



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

## AMENDMENT TO REQUEST FOR PROPOSAL

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

<b>Amendment No.</b>  1	<b>RFP Amendment Date:</b>  December 24, 2014
<b>Office of the Chief Electoral Officer File No.</b>  ECSVT-RFP-14-0745	
<b>Title:</b>  Automation Coordinator Training	
<b>Request for Proposal Closing Date:</b>  December 30, 2014 – 2:00 pm (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6	
<b>Attention:</b>  Stella Van Tassel	<b>E-Mail:</b>  proposition-proposal@elections.ca

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal (RFP) bearing number ECSVT-RFP-14-0745 and dated December 17, 2014. 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 RFP and Elections Canada hereby answers as follows:

### **2.1 Question No.1**

Question:

Table A of Part 8 shows 54 rooms per night while page 3 of Annex A – Statement of Work – has 56 rooms per night. Can you specify whether you require 54 or 56 rooms?

Answer: The number of rooms is 56.

The Request for Proposal is hereby amended. Please see attached Annex B – Pricing Table and Part 8 – Financial Evaluation Criteria hereby attached to this amendment.

### **2.2 Question No.2**

Question:

Sub-section 4.2.1 of Annex A indicates that the cost of meals must comply with the guidelines established by the Treasury Board Secretariat of Canada. Could you provide these please?

Answer:

You can find this information using the link below:

<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&merge=2&sid=98>



## Automation Coordinator Training

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### ANNEX B

### Pricing Table



### Annex B – Pricing Table

The Supplier will be paid based on the firm, all-inclusive prices listed below, for the services described in Annex A – Statement of Work. The prices shall remain valid for the duration of the Contract and do not include applicable sales taxes.

**TABLE A – Accommodations**

Accommodations – Single Occupancy Room	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
February 1, 2015	56		
February 2, 2015	56		
February 3, 2015	56		
February 4, 2015	40		
February 5, 2015	56		
February 6, 2015	56		
February 7, 2015	56		
February 8, 2015	40		
February 9, 2015	56		
February 10, 2015	56		
February 11, 2015	56		
February 12, 2015	40		
February 13, 2015	56		
February 14, 2015	56		
February 15, 2015	56		
February 16, 2015	40		
February 17, 2015	56		
February 18, 2015	56		
February 19, 2015	56		
February 20, 2015	40		
February 21, 2015	56		
February 22, 2015	56		
February 23, 2015	56		
February 24, 2015	40		

**TABLE B – Contingency**

If using the contingency period listed in Annex A – Statement of Work, section 4.1.3.

Accommodations – Single Occupancy Room	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
February 25, 2015			
February 26, 2015			
February 27, 2015			
February 28, 2015			

**TABLE C – Meals**

Meal requirements for the period of February 2 to February 28, 2015.

Description	Estimated Number of Meals	Firm All-Inclusive Unit Price Per Meal	Firm Extended Price
Morning break	1,260		
Lunch	1,260		
Afternoon break	1,260		

**TABLE D – Training rooms**

Description	Estimated Number of Training Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
January 31 to March 2, 2015 – 4 training rooms for 31 days	124		

**TABLE E – Parking**

Description	Estimated Number of Parking Passes	Firm Unit Price	Firm Extended Price
January 31 to March 2, 2015 – 20 parking passes/training day	360		

**TABLE F – Accommodations for EC Trainers**

Accommodations for EC Trainers – Single Occupancy Room	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
January 31, 2015	14		
February 1, 2015	14		
February 2, 2015	14		
February 3, 2015	14		
February 4, 2015	14		
February 5, 2015	14		
February 6, 2015	14		
February 7, 2015	14		
February 8, 2015	14		
February 9, 2015	14		
February 10, 2015	14		
February 11, 2015	14		
February 12, 2015	14		
February 13, 2015	14		
February 14, 2015	14		
February 15, 2015	14		
February 16, 2015	14		
February 17, 2015	14		
February 18, 2015	14		
February 19, 2015	14		
February 20, 2015	14		
February 21, 2015	14		
February 22, 2015	14		
February 23, 2015	14		
February 24, 2015	14		
February 25, 2015	14		
February 26, 2015	14		
February 27, 2015	14		
February 28, 2015	14		
March 01, 2015	14		
March 02, 2015	14		

**TABLE G – Optional Requirement – Training Room**

Description	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
January 31 – March 31, 2015 - 1 room for 60 days	60		

**UP TO A MAXIMUM OF \$ [insert total amount of contract] (taxes extra)**

All payments are subject to a government audit.



## Part 8 – Financial Evaluation Criteria

### FIRM UNIT PRICE

In the tables below, the Bidder must quote a firm unit price for the completion of all the services as defined in Annex A – Statement of Work. The firm unit prices quoted by the Bidder must be in Canadian dollars and exclude all applicable sales tax. Pricing provided should include, but not be limited to, delivery, supply/rental, installation, labour costs, removal of equipment, any travel costs, any costs to subcontractors, gratuities and any other expenses due to the fulfillment of the Contract.

All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Elections Canada.

**TABLE A – Accommodations**

Accommodations – Single Occupancy Room	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
February 1, 2015	56		
February 2, 2015	56		
February 3, 2015	56		
February 4, 2015	40		
February 5, 2015	56		
February 6, 2015	56		
February 7, 2015	56		
February 8, 2015	40		
February 9, 2015	56		
February 10, 2015	56		
February 11, 2015	56		
February 12, 2015	40		
February 13, 2015	56		
February 14, 2015	56		
February 15, 2015	56		
February 16, 2015	40		
February 17, 2015	56		
February 18, 2015	56		
February 19, 2015	56		
February 20, 2015	40		
February 21, 2015	56		



February 22, 2015	56		
February 23, 2015	56		
February 24, 2015	40		
<b>Total Cost: Accommodations</b>			<b>\$</b>

**TABLE B – Contingency**

To be completed if the supplier requires using the contingency period listed in Annex A – Statement of Work, section 4.1.3.

Accommodations – Single Occupancy Room	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
February 25, 2015			
February 26, 2015			
February 27, 2015			
February 28, 2015			
<b>Total Cost: Contingency</b>			<b>\$</b>
Please indicate the session number/dates and the number of guest rooms from which these were moved.			

**TABLE C – Meals**

Meal requirements for the period of February 2 to February 28, 2015.

Meals	Estimated Number of Meals	Firm All-Inclusive Unit Price Per Meal	Firm Extended Price
Morning break	1,260		
Lunch	1,260		
Afternoon break	1,260		
<b>Total Cost: Meals</b>			<b>\$</b>

**TABLE D – Training rooms**

Training Rooms	Estimated Number of Training Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
January 31 to March 2, 2015 – 4 training rooms per day for 31 days	124		
<b>Total Cost: Training Rooms</b>			\$

**TABLE E – Parking**

Parking	Estimated Number of Parking Passes	Firm Unit Price	Firm Extended Price
January 31 to March 2, 2015 – 20 parking passes per day for 31 days	360		
<b>Total Cost: Parking</b>			\$

**TABLE F – Accommodations for EC Trainers**

Only to be completed if Bidder’s venue is located further than 40 km from ECHQ at 30 Victoria Street, Gatineau, QC.

<b>Accommodations for EC Trainers – Single Occupancy Room</b>	<b>Estimated Number of Rooms</b>	<b>Firm All-Inclusive Price Per Room</b>	<b>Firm Extended Price</b>
January 31, 2015	14		
February 1, 2015	14		
February 2, 2015	14		
February 3, 2015	14		
February 4, 2015	14		
February 5, 2015	14		
February 6, 2015	14		
February 7, 2015	14		
February 8, 2015	14		
February 9, 2015	14		
February 10, 2015	14		
February 11, 2015	14		
February 12, 2015	14		
February 13, 2015	14		
February 14, 2015	14		
February 15, 2015	14		
February 16, 2015	14		
February 17, 2015	14		
February 18, 2015	14		
February 19, 2015	14		
February 20, 2015	14		
February 21, 2015	14		
February 22, 2015	14		
February 23, 2015	14		
February 24, 2015	14		
February 25, 2015	14		
February 26, 2015	14		
February 27, 2015	14		
February 28, 2015	14		
March 01, 2015	14		
March 02, 2015	14		
<b>Total Cost: Accommodations for Trainers</b>			<b>\$</b>

**TABLE G – Optional Requirement – Training Room**

Optional Training Room	Estimated Number of Rooms	Firm All-Inclusive Price Per Room	Firm Extended Price
January 31 – March 31, 2015 1 room for 60 days	60		
<b>Total Cost: Optional Training Room</b>			<b>\$</b>

**TABLE H – Determination of the Total Proposal Price for Evaluation Purposes**

Table A – Total Cost for Accommodations	\$ _____ Total Price Table A
Table B – Total Cost for Contingency	\$ _____ Total Price Table B
Table C – Total Cost for Meals	\$ _____ Total Price Table C
Table D – Total Cost for Training Rooms	\$ _____ Total Price Table D
Table E – Total Cost for Parking	\$ _____ Total Price Table E
Table F – Total Cost for Accommodations for EC Trainers	\$ _____ Total Price Table F
Table G – Total Cost for Optional Training Room	\$ _____ Total Price Table G
<b>TOTAL PROPOSAL PRICE</b>	\$ _____ = Cumulative sum of Tables A, B,C, D, E, F & G