



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. 4	RFSO Amendment Date: September 14, 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: Rima Saliba	Tel No. 819-939-1644

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 question(s) have been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

2.1 Question No. 9

Question:

Can you give a firmer indication of when testing will take place? Mid-December to early January is a time when many people will want to be away for a longer period. Ten days’ notice does not really allow interested offerors to make travel plans. Can you say the latest date on which testing would be held in December? Can you allow up to 28 days for an alternate date?

Answer:

EC has reviewed the request and the requirement remains unchanged.

2.2 Question No. 10

Question:

Does the postal code on the RFSO need to be corrected? It seems to be the postal code from the old Slater Street address: K1A 0M6

Answer:

No, the postal code on the RFSO remains the same.

Part 3. Amendments

3.1 Amendment to Section A – Instructions to Offerors of Part 7 – Technical Evaluation Criteria

Section A – Instructions to Offerors of the Request for Standing Offer is hereby amended to read in its entirety as follows:

1. As part of their submission, Offerors are to complete Template A – Identification of Services.
2. An Offeror may submit a maximum of three separate proposals for each service category.
3. In order to facilitate the evaluation of the proposal, EC requests that Offerors address and present topics in the same order and with the same headings as the evaluation criteria. Offerors should clearly identify where in their proposal each criterion is addressed.
4. If more project descriptions are provided than the requirements of the criterion, only the first project descriptions in the proposal will be evaluated. Any excess project descriptions will not be evaluated.
5. In determining years of experience, overlaps of years or months for projects submitted by the Offeror to demonstrate such experience will only be counted once for evaluation purposes.
6. Any education/certification/professional qualification must have been completed by the proposal closing date. Projects must have been commenced by the solicitation closing date. For projects that have not been completed at the solicitation closing date, the project duration will be calculated as the duration between the project start date and the solicitation closing date.
7. In addition to the information requested in the individual criterion, the Offeror is requested to include complete client contact information for each project description including the client contact name, title and telephone number or e-mail address. The client contact for any project must be an employee of the originating client organization. EC reserves the right to request client contact information, at any time during the evaluation process, for the purposes of verification.
8. Cutting and pasting wording from the RFSO does not constitute demonstrating the requirement. Experience must be demonstrated by citing specific examples of work performed by the proposed resource that relate to the specific evaluation criteria. If the Offeror's response does not fully demonstrate that the requirement is met by the project or experience cited, then the project experience will not be considered.