



**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.

<b>RFP Amendment No.</b>	<b>RFSO Amendment Date:</b>
3	January 21, 2015
<b>Office of the Chief Electoral Officer File No.</b>	
ECADB-RFSO-14-0349	
<b>Title:</b>	
Temporary Help Services for an Electoral Event	
<b>Request for Standing Offer Closing Date:</b>	
January 28, 2015, 2:00 p.m. (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  proposition-proposal@elections.ca	
<b>Attention:</b>	<b>Tel No.</b>
Annie de Bellefeuille	819-939-1490

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer (RFSO) for Temporary Help Services for an Electoral Event bearing number ECADB-RFSO-14-0349 and dated December 31, 2014 (the "RFSO"). 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. Amendments**

### **2.1 Amendment to M1 – Technical Evaluation Criteria – of part 7 of the RFSO**

The Request for Standing Offer is hereby amended by deleting the following:

The Offeror must provide two client references that have each entered into a contract, standing offer or supply arrangement with the Offeror for THS of a value of at least \$500,000 annually (including all applicable taxes).

And replacing it with:

The Offeror must provide two client references that have each entered into a contract, standing offer or supply arrangement with the Offeror for THS of a value of at least \$400,000 annually (including all applicable taxes).

## **Part 3. Questions and Answers**

The following question(s) have been asked in response to the RFSO and Elections Canada hereby answers as follows:

### **3.1 Question No. 1**

Question: What do you mean by a contract or standing offer of 500,000\$ or more? We are a qualified offeror on multiple standing offers and supply arrangements. And that is the case for many offerors in the region. That being said, the standing offer for the THS in the National Capital Region represents over 120M\$ of dollars annually. Each offeror can obtain contracts or call-ups to the standing offer, but there isn't any monetary guaranty attached at that qualification. Moreover, the maximum authorized for each standing offer is 400 000\$. In this way, it is impossible to obtain an individual contract

over that amount. However, we can easily add multiple contracts and surpass the 500 000\$ being asked.

Or, does the fact of being qualified on a standing offer or a supply arrangement which respects the value of greater than \$ 500,000, satisfy the requirement?

Answer: Please refer to 2.1 above.

### **3.2 Question No. 2**

Question: Also, concerning the modification of annex B - pricing table (section 2.4). Can you please confirm that Elections Canada will require the temporary help resources affected by the present standing offer be paid at the firm base hourly rate indicated in the table or are those rates suggestions? In the affirmative, how will Election Canada ensure that the temporary help resources are paid at the said salary?

Answer : As per Section 1.4 of Part 8, the “Firm Hourly Base Rate” set out in Column C of the Financial Offer Tables is fixed and cannot be modified by Offerors.

Please refer to Part 6, Annex A, Appendix B – General Conditions – Services, Article 7 Accounts and Audits, for further information on the obligation of Offerors to keep proper accounts and records of the cost of performing the Work.

### **3.3 Question No. 3**

Question: Since the table was modified following the amendment 1, are you planning on modifying Part 8 - Financial Evaluation Criteria - to reflect the new table. The calculation of the total price is no longer the same given that column F and G were eliminated?

Answer: The table of Part 8 wasn't modified. Only the table in Part 6 was modified. Please refer to point 2.4 and 2.7 of amendment 1.

### **3.4 Question No. 4**

Question: **Part 7, Technical evaluation criteria ID M1, Item #3:**

Please clarify the documentation required to support this item. Are we required to list individual invoices to substantiate the total billing or may we simply state the total billing amount for this client and the period covered?

Answer: Individual invoices are not required pursuant to Item 3 of M1. Please refer to Items 1, 2 and 3 under M1 of Part 7, Technical Evaluation Criteria, for the information

that each client reference must, at minimum, contain. Also please refer to section 2.1 above, as Item #3 has changed.

### **3.5 Question No. 5**

Question: Submission of proposal – can our submission be hand delivered or does it need to be sent via Canada Post?

Answer: Proposals can be hand delivered or sent by Canada-Post, as long as they are received before the closing date and time by the Proposal Receiving Unit. Please see Part 1-5, Section 2.4.2 (d).