



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:
2	November 7, 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. 3

Question: Can you confirm that both ECBR-RFP-14-0541 (Candidates) and ECBR-RFP-14-0542 (Staff) have the same fixed maximum budget of \$55,000 excluding HST?

Answer: Yes. Both of these contracts have the same fixed maximum budget.

2.2 Question No. 4

Question: Can you confirm that for ECBR-RFP-14-0542 (Survey of Electoral Staff) the requirement is to complete 3,500 interviews in total across the four groups (DRO, CPS, RO, IO) - see page 35 of 94 - Statement of Work page 4, Scope of Work, Methodology 1?

Answer: Yes. The requirement is to complete 3,500 interviews in total across the four groups.

Part 3. Amendments

3.1 Amendment to the first page of the RFP

The Request for Proposal is hereby amended by deleting the first page of the RFP and replacing it with the attached first page of the RFP.

3.2 Amendment to Annex F

The Request for Proposal is hereby amended by deleting Annex F - SRCL and replacing it with the attached SRCL.

3.3 Amendment to Part 7

The Request for Proposal is hereby amended by deleting Part 7 – Technical Evaluation Criteria and replacing it with the attached Technical Evaluation Criteria.



30 Victoria Street
Gatineau, Quebec K1A 0M6
proposition-proposal@elections.ca

REQUEST FOR PROPOSAL

The bidder, as identified below, offers to sell to the Chief Electoral Officer of Canada, or any person authorized to act on his/her behalf, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the prices set out therefore.

Bidder's Name:
Address:
Tel No.:
Fax. No.:
IN WITNESS WHEREOF , the proposal in response to this Request for Proposal has been duly executed on behalf of the bidder by the hands of its officer duly authorized in that behalf
 <hr/> <i>signature of authorized signatory</i> <hr/> <i>print name of authorized signatory</i> <hr/> <i>print title of authorized signatory</i> <i>Date:</i> _____

Office of the Chief Electoral Officer File No.

ECBR-RFP-14-0542

Title: Survey of Election Staff for the 42nd Federal General Election	Date: October 16, 2014
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Request for Proposal Closing Date:

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INQUIRIES – address inquiries to:

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30 Victoria Street
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Attention: Barbara Robertson	Tel No. 819-939-1493
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RETURN PROPOSALS TO:

Elections Canada Proposal Receiving Unit

c/o Business Centre
30 Victoria Street
Gatineau QC K1A 0M6

**PROPOSALS TRANSMITTED BY FACSIMILE OR ELECTRONIC MAIL
TO ELECTIONS CANADA WILL NOT BE ACCEPTED**

Annexe F



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 14-0542
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine ELECTIONS CANADA	2. Branch or Directorate / Direction générale ou Direction ISPPA / Policy & Research
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
As part of EC's evaluation program and in the context of the 42nd General Election, the Agency is seeking a public opinion research supplier to conduct a 15 minutes telephone survey of poll of staff.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

JFB 2014-11-04



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat 14-0542
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI / IT Link / Lien électronique		✓														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Alain Pelletier		Title - Titre Director, Policy & Research	Signature
Telephone No. - N° de téléphone 819-939-1912	Facsimile No. - N° de télécopieur 819-939-1920	E-mail address - Adresse courriel alain.pelletier@elections.ca	Date 2014-08-15

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Bill Duncan		Title - Titre Director, Corporate Planning, Sec & Admin	Signature
Telephone No. - N° de téléphone 819-939-1516	Facsimile No. - N° de télécopieur 819-939-1589	E-mail address - Adresse courriel Bill.Duncan@elections.ca	Date OCT 09 2014

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Pascal Bouchard-Phillips		Title - Titre Senior Advisor, Procurement	Signature
Telephone No. - N° de téléphone 819-939-1488	Facsimile No. - N° de télécopieur 819-939-1532	E-mail address - Adresse courriel Pascal.Bouchard-Phillips@elections.ca	Date OCT 10 2014

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

PART 7
Technical Evaluation Criteria

Evaluation Procedures and Basis of Selection

Proposals will be evaluated in a three-stage process:

1. Compliance with mandatory requirements: The Bidder must provide a completed copy of the Mandatory Requirements table with proof that all of the Mandatory Requirements have been met. Proposals that do not meet all the Mandatory Requirements will be deemed non-compliant and will be given no further consideration.
2. For the technical point-rated criteria, the passing mark is 70% of the overall score.
3. The responsive proposal with the highest combined rating of points for technical evaluation criteria and price, as determined in accordance with the following formula, will be considered for award of a contract:

$$\frac{\text{TECHNICAL SCORE} \times 70}{\text{MAXIMUM POINT}} + \frac{\text{LOWEST PRICE} \times 30}{\text{BIDDER'S PRICE}}$$

As stipulated in Section 3.2 of the RFP, the technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Elections Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the topic has already been addressed. Proposals should be limited to 15 pages in length.

a) Mandatory requirements

Mandatory Requirements		Met	Not met
M1	<p>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.</p> <p>For each project conducted for a federal department or agency, the bidder must provide the</p> <ul style="list-style-type: none"> • Name of the Department or Agency • Period (start and end date in month-and-year format) and • Brief description of the services provided 		
M2	<p>The Bidder must provide a list of the main personnel (i.e. project leaders, supervisors) in charge of performing the work, including their names and respective responsibilities.</p>		

b) Rated criteria

Technical Point-Rated Criteria		Description	Points	Passing Mark
R1	Quality of the Research Plan	<p>The Research Plan:</p> <ul style="list-style-type: none"> a) Demonstrates a thorough understanding of the research objectives (up to 5 points) b) Proposes an appropriate methodology given the requirements in Annex A – SoW: <ul style="list-style-type: none"> i. Sampling/oversampling (up to 5 points) ii. Fielding (up to 5 points) iii. Data analysis (including weighting/post-stratification) (up to 5 points) iv. Overall approach (up to 5 points) c) Identifies any relevant methodological challenges associated with the requirements and proposes viable solutions (up to 5 points) 	30	18
R2	Quality of the Research Timeline	<p>The Research Timeline:</p> <ul style="list-style-type: none"> a) Clearly presents all key milestones and deliverables (up to 5 points) b) Provides dates and associated completion timelines (up to 5 points) c) Demonstrates feasibility and time control within the prescribed deadline (up to 5 points) 	15	9
R3	Format of the proposal	<p>Overall, the proposal is well written and organized, taking into consideration the following elements:</p> <ul style="list-style-type: none"> a) Table of contents (indicating where the mandatory and point-rated requirements are addressed) b) Structure/organization of the proposal 	5	Not Applicable
TOTAL TECHNICAL POINTS			50	35

Rating Scale

Excellent: 5 points - Response clearly and comprehensively addresses the criteria, and includes exceptional insight or unique perspectives

Very good: 4 points -Response clearly and comprehensively addresses the criteria

Good: 3 points - Response generally addresses the criteria, but may have minor gaps in clarity or completeness

Fair: 2 points - Response somewhat addresses the criteria, with significant gaps

Poor: 1 point- Response generally does not address the criteria

Unsatisfactory: 0 points - Response is missing or irrelevant