



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:
3	March 17th, 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. 8

Question: For the R3 requirement Experience Delivering the Proposed Courses, can you please confirm that this experience can only constitute M2 experience and bidders are not able to present clients other than Federal ones who bidders have presented the courses to.

Answer: The experience evaluated under R3 must be for courses which have been presented to Federal Public Service clients including Government of Canada Departments, Agencies of Parliament and Crown Corporations. The clients must be listed on schedule I, II, IV or V of the Financial Administration Act (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>).

2.2 Question No. 9

Question: **RE: Question No. 3 and Question No. 6**

Although Elections Canada is indicating that workshops can be of different lengths, the Financial Evaluation Criteria remain extremely biased towards workshops of short duration. By favouring courses of short duration and only considering total price per course, Elections Canada can expect to pay more to receive less.

In the RFSO, Elections Canada has estimated the level of effort at 50 training days per year. In the case where a bidder has proposed only ½ day workshops, Elections Canada would be required to purchase 100 course deliveries. With another bidder, who proposes 2-day workshops, Elections Canada may only have to purchase 25 courses to deliver the same amount of training. While Elections Canada would need to purchase 4

times as many ½-day courses to receive the same amount of training as a two-day course, the ½-day courses are weighted equally with 2-day courses in the financial evaluation. This does not fairly compare competing bids and does not fairly measure best value to Elections Canada.

We strongly recommend that Elections Canada reconsider its financial evaluation. If Elections Canada will not change the financial criteria, we recommend that the technical criteria take into account course durations, and that perhaps (1) a minimum workshop duration be set, and (2) a minimum number of 1-day and a minimum number of 2-day courses be set (should Election Canada wish to have 1-day and 2-day course options).

Answer: Elections Canada hereby amends the Financial Evaluation criteria to include a “Price per Day per Course”.

Part 3. Amendments

3.1 Amendment of Part 6 Annex B – Pricing Table

The RFSO is hereby amended by deleting in its entirety Part 6 Annex B and replacing it with the attached Part 6 Annex B v2.

3.2 Amendment of Part 8 – Financial Evaluation Criteria

The RFSO is hereby amended by deleting in its entirety Part 8 and replacing it with the attached Part 8 v2.



Part 8 - Financial Evaluation Criteria

All Offerors must submit prices by completing tables A, B and C below.

Firm unit price

The firm unit prices quoted below must be in Canadian dollars and exclude all Applicable Sales Tax. Pricing provided should include but is not limited to - delivery, supply/rental, installation, labor costs, removal of equipment, any travel costs, any costs to subcontractors, and any other expenses due to the fulfillment of the Contract.

To calculate the Firm price per day per course Offerors must use the following equation:

$$\frac{\text{Firm price per course}}{\text{Course duration (in days)}} = \text{Firm price per day per course}$$

If a course duration is half a day (or 4 hours), Offerors would indicate the course duration as 0.5 Days.

Determination of Total Offer Price for Evaluation Purposes

All Offerors must provide a “Total Offer Price” by submitting the average cost per course “Average cost per day per course”.

The “Total Offer Price” will be used for the purpose of determining the highest ranked Offeror, in accordance with Subsection 4.4.6 of Part 4 of the RFSO.

TABLE A - Original Period – Date of Standing Offer award to March 31, 2016

Description Title of Training	Course Duration (in Days)	Firm Price per course with a maximum of 16 participants	Firm Price per day per course

Total Cost per day for courses with a maximum of 16 participants:		\$
Average cost per day per course– Option Period 1		\$
<u>Total Cost per day for courses with a maximum of 16 participants</u> number of courses offered		

TABLE C - Option Period 2 – April 01, 2017 to March 31, 2018

Description Title of Training	Course Duration (in Days)	Firm Price per course with a maximum of 16 participants	Firm Price per Course per Day
Total Cost per day for courses with a maximum of 16 participants:			\$
Average cost per day per course– Option Period 2			\$
<u>Total Cost per day for courses with a maximum of 16 participants</u> number of courses offered			

TABLE D – Determination of the Total Proposal Price for Evaluation Purposes

Table A – Average cost per day per course for the initial period	\$
Table B – Average cost per day per course for option year one	\$
Table C – Average cost per day per course for option year two	\$
TOTAL OFFER PRICE	
<u>Table A + Table B + Table C</u> = Total average cost per day per course 3 years	\$