



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>  3	<b>RFP Amendment Date:</b>  July 25, 2018
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-18-0144	
<b>Title:</b>  Braille/Tactile Voting Template	
<b>Request for Proposal Closing Date:</b>  August 28, 2018 at 2:00 p.m. (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  proposition-proposal@elections.ca	
<b>Attention:</b>  Luc Potvin	<b>Email:</b>  Proposition-proposal@elections.ca

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Braille/Tactile Voting Template bearing number ECLP-RFP-18-0144 and dated July 13, 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. Amendments**

### **2.1 Amendment to 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 July 25, 2018).



## Braille/Tactile Voting Template

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### ANNEX A–STATEMENT OF WORK

(revised on July 25, 2018)

## SPECIFICATIONS

### 1. DESCRIPTION OF DELIVERABLE

1.01. Manufacturing of a modified version of the Braille voting template of Elections Canada to accommodate a larger ballot size. The voting template would enable individuals with a visual or physical disability—that prevents them from clearly and secretly indicating their choice of candidate in a federal election—to vote with greater autonomy.

### 2. REFERENCE NUMBER: EC 50170 (08/2018)

3. TITLE: Braille/Tactile Voting Template

### 4. PRODUCT DETAILS

4.01. Voting template, which would enable individuals with a visual or physical disability—that prevents them from clearly and secretly indicating their choice of candidate in a federal election—to vote with greater autonomy.

It is essential that the template be designed so as to facilitate the insertion of a ballot that is folded and then unfolded.

4.02. Front of Template (refer to Diagram 2)

- a) A thin lip framing the template at the top and on the left-hand side and a small tab attached to the upper lip, enabling the voter to align the ballot.
- b) The white circles on the ballot paper must be visible within the circles of the template.
- c) A large portion of the surface on which the ballot paper rests, except for the portion under the checkmark circles, must have a textured finish to keep the ballot in place.
- d) The material used must be very dark in colour, preferably black. The Arabic and Braille numbers 1 to 14 must be printed in white, raised up characters and on the right-hand side of the template.
- e) The numbers' top surface must have a pearl, not a glossy, finish in order to avoid fingerprint smudges.
- f) The left edge will have a mounted clip to secure the paper ballot in place. Some flexibility is allowable when it comes to the clip design, and Elections Canada is open to recommendations as long as (1) the clip secures the ballot in place; (2) the clip does not interfere with the insertion of the ballot into the

template; (3) the thickness of the clip does not exceed the thickness of the template by five (5) millimeters; and (4) the clip does not slide off the edge. A digital sketch of the proposed clip must be provided in PDF.

4.03. Back of template

- a) The instructions must be printed in white on a black background.
- b) The instructions must be available in both official languages.
- c) The instructions must not be printed on a sheet of paper and stuck to the surface of the template.
- d) Eight (8) small bumps must be manufactured onto the back of the template to prevent the text from being damaged when positioned front up. Refer to Diagram 4.

4.04. Attention: The entire production process for the template must respect environmental standards for plastic or plastic-derived products. The template must be designed so as not to injure users.

**5. DIMENSIONS**

- a) Width: 22.7 centimetres
- b) Length: 29.7 centimetres
- c) Thickness: 4 millimetres
- d) Note: The template's production dimensions are illustrated in diagrams 2 and

**6. PRINTING**

- 6.01. The Arabic numbers 1 to 14 on the front right of the template must be printed in white.
- 6.02. The instructions on the back of the template must be printed in white on a black background. **Note:** The text for the instructions will be supplied as a PDF file.

**7. MATERIAL**

- 7.01. The stock must be high-density polypropylene (plastic).
- 7.02. The material and manufacturing process used must be able to produce a template that can be used for a minimum of five (5) years.
- 7.03. The material must be washable with no risk of damage.
- 7.04. The material must be able to withstand repeated use, shipping across the country, scratches and long-term storage at a controlled temperature.
- 7.05. The material must be resistant to pen and pencil marks.

## 8. BRAILLE AND RAISED TYPE SPECIFICATIONS

- 8.01. The following information originates from the Canadian National Institute for the Blind (CNIB). The manufacturer retained to produce the ballot holder must ensure that the specifications used to add Braille numbering to the template follow those prescribed by the CNIB.
- a) The nominal height of Braille dots shall be .019 inches and be uniform within any given transcription.
  - b) The nominal base diameter of Braille dots shall be .057 inches.
  - c) The nominal distance (horizontally or vertically, but not diagonally) from centre to centre of adjacent dots in the same cell shall be .092 inches.
  - d) The nominal distance from centre to centre of corresponding dots in adjacent cells shall be .245 inches.
  - e) The nominal line spacing of Braille cells from centre to centre of the nearest corresponding dots in adjacent lines shall be .400 inches.
  - f) The Arabic numbers should be raised by at least 0.8 millimetres.
  - g) The font of the Arabic numbers should be GILLSANS, 48 points.

## 9. PACKAGING

- 9.01. The supplier will be responsible for providing the corrugated shipping boxes;
- 9.02. Package 25 templates in a corrugated box. Each box not to weigh more than 35 lbs.;
- 9.03. The supplier must include a separator (cardboard or other material) between each template to prevent damage during shipping.
- 9.04. **Packaging labels:** Clearly identify each package as to the content in a minimum 20 pts type size as follows:

<p style="text-align: center;"><b>EC 50170 (08/2018)</b> <i>Voting Template / Gabarit pour le vote</i> Qty/Qté — 25</p>
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- 9.05. **NOTE:** Labeling of items going to the Distribution Centre must be exactly as indicated, if not they will not be accepted.

## 10. SHIPPING INSTRUCTIONS

- 10.01. **Skid**
- a) Ship on non-returnable shipping skids measuring 48" wide by 42" deep, have three stringers with three blocks, each 48" in length;
  - b) Each skid **must not** be higher than 54", including the skid;

- c) Each skid **must** have bottom boards and **must** be a brewery-type skid (four-way entry);
- d) Each skid **must** be shrink-wrapped;
- e) The material **must** be accessible by hand-held hydraulic pallet movers;
- f) Items shipped to 100-440 Coventry that are not on requested skids will not be accepted upon delivery; and
- g) Refer to **APPENDIX C** for a diagram and specifications of brewery-type skid.

10.02. **Delivery**

- a) Address of EC warehouse: Elections Canada, Distribution Centre, 100-440 Coventry Road, Ottawa, Ontario, K1K 2Y5; and
- b) Delivery hours at 100-400 Coventry Road are 8:00 a.m. to 12:00 (noon) and 1:00 p.m. to 4:00 p.m. Ottawa time, Monday to Friday, excluding statutory holidays.

**11. MANDATORY PROTOTYPE**

- 11.01. The Contractor will be asked to produce five (5) prototypes, which will become the exclusive property of Elections Canada. The purpose of this production is to enable final testing before mass production.

**12. SUPPLIED FILES**

- 12.01. Elections Canada will supply the successful Contractor with a PDF file of the Elections Canada logo.
- 12.02. Elections Canada will supply the successful Contractor with a PDF file of the text for the back of the template.

**13. MANDATORY DELIVERY DATE**

- 13.01. The Contractor must deliver the prototypes to Elections Canada by August 31, 2018.
- 13.02. After approval of the prototypes, the manufacturer will produce the mould(s) intended for the production of one hundred thousand (100,000) Voting Templates, as per Elections Canada specifications and the production schedule agreed on by both parties.
- 13.03. Five hundred (500) templates must be delivered by September 28, 2018.
- 13.04. The remaining amount of the order must be delivered by March 29, 2019.

**14. TIMELINE/PRODUCTION SCHEDULE**

- a) Weeks 1 to 3, August 13 to 31: Mould manufacturing (including etching) and shipping of prototypes. The supplier will make every effort to limit the number of weeks required to manufacture the mould. The supplier will make every effort to ship the samples by August 31 or earlier.
- b) Week 4, September 3 to 7: Approval of prototypes. Elections Canada will make every effort to approve, or request mould adjustments for, the prototypes by September 7 or earlier.
- c) Week 5, September 10 to 14: Mould adjustments (if required).
- d) Weeks 6 and 7, September 17 to 28: Production of five hundred (500) templates. Five hundred (500) delivered on September 28, 2018.
- e) Weeks 8 and 9, October 1 to 12: Production of twenty thousand (20,000) templates. Twenty thousand (20,000) delivered on October 12, 2018.
- f) Weeks 10 and 11, October 15 to 26: Production of twenty thousand (20,000) templates. Twenty thousand (20,000) delivered on October 26, 2018.
- g) Weeks 12 and 13, October 29 to November 9: Production of twenty thousand (20,000) templates. Twenty thousand (20,000) delivered on November 9, 2018.
- h) Weeks 14 and 15, November 12 to 23: Production of twenty thousand (20,000) templates. Twenty thousand (20,000) delivered on November 23, 2018.
- i) Weeks 16 and 17, November 26 to December 7: Production of nineteen thousand, five hundred (19,500) templates. Nineteen thousand, five hundred (19,500) delivered on December 7, 2018.

**15. QUANTITIES**

15.01. The contractor must provide the price to produce the following volumes:

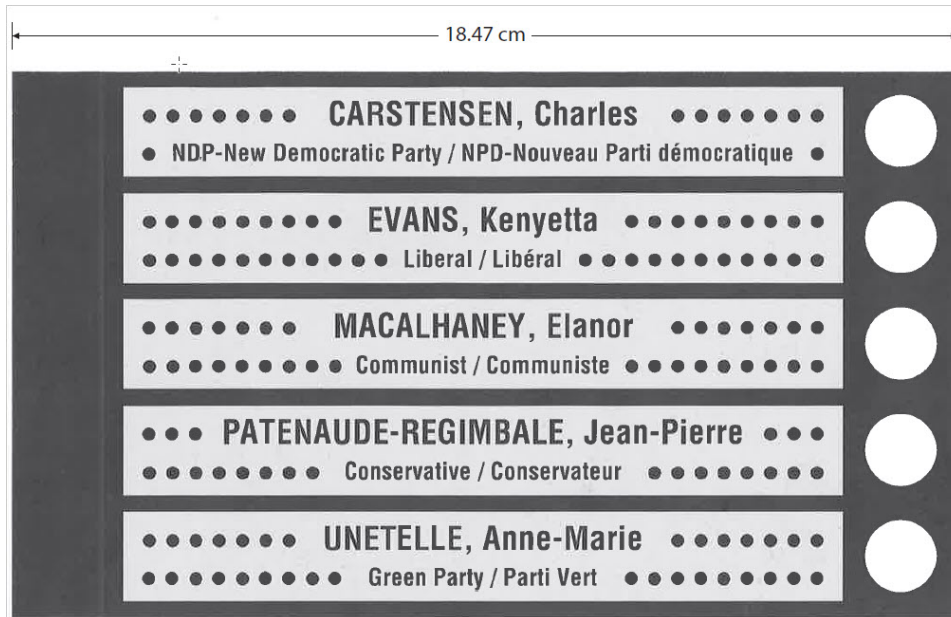
- a) Eighty-five thousand (85,000) units
- b) One hundred thousand (100,000) units



## Appendix A—Images

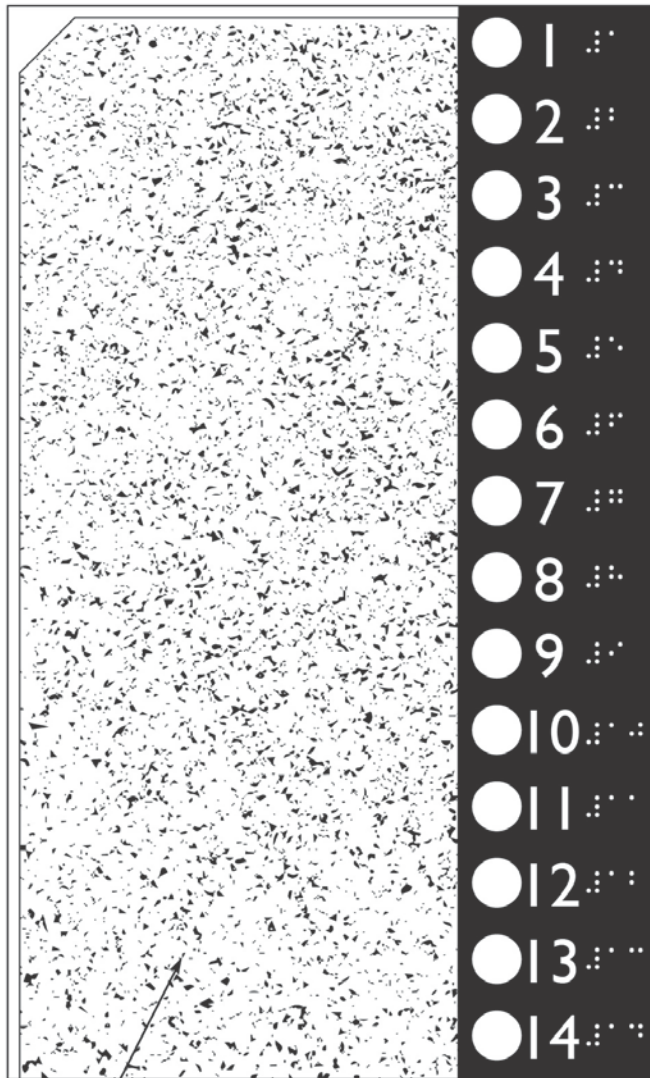
Disclaimer: All examples of ballots in this document are the correct size. However, the ballots' style and colour may change.

**Diagram 1—Sample Ballot**



**Diagram 2—Front of Template**

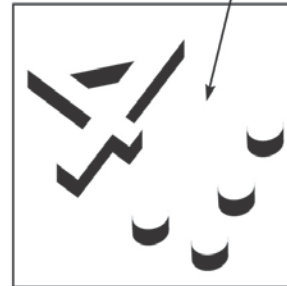
EC 50170



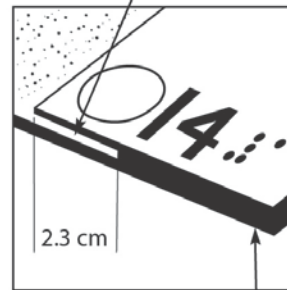
Chemical Etching  
Texture MT 1526

Top surface  
pearl finish

Embossed Numbers  
and Braille

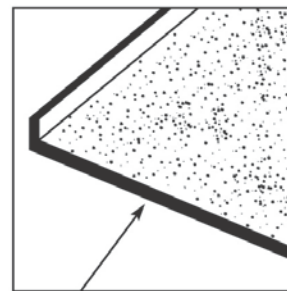


1 mm space for  
140M ballot paper



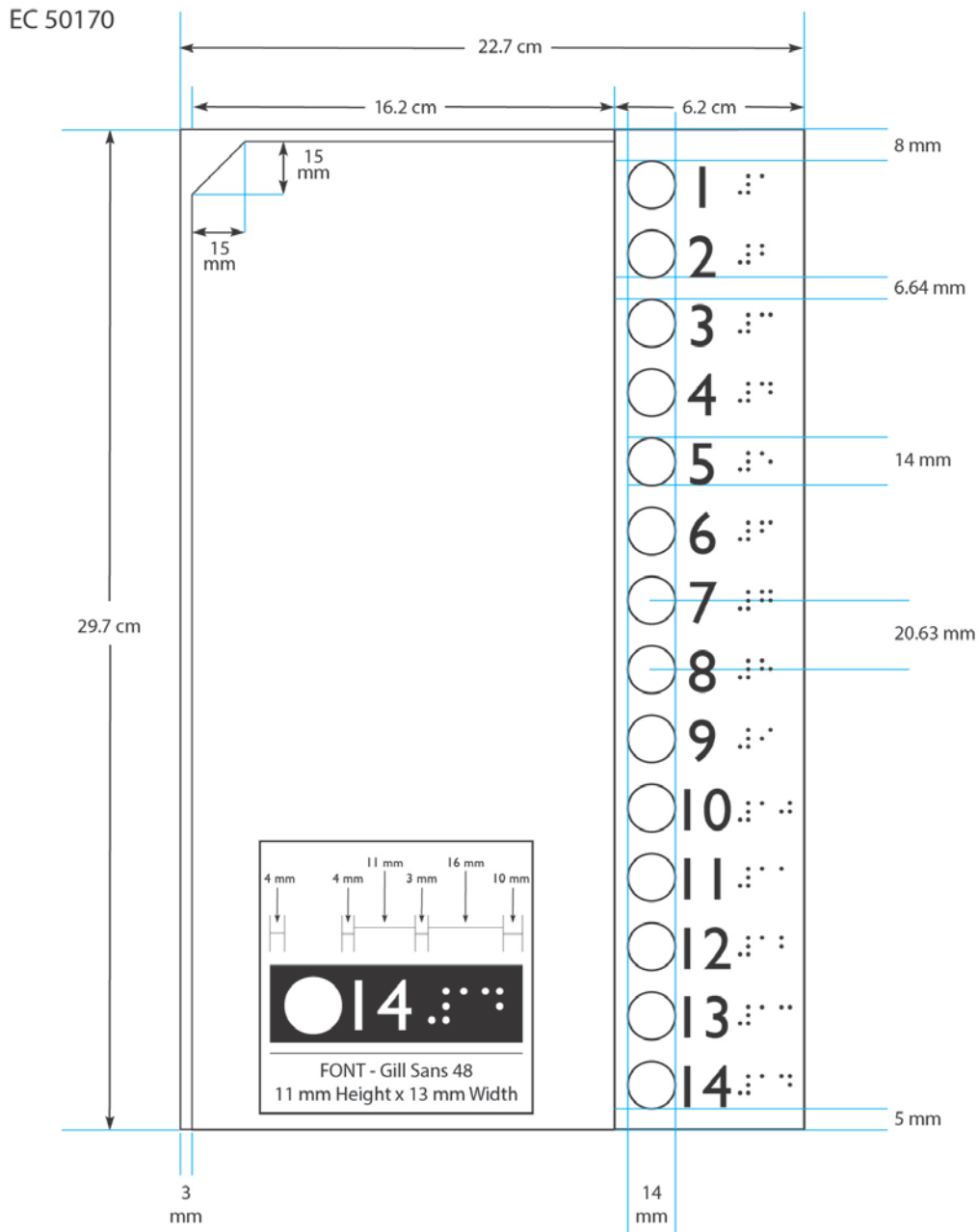
Base 4 mm

Left edge guide/  
Ballot holder base  
has non-slip surface

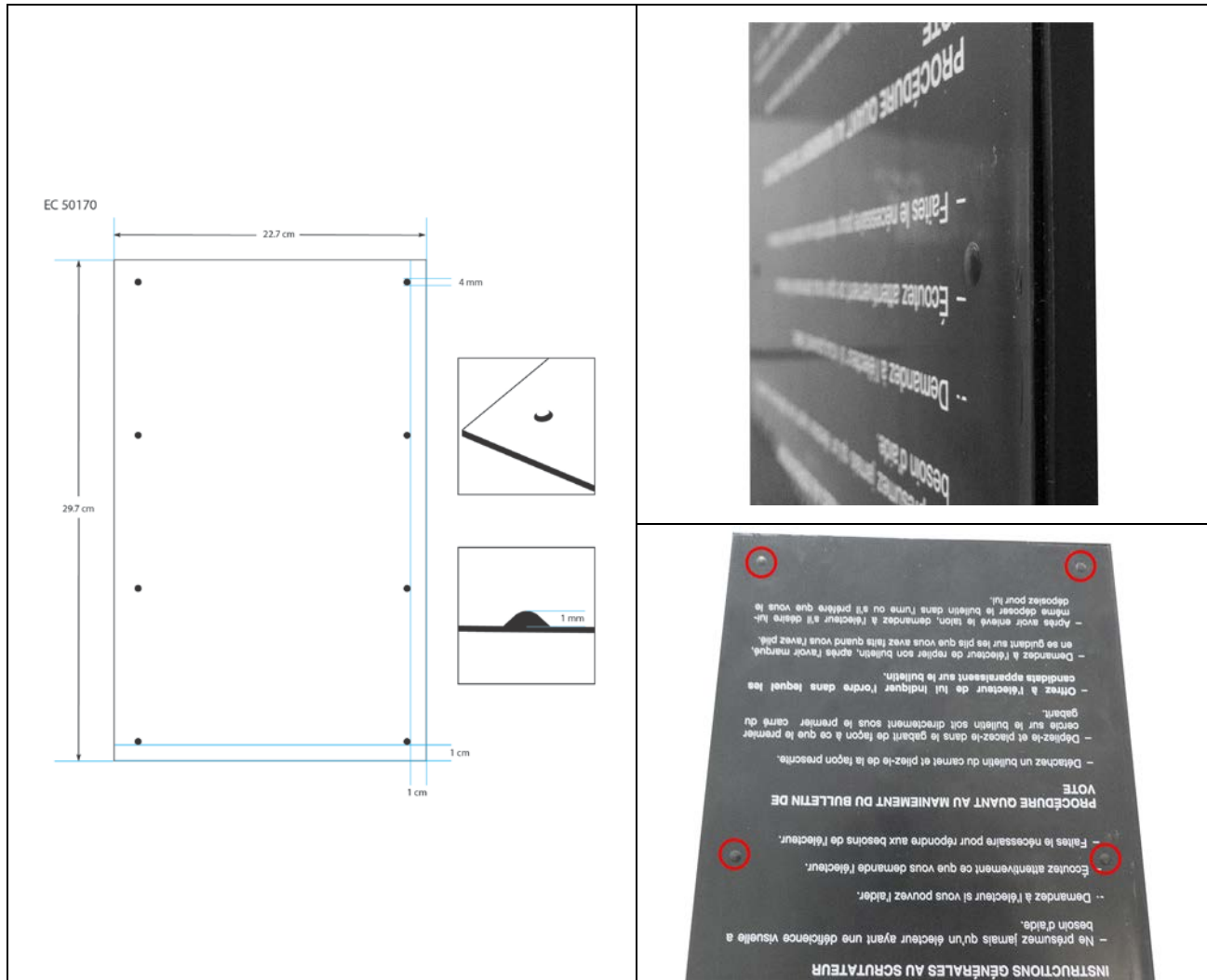


Base 1.5 mm

**Diagram 3—Template Dimensions**



**Diagram 4— Specifications for Bumps on the Back of the Template**



**Diagram 5—Clip Samples**



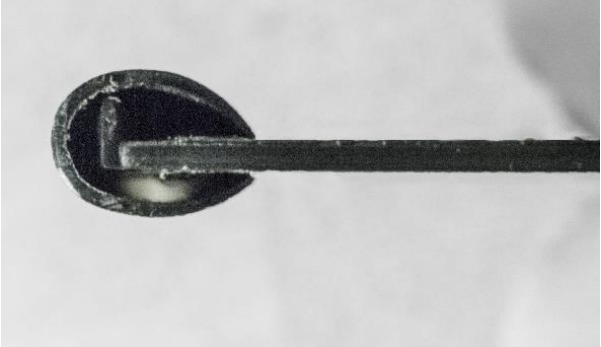
<b>Sample Clip on Left Edge</b>	
<p data-bbox="381 325 602 359"><b>View from Front</b></p> 	<p data-bbox="1024 308 1227 342"><b>View from Top</b></p> 
<p data-bbox="305 806 680 840"><b>View from Bottom-left Edge</b></p> 	<p data-bbox="823 806 1330 877">This clip sample is intended to help the Contractor generate clip ideas.</p>

Diagram 6—Current Template



## **Appendix B—Text for the Back of the Template**

### **GENERAL INSTRUCTIONS TO DEPUTY RETURNING OFFICER**

- Never assume that a person with a visual disability needs help.
- Ask the elector whether he or she needs assistance.
- Listen carefully to any request the elector makes.
- Do what is necessary to accommodate the elector's needs.

### **HANDLING THE BALLOT PAPER WHILE EXPLAINING YOUR ACTIONS TO THE ELECTOR:**

- Detach the ballot from the book and fold it as prescribed.
- Unfold the ballot and place it inside the template in such a way that the first circle on the ballot lines up with the first circle on the template.
- **Ask the elector whether he or she wants to know the order in which the names of the candidates appear on the ballot.**
- Direct the elector to fold up the ballot after marking it and to do so along the ridges made when you folded it.
- After the counterfoil is removed, ask the elector whether he or she prefers to place the ballot in the ballot box or have you do it instead.

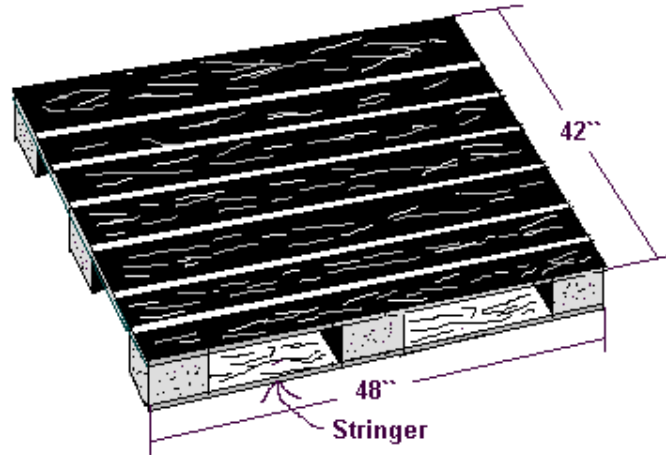
### **INSTRUCTIONS GÉNÉRALES AU SCRUTEUR**

- Ne présumez jamais qu'un électeur ayant une déficience visuelle a besoin d'aide.
- Demandez à l'électeur si vous pouvez l'aider.
- Écoutez attentivement ce que vous demande l'électeur.
- Faites le nécessaire pour répondre aux besoins de l'électeur.

### **PROCÉDURE QUANT AU MANIEMENT DU BULLETIN DE VOTE. TOUT EN EXPLIQUANT VOS ACTIONS À L'ÉLECTEUR :**

- Détachez un bulletin du carnet et pliez-le de la façon prescrite.
- Dépliez le bulletin et placez-le dans le gabarit de façon à ce que le premier cercle sur le bulletin soit directement sous le premier cercle du gabarit.
- **Offrez à l'électeur de lui indiquer l'ordre dans lequel les candidats apparaissent sur le bulletin.**
- Demandez à l'électeur de replier son bulletin, après l'avoir marqué, en se guidant sur les plis que vous avez faits quand vous l'avez plié.
- Après avoir enlevé le talon, demandez à l'électeur s'il désire lui-même déposer le bulletin dans l'urne ou s'il préfère que vous le déposiez pour lui.

### APPENDIX C—Diagram and Specifications for a Brewery-type Skid



Stringer - SOLID BLOCKS - 4" X 6" X 3" High

