



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

AMENDMENT TO REQUEST FOR PROPOSAL

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

RFP Amendment No. 1	RFP Amendment Date: July 12, 2017
Office of the Chief Electoral Officer File No. ECRS-RFP-16-0167	
Title: Voting Services Modernization / Polling Place Process Enhancement	
Request for Proposal Closing Date: September 07, 2017 at 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 proposition-proposal@elections.ca	
Attention: Ron Shaheen	Tel No. 819-939-1489

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal (RFP) for Voting Services Modernization / Polling Place Process Enhancement bearing number ECRS-RFP-16-0167 and dated June 22, 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 RFP and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

We have begun to review the detailed requirements and are very interested in pursuing this opportunity. Our review will take time and it will take time to determine if we can mount a compliant proposal. With the vacation period upon us and the complexity of the RFP, we know that we will require a significant extension to the close date. In fact we believe we will need at least an extra month. We are not ready to formally request an extension until our review is fully complete; however we would appreciate knowing if Elections Canada is in a position to grant such an extension. If there is very little flexibility in the close date, we may not be in a position to bid.

Answer:

Elections Canada hereby extends the RFP closing date to September 7, 2017 at 2:00pm (Gatineau Time).

It should be noted that Elections Canada's schedule for the deployment of the E-Poll Solution is based on a fixed date, with significant integration, quality assurance, testing and other readiness activities which must be completed well before the start of the 43rd General Election.

As such, amending the RFP closing date does not reflect any date adjustments in the deployment schedule of the E-Poll Solution.

2.2.1 Question No. 2

Question:

Given the extreme size and magnitude of this RFP, we feel that the standard period of 45 days to produce a quality and detailed response is clearly insufficient. To this end, we request that the RFP closing date be extended by an additional eight (8) week period. Can Elections Canada please confirm this?

Answer:

Please refer to Question 1.

Part 3. Amendments

3.1 Amendment to Title Page - RFP Closing Date

Section Title Page, Closing Date of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: August 2, 2017 at 2:00p.m. (Gatineau Time)

Insert: September 7, 2017 at 2:00p.m. (Gatineau Time)

3.2 Amendment to the Table of Contents

After posting the RFP, Elections Canada noticed an error in the Table of Contents found on page 2 of 32 of the Request for Proposal in the English version.

In order to rectify this, the English version of the RFP is hereby amended by deleting in its entirety the Table of Contents of the Request for Proposal and is hereby amended to read as follows:

This Request for Proposal (“RFP”) contains the following documents:

Part 1 – General Information

Part 2 – Bidder Instructions

Part 3 – Proposal Preparation Instructions

Part 4 – Evaluation Procedures and Basis of Selection

Part 5 – Security, Financial and Other Requirements

Part 6 – Resulting Contract

Annex A – Statement of Work;
Annex B – Pricing Table;
Annex C – Supplemental Conditions – Personal Information;
Annex D – General Conditions – Goods and Services;
Annex E – Security Requirements Check List;
Annex F – Sample Task Authorization Form;
Annex G – Letter of Credit;
Annex H – Fair Price Certification [if applicable].

Part 7 – Technical Evaluation Criteria

Table A – Mandatory Technical Evaluation Criteria;
Table B – Rated Criteria;
Table C – Rated Proof of Solution Criteria;
Table D – Rated Proposed Plan Criteria;
Template A – Client Reference Template; and
Template B – Proposed Project Plan Template

Part 8 – Financial Evaluation Criteria

Annex A – Financial Proposal Table Template.

Part 9 – Certificates

The French version does not require any rectification.

3.3 Amendment to Subsection 2.20.1 of Part 1 – General Information

Subsection 2.20.1 of the Request for Proposal is hereby amended to read in its entirety as follows:

2.20.1 All enquiries must be submitted in writing to the Contracting Authority no later than twenty Business Days before the RFP closing date. Enquiries received after that time may not be answered.

3.4 Amendment to Subsection 10.01.03 of Part 6 – Resulting Contract

After posting the RFP, Elections Canada noticed an error in Subsection 10.01.03 of the Part 6 – Resulting Contract.

In order to rectify this, the English version of the RFP is hereby amended by deleting in its entirety Subsection 10.01.03 of the Request for Proposal and replacing it with the following:

10.01.03 Task Requests shall be prepared using the sample Task Authorization attached hereto as Annex F.

The French version does not require any rectification.

3.5 Amendment to Subsection 12.01.01 of Part 6 – Resulting Contract

Subsection 12.01.01 of the Request for Proposal is hereby amended to read in its entirety as follows:

12.01.01 The Contractor shall deposit with Elections Canada an irrevocable standby letter of credit in the amount of \$2,500,000.00 CAD from a financial institution that is a member of the Canadian Payments Association which meets the requirements of Annex G of the Contract on or before the Effective Date of the Contract.

3.6 Amendment to criterion M5 of Table A of Part 7- Technical Evaluation Criteria

After posting the RFP, Elections Canada noticed an error in criterion M5 of Table A of Part 7- Technical Evaluation Criteria.

In order to rectify this, the English version of the RFP is hereby amended by deleting criterion M5 of Table A of Part 7- Technical Evaluation Criteria and replacing it with the following:

M5	<p>Organizational Security Screening</p> <p>The bidder must submit a valid Designated Organizational Screening (DOS): Protected B with DSC and PROD capabilities (see below) issued by the Government of Canada, at bid submission. A DOS issued by the Government of Canada allows organizations to screen their personnel to the Reliability Status security level.</p> <p>1) The DOS must include:</p> <ul style="list-style-type: none">I. Document Safeguarding Capability (DSC). A Document Safeguarding Capability Designated Organization Screening will authorize the organization to possess and store PROTECTED information and assets at their facility; andII. Production Capability (PROD). This type of	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>
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	<p>Designated Organization Screening includes the same elements of a Document Safeguarding Capability Designated Organization Screening. In addition, the security of the manufacturing, repairing, modifying or otherwise working on PROTECTED components or items is assessed, to ensure they meet the government security requirements, as per the SCP in Appendix E.9 - Security Requirements of the SOW.</p> <p>The following personnel must have security clearance in accordance with Annex E - Security Requirement Checklist: key senior officials, the Company Security Officer (CSO) and any owners, officers, directors (of the board), executives and partners who occupy positions which may enable them to adversely affect an organization's policies or practices in the performance of the Contract.</p>	
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The French version does not require any rectification.

3.7 Amendment to criterion R168 of Table B2 of Part 7 – Technical Evaluation Criteria

After posting the RFP, Elections Canada noticed an error in criterion R168 of Table B2 of Part 7- Technical Evaluation Criteria.

In order to rectify this, the English version of the RFP is hereby amended by deleting R168 of Table B2 of Part 7- Technical Evaluation Criteria criterion and replacing it with the following:

R168	The Contractor must ship devices to one or more designated EC approved storage areas in Canada to arrive ready for RO and AARO office deployment in accordance with ANNEX A - APPENDIX G – Electoral Event DEPLOYMENT SCHEDULES.	193.	4			
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The French version does not require any rectification.