



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

## REQUEST FOR PROPOSAL AMENDMENT

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

<b>RFP Amendment No.</b>	<b>RFP Amendment Date:</b>
1	April 7, 2017
<b>Office of the Chief Electoral Officer File No.</b>	
ECBR-RFP-16-0480	
<b>Title:</b>	
Microsoft Software Training	
<b>Request for Proposal Closing Date:</b>	
April 19, 2017 @ 14:00 (Gatineau Time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>	
<b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>	<b>Tel No.</b>
Barbara Robertson	819-939-1493

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Microsoft Software Training bearing number ECBR-RFP-16-0480 and dated March 9, 2017 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

## **Part 2. Questions and Answers**

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

### **Question No. 1**

**Question:** Could you please inform us of the estimated length of the requested courses, as well as the estimated number of times each course will be offered per year (in French and in English)?

**Answer:** Each course will generally last one day (9:00 a.m. to 4:00 p.m.—seven hours of training). Some courses may need to span more than one day (maximum of two to three days) to cover the material. The supplier must specify the proposed length of each course in the detailed course outline requested. We plan to offer one to five sessions of each course in each official language during the fiscal year.

## **Part 3. Amendments**

### **3.1 Amendment to the Title of the RFP**

The Title of the Request for Proposal is hereby revised to be as follows:  
Microsoft Software Training

### **3.2 Deletion of Section 5.01 of Statement of Work**

Section 5.01 of Annex A - Statement of Work of the Request for Proposal is hereby amended to read in its entirety as follows:

5.01 The objective of the information Technology training is to help participants develop their Information Technology skills including Microsoft Office, Adobe Acrobat XPRO, Microsoft Project, Microsoft SharePoint and other Microsoft software skills and knowledge.

### 3.3 Amendment to Annex A – Statement of Work: Part V

The Request for Proposal is hereby amended by adding after Part IV of Annex A – Statement of Work the following new Part V:

<p><b>Part V – Optional Services</b></p>
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#### 11. ADDITIONAL COURSES

**11.01** The Contractor must provide a list of any additional Microsoft software courses not listed in Section 6.01 of this Statement of Work that they offer. In addition to the names of the courses, the Contractor must provide:

- a) A unit price for the course to be delivered at the Contractor's training facility and a unit price for the course to be delivered at ECHQ for each of remaining contract periods (initial and/or options);
- b) A short description of the course (approx. 100 words);
- c) A detailed course outline (approx. 400 words); and
- d) An overview of the program schedule, in English and French;

**11.02** Within five business days of the request of the Technical Authority, the Contractor must provide an updated list of additional Microsoft software courses including all of the required information listed in 11.01. The list of additional courses will be added to the Pricing Table as demonstrated through a contract amendment.

**11.03** At the request of the Technical Authority, the Contractor must deliver a course from the list of additional Microsoft software courses. The delivery of the additional Microsoft software course must be in accordance with Part III and Part IV of this Statement of Work.