



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.	RFP Amendment Date:
4	August 29, 2018
Office of the Chief Electoral Officer File No.	
ECAT-RFP-18-0234	
Title:	
Voter Information Campaign for the 43rd General Election – Various Promotional Items	
Request for Proposal Closing Date:	
September 18, 2018 at 2:00PM (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:	Tel No.
Ashley Tran	819-939-1469

Part 1. Interpretation

- 1.1 Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Voter Information Campaign for the 43rd General Election – Various Promotional Items bearing number ECAT-RFP-18-0234 and dated August 2, 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 questions have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 3

Question:

Is it possible to send us the SKU of Backpack you are requesting?

If you can't send the SKU would it be possible to borrow the bag for a few hours, so we can source the item?

Answer:

A sample of EC 99023 from the last general election is available and will be provided upon request.

2.2 Question No. 4

Question:

The RFP in Part 1, 3.2.2 you state the following

*The technical proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated which are set out in Part 7 – Technical Evaluation Criteria. **Simply repeating the statement contained in the RFP is not sufficient.** In order to facilitate the evaluation of the proposal, Elections Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their proposal by identifying the specific paragraph and page number where the subject topic has already been addressed.*

However, Part 7- Technical Evaluation Criteria has M1 as clearly marked that all we should do is either mark Yes or No. I don't believe you expect anything else from us for M1, is that correct? If you are expecting more please provide the topics you expect us to address.

Answer:

That is correct – Elections Canada does not expect anything else from what is requested in M1. As such, the Request for Proposal is amended in accordance with Section 3.2 of this amendment.

2.3 Question No. 5

Question:

The RFP in Part 1, 3.2.3 you state the following

The details of any client references requested under Part 7 – Technical Evaluation Criteria should be submitted with the proposal. If any of the required information is not submitted as requested, in the event that Elections Canada decides to contact client references, the Contracting Authority will so inform the bidder and provide the bidder with a time frame within which to meet the requirement. If the bidder fails to comply with the request of the Contracting Authority and meet the requirement within that time period, the proposal will be deemed non-responsive.

However, Part 7- Technical Evaluation Criteria has M1 has not mention or direction regarding client references. I don't believe you expect any references, is that correct? If you are expecting references, please provide the details of what you expect.

Answer:

That is correct – at this time, Elections Canada is not requesting any client references in Part 7 – Technical Evaluation Criteria.

2.4 Question No. 6

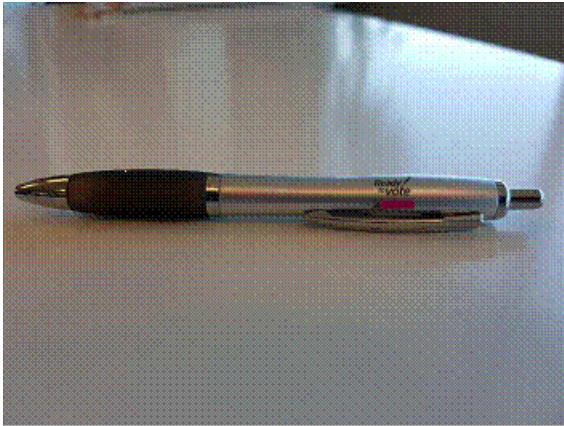
Question:

The RFP in Part 7, M2 you state the following

*Bidder must provide an acceptable **sample** that complies with all requirements described in Annex A – Specifications for the item(s) for which they are submitting a proposal. Elections Canada will evaluate the sample provided by the Bidder. Failure to comply with this requirement will deem your proposal non-responsive.*

When you mention “sample” are you referring to images or do you think they mean a “physical sample”?

We would put standard images within our proposal. Our standard images within our proposals similar to the RFP would look like the following



Answer:

Yes, for the purpose of the technical evaluation, Bidders must provide a physical sample. As such, the Request for Proposal is amended in accordance with Section 3.3 of this amendment.

2.5 Question No. 7

Question:

If you mean a “physical sample” the timeline is tight for our response. Would you please extend the deadline to Tuesday September 18, 2:00 p.m. 2018?

Answer:

Elections Canada will extend the Request for Proposal Closing Date to September 18, 2018. As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

2.6 Question No. 8

Question:

The RFP does not appear to have an area to describe the items we are providing, should we add that to our technical?

Answer:

Please see subsection 3.2.1 of Part 3 of the Request for Proposal.

Part 3. Amendments

3.1 Amendment to the Cover Page of the Request for Proposal

The Request for Proposal Closing Date on the Cover Page of the Request for Proposal is hereby amended to read in its entirety as follows:

September 18, 2018 at 2:00PM (Gatineau time)

3.2 Amendment to Subsection 3.2.2 of Part 1

Subsection 3.2.2 of the Request for Proposal is hereby amended to read in its entirety as follows:

The technical proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated which are set out in Part 7 – Technical Evaluation Criteria. In order to facilitate the evaluation of the proposal, Elections Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their proposal by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.3 Amendment to Part 7 – Technical Evaluation Criteria

Part 7 – Technical Evaluation Criteria of the Request for Proposal is hereby deleted in its entirety and replaced with the attached Part 7 – Technical Evaluation Criteria (Revised on August 29, 2018).



Voter Information Campaign for the 43rd General Election – Various Promotional Items

Part 7

Technical Evaluation Criteria

(Revised on August 29, 2018)

TABLE A – MANDATORY EVALUATION CRITERIA

#	Mandatory Technical Evaluation Criteria	Bidder to Complete
M1	<p>Compliance with Annex A – Specifications</p> <p>Bidder acknowledges that they comply with all requirements described in Annex A – Specifications, including the Delivery Date, for the item(s) for which they are submitting a proposal.</p> <p>Failure to agree to the requirements identified in Annex A – Specifications will deem your proposal non-responsive.</p>	<p><input type="checkbox"/> Yes, I confirm that I will comply with all the requirements of Annex A – Specifications.</p> <p><input type="checkbox"/> No, I cannot confirm that I will comply with all the requirements of Annex A – Specifications.</p>
M2	<p>Provide a physical sample that meets Annex A – Specifications</p> <p>Bidder must provide an acceptable physical sample that complies with all requirements described in Annex A – Specifications for the item(s) for which they are submitting a proposal.</p> <p>Elections Canada will evaluate the physical sample provided by the Bidder. Failure to comply with this requirement will deem your proposal non-responsive.</p>	<p><input type="checkbox"/> Acceptable physical sample provided with bid.</p> <p><input type="checkbox"/> Acceptable physical sample not provided with bid.</p>