



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

REQUEST FOR STANDING OFFER AMENDMENT

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

RFSO Amendment No. 1	RFSO Amendment Date: August 30, 2018
Office of the Chief Electoral Officer File No. ECAT-RFSO-18-0208	
Title: English Writing and Editing and French Editing and Comparative Editing Services	
Request for Standing Offer Closing Date: October 2, 2018 at 2:00PM (Gatineau time)	
ENQUIRIES – address enquiries to the Standing Offer 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: Ashley Tran	Tel No. 819-939-1469

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer for English Writing and Editing and French Editing and Comparative Editing Services bearing number ECAT-RFSO-18-0208 and dated August 20, 2018 (the "RFSO"). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

Part 2. Questions and Answers

The following questions have been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

Can you please let us know whether an organization from India is eligible to participate in this event?

Answer:

Any person or entity is free to submit an offer in response to this RFSO. To find out how the offers will be assessed, please see subsection 4.1.1 of Part 4 of the RFSO.

2.2 Question No. 2

Question:

RFSO Section 6.02 of the SOW states that the Contractor must "Be available to work evenings or weekends as required by the Technical Authority"

RFSO Section 5.02 of Part 6 states that "The Offeror shall be available to commence the Work during an Electoral Event within 48 hours of the written notice that a Call-up will be issued."

Is it Elections Canada's intent that writers be 'on call' 24/7? If not, would the Crown please clarify its expectations as to when these periods of rapid response will be required?

Answer:

Elections Canada will not require offerors to be on call 24/7. Elections Canada will send work requests with reasonable advance notice, but it is possible that work will need to be completed during evenings and weekends.

2.3 Question No. 3

Question:

RFSO Section 8.02 of the SOW, Location of Work states "the Contractor may be required to perform the Work at ECHQ. In such case, the Technical Authority will provide a minimum of three hours' notice."

Is it the Crown's intent to exclude bidders that do not live in the National Capital Region? If not, will the Crown accept video conference as equivalent?

Answer:

It is not in the intention of Elections Canada to exclude bidders who reside outside of the National Capital Region (NCR). If it takes the bidder more than three hours to travel to and from ECHQ, then the bidder's residence is beyond the NCR. Montreal and Kingston are not within the NCR but less than three hours-drive, therefore can be accepted as residence. Videoconferencing can be acceptable as determined by the Technical Authority.

2.4 Question No. 4

Question:

Paragraph 1.3.1 states "It is Elections Canada's intention to enter into a minimum of 5 Standing Offers for each...[category]"

If the intent is to have a writer available 24/7 and multiple contracts will be awarded, will the Crown entertain a schedule that allows one or two contractors to cover rotating 'shifts' to cover the period required?

Answer:

No, Elections Canada will not use rotating shifts.