



Procurement and Contracting Services
 30 Victoria Street
 Gatineau, Quebec K1A 0M6

AMENDMENT TO REQUEST FOR STANDING OFFER

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.

Amendment No.	RFSO Amendment Date:
6	December 19, 2014
Office of the Chief Electoral Officer File No.	
ECSVT-RFSO-14-0385	
Title:	
Voter Information Card (VIC) Printing Services	
Request for Standing Offer Closing Date:	
January 8, 2015 – 2:00 pm (Gatineau time)	
ENQUIRIES – address enquiries to the Standing Offer Authority:	
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6	
Attention:	E-Mail:
Stella Van Tassel	proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer (RFSO) bearing number ECSVT-RFSO-14-0682 and dated December 02, 2014. 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 has been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

2.1 Question No. 8

Question:

Will you be extending the deadline to allow for vendors to acquire the mandatory Security Clearance?

Answer:

Due to operational reasons Elections Canada requires that offerors have the required "Designated Organization Screening" with "Document Safeguarding Capability" (DOS-DSC) at RFSO closing date. Section 5.01.02(a) of the Standing Offer (Part 6 of the RFSO) indicates that Elections Canada intends to issue a Call-up within 3 Business Days of the issuance of the Standing Offer. Suppliers that currently do not have a DOS-DSC will not be able to obtain one in time to perform the work.

2.2 Question No. 9

Question:

Please clarify specifically which Designated Organization Screening level is required for this contract: the PA, PROD or DSC designation?

Answer:

The required Designated Organization Screening level is Document Safeguarding Capability (DSC).

2.3 Question No. 10

Question:

Please provide timelines for the acquisition of this designation and if Elections Canada will allow potential vendors the means to apply for and have processed, the Designated Organization Screening prior to the closing of the RFSO.

Answer: Please refer to Answer for Question 8.

2.4 Question No. 11

Question:

Is it correct that the security clearance is contract specific? If so, every vendor applying will have to secure this clearance by January 8th, correct?

Answer: Please refer to Answer for Question 8.

2.5 Question No. 12

Question:

How many different data files will the suppliers receive?

Answer: It is anticipated that one File Batch will be sent daily throughout the Production Timeframe and the Revision Production Timeframe.

Each File Batch will contain the subfolders matching the Electoral Districts assigned to the Offeror.

The number of VIC PDF Print Files contained under each ED subfolder may vary but will be no more than approximately 150.

The number of VIC Variable Data Files within each VIC PDF Print File may vary but will be no more than approximately 1000.

2.6 Question No. 13

Question:

What is the size of the data files?

Answer: The average size of one VIC Variable Data File is 3.5 KB.

2.7 Question No. 14

Question:

May the supplier add / print a control number on the VICs (the control number will include: lot # and sequence # - this will assist for quality control)?

Answer: No, the Data Files must not be manipulated in any way by the Contractor, except as set out in Section 5.03.02 of the SOW.

2.8 Question No. 15

Question:

Could EC explain the purpose of the 2D bar code? The 2D bar code is used by whom and for what need.

Answer: The 2D bar code is used by Canada Post Corporation to align the mailing address on the VIC to a mechanized address reader at the point of induction into the mail delivery stream.

2.9 Question No. 16

Question:

It is customary for printing agreements to contain a limit of liability in favour of the service provider/contractor. Would Elections Canada agree to amend the RFP to include a limit on service provider's liability, with corresponding exclusions for indirect or consequential damages? Does Elections Canada agree to such a limit as a function of amount paid to service provider/ contractor received over a stipulated period of time?

Answer: No, Elections Canada will not consider amending the RFSO to include a limitation of liability clause.

Part 3. Amendments

3.1 Amendment to Article 9 – Security Requirements – of the Resulting Standing Offer

The Request for Standing Offer is hereby amended by deleting Section 9.01 – Security Requirements – of the Resulting Standing Offer in its entirety and replacing it with the following Section 9.01:

Section 9.01 Security Requirement

- 9.01.01 The Offeror must, at all times during the performance of the Contract, hold a valid “Designated Organization Screening” with Document Safeguarding Capability for Protected A information and assets issued by the Canadian and International Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) in accordance with the Industrial Security Manual latest edition published by PWGSC (the “Industrial Security Manual”).
- 9.01.02 The Offeror’s personnel requiring access to protected information, assets or Work site(s) must each hold a valid “Reliability Status”, granted or approved by Elections Canada.
- 9.01.03 The Offeror must comply with the provisions of the:
- (a) Security Requirements Check List, attached at Annex C; and
 - (b) Industrial Security Manual (latest edition).