertson	819-939-1493

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Survey of Election Staff for the 42nd Federal General Election bearing number ECBR-RFP-14-0542 and dated October 16, 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. 1

Question: Under Mandatory Requirement M1, it states that "The Project Leader must have a minimum of 10 years of experience conducting surveys, including 5 years in terms of projects for federal departments and/or agencies."

In the interest of proposal brevity and so as to not exceed the 15-page maximum, is there a certain minimum number of projects conducted in the past 10 years that we should be citing in order to assure that we will meet this mandatory requirement?

Answer: There is no minimum number of projects that must be listed. However, in light of the requirement to show ongoing involvement in surveys over ten years, including five years for federal departments and agencies, the bidder should list at least:

- a) One survey project that was conducted approximately ten years ago or earlier.
- b) One federal government survey project conducted at least five years ago (if the project listed for a) does not meet this criterion), and:
- c) One project conducted recently.
- d) Additional projects so as to show *reasonable* evidence of continuous involvement in survey projects for the required periods. Gaps of several years during which no projects are listed, should be avoided.

2.2 Question No. 2

Question: What is meant by M1: “The project leader must have a minimum of 10 years of experience conducting surveys, including 5 years in terms of projects for federal departments and/or agencies”.

Although we have conducted numerous research assignments for the Government of Canada over the years, I am not certain whether or not we meet the requirements described above.

Any clarification you can provide would be most appreciated.

Answer: The bidder should show evidence of continuous involvement in survey projects over a ten year period, of which five years must be projects for federal departments/agencies. Survey projects should involve the systematic gathering of information from individuals, drawn from a sample of a large population and using a standardized data collection tool. They may have been conducted by telephone, mail, online or other methods. At a minimum, the bidder should list:

- a) One survey project that was conducted approximately ten years ago or earlier.
- b) One federal government survey project conducted at least five years ago (if the project listed for a) does not meet this criterion), and:
- c) One project conducted recently.
- d) Additional projects so as to show *reasonable* evidence of continuous involvement in survey projects for the required periods. Gaps of several years, during which no projects are listed, should be avoided.