



Procurement and Contracting Services
 30 Victoria Street
 Gatineau, (QC) 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	January 9, 2015
Office of the Chief Electoral Officer File No.	
ECHL-RFP-14-0639	
Title:	
<p align="center">Multi Media Kits For Federal Political Entities</p>	
Request for Proposal Closing Date:	
January 15, 2015 at 2h00PM (Gatineau Time)	
ENQUIRIES – address enquiries to the Contracting Authority:	
<p>Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau (QC) K1A 0M6</p> <p>proposal-proposition@elections.ca</p>	
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 Multi Media Kits bearing number ECHL-RFP-14-0639 and dated December 4, 2015 (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 RFP and Elections Canada hereby answers as follows:

Question No. 1

Question: The period of the contract has a term until Oct 19, 2015 and the SOW has a delivery date of March 31, 2015. Please confirm which date holds true considering instructions are to send all items together with one shipment?

Answer: Per Section 5 - Timeline of the SOW, the lowest compliant contractor will fulfill the requirements set out in this contract and is anticipated to commence duplication and packaging services in March 2015. Duplication and packaging services will only begin once the contractor has received the sample USB key pre-loaded with content from Elections Canada. As outlined at the end of Section 5 under "Note", timeframes are subject to change. It is for this reason the contract term date is in October.

Once all of the Multi-media kits have been assembled and packaged, they are to be sent together in one shipment to Elections Canada Distribution Centre located at 440 Coventry Road, Ottawa, Ontario, K1A 0M6.

Question No. 2

Question: For 4 copies of Technical proposal, do you want us to put in a file all copies together stapled individually or is there any other preference?

Answer: We request 4 hard copies of the Technical Proposal. You can staple each of these separately and then put all 4 copies in an envelope separate from the Financial Bid.

Question No. 3

Question: Section III: Certificates – Page 65/66 – Do you want us to sign and send this

with the Bid package?

Answer: Yes.

Question No. 4

Question: After page 18, it seems there is a copy of the Contract, is that just for reference or for us to review and fill?

Answer: Bidders are to provide in their proposal the requested identified in Part 6 – Resulting Contract. The required information is identified in the Note to Bidder boxes in this section.

Question No. 5

Question: Is there a General Liability Insurance requirement, as it may not be relevant to the bid?

Answer: Please refer to Article 11: Insurance in Part 6 – Resulting contract (page 26) as well as Article 14: Liability in Annex C – General Conditions (page 49).

Question No. 6

Question: The 4 GB Swivel type USB Keys, do they need to have the Data on it that is on a separate partition so no one is able to delete the documents?

Answer: We do not require this option; one partition where the information can be deleted is sufficient and required. We require the ability to delete information from these keys for any future required updates and or formatting.

Question No. 7

Question: Does the wording – “EC 20151 Multi-Media Key / Clé multimedia” need to be screen printed on the USB Key itself or is the USB key supposed to come in a plastic sleeve which will eventually go in a box?

Answer: Only the Elections Canada logo (provided by Elections Canada) is to be screen printed on the USB key itself. The USB key is then placed into the box which is enclosed with a protective clear plastic sleeve. The wording “EC 20151 Multi-Media Key / Clé multimedia” needs to be printed or affixed on the protective clear plastic sleeve.

Question No. 8

Question: For the box in which the USB Keys go, what dimensions are required as EC will be providing with the “Read Me First” booklet?

Answer: The “Read me First” booklet will not be inserted in the USB key box but in pre-printed envelopes that will be supplied by Elections Canada. The size of the pre-printed envelopes will be 10” in length by 6” in width (25.40cm in length by 15.24cm in width).

The kits will be assembled onsite by the lowest compliant contractor at their facility. A quantity of 10 assembled kits will be packaged per box for shipment to Elections Canada Distribution Centre. It is the contractor’s discretion to decide on the size of the shipping box, however the box used for shipping should be sized adequately to fit 10 assembled kits.

Question No. 9

Question: We also need to know the box dimension so that they can be fitted inside the pre-printed envelopes that will be provided by EC.

Answer: The USB key box dimensions are to be 4” in length by 1.5” in width by 1” in depth (10cm in length by 4cm in width by 2.5cm in depth).

Question No. 10

Question: There is confusion about timeline again as the readiness date stipulated is March 1, 2015 and that can only be contingent on Bid Awarded on a timely basis. Also depends on when EC sends the Booklet and envelopes.

Answer: Elections Canada anticipates entering into a contract with the lowest compliant contractor in January or February 2015.

Elections Canada will supply required material to the contractor facility in a timely manner. As outlined in “Section 5. TIMELINE”, the contractor will have 5 business days to complete the required work once the sample USB key, pre-loaded with content, is received from Elections Canada.

Question No. 11

Question: Constraints – We are based in Calgary and were wondering if there is an EC office here where a rep can come in and do the checks or we can send the sample and the checks can be done on site as it is just a memory key with information on it.

Answer: The corporate offices of Elections Canada are all located within the National

Capital Region; none exist outside of this area. Please refer to Sections 6 and 7 of the SOW found on page 34 of the RFP which further explains this constraint.

Question No. 12

Question: Deliverables – Not sure what is Data Integrity Checks as all USB Keys are hard coded to add the information just after manufacturing.

Answer: The purpose of the Data Integrity Checks is to ensure that no USB keys are DOA (Dead On Arrival) and do not function for our clients when received.

How this verification is performed remains at the contractor’s discretion. One of the most popular hash check methods available is CRC (Cyclic Redundancy Check).

Part 3. Amendments

3.1 Amendment to the RFP Closing Date

This RFP is hereby amended to

Delete the following in its entirety on the cover page of the solicitation:

Solicitation Closing Date:
January 13, 2015 at 2:00PM (Gatineau Time)

And insert the following on the cover page of the solicitation:

Solicitation Closing Date:
January 15, 2015 at 2:00PM (Gatineau Time)

3.2 Amendment to the Contracting Authority

This RFP is hereby amended to

Delete the following in its entirety on the cover page of the solicitation:

Attention: Hicham Laassouli
Tel No. 819-939-1485

And insert the following on the cover page of the solicitation:

Attention: Barbara Robertson
Tel No. 819-939-1493