



**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.

<b>RFSO Amendment No.</b>	<b>RFSO Amendment Date:</b>
2	September 5, 2018
<b>Office of the Chief Electoral Officer File No.</b>	
ECAT-RFSO-18-0208	
<b>Title:</b>	
English Writing and Editing and French Editing and Comparative Editing Services	
<b>Request for Standing Offer Closing Date:</b>	
October 2, 2018 at 2:00PM (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Standing Offer 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>	<b>Tel No.</b>
Ashley Tran	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. 5**

Question:

Table A, M2 Experience in Service Category:

*Within the last six years, the proposed resource must have a minimum of four years of experience providing the service category.*

***Submission Requirement***

*The Offeror must demonstrate that the proposed resource meets the requirement by providing one up-to-date CV and three project descriptions with the following information:*

- (a) Name of the client organization*
- (b) Start and end dates in month/year format*
- (c) Brief description of the services provided relevant to the service category*

Can a bidder claim "four years of experience within the last six years" in more than one category? During the last 18 years, I have worked continually for a long list of clients on projects that sometimes involve writing and sometimes involve editing. If the answer to the question is "no," please describe how the project authority will determine whether cited experience and projects qualify as "editing" or "writing."

Answer:

The bidder can claim four years of experience within the last six years in more than one category. As such, the Request for Standing Offer is amended in accordance with Section 3.1 of this amendment.

## 2.2 Question No. 6

### Question:

Table A, M2 Experience in Service Category:

The RFP calls for descriptions of only three projects with start and end dates. Is it better to cite projects demonstrating lengthy experience or similarity of work? Will the start and end dates be used to calculate the "four years within the last six years?"

### Answer:

The start and end date will be used as part of the evaluation to determine if the bidder has a minimum of four years of experience within the last six years performing similar work in the relevant service category or categories.

## Part 3. Amendments

### 3.1 Amendment to Table A – Mandatory Technical Evaluation Criteria of Part 7

Criterion M2 of Table A – Mandatory Technical Evaluation Criteria of the Request for Standing Offer is hereby amended to read in its entirety as follows:

#	Mandatory Technical Evaluation Criteria	Scoring Methodology
M2	<p><b>Experience in Service Category</b></p> <p>Within the last six years, the proposed resource must have a minimum of four years of experience providing similar work in the relevant service category or categories.</p> <p><b>Submission Requirement</b></p> <p>The Offeror must demonstrate that the proposed resource meets the requirement by providing one up-to-date CV and three project descriptions with the following information:</p> <ul style="list-style-type: none"><li>(a) Name of the client organization</li><li>(b) Start and end dates in month/year format</li><li>(c) Brief description of the services provided relevant to the service category or categories</li></ul>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>