



**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>
2	June 27, 2017
<b>Office of the Chief Electoral Officer File No.</b>	
ECBR-RFP-16-0480/A	
<b>Title:</b>	
Microsoft Software Training	
<b>Request for Proposal Closing Date:</b>	
July 5, 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/A and dated June 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:

The RFP requests that bidders offer course outlines and pricing for the following:

Microsoft PowerPoint Level 2  
Microsoft PowerPoint Level 3  
and  
Microsoft Outlook Level 2  
Microsoft Outlook Level 3

We currently offers both PowerPoint and Outlook Level 2/3 as one day courses, our experience and feedback from students indicates this is sufficient time to cover all objectives of both the level 2 and 3 modules and results in lower overall costs to the client.

**Question 2:** Would Elections Canada accept course outlines and pricing for both Outlook and PowerPoint that is inclusive of both level 2 and 3?

**Answer:** We require all courses and levels to be offered and priced separately, however the duration can be a half day per level if this is the appropriate time required to cover the subject matter.

## **PART V – OPTIONAL SERVICES**

### **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;

We currently offers over 155 different Microsoft Office courses, some of which are only offered in English. Course information including names and outlines can be found for all courses offered on our website.

**Question 3:** Does the above mean that Elections Canada would like to receive names and course outlines for all 155 of these courses, or would it be ok to include courses and outlines relevant to this RFP?

**Answer:** Only include the course title of the additional 155 courses. The outlines of these courses will not be required.