



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

AMENDMENT TO INVITATION TO QUALIFY

The Invitation to Qualify is hereby amended; unless otherwise indicated, all other terms and conditions of the Invitation to Qualify remain the same.

RFSO Amendment No. 1	ITQ Amendment Date: March 20, 2016
Office of the Chief Electoral Officer File No. ECCL-ITQ-16-0226	
Title: Corporate and Events Hosting and Operations Management	
Invitation to Qualify Closing Date: April 19, 2017 at 2:00PM (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: Chantal Lagacé	Tel No. 819-939-1233

Part 1. INTERPRETATION

- 1.1** Elections Canada hereby amends in accordance with this amendment the Invitation to Qualify (ITQ) Corporate and Events Hosting and Operations Management bearing number ECCL-ITQ-16-0226 and dated March 2, 2017 (the "ITQ"). This amendment hereby forms part of the ITQ.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the ITQ and used in this amendment shall have the same meanings assigned to them in the ITQ.

Part 2. QUESTIONS AND ANSWERS

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

2.1 Question No. 1

Question: The information required to respond to the ITQ is quite extensive, all very relevant, but extensive.

We find that due to the in-depth information and certifications required and with many of our staff away on Quebec and Ontario Spring Breaks, that we are forced to request an extension to the April 12th submission date.

If an extension of an additional two weeks could be granted, that would allow us to submit our best response possible.

Answer: Elections Canada is granting an additional one week extension, the new Closing date is April 19, 2017.

2.2 Question No. 2

Question: On Page 23 of 65, the instructions to respondents state, "*Respondents are requested to submit a Project Reference Request Form for each project in response to each mandatory requirement in the ITQ Mandatory Evaluation Criteria.*" Please confirm that Form 2: Project Reference Check Form should be used only for client references required by mandatory requirements M5 (Enterprise Hosting Experience), M7 (Operations and Maintenance) and M10 (Cloud Services).

Answer: Form 2 applies for M5-M7-M8-M9 and M10 please find attached the Word version of Form 2: Project Reference check form to this ITQ.

2.3 Question No. 3

Question: Please clarify the reference requirements for mandatory requirement M7. The ITQ states. "The respondent must provide a detailed description of how it has provided each of the above and must provide five (5) different client references, one for each of the above services...". We assume that "each of the above services" refers to the eight (8) bulleted services included in M7. We further assume that proponents must provide five (5) different customer references where the proponent has provided at least one (1) of the eight (8) bulleted services. Please confirm that this assumption is correct.

Answer: Yes, this is correct