



Procurement and Contracting Services
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REQUEST FOR INFORMATION AMENDMENT

The Request for Information is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Information remain the same.

RFI Amendment No.	RFI Amendment Date:
3	August 1, 2016

Office of the Chief Electoral Officer File No.
ECPB-RFI-16-0091
Title:
Integrated Resource Planning Model (IRPM)
Request for Information Closing Date:
August 8, 2016 – 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 supplier@elections.ca	
Attention:	Tel No.:
Pascal Bouchard-Phillips Senior Advisor Procurement and Contracting Services	819-939-1488

SUBMIT RESPONSE VIA RFI ONLINE QUESTIONNAIRE:
http://electionscanada.sondages-surveys.ca/s/RFIPS/langeng/
Additional and supporting material may be submitted to:
supplier@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Information for Integrated Resource Planning Model (IRPM) bearing number ECPB-RFI-16-0091 and dated July 11, 2016 (the “RFI”). This amendment hereby forms part of the RFI.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFI and used in this amendment shall have the same meanings assigned to them in the RFI.

Part 2. Questions and Answers

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

2.1 Question No. 7

Since there is difficulty in moving or “paging” through the RFI online questionnaire, could you please add page numbers for easier access?

Answer: Please see the answer to Question No. 4 in RFI Amendment 2.

2.2 Question No. 8

In the RFI, on page 4 Section 1.3.2, you refer to the Key Business Drivers to be achieved within the IRPM. Could you define what you mean by retention? Which Talent Management processes are you targeting to retain workers and need to be part of the solution?

Answer:

From a financial point of view, under the Income Tax Regulations, the general rule is that the retention period for books, records and their related accounts and source documents is a minimum of six years from the end of the last tax year to which they relate. The tax year is the fiscal period for corporations and the calendar year for all other taxpayers.

From a Human Resources point of view, the ideal outcome is for employees hired during a general election to be available for the next general election. Under the Canadian Constitution, general elections are to be held at least once every five years. Traditionally, under the current parliamentary system of government in Canada, general

elections are called at the discretion of the prime minister, although they may be held at any time if the government loses the confidence of the legislature.

Elections Canada is seeking input from respondents to assess the metrics that their solutions can track, along with information about features that facilitate or expand on existing Talent Management capabilities. At this time, the details of Elections Canada's targeted Talent Management processes are not available.

2.3 Question No. 9

When referring to the Financial Information Reporting are you referring to payroll results or more than that?

Answer: Financial Information Reporting refers to the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation or a person. Financial Information Reporting also refers to any report on financial documents that summarize transactions and includes the documents to support these transactions.

2.4 Question No. 10

Could you describe the organization structure when not in an election year? The permanent organization in number of employees, full time or part time, number of sites, etc.

Answer:

Outside of an Electoral Event, Elections Canada is split between two corporate business locations: a Gatineau office which houses the headquarter administration staff, and an Ottawa distribution centre.

In addition to Elections Canada's estimated 500 full time equivalent employees, approximately 370 workers, Returning Officers and Field Liaison Officers are contracted and appointed for various periods of time all across Canada.

2.5 Question No. 11

Are you offering benefits (life insurance, health care, pension, etc.) to your employees? Benefits will need to be considered in the payroll calculation.

Answer: At this time, election workers across Canada hired to work during an election period are not considered employees and are not entitled to benefits such as life insurance, health care, pension, etc. For these election workers, the only current

deductions are for income tax, Canada Pension Plan (CPP) contributions, employment insurance (EI) and other deductions specific the Provinces.

2.6 Question No. 12

In the RFI online questionnaire, is there any limitation of characters for the responses and comment boxes?

Answer: There is no known limitation of characters for the responses and comment boxes.