



**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>
5	September 26, 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 9, 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>
Rima Saliba	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. 11**

Question:

Could you please clarify the requirement for only 3 project descriptions to meet M2 - “Within the last six years, the proposed resources must have a minimum of four years of experience providing the service category.”

I have clients who have been using my English writing services for more than 5 years, but most of the individual English writing projects I have delivered for them span a 6 to 8-month period. Can you explain how I can demonstrate 4 years of experience by submitting only 3 project descriptions?

Answer:

As per the RFSO, Part 7, Table A, row M2, the Offeror must demonstrate that the proposed resource meets the requirement by providing one up-to-date CV and three project descriptions. Thus, we will also consider the CV as part of the evaluation on whether the bidder meets the minimum of four years of experience in the last six years.

### **2.2 Question No. 12**

Question:

Due to the recent and tragic events in our region, our response team has been delayed and we would like to respectfully request an extension to the proposal submission deadline.

We would like to suggest changing the due date to: **October 9th, 2018 at 2:00PM (Gatineau time)**.

Answer:

Elections Canada agrees to the new proposal submission deadline, that is **October 9th, 2018 at 2:00PM (Gatineau time)**.