



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.

RFP Amendment No. 5	RFP Amendment Date: August 4, 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. 54

Question:

SOW-Part 4. Vision Statement – Section 4.02

Section 4.02 states; “Deployment of E-Poll Solution components to Polling Places from Local Offices (process C) and decommissioning operations which return E-Poll Solution components to Local Offices (process D) are to be conducted by EC.”

The section goes on to say; “The Contractor’s solution must facilitate logistics and simplify these processes”

Is Elections Canada conducting the logistics and shipping from the Contractors locations or is the Contractor accountable for the logistics and shipping?

Answer:

As described in the 2nd paragraph of section 4.02, the Contractor is expected to manage all logistics and shipment of the E-Poll Device Kits to the local offices (offices of Returning Officer and Additional Assistant Returning Officer).

Elections Canada will provide the logistics and shipment of the E-Poll Device Kits from the local Offices to the Polling Places. However, it is expected that the Contractor will have prepared the E-Poll Device Kits in a way that helps local offices with this undertaking (packaging each as a kit, ready for use without extra boxes or assembly, in a way that can be tracked to an individual Election Officer). The Glossary in section 9 describe the E-Poll Device Kit, as well as other Kits (such as for a Polling Place), and Requirements (19-20, 228-228.e and 230.a) in section 19.03 describe the requirements of the contractor in more depth. Sections 30.02, 30.03, 30.04 in the SOW also describe the general responsibilities of deployment, for each the Contractor, Elections Canada Headquarters and ROs and AAROs in local offices.

2.2 Question No. 55

Question:

Within PA-3(A) Canada states; “All Contractor employees with access to protected information or systems that will process protected information hold a valid Reliability Status prior to authorizing access to the information system, and for the duration of their access, in accordance with the TBS Standard on Security Screening. Contractor employees with privileged access (such as root admins) must hold a Secret Clearance prior to authorizing access to the information system, and for the duration of their access”.

This is in contradiction to the SRCL provided as ANNEX E of the RFP which only asks for reliability.

Can Canada amend accordingly, as to align the SCP and the SRCL? The need for security may drive the need for secret. If secret is needed then the time line for clearance can run up to a 12 month process if resources are not currently cleared.

Answer:

Elections Canada agrees that that SRCL and SCP need to match, and the SRCL has been amended and is replaced. Please refer to Part 3 – Amendments.

2.3 Question No. 56

Question:

In SC-13 Canada specifies that “the information system implements cryptography in accordance” with “NIST FIPS PUB 140-2 Security Requirements for Cryptographic Modules”, however; does not specify the Security Level.

Can Canada confirm Level 1 will meet Canada’s requirements?

Answer:

FIPS 140-2 Security Level 1 is insufficient to meet Canada's requirements. Cryptographic modules must have a FIPS 140-2 Security Level 2 or higher

2.4 Question No. 57

Question:

R238 - The Crown is looking for experience of three engagements in the last five years that are in excess of \$1M. Typically, such a large project will last more than one year and some very large projects may last two or three years. If the value of a project is \$2M or greater and lasted more than a year, would the Crown consider this project to count for “two projects” instead of one?

Answer:

No, Elections Canada will not consider longer or projects of greater value as multiple projects.

2.5 Question No. 26 (From Amendment 3)

Question:

Limitation of Liability section 23.01.02– PDF page 73 of 845: Recommend the capped limit of .50 times contract referenced in subsection (f)(ii) apply to all subsections of 23.01.02 (a)

Answer:

No, Elections Canada will not cap the Limitation of Liability for 23.01.02 (a)

2.6 Question No. 32 (From Amendment 3)

Question:

With the large number of locations for Polling Stations across Canada during a General Election, it is difficult to identify exactly all the sub-contractors who may be used to install equipment and collect it after the Event.

How do we identify all our sub-contractors at this time when we do not know exact locations?

Answer:

The Requirement for Subsection 4.2.1.4 is amended – refer to Part 3 – Amendments.

2.7 Question No. 58

Question:

Will Elections Canada allow a Bidder who is acting as a prime contractor and who would be the sole legal entity signing the resulting contract to use its subcontractor references to demonstrate the capabilities of its overall solution?

Answer:

Elections Canada will not allow a Bidder who is acting as a prime contractor and who would be the sole legal entity signing the resulting contract to use its subcontractor references to demonstrate the capabilities of its overall solution.

Part 3. Amendments (LS review)

3.1 Amendment to Part 3 – Proposal Preparation Instructions

Subsection 3.2.1 of Section 3.2 Section I – Supply Chain Security Information of the Request for Proposal is hereby amended as follows:

Delete: Subsection 3.2.1 in its entirety.

Insert: 3.2.1 With the exception of subcontractor information for the bidders' logistics / shipping subcontractors which may be provided after Contract award, bidders must submit specific information regarding each component of their proposed Voting Services Modernization / Polling Place Process Enhancement supply chain. This information is referred to as Supply Chain Security Information. This information will be used by Elections Canada to assess whether, in its opinion, a bidder's proposed supply chain creates the possibility that the bidder's proposed solution could compromise or be used to compromise the security integrity of Elections Canada's equipment, firmware, software, systems or information in accordance with the Supply Chain Security Information Assessment identified in Part 4, subsection 4.2.1.

3.2 Amendment to Part 4 – Evaluation Procedures and Basis of Selection

Subsection 4.2.1.4 of Section 4.2 Supply Chain Security Information Assessment of the Request for Proposal is hereby amended as follows:

Delete: Subsection 4.2.1.4 in its entirety.

Insert: 4.2.1.4 List of Subcontractors: With the exception of subcontractor information for the bidders' logistics / shipping subcontractors, which may be provided after Contract award and will be subject to assessment, bidders must provide a list of any subcontractors that could be used to perform any part of the Work (including subcontractors affiliated or otherwise related to the bidder) pursuant to any resulting Contract. The list must include at a minimum:

- (a) The name of the subcontractor;
- (b) The address of the subcontractor's headquarters;
- (c) The portion of the Work that would be performed by the subcontractor; and
- (d) The location(s) where the subcontractor would perform the Work.

This list must identify all third parties who may perform any part of the Work, whether they would be subcontractors to the bidder, or subcontractors to subcontractors of the bidder down the chain. Any subcontractor that could have access to Elections Canada's data must be identified. For the purposes of this requirement, a third party who is merely a supplier of goods to the bidder, but who does not perform any portion of the Work, is not considered to be a subcontractor. Subcontractors would include, for example, the subcontracting organization for individual technicians who might be engaged to maintain the bidder's solution.

For the purposes of this requirement, a third party who is:

- i. merely a supplier of goods to the bidder, but who does not perform any portion of the Work;
- ii. shipping polling kits without access to the E-Poll Device (direct physical or electronic); or
- iii. providing service support without access to any E-Poll Solution production components or Elections Canada's data is not considered to be a subcontractor.

If the bidder does not plan to use any subcontractors to perform any part of the Work, the bidder is requested to indicate this in its response.

3.3 Amendment to Annex A – Appendix C.3 – Counting Process Conceptual Solution

The Close of Polling Place Step 6 of Annex A – Appendix C.3 – Counting Process Conceptual Solution of the Request for Proposal has minor mathematical errors is hereby amended as follows:

Delete: Sample Report

Insert: New Sample Report as follows

<i>Polling Place Statement of The Vote</i>		
Total Issued Ballots		1200
Total number of Unused Ballots		200
Total number of Spoiled Ballots		9
Total number of Lost or Stolen Ballots		1
Counts by Candidate, and Rejected Ballots:		
Candidate A		50
Candidate B		300
Candidate C		450
Candidate D		180
Rejected Ballots		10
Total Ballots Cast		990
		990
Total account of ballots		1200
Supervising EO	<i>Signature of Supervising EO</i>	
Witness Election Officer	<i>Signature of Election Officer E</i>	

Each Candidate representative may sign	<i>Signature of Candidate Representative</i>
Election Officers contributing to this statement	[Election Officer A, Election Officer B], [Election Officer C, Election Officer D], [Election Officer E, Election Officer F]
<input type="button" value=" < BACK"/>	<input type="button" value=" SAVE AND REPORT"/>

3.4 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 47 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The E-Poll Solution must provide audit tools and procedures for both the Contractor Central Server and the E-Poll Devices to enable EC to access audit logs for all E-Poll Solution components.

Insert: The E-Poll Solution must provide access controls, audit tools and procedures for both the Contractor Central Server and the E-Poll Devices to enable EC to access audit logs for all E-Poll Solution components. The access to such audit logs will be limited to ECHQ staff.

3.5 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 147 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The E-Poll Device must, when all Service Points are closed, allow each Service Point to produce a Polling Place Statement of The Vote report which is the sum of all the E-Poll Device results ANNEX A – APPENDIX E.2 –Specification for Poll Book entries.

Insert: The E-Poll Device must, when all Service Points are closed, allow each Service Point to produce a Polling Place Statement of The Vote report which is the sum of all the E-Poll Device results ANNEX A – APPENDIX E.2 –Specification for Poll Book entries. (Note: The E-Poll solution must prohibit any access to the PD by PD results for a service point. PD by PD results must only be accessed for the polling place report: Polling Place Results for Report to the Returning Officer). The Contractor will provision a secure

dedicated and redundant network connection between their Central Server and the EC data center.

3.6 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 249 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The network connection between the EC data centre and the Contractor Central Server must provide dedicated and diverse path MPLS facility connectivity (i.e. dual MPLS paths) that supports OSPF routing protocol for the MPLS IGP.

Insert: The Contractor will provision a secure dedicated and redundant network connection between their Central Server and the EC data center.

3.7 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 250 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The network connection between the EC data centre and the Contractor Central Server must work with EC's end points and comply with EC's standards (currently a pair of 3810-A EC customer edge device (Fortinet) configured in High Availability mode)

Insert: The network connection between the EC data centre and the Contractor Central Server will conform to the guidelines and standards set forth in CSE guideline ITSP.40.111.

3.8 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 299 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The E-Poll Solution must include all infrastructure to support each type of testing for which the Contractor is responsible as defined ANNEX A – APPENDIX I.1 – Product Development Lifecycle (PDLC) Services, including a complete pre-production test environment which is technically identical in specification to the production environment.

Insert: The E-Poll Solution must include all infrastructures to support each type of testing for which the Contractor is responsible as defined ANNEX A – APPENDIX I.1 – Product Development Lifecycle (PDLC) Services, including a complete pre-production environment which is technically identical in specification to the production environment. The EC Test/Development and Production data centres are not co-located. The Contractor will provide an additional secure network connection to the EC Test/Development centre suitable for functional test purposes.

3.9 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 336 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The E-Poll Solution must include all infrastructure to support each type of testing for which the Contractor is responsible as defined ANNEX A – APPENDIX I.1 – Product Development Lifecycle (PDLC) Services, including a complete pre-production test environment which is technically identical in specification to the production environment.

Insert: The network connection between the EC data centre and the Contractor Central Server must provide transmission delay on the network circuit (i.e. latency) of 20 milliseconds or less on all received valid packets.

3.10 Amendment to Annex A – Appendix E – Statement of Requirements

The requirement for 337 of Annex A – Appendix E – Statement of Requirements of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: The network connection between the EC data centre and the Contractor Central Server must provide failover time of less than 50 milliseconds to restore MPLS service

Insert: The network connection between the EC data centre and the Contractor Central Server must provide failover time of less than 50 milliseconds to restore network service.

3.11 Amendment to Annex A – Appendix E.3 – Specifications for Reports

The text of Annex A – Appendix E.3 – Specification for Reports of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: Note that in the following requirements, the term "printable" means that the report can be captured in a printer-ready and readable format, such as ".pdf" files and which can be captured from the E-Poll Device to an external device, such as a USB key. EC does not currently envision a requirement for physical printers at Polling Places. All reports generated by the Contractor Central Server must be printable and exportable in a data format such as .csv.

Insert: Note that in the following requirements, the term "printable" means that the report can be captured in a printer-ready and readable format, such as ".pdf" files and which can be captured from the E-Poll Device to an external device, such as a USB key. EC does not currently envision a requirement for physical printers at Polling Places. A report must not be printable or exportable unless explicitly specified in the Output requirements.

3.12 Amendment to Annex A – Appendix E.3 – Specifications for Reports

The Table of Annex A – Appendix E.3 – Specification for Reports of the Request for Proposal is hereby amended with the addition of one report as follows:

Delete: No deletion

Insert:

<p>Polling Place Results for Reporting to the Returning Officer</p>	<p>11. This report is to be viewed by the Election Officer, the Returning Officer or by ECHQ. The layout of this report should match the table displayed in section 16.01 Recording the manually Counted Ballots - Step 7a.</p> <p>11.1. Filter:</p> <p>a) By ED (available to ECHQ only – ED to default to user’s ED for all other users). b) By Polling Place – 1 selection only (available to ECHQ and RO – default to user’s Polling Place for user at the poll).</p> <p>11.2. Header:</p> <p>a) ED No. b) ED Name c) Date of Election d) Polling Place Name e) Date and Time the report was generated</p> <p>11.3. Content:</p> <p>a) Each Candidate Name for the ED b) Each PD for the Polling Place c) Results by Candidate/Rejected Ballots by PD d) Totals of results by Candidate/Rejected Ballots and by PD</p> <p>11.4. Output:</p> <p>a) From the Contractor Central Server: This report must be viewable, with options to be produced in a ".pdf" file format, which can be downloaded and saved to a local system through a web service.</p> <p>b) From the E-Poll Device: This report must be viewable, with options to be produced in a ".pdf" file format, which can be downloaded and saved to a storage device.</p>	<p>Essential</p>
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3.13 Amendment to Annex E – SRCL

Annex E - SRCL of the Request for Proposal is hereby amended in its entirety as follows:

Delete: Annex E – SRCL in its entirety.

Insert: Annex E – SRCL in its entirety. (Revised Aug 1, 2017) hereby attached to this amendment of the Request for Proposal.

3.14 Amendment to Part 7 – Technical Evaluation Criteria – Table B3

The values of the requirements contained in Table B3: E-Poll Solution Security (R235-R238) of the Request for Proposal are hereby amended as follows:

Delete: Part 7 – Technical Evaluation Criteria – Response document #2.

Insert: Part 7 – Technical Evaluation Criteria – Response document #2 (Revised Aug 4, 2017) hereby attached to this amendment of the Request for Proposal.

Delete: Table B – Technical Evaluation Criteria of Part 7

#	RATED TECHNICAL EVALUATION CRITERIA	MAX POINTS
R1 to R159	B1 - E-POLL SOLUTION	1545
R160 to R234	B2 - E-POLL SOLUTION SERVICES	885
R235 to R238	B3 - E-POLL SOLUTION SECURITY	594

Insert: Table B – Technical Evaluation Criteria

#	RATED TECHNICAL EVALUATION CRITERIA	MAX POINTS
R1 to R159	B1 - E-POLL SOLUTION	1545
R160 to R234	B2 - E-POLL SOLUTION SERVICES	885
R235 to R238	B3 - E-POLL SOLUTION SECURITY	405

Delete: Table B3 in its entirety

Criterion #	Rated Evaluation Criteria	Maximum Points
R235	The bidder should list all software components of their E-Poll Solution. The bidder should provide evidence of the common criteria rating (ISO 15408) for each software listed. All software enforcing security safeguards should have a common criteria rating (ISO 15408) of level 2 or greater.	33
R236	The bidder should provide evidence that their transportation and storage of all E-Poll Solution components to which software or firmware can be installed is compliant with ISO 28001. For this	33

	requirement, "transportation and storage" means all times when the solution components are not in EC's custody, or for CCS components, not operational.	
R237	The bidder should provide evidence that their Security Operations Center (SOC) is certified ISO 27001 compliant.	33
R238	<p>The bidder should demonstrate experience implementing Security Assessment and Authorization (SA&A) principles, processes and safeguards in previous engagements.</p> <p>Using TEMPLATE A – CLIENT REFERENCE TEMPLATE, the bidder must provide references for up to three (3) engagements, in the last five (5) years, for Information Systems that included SA&A processes and methods to attain the required security assurance accreditation. The bidder will be awarded up to five (5) points per engagement, as follows:</p> <ul style="list-style-type: none"> i. The engagement followed the principles and guidelines defined in ITSG-33 or NIST-800- 53a. Provide a clear and comprehensive list of all activities completed (2 points). ii. If the bidder received 2 points for i. above, and the engagement was for a government system with a contract value exceeding one (1) million dollars. (1 point). iii. If the bidder received 2 points for i. above, and the system was for a deployment with over 5000 users (1 point). iv. If the bidder received 2 points for i. above, and the engagement was for a system with High Availability or Integrity requirements (1 point). <p>Note that each SA&A experience engagement score out of 5 will be multiplied by 33 for total points of 165.</p>	495

Insert: Table B3 in its entirety

Criterion #	Rated Evaluation Criteria	Maximum Points
R235	The bidder should list all software components of their E-Poll Solution. The bidder should provide evidence of the common criteria rating (ISO 15408) for each software listed. All software enforcing security safeguards should have a common criteria rating (ISO 15408) of level 2 or greater.	65
R236	The bidder should provide evidence that their transportation and storage of all E-Poll Solution components to which software or firmware can be installed is compliant with ISO 28001. For this requirement, "transportation and storage" means all times when the solution components are not in EC's custody, or for CCS components, not operational.	65

R237	The bidder should provide evidence that their Security Operations Center (SOC) is certified ISO 27001 compliant.	65
R238	<p>The bidder should demonstrate experience implementing Security Assessment and Authorization (SA&A) principles, processes and safeguards in previous engagements.</p> <p>Using TEMPLATE A – CLIENT REFERENCE TEMPLATE, the bidder must provide references for up to three (3) engagements, in the last five (5) years, for Information Systems that included SA&A processes and methods to attain the required security assurance accreditation. The bidder will be awarded up to five (5) points per engagement, as follows:</p> <ul style="list-style-type: none"> i. The engagement followed the principles and guidelines defined in ITSG-33 or NIST-800- 53a. Provide a clear and comprehensive list of all activities completed (2 points). ii. If the bidder received 2 points for i. above, and the engagement was for a government system with a contract value exceeding one (1) million dollars. (1 point). v. If the bidder received 2 points for i. above, and the system was for a deployment with over 5000 users (1 point). vi. If the bidder received 2 points for i. above, and the engagement was for a system with High Availability or Integrity requirements (1 point). <p>Note that each SA&A experience engagement score out of 5 will be multiplied by 14 for total points of 70.</p>	210