



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.

RFP Amendment No. 4	RFSO Amendment Date: January 22, 2015
Office of the Chief Electoral Officer File No. ECADB-RFSO-14-0349	
Title: Temporary Help Services for an Electoral Event	
Request for Standing Offer Closing Date: January 28, 2015, 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: Annie de Bellefeuille	Tel No. 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. Questions and Answers

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

2.1 Question 21

Question: With respect to the Addendum 1, Item 3.3 (response to Question 3), we note in Section 3.2 of Part 3 that Offerors are to detail “how they will meet the requirements of the SOW and carry out the Work.” We interpret this to mean that completing the mandatory criteria forms in Part 7 will be insufficient. As such, we are preparing a written technical response in addition to these forms. Given that we are also instructed to use the same headings, are Offerors advised to address the entire RFSO document point-by-point?

Answer: Part 3, Section 3.2.1, requires Offerors to demonstrate their understanding of the requirements contained in the RFSO in a thorough, concise and clear manner; and explain how they will meet the requirements of the SOW and carry out the Work.

Part 3, Section 3.2.2, requires Offerors to address clearly and in sufficient depth the points that are subject to the evaluation criteria, which are set out in Part 7 – Technical Evaluation Criteria. Offerors should structure their offer in the order of the evaluation criteria by using the same headings.

2.2 Question 22

Question: In the Word version of the Technical Evaluation Criteria Forms, under M2 (Testing of Temporary Help Resources), we note that it still says that Offerors must test the resources under Resource Categories 1 to 8. However, the order of the Categories has changed in the new SOW provided in Addendum 1. Please confirm that the positions requiring testing are Categories 1-7 and 9, which correspond to the previous Categories 1-8.

Answer: M2 is correct. The resources to be tested are category 1 to 8 of the new version of the SOW.