



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. 1	RFP Amendment Date: November 1, 2018
Office of the Chief Electoral Officer File No. ECLP-RFP-18-0515	
Title: Various Envelopes	
Request for Proposal Closing Date: November 8, 2018 at 2:00 p.m. (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: Luc Potvin	Email: proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-18-0515 and dated October 24, 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 question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

All for items, a gusset of either 3" (only item 2) or 2" is required for all sides.

The size of the envelopes are 10" wide x 15" long + 3.25" flap is that including the gusset at the top 15" + 3.25" (it would only give you 0.25" for a 3" gusset and 1.25" for a 2" gusset of the flap to seal the envelope when fully expanded)? Or should it have been 15" + 3" + 3.25" / 15" + 2" + 3.25"?

Answer:

The size of the envelopes when fully expanded measures:

With 2" gusset : 1" (bottom gusset) + 15" (env. body) + 2" (top gusset) + 3.25" (flap)

= total length of the flap with gusset is 5.25"

= total length of the envelope is 21.25"

With 3" gusset : 1.5" (bottom gusset) + 15" (env. body) + 3" (top gusset) + 3.25" (flap)

= total length of the flap with gusset is 6.25"

= total length of the envelope is 22.75"

In addition, the 2" or 3" gusset must also be accounted for on each side of the envelopes.

Below visuals for configuration of flap with 3" gusset.

Electons Canada

Envelope: Stubs and Unused Ballots

Objetif : Souches et bulletins de vote inutilisés

Purpose: To securely store the stubs and unused ballots overnight and after the election.

EC-90420 (en2516)

Objetif : Souches et bulletins de vote inutilisés

Objetif : Conserver de façon sécuritaire les souches et les bulletins de vote inutilisés jusqu'au lendemain et après l'élection.

Sign and seal
Signer et sceller

Chief EC 90190
Chef EC 90190

Polling station no. N° du bureau de scrutin	Day / Jour <input type="checkbox"/> Friday / vendredi <input type="checkbox"/> Saturday / samedi <input type="checkbox"/> Sunday / dimanche	Monday / Lundi <input type="checkbox"/> Tuesday / mardi <input type="checkbox"/> Wednesday / mercredi <input type="checkbox"/> Thursday / jeudi <input type="checkbox"/> Friday / vendredi <input type="checkbox"/> Saturday / samedi <input type="checkbox"/> Sunday / dimanche
------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Number of unused ballots
Nombre de bulletins de vote inutilisés

--	--	--	--	--	--



2.2 Question No. 2

Question:

We were reading the technical part of the RFP and when measuring the length of the envelopes, we are questioning the full length size

Assuming we have 2 inch gusset all around (4 sides) the length of the envelope is longer than the $18 \frac{1}{4}$ as mentioned. It should be $21 \frac{1}{4}$.

As for the 3 inch gusset envelope, the true total length would be $22 \frac{3}{4}$.

Answer:

The total length listed in the technical section of the RFPs should have included the

bottom gusset and the total length size should read 21.25" and 22.75. Please refer to the answer of Question 1 for more details.

2.3 Question No. 3

Question:

Financial evaluation criteria Part 8, page 2 – item 2; “there will be a separate financial evaluation for each item”; do we estimate each envelope separately or can we combine the fabrication, printing and delivery for all 5 envelopes?

Answer:

As indicated in Part 8, there will be a separate financial evaluation for **each item**. Therefore, the proposed price of **each item** must include the cost of skids and transportation fees, fabrication, printing and delivery.

2.4 Question No. 4

Question:

Flap of 3 ¼" is in addition to the 2" or 3" gusset?

Answer:

See question and answer # 1 above.