



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.

RFSO Amendment No.	RFSO Amendment Date:
1	March 11th, 2015

Office of the Chief Electoral Officer File No.
ECADB-RFSO-14-0767
Title:
Learning Services
Request for Standing Offer Closing Date:
March 31, 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:	Tel No.
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-14-0767 and dated February 18, 2015 (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 No. 1

Question: Is Elections Canada able to provide the tables in Word format in both French and English?

Answer: Tables in word format, in French and English, are available upon requests.

2.2 Question No. 2

Question: Part 7 – Technical Evaluation Criteria – In demonstrating experience under M2 Experience Offering Training in the Federal Public Service, can you please confirm if providing services to Crown Corporations is acceptable as part of this experience?

Answer: Providing services to Crown Corporations is acceptable as part of this experience.

2.3 Question No. 3

Question: Can Elections Canada confirm that the workshops should all be provided/quoted for the same length of on day workshops (i.e. not offering options of half day workshops, etc.)

Answer: Workshops can be of different lengths, depending on subject matter and time required to deliver each offering.

2.4 Question No. 4

Question: Can Elections Canada confirm if the workshop audiences will at any time be specific to employees only and/or managers only or a combination of both employees and managers?

Answer: Most workshops will be for a combination of both employees and managers, however depending on subject matter, some workshops may target either employees or managers.

2.5 Question No. 5

Question: Part 7, Point Rated Technical Criteria, Item R4

In addition to providing the information requested under R4, are bidders required to include resumes for each resource?

Answer: No, we are not requiring resumes for resources.

2.6 Question No. 6

Question: Part 8, Financial Evaluation Criteria

The financial evaluation methodology does not take into account the duration of courses. There would be a substantial difference in costs for one-day vs. two-day courses and most bidders would likely offer a range of course durations to meet the requirements and to best meet the needs of Elections Canada's employees. If the financial evaluation does not take into account the duration of the courses, bidders who propose shorter courses will be at a significant advantage, although, this may not be in the best interest of Elections Canada and its employees.

Would Elections Canada consider modifying the financial evaluation criteria in order to ensure a more accurate comparison and evaluation of the bidders' proposals? For example, Elections Canada could evaluate based on the "Firm Price Per Participant Per Day".

Answer: The financial evaluation criteria will not be modified, because Election Canada is looking for a total price per course.