



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.	RFP Amendment Date:
1	January 9, 2019
Office of the Chief Electoral Officer File No.	
ECAT-RFP-18-0610	
Title:	
Mail Management Automation Project (MMAP) – Mail Sorter Equipment	
Request for Proposal Closing Date:	
February 7, 2019 at 2:00 PM (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:	Tel No.
Ashley Tran	819-939-1469

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Mail Management Automation Project (MMAP) – Mail Sorter Equipment bearing number ECAT-RFP-18-0610 and dated December 17, 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 questions have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

Page 1, Request for Proposal Title Page, Request for Proposal Closing Date

Due to the significant US and Canadian Holidays (and therefore scheduled vacation over the holiday season) over the next few weeks as well as potential weather which may impact shipping of bid responses, we are inquiring if EC would be willing to extend RFP closing date to Thursday, February 7, 2019.

Answer:

Yes, Elections Canada will extend the RFP closing date to February 7, 2019. As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

2.2 Question No. 2

Question:

Part 8 – Financial Evaluation Criteria, Annex A – Financial Proposal Table Template
Part 6 – Resulting Contract, Section 9.01 – Payment

The proposed mail sorter equipment includes annual software license fees.

- (a) Will EC consider adding an additional pricing line in Annex A – Financial Proposal Table Template which will then permit the interested bidder to list the cost of the annual license fees? The pricing line for the mail sorter’s annual license fees will apply to the Contract Period, Option Period 1, Option Period 2, Option Period 3, Option Period 4 and Option Period 5.

- (b) Will EC remit payment for the annual license fees on a monthly basis under Section 9.01 of Part 6? Alternatively, will EC prefer to remit payment of the annual license under a prepayment annually in advance option? Interested bidder would like to inform EC that the prepayment annually in advance option is more cost effective than the monthly payment option.

Answer:

The answer will be provided in a subsequent amendment.

2.3 Question No. 3

Question:

Part 6 – Resulting Contract, Section 9.01 – Payment

Part 8 – Financial Evaluation Criteria, Annex A – Financial Proposal Table Template

In reviewing Section 9.01 of Part 6 which states that payment will be submitted on a monthly basis and items 5, 6 and 8 of Annex A – Financial Proposal Table of Part 8, will EC consider the following requests:

- (a) For the Electoral Event, can interested bidder offer a fixed monthly rate for 15 consecutive hours of on-call maintenance services, per day, during the entire duration of the Electoral Event? This fixed monthly rate will also include having a designated on-site service technician at the mail sorter equipment's site on the actual Election Day. The fixed monthly rate also includes unlimited service calls during the principal period of maintenance for the entire duration of the Electoral Event, from the time interested bidder receives notification from EC of the readiness days (as defined in Section 11.05.01 of Annex A). The service call response time will be based on the table as provided under Section 12 of Annex A. The fixed monthly service rate is an all-inclusive rate that includes parts, labor, and travel during the principal period of maintenance.
- (b) For the time period between Electoral Events, can an interested bidder offer a fixed monthly rate for 10 consecutive hours of on-call maintenance services, per day, during the week day time period between Electoral Events? The fixed monthly service rate is an all-inclusive rate that includes parts, labor, and travel during the principal period of maintenance.

The reason for submitting these questions is because it is extremely difficult for interested bidder to offer an hourly rate for items 5, 6, and 8. Interested bidder's on-call maintenance service prices for all customers are based on a fixed annual inclusive rate which includes parts, labor, and travel during the contracted period of on-call coverage. Please note interested bidder is able to provide on-call maintenance service prices based on a monthly rate for this specific RFP.

Based on the above, please kindly advise if EC would consider modifying line items # 5, 6, and 8 to reflect a fixed monthly rate instead of an hourly rate under Part 8 of Annex A for the Contract Period, Option Period 1, Option Period 2, Option Period 3, Option Period 4 and Option Period 5.

Answer:

The answer will be provided in a subsequent amendment.

2.4 Question No. 4

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, Article 12 – Table 1: Support Requirement Summary

Part 8 – Financial Evaluation Criteria, Annex A – Financial Proposal Table Template

In reviewing subsection 11.04.01 and article 12 of Annex A – Statement of Work as well as item # 5 of Annex A – Financial Proposal Table Template, would EC consider having an interested bidder only perform a monthly preventive maintenance during the time period between Electoral Events? This will be an alternative to item # 5 of Annex A – Financial Proposal Table Template.

Under this scenario, interested bidder will only perform a monthly preventive maintenance call during the time period between Electoral Events for which the mail sorter equipment will not be used and/or operated by EC. The cost will be provided based a monthly rate during the time period between Electoral Events. The purpose of performing a monthly preventive maintenance service call during the non-election period is to ensure that the mail sorter equipment is performing in accordance with the equipment manufacturer’s published specifications.

Please note that under this type of service plan, interested bidder will not perform on-call maintenance services and will only perform one preventive maintenance call per month, during the time period between Electoral Events. This would be a cost savings for EC for the time period between Electoral Events when the mail sorter equipment will not be utilized.

Based on the above, if EC would like to consider this type of service plan, then please kindly advise if interested bidder will not need to offer a pricing quote for item # 5 in Annex A – Financial Proposal Table Template. As such, interested bidder will only list the monthly rate under item # 4 in Annex A – Financial Proposal Table Template.

Answer:

The answer will be provided in a subsequent amendment.

Part 3. Amendments

3.1 Amendment to the Request for Proposal Closing Date of the Cover Page

The Request for Proposal Closing Date is hereby amended to read in its entirety as follows:

February 7, 2019 at 2:00 PM (Gatineau time)