



**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.

<b>RFP Amendment No.</b>  2	<b>RFP Amendment Date:</b>  November 13, 2018
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-18-0519	
<b>Title:</b>  Foldout USB Flash Drives	
<b>Request for Proposal Closing Date:</b>  December 5, 2018 at 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting 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>  Luc Potvin	<b>Email:</b>  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-18-0519 and dated October 25, 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. 2**

Question:

Based on the information provided in the bid (sect 1.02 - Project Background), it seems that Elections Canada may be doing mass data duplication on these USB drives. If that is the case, we would like to know the specific type of data duplication machine, or if they are using USB hubs in either Windows or MacOS computers. Certain duplication machines require specific control chips inside the USB drives for compatibility with proprietary operating systems. In those cases, bidders would require the information on those models so that we could provide USB drives that meet those requirements (i.e. control chip brands/models, which fit within the parameters set by the duplicator manufacturer).

Will the Crown please specify the duplicator method, the specific machine brand or OS if using USB hubs in standard desktops?

Answer:

Elections Canada is not doing any mass duplication of data. These keys are to be provided to the 338 Returning Offices and each key will have unique data on it.

### **2.2 Question No. 3**

Question:

Paragraph 1.3.3 Delivery Date states "All the deliverables must be received on or before, but no later than January 24, 2019." Experience with government bid evaluations suggests that the award date can be a long time after bid closing. This does not include the Christmas closure timeline and government employee vacations which may occur during this solicitation timeline.

Since no bidder can control the evaluation process and subsequent contract award dates, it would be impossible for anyone to guarantee delivery by that date. We respectfully suggest that the Crown remove this mandatory delivery date and request bidders to include a delivery timeframe (weeks or days) after receipt of order (ARO).

Answer:

The mandatory delivery date is extended to February 19, 2019.

### **Part 3. Amendments**

#### **3.1 Amendment to Annex A – Statement of Work of the Request for Proposal**

The Request for Proposal is hereby amended by deleting in its entirety **Annex A – Statement of Work** and replacing it with the attached **Annex A – Statement of Work** (Revised November 13, 2018).



## Foldout USB Flash Drives

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### ANNEX A – STATEMENT OF WORK

## SPECIFICATIONS

### 1. BACKGROUND AND OBJECTIVES

#### 1.01. EC MANDATE

Elections Canada (EC) is an independent, non-partisan agency that reports directly to Parliament. EC is mandated to conduct federal general elections, by-elections and referendums, administer the political financing provisions of the CEA, monitor compliance and enforce electoral legislation.

#### 1.02. PROJECT BACKGROUND

The USB keys are distributed to the 338 Elections Canada offices across Canada during a federal general election. The black USB keys are used to distribute the list of electors to candidates at 4 different times during the election period. For security reasons the black keys are not reused. The green USB keys will be used to train election officials within EC offices across Canada.

#### 1.03. OBJECTIVES

In order to meet the Electoral Event readiness requirements, our objective is to secure quantities of 16,000 black USB keys and 900 green USB keys for the upcoming General Election and subsequent electoral events.

### 2. DESCRIPTION OF DELIVERABLE

2.01. USB Flash Drive with a protective stainless steel foldout cover.

### 3. REFERENCE NUMBERS

3.01. **Item # 1:** EC 12122 (10/2018)

3.02. **Item # 2:** EC 10530 (10/2018)

### 4. QUANTITIES

4.01. **Item # 1:** 16,000 USB 3.0 Flash Drives – 16GB (EC 12122) Black

4.02. **Item # 2:** 900 USB 3.0 Flash Drives – 16GB (EC 10530) Green

### 5. PRODUCTION DETAILS

5.01. All the devices must be Grade A and as per specifications below:

- a) **Grade A:** is defined as top of the line chips. These chips are always laser etched with the serial number and manufactures name. Grade A chips have the lowest error rates, longest life spans and are faster.

- b) Memory Capacity: **Minimum** 16GB — USB 3.0 mandatory
- c) Type: Foldout USB Flash Drive
- d) Encryption: Encryption not required
- e) Style: With a protective stainless steel foldout cover
- f) Printing: No printing required on the foldout cover
- g) Colour:
  - **Item # 1:** Body – Black (mandatory) / Cover – Silver
  - **Item # 2:** Body – Green (mandatory) / Cover – Silver
- h) Image:



## 5.02. **OVERS**

- a) **No over / No under**
- b) Elections Canada will not pay an invoice for items received in excess of the quantity stipulated in this specification, nor will it pay the full amount when items are sent in lower quantities than requested. It is the Supplier's responsibility to ensure that items are shipped in the correct quantities.

## 6. **SPECIAL INSTRUCTION**

- 6.01. If defective USB keys are detected while in use, Elections Canada will exercise clause 6.02 to replace the defective USB keys.
- 6.02. Upon receipt of a written notice from Elections Canada for defective USB keys, the winning supplier shall replace the defective USB keys within 48 hours at the supplier's expense.
- 6.03. This special instruction will be in effect for the duration of the contract.

## 7. **MANDATORY SAMPLE**

- 7.01. The winning supplier **MUST** provide to Elections Canada ten (10) of each actual USB keys samples according to these specifications. Approval from Elections Canada is required before proceeding with the entire production.

## 8. **WRAPPING**

- 8.01. EC 12122 black USB keys — in bundle of 1000

- The supplier must guarantee that each bundle contains 1000 black USB keys.
- The bundle of 1000 black USB keys can be packaged using a box or a plastic bag.

8.02. EC 10530 – the supplier must guarantee the green USB keys are in a single bundle of 900.

- The bundle of 900 green USB keys can be packaged using a box or a plastic bag.

8.03. **Wrapping labels:** Clearly identify each bundle as to the content in a minimum 20 pts type size as follows:

a) Item # 1

**EC 12122 (10/2018)**  
*Black USB keys / Clés USB noires*  
*Qty / Qté : 1000*

b) Item # 2

**EC 10530 (10/2018)**  
*Green USB keys / Clés USB vertes*  
*Qty / Qté : 900*

## 9. PACKAGING

9.01. The supplier will be responsible for providing the corrugated shipping boxes;

9.02. Package in corrugated boxes. Each box not to weigh more than 35 lbs.

9.03. **Packaging labels:** Clearly identify each box as to the content in a minimum 20 pts type size as follows:

a) Item # 1

**EC 12122 (10/2018)**  
*Black USB keys / Clés USB noires*  
*Qty / Qté — 16 Boxes of / boîtes de 1000*

b) Item # 2

**EC 10530 (10/2018)**  
*Green USB keys / Clés USB vertes*  
*Qty / Qté — 1 Box of /1 boîte de 900*

9.04. **NOTE:** Labeling of items going to the Distribution Centre must be exactly as indicated. If not, they will not be accepted.

**10. SHIPPING INSTRUCTIONS**

**10.01. Skid**

- a) Ship on non-returnable shipping skids measuring 48" wide by 42" deep, have three stringers with three blocks, each 48" in length;
- b) Each skid **must not** be higher than 54", including the skid;
- c) Each skid **must** have bottom boards and **must** be a brewery-type skid (four-way entry);
- d) Each skid **must** be shrink-wrapped;
- e) The material **must** be accessible by hand-held hydraulic pallet movers;
- f) Items shipped to 100-440 Coventry that are not on requested skids will not be accepted upon delivery; and
- g) Refer to **APPENDIX A** for a diagram and specifications of brewery-type skid.

**10.02. Delivery**

- a) Address of EC warehouse: Elections Canada, Distribution Centre, 100-440 Coventry Road, Ottawa, Ontario, K1K 2Y5; and
- b) Delivery hours at 100-400 Coventry Road are 8:00 a.m. to 12:00 (noon) and 1:00 p.m. to 4:00 p.m. Ottawa time, Monday to Friday, excluding statutory holidays.

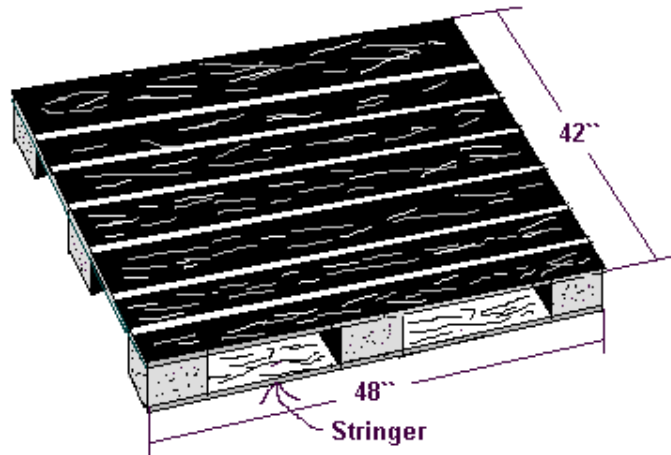
**11. MANDATORY DELIVERY DATE**

**11.01. On or before, but no later than February 19, 2019.**

11.02. Provided prior approval by the Project Authority, partial deliveries will be accepted but entire production must be delivered by the mandatory delivery date.



**APPENDIX A – Diagram and specifications of a brewery-type skid**



**Stringer - SOLID BLOCKS - 4" X 6" X 3" High**

