

Letter of Interest (LOI) / Request for Information (RFI)

Voter List and Electronic Poll Book Management

The information contained in this notice is a brief description of the requirement and is for information purposes only. Suppliers must refer to the complete Request for Information (RFI) document for a full description of the requirement and the instructions for providing a response.

- a) Elections Canada File No: ECS-RFI-16-0167
- b) Applicability of Trade Agreements: None
- c) Comprehensive Land Claim Agreement: No
- d) Region of opportunity: World
- e) Region of delivery: Canada
- f) GSIN: N7030150 - COMPUTER SOFTWARE, ACCOUNTING, FINANCIAL, INSURANCE, PAYROLL - OTHER THAN MICROCOMPUTERS, D317E - Information Products, U009B - Computer Assisted Learning, D302AAP - Informatics Professional and Consulting Services, Software Development and Implementation, R199IP - Personnel Management: Staffing, D307A - Systems Integration of Informatics Commodities and Services, T013BZ - Visual Information System, B303A - Systems and Statistical Analysis, B329A - Business Services / Modelling and Analysis, R199B - Miscellaneous Business Services, N7030 - ADP Software, R009AD - General Ledger/Bookkeeping System, U008C - Training Design, D302A - Informatics Professional Services, U008P - End-to-End Learning Services (Excludes COTS Training), D302AAH - Informatics Professional and Consulting Services - Maintenance Operations, Support, R019E - Business Services, D307AB - Informatics Systems Integration, N7030100 - Software Suppliers, Application, Business, Personnel Management, EDP, N7030250 - COMPUTER SOFTWARE FOR TECHNOLOGY ASSISTED TRAINING, N7030425 - COMPUTER SOFTWARE, MATERIEL MANAGEMENT, INVENTORY CONTROL - OTHER THAN MICROCOMPUTERS, N7030535 - COMPUTER SOFTWARE, HUMAN RESOURCES MANAGEMENT, PERSONNEL, ETC. - OTHER THAN MICROCOMPUTERS, D302AAR - Informatics Professional and Consulting Services, Systems Management, Project Management, EDP Management Consulting, U009E - Informatics Training, D317EB - Web-Based Training, L099D - Financial Accounting Services, D317E - Information Products, WR3610 - PRINTING, DUPLICATING AND BOOKBINDING EQUIPMENT – RENTAL, WL3610 - PRINTING, DUPLICATING AND BOOKBINDING EQUIPMENT, LEASING, R107AA - Book-Binding Services, N7610D - BOOKS (PRINTING PRODUCTS PUBLICATIONS), N7610 - Books and Pamphlets, N7025095 - PRINTERS PAGE COLOUR, N7025090 - PRINTERS, BAR CODE, N6740J - CONTACT PRINTER (FILM AND PAPER), N6730402 - READER/PRINTERS, MICROFILM, ROLL, CARTRIDGE/CASSETTE, N6740Q - ANALYSERS, COLOUR

PRINTING PHOTOGRAPHIC, N6740EE - PRINTERS, PROJECTION, PHOTOGRAPHIC (ENLARGERS) AND GRAPHIC ARTS, AUTOMATIC MACHINE PRINTING (ACCEPTS ROLL PAPER), N6740E - PRINTERS, PROJECTION PHOTOGRAPHIC, N6730403 - READER/PRINTERS, APERTURE CARD, N6695E - PRINTER-PLOTTERS, X-Y AND MULTICHANNEL TYPES, N6675LN - PRINTER, TRANSFORMING, PHOTOGRAMMETRIC, N5815028 - Facsimile Equipment, Special Purpose/Design (Weather, Finger Printing), N5815010 - Teleprinter Equipment, N3670 - Specialized Semiconductor, Micro-Circuit and Printed Circuit Board Manufacturing Machinery, N3610CPA - Type, Metal, Printing, N3610C - Printing Equipment, N3610 - Printing, Duplicating and Bookbinding Equipment, N7025099 - PRINTERS, PAGE, LASER, JX7025BA - Printers, Line (Band, Chain, Drum, Train, etc.) – Maintenance ,JX7025AJ - Printers, Page, Laser – Maintenance, JX7025B - Printers, Page, Other (Ion, Electrostatic, etc.) – Maintenance, JX3610 - Printing, Duplicating and Booksbinding Equipment - Repair and Overhaul

- g) Tender Type: Letter of Interest (LOI)/Request for Information (RFI)
- h) Tendering Procedure: Open
- i) Attachment: Yes (buyandsell.gc.ca)

1. Background

The Chief Electoral Officer of Canada (“CEO”), an agent of Parliament, exercises general direction and supervision over the conduct of federal elections, by-elections and referendums. The CEO heads the Office of the Chief Electoral Officer, commonly known as Elections Canada.

2. Requirement

Elections Canada is seeking feedback from suppliers on Elections Canada’s requirement for a solution to support automation of the List of Electors and poll book at Polling Places for Elections Canada.

Elections Canada is issuing this RFI to:

- A. Provide an equal opportunity for suppliers that may be interested in supplier engagement with Elections Canada;
- B. Validate solution concepts that could assist Elections Canada in further defining requirements;
- C. Determine whether to proceed with requirements/strategy, and if approved, develop planning, and solicitation documents;

- D. Refine the procurement strategy, project structure, timelines, requirements definition, and other aspects of the requirement; and
- E. Become a more "informed buyer" with an enhanced understanding of supplier goods and service offerings.

See attached document for more details.

3. Important Information

The information provided by Elections Canada in this RFI is preliminary and may change. This RFI is not a solicitation nor will it be used to pre-qualify or otherwise restrict participation in a future solicitation.

The information provided by respondent(s) may be used to refine the procurement strategy. The issuance of this RFI does not create an obligation for Elections Canada to issue a subsequent procurement, and does not bind Elections Canada legally or otherwise, to enter into any agreement or to accept any suggestions from respondent(s). However, Elections Canada reserves the right to accept or reject any or all recommendations received.

All supplier consultations will be documented and this information is subject to the Access to Information Act. Elections Canada will not reveal any designated proprietary information to third parties. Respondent(s) responding to the RFI should identify any submitted information that is to be considered as either company confidential or proprietary.

See attached document for more details.

4. Responding to the Request for Information

To respond to the RFI, you do not need to provide all of the components of nor are you required to have previous experience with Elections Canada or the Government of Canada. You may be one of the following:

- A supplier that specializes in one or multiple areas of recruitment, training, and payment;
- An integrator;
- A supplier that may partner with an integrator; or
- A supplier that specializes in other related areas.

The response template is structured to allow for respondents to complete the components and areas that they are specifically willing to share information with Elections Canada. The objective is to obtain sufficient information from respondents to ensure the required analysis may be performed to allow for recommendations.

See attached document for more details.

5. Request for Information Response Template and Submission of Additional or Supporting Documents

- a) A Response Template – Annex A must be used by respondents to share information with Elections Canada by the deadline identified in this notice.
- b) Additional or supporting documents may be sent by email directly to the Contracting Authority at supplier@elections.ca.
- c) Documents must be sent electronically. Documents sent via mail or facsimile will not be accepted.
- d) The Response Template – Annex A may be completed in English or French and additional or supporting documents may be submitted in either official language of Canada.
- e) Elections Canada reserves the right to negotiate with suppliers on any procurement.
- f) Further information about Elections Canada may be obtained at <http://www.elections.ca>.

See attached document for more details.

6. Elections Canada Contracting Authority

All enquiries and other communications related to this RFI shall be directed exclusively to the Elections Canada Contracting Authority:

Ron Shaheen
Senior Advisor, Procurement and Contracting Services
supplier@elections.ca
819-939-1489
Elections Canada File No: ECRS-RFI-16-0167