



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><br><br>3   | <b>RFP Amendment Date:</b><br><br>February 16, 2018    |
| <b>Office of the Chief Electoral Officer File No.</b><br><br>ECLP-RFP-17-0593   |  |
| <b>Title:</b><br><br>Printing of Maps and Documents   |  |
| <b>Request for Proposal Closing Date:</b><br><br>February 26, 2018 at 2:00PM (Gatineau time)  |  |
| <b>ENQUIRIES – address enquiries to the Contracting Authority:</b><br><br><b>Office of the Chief Electoral Officer of Canada</b><br>Procurement and Contracting Services<br>30 Victoria Street<br>Gatineau, Quebec K1A 0M6<br><br>proposition-proposal@elections.ca |  |
| <b>Attention:</b><br><br>Luc Potvin   | <b>Email:</b><br><br>proposition-proposal@elections.ca |

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Printing of Maps and Documents bearing number ECLP-RFP-17-0593 and dated January 12, 2018 (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:

### **2.1 Question No. 11**

Question:

In the maps section it is indicated that 1 roll is required for each set of copies.

- a) What is the estimated amount of 3" tubes being used?
- b) How many electoral districts will require more than 10 tubes (1 for each set of 10 copies)?
- c) Or can you confirm that the total required will be 338 EDs x 10 tubes = 3,380 tubes?

Answer:

- a) 10 tubes will contain the Overview Polling Site Area Maps from 36" x 36" to 36" x 84", the Polling Site Area Inset Maps from 11" x 17" to 36" x 72" and the Polling Site Area Cell Maps 36" x 36". Another 10 tubes will contain the Overview Advance Polling District Maps from 36" x 36" to 36" x 84" and the Advance Polling District Inset Maps from 11" x 17" to 36" x 72". Thus 338 EDs x 20 3" tubes = 6,760 tubes.
- b) All Electoral Districts will require 20 tubes.
- c) No, a total of 6,760 3" tubes will be required.

### **2.2 Question No. 12**

Question:

- a) For the 11" x 17" documents, is there a portion that is to be boxed and not placed in tubes with the other maps?
- b) If so, are they to be paper banded as well and would they be boxed separately from the 8.5" x 11" documents?

Answer:

- a) The Individual Polling Site Area maps 11" x 17" and the Individual Advance Polling District Maps 11" x 17" are the only maps to be boxed.
- b) Yes, one paper band for the Individual Polling Site Area maps 11" x 17" and one for the Individual Advance Polling District Maps 11" x 17". They are to be boxed separately from the paper banded Polling Division Documents 8½" x 11".

### **2.3 Question No. 13**

Question:

In the documents section it indicates all sections of the polling division documents will be separated by a colour page.

How many colour pages are used in each Polling division document?

Answer:

There are 8 to 9 sections in each Polling Division document. Therefore, 8 to 9 colour pages will be required per paper banded Polling Division document. 9 pages x 2 copies x 338 EDs = 6084 colour pages.

## **Part 3. Amendments**

### **3.1 Amendment to Section 12 of Annex A – Statement of Work:**

The Request for Proposal is hereby amended by deleting in its entirety **Annex A – Statement of Work** and replacing it with the attached **Annex A – Statement of Work** (Revised February 16, 2018).



## Printing of Maps and Documents

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### Annex A

### Statement of Work (SOW)

**Revised February 16, 2018**

## **PART I – INTERPRETATION**

### **1. DEFINITIONS**

Unless the context clearly requires otherwise, the capitalized terms used in the SOW shall have the definitions assigned to them in the Contract or in this Section. These definitions shall apply equally to both the singular and plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

|                       |   |
|-----------------------|---|
| 440 Coventry          | means EC's distribution centre located at 440 Coventry Rd, Ottawa ON  |
| CEA                   | means the <i>Canada Elections Act</i> , S.C. 2000, c. 9, as amended from time to time   |
| CEO                   | means the Chief Electoral Officer of Canada   |
| Contractor's Resource | means the individual(s) performing the Work   |
| EC                    | means the Office of the CEO, commonly known as Elections Canada   |
| ECHQ                  | means EC's offices located at 30 Victoria Street, Gatineau, QC  |
| Election Day          | means the date for voting in an Electoral Event   |
| Election Staff        | means any individuals working for or on behalf of EC, EC staff and EC contractors, excluding the Contractor, for the purposes of this Contract  |
| Electoral Event       | means general elections, by-elections, and federally-organized referendums The CEA states that an Electoral Event must last a minimum of 37 days. For the purpose of this SOW, an Electoral Event commences when the writ is issued and concludes on Election Day |

### **2. EC MANDATE**

EC, headed by the CEO, an agent of Parliament, is an independent, non-partisan agency with unique organizational features that reports directly to Parliament. EC exercises general direction and supervision over the conduct of elections and referendums at the federal level. Its mandate is to:

- a) be prepared to conduct a federal general election, by-election or referendum;
- b) administer the political financing provisions of the CEA;
- c) monitor compliance with electoral legislation;
- d) conduct public information campaigns on voter registration, voting and becoming a candidate;
- e) conduct education programs for students on the electoral process;
- f) provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- g) carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and
- h) provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

### **3. INTRODUCTION**

EC is getting ready for the next general election and has to provide printed geography products (polling division maps and documents) to their electoral clients.

EC requires high-speed, high-volume, just-in-time reprographic services to support Electoral Events. Although many requirements may arise, the requirement currently consists of the reproduction under Scenario A (as defined in section 5) of the following maps and documents (estimated quantities):

- 542,000 square feet of large polling division maps (colour)
- 215,000 copies of the 11" x 17" maps (colour)
- 375,000 copies of polling division documents / 8½" x 11" (black and white)

## **PART II – OVERVIEW**

### **4. PROJECT BACKGROUND**

The polling division maps and documents are updated continually, so they must be printed as close as possible to an Electoral Event. An election announcement stipulating a vote in 36 days can be made with no warning; hence, the polling division maps and documents must be obtained and processed ahead of time.

The current set of maps and documents are:

- A. Overview Polling Site Area Maps from 36" x 36" to 36" x 84"
- B. Polling Site Area Inset Maps from 11" x 17" to 36" x 72"
- C. Polling Site Area Cell Maps 36" x 36"
- D. Individual Polling Site Area Maps 11" x 17"
- E. Overview Advance Polling District Maps from 36" x 36" to 36" x 84"
- F. Advance Polling District Inset Maps from 11" x 17" to 36" x 72"
- G. Individual Advance Polling District Maps 11" x 17"
- H. Polling Division Documents (includes various reports printed) 8½" x 11"

### **5. OBJECTIVE**

The printing, collation and packaging of maps and documents must be completed and received at the EC facilities in Ottawa and/or Gatineau within 10 calendar days of the official notification from EC.

## **PART III – SCOPE OF WORK**

### **6. DESCRIPTION OF ELECTORAL PRODUCTS**

The Contractor will be required to print the following products for each of the 338 electoral districts that Canada is divided into.

*a) Overview Polling Site Area Map*

Each electoral district is shown on one overview polling site area map, which identifies polling site areas, polling division boundaries, street segments and the names of major streets. Each overview map is plotted with dimensions as large as are required to a limit of 36" wide.

*b) Polling Site Area Inset Maps*

For every municipality or locality with more than one polling division, a polling site area inset map is printed with dimensions as large as are required to easily discern street names. There is an average of 11 polling site area inset maps per electoral district with assorted sizes ranging from 11" x 17" to 36" wide.

*c) Polling Site Area Cell Maps*

Each electoral district is partitioned into equal-sized cells. Cell maps are plotted in fixed 36" x 36" size and display polling site areas, polling division boundaries, street segments and street names. There is an average of 10 cell maps for each electoral district.

*d) Individual Polling Site Area Maps*

Each polling site area within an electoral district is shown on one individual map, which identifies polling division boundaries, street segments and the names of major streets. Individual polling site area maps are printed in fixed 11" x 17" size.

*e) Overview Advance Polling District Map*

Each electoral district is on one overview advance polling district map, which identifies polling division boundaries grouped by advance polling districts. Each overview map is plotted with dimensions as large as are required to a limit of 36" wide.

*f) Advance Polling District Inset Maps*

For every municipality or locality with more than one polling division, an advance polling district inset map is printed with dimensions as large as are required to easily discern street names. There is an average of 11 advance polling district inset maps per electoral district with assorted sizes ranging from 11" x 17" to 36" wide.

*g) Individual Advance Polling District Maps*

Each advance polling district within an electoral district is shown on one individual map, which identifies polling division boundaries, street segments and the names of major streets. Individual advance polling district maps are printed in fixed 11" x 17" size.

*h) Polling Division Documents*

Polling division documents provide textual accompaniment to the polling division maps. There are an average of 550 pages per electoral district printed back-to-back on three-hole 8½" x 11" paper in 8–9 sections.



## 7. SCENARIOS

Scenarios A and B for EC requirements are shown below.

- 7.01. **General Election Requirement – Scenario A** is a reprographic service in support of an Electoral Event. All maps are reproduced in colour, and polling division documents are reproduced in black and white. If maps are reproduced earlier than the anticipated Electoral Event, the Contractor will be required to store the copies at their own facilities prior to shipping to EC.

Scenario A represents the option whereby the Contractor is notified that they have 10 calendar days to reproduce and ship the 10 copies of the larger maps (all maps 11" x 17" and larger) and two copies of the 8½"x11" documents. The Contractor would ship the printed maps and documents to EC's facilities in Ottawa and/or Gatineau for EC to distribute.

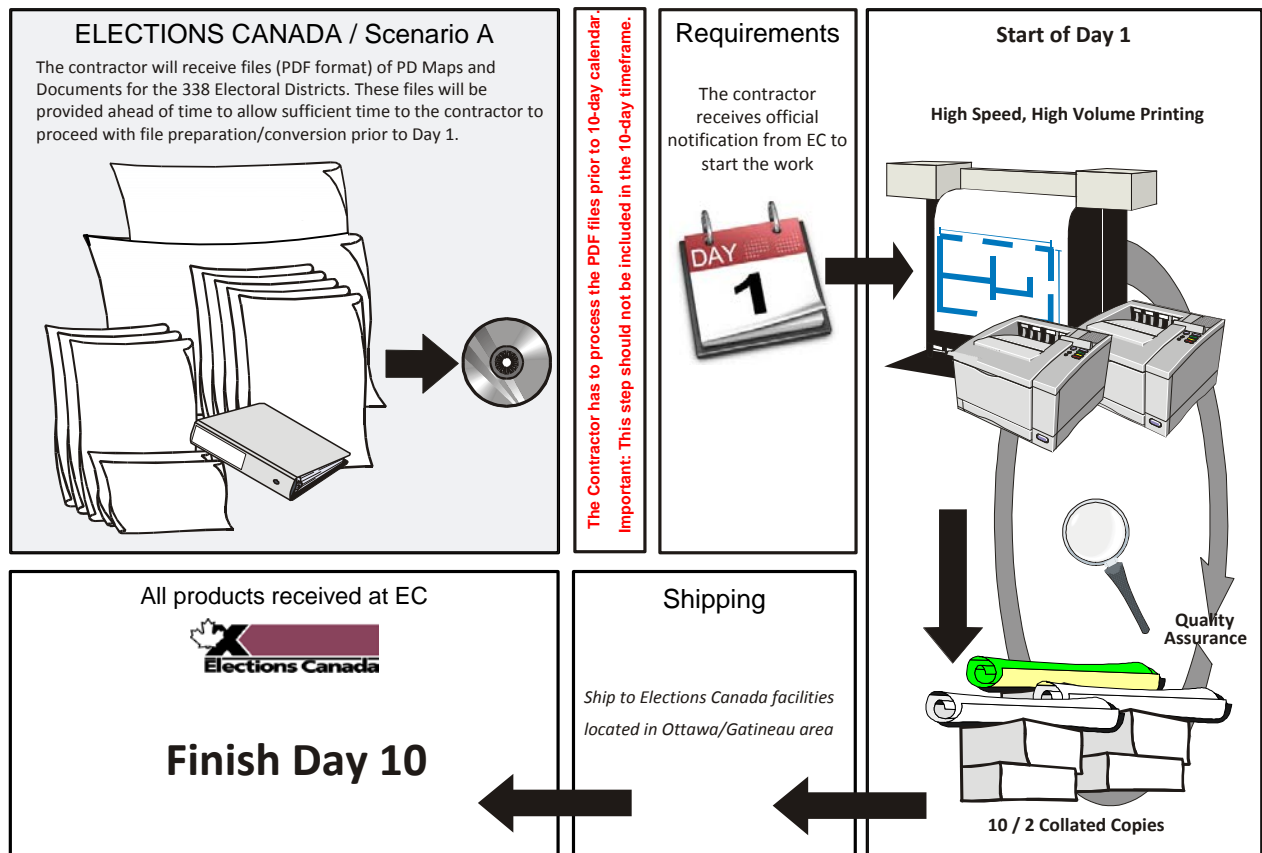
The Contractor should assume that NO period of advanced warning shall be given and should not add any additional time for mobilization of the necessary resources and supplies. If any indication is available in advance, this will be communicated to the Contractor.

- 7.02. **As and when requested services – Scenario B** represents more general reprographic services as and when requested, not necessarily supporting an Electoral Event or a field event. The number and quantity of maps and documents required to be reproduced for EC may vary, as may the requirement to print in black and white or colour.

Estimated quantities for scenario A and B are provided in Annex B – Pricing tables.

## 8. GENERAL

Upon notification received from EC, the Contractor shall reproduce and collate the prescribed number of copies and deliver them to EC offices in Ottawa and/or Gatineau (depending upon the scenario selected), as shown in the figure below.



**9. ORIGINAL FILES**

Files of the original maps and documents will be provided ahead of time (ahead of the 10 calendar days) to allow sufficient time to the Contractor to proceed with files preparation/conversion. The Contractor must be equipped for transmission and receipt of EC electronic files.

The polling division maps and documents are approximately 5 GB.

## 10. FILE PREPARATION AND CONVERSION

The polling division maps and documents will be provided in PDF file format. The Contractor will have to process the files (file preparation and conversion) so that they are ready for printing on Day 1.

The Contractor shall convert all polling division maps and documents into a form appropriate for printing, as required. The process must not reduce in any way the quality of the final copies.

## 11. REPRODUCTION

11.01. The Contractor must be able to produce the different product types in the formats and numbers indicated below and according to the time line indicated above.

11.02. There are currently 338 electoral districts: 154 Urban and 184 Urban-Rural/Rural-Urban. For an Electoral Event, maps must be reproduced in colour and polling division documents in black and white at a minimum resolution of 400 dpi or better.

11.03. Although the types, dimensions and quantities of maps and documents vary for each electoral district, averages for estimation purposes are as follows:

| Urban (154 districts)   | Urban/Rural & Rural/Urban (184 districts)   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Overview Polling Site Area Map</b> – one maximized to a limit of 36" width or height</li> <li>• <b>Polling Site Area Cell Maps</b> – ten 36" x 36"</li> <li>• <b>Individual Polling Site Area Maps</b> – 11" x 17"</li> <li>• <b>Overview Advance Polling District Map</b> – one maximized to a limit of 36" width or height</li> <li>• <b>Individual Advance Polling District Maps</b> – 11" x 17"</li> <li>• <b>Polling Division Documents</b> – 555 8½" x 11"</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Overview Polling Site Area Map</b> – one maximized to a limit of 36" width or height</li> <li>• <b>Polling Site Area Inset Maps</b>– eleven 11" x 17" to 36" x 72"</li> <li>• <b>Polling Site Area Cell Maps</b> – ten 36" x 36"</li> <li>• <b>Individual Polling Site Area Maps</b> – 11" x 17"</li> <li>• <b>Overview Advance Polling District Map</b> – one maximized to a limit of 36" width or height</li> <li>• <b>Advance Polling District Inset Maps</b> – eleven 11" x 17" to 36" x 72"</li> <li>• <b>Individual Advance Polling District Maps</b> – 11" x 17"</li> <li>• <b>Polling Division Documents</b> – 555 8½" x 11"</li> </ul> |

**12. COLLATION OF MAPS AND DOCUMENTS**

For each electoral district, the Contractor is required to collate all the maps and documents as follows:

| Maps   | Documents   |
|--|---|
| <p>The Colour Maps, as required, for each electoral district shall be trimmed and rolled together in separate rolls with the drawing face exposed (two rolls for each set of copies), secured with elastic bands and inserted into a 3" spiral cardboard tube, sealed with plastic caps and labeled with the electoral district number, e.g. 35001. The 11" x 17" Individual Polling Site Area Maps and 11" x 17" Individual Advance Polling District Maps shall be inserted into an 11" x 17" box and labeled with the electoral district number, e.g. 35001. Filler material may be required to ensure a tight fit inside tubes and boxes to avoid transportation damages.</p> | <p>All sections of the polling division documents will be separated by a colour page. Each copy will be wrapped with a paper band and packaged in one box. Each box will be labeled with the appropriate electoral district number, e.g. 35001. Filler material may be required to ensure a tight fit inside boxes to avoid transportation damages.</p> |

**13. STORAGE OF MAPS AND DOCUMENTS**

If the Contractor is provided with a printing requirement with some lead time before an Electoral Event, the Contractor shall store the reproduced maps and documents and associated supplies for up to four months or more in the interim between printing and delivery, for some or all of the electoral districts.

**14. SHIPPING OF MAPS AND DOCUMENTS**

The Contractor shall ship the reproduced maps and documents to either one or both of the following destinations as specified by EC:

- 440 Coventry Road, Ottawa, Ontario, Canada
- 30 Victoria Street, Gatineau, Quebec, Canada

Packages shall be sent as soon as the reproduction and collation is complete.

**15. QUALITY CONTROL**

The Contractor is responsible for quality control at all stages.

Although the Contractor must implement strict quality control measures, EC reserves the right to perform additional quality control to supplement and in no way replace the Contractor's quality control process.

In the event of an error on the part of the Contractor in printing, plotting, collation or shipping as specified in this contract, the Contractor will be held responsible and will be asked to immediately reprint or plot, collate and ship directly to the client via reputable courier at their own expense.

**16. STOCK**

Copies shall be reproduced on 20 lb. bond paper or better. All printed material must be on recyclable paper.

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| <b>PART IV – PARAMETERS</b> |
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**17. LOCATION OF WORK**

Anywhere in Canada

**18. OFFICIAL LANGUAGES**

English or French