



**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>	<b>RFP Amendment Date:</b>
2	January 16, 2019
<b>Office of the Chief Electoral Officer File No.</b>	
ECAT-RFP-18-0610	
<b>Title:</b>	
Mail Management Automation Project (MMAP) – Mail Sorter Equipment	
<b>Request for Proposal Closing Date:</b>	
February 7, 2019 at 2:00 PM (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>	<b>Tel No.</b>
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. 5**

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, paragraph 7.01 a)

Can EC supply the interested bidder with physical samples of test envelopes by January 11 so that we can provide the best configuration?

Answer:

No, Elections Canada cannot supply test envelopes at this time. The outer envelope is being redesigned and is not currently available. If required, test envelopes will be provided to the winning bidder to optimize the sorter installation and configuration.

In any case, the sorter should be configured to sort all regular and custom-sized envelopes (3.6 x 5.6 inches to 10.6 x 14.9 inches), as per the mandatory requirement.

### **2.2 Question No. 6**

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, paragraph 7.01 b)

Can EC provide the type of barcodes that are used in their process?

Answer:

Yes, we are using a PDF417 2D barcode. See image below.

ED No./N° de la circ.: \_\_\_\_\_

Name/Nom: \_\_\_\_\_

RO's ED/Circ. du DS: 24054



NAT000001546526163459

### 2.3 Question No. 7

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, section 9.01

Part 6 – Resulting Contract, Annex C – Supplemental Conditions, subsection 2.07.05

Subsection 2.07.05 of Annex C of Part 6 states that, to pass availability test, the equipment must meet Minimum Availability Level for 30 consecutive days within 90 days of the beginning of testing.

However, section 9.01 of Annex A of Part 6 states that the Contractor must complete the delivery, installation and testing of the mail sorter equipment at the SVR Administrative Centre no later than 120 days after the Effective Date.

In view of the above, can EC clarify the delivery and installation requirement and change section 9.01 of Annex A of Part 6 to the following: *must complete delivery and installation of the mail sorter equipment at the SVR Administrative Centre no later than 120 days after the Effective Date?*

Answer:

Part 6 – Resulting Contract, section 1.02 – Priority of Documents lists the Statement of Work as having priority over the Supplemental Conditions; therefore, the requirement remains unchanged.

### 2.4 Question No. 8

Question:

Part 6 – Resulting Contract, Annex C – Supplemental Conditions, Article 4 – Additional Conditions: Lease

Based on the interested bidder's review of Part 8 – Financial Evaluation Criteria, it is our understanding that EC will be purchasing the new sorter equipment outright. As such, please kindly advise that all the lease terms and conditions as provided under Article 4 (Section 4.01 through 4.10) of Annex C to Part 6 will not apply to this RFP.

Answer:

Article 4 – Additional Conditions: Lease of Annex C to Part 6 will only apply if they are applicable to the procurement. The requirement remains unchanged.

## 2.5 Question No. 9

### Question:

Part 2 – Bidders Instructions, Section 2.14 – Price Justification

Please kindly advise whether the bidder is only required to submit the Fair Price Certification included in Annex E of Part 6 of the RFP after the interested bidder receives a written response from Elections Canada stating that the interested bidder is the sole bidder that submitted a response to Elections Canada for this RFP.

### Answer:

Yes, that is correct.

## 2.6 Question No. 10

### Question:

Part 6 – Resulting Contract, Section 6.03 – Applicable Sales Tax

Please kindly advise whether the interested bidder is permitted to only list the cost, exclusive of applicable sales tax for Part 8 – Financial Evaluation Criteria of this RFP.

### Answer:

Yes, bidders' proposed prices are to be exclusive of applicable sales taxes as per Section 1.01 of Part 8 – Financial Evaluation Criteria.

## 2.7 Question No. 11

### Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, subsection 11.02.02 – Support and Maintenance Plan

With respect to the 12-month warranty period, what type of maintenance service plan would EC require the interested bidder to provide for the new sorter equipment?

- (a) Does EC only require maintenance services for the one Electoral Event that is scheduled to take place in October 2019 based on the maintenance service requirements as provided in section 11.05 – Maintenance Service During an Electoral Event and article 12 – Table 1: Support Requirement Summary of Annex A to Part 6?
- (b) For the periods of time during the 12-month warranty in which there are no Electoral Events for which EC will not use the new sorter equipment, can the interested bidder only perform one preventive maintenance service visit every four consecutive weeks? If EC agrees that the interested bidder is only required to

provide one preventive maintenance service visit every four consecutive weeks, then the interested bidder will not have to provide on-call maintenance for the periods of time when there are no Electoral Events.

Answer:

The answer will be provided in a subsequent amendment.

**2.8 Question No. 12**

Question:

RFP Cover Page

Part 3 – Proposal Preparation Instructions, subsection 3.1.1

Per EC’s Part 3 – Proposal Preparation Instructions, subsection 3.1.1, should we place the front page of ECAT-RFP-18-0610 Signature Documentation at the beginning of Section I, Section II, and/or Section III?

Answer:

As per subsection 2.4.1 of Part 2 – Bidder Instructions, it is required that the first page of the RFP be completed, signed and submitted with a bidder’s proposal. Subsection 3.1.1 of Part 3 – Proposal Preparation Instructions requests that the proposal be separately bound and sealed in three sections.

**2.9 Question No. 13**

Question:

Part 7 – Technical Evaluation Criteria, Table A – Mandatory Technical Evaluation Criteria

Should we fill in Table A’s column labeled “Scoring Methodology” with the option of “Met” or “Not Met” as part of our response, or is Table A a reference only to us, and EC will mark a criterion as “Met” or “Not Met”?

Furthermore, we plan to answer Annex A – Statement of Work in our response directly above Table A’s chart. Should we reference our responses to Annex A within Table A’s column labeled “Submission Requirement” or leave the table clean for EC’s use?

Answer:

Yes, as per 3.01 of Section A – Instructions to Bidders of Part 7, the scoring methodology column in Table A – Mandatory Technical Evaluation Criteria is for the evaluation team to assess the proposals.

Regarding how a topic should be addressed and presented in Part 7 – Technical Evaluation Criteria, please refer to subsection 3.2.2 of Part 3 – Proposal Preparation Instructions.

## **2.10 Question No. 14**

### Question:

Part 3 – Proposal Preparation Instructions, subsection 3.1.1

Is it permissible for us to submit the soft copy in PDF format? If not, can EC specify the format in which EC would like the soft copy to be?

### Answer:

Elections Canada does not have a preference for the format of the soft copy.

## **2.11 Question No. 15**

### Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, subsection 11.05.01

Per the requirement in Annex A of Part 6, subsection 11.05.01, would EC consider changing the time of notification to the contractor from 30 calendar days to 60 calendar days prior to the “readiness date”?

### Answer:

Elections Canada is unable to give longer notification before the readiness date, as that date is often not known 60 days in advance. To clarify, the readiness date is not the official start of an Electoral Event but a date established by the Chief Electoral Officer of Canada for Elections Canada to prepare for a potential Electoral Event.

## **2.12 Question No. 16**

### Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, subsection 11.05.03

Per EC’s request in subsection 11.05.03 of the Statement of Work for the Contractor to acknowledge receipt of call for maintenance service within 15 minutes: please note that all service calls are placed to our service line, which is staffed 24/7/365 by an in-person employee.

When EC states “acknowledge receipt of call”, does EC consider an acknowledgement to be a personal contact from the Contractor’s employee on the service line; or do EC’s terms require a call from the local service technician?

If speaking with the Contractor’s employee on the Contractor service dispatch line does not establish a receipt of call, and EC would want a local service technician to place a receipt of acknowledgement call, will EC consider changing the “acknowledge receipt of

call” from 15 minutes to one hour, as our technicians may be on another customer call when EC places a call and cannot guarantee a receipt of call acknowledgement call to EC within 15 minutes?

Answer:

Yes, a call taken by an in-person employee meets Elections Canada’s requirement of an acknowledgement. The 15 minutes allowed to acknowledge receipt of a call for maintenance service only applies if the Contractor provides Elections Canada with an automated tool or if a voicemail has to be left to request assistance.

**2.13 Question No. 17**

Question:

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

Can Elections Canada clarify the quantities within the financial chart?

- (a) What does Elections Canada mean by the breakdown of Quantity 10 and Quantity 1 in Items 5 and 6?
- (b) What does Elections Canada mean by the breakdown of Quantity 5 and Quantity 1 in Items 7 and 9?

We do not understand the breakdown of quantities and hours in Part 8, Annex A’s Financial Proposal Table Template in light of the items referenced in the Statement of Work (e.g. Part 6, Annex A, 11.02.02, 11.03, 11.04.03, 11.04.04, 11.5.03).

Answer:

The answer will be provided in a subsequent amendment.

**2.14 Question No. 18**

Question:

Part 2 – Bidders Instructions, subsection 2.20.1  
Amendment 1, Question No. 1

Can EC confirm that the extension of the bid in Amendment 1 means that the Enquiries timeframe was also extended (still 10 business days before the RFP closing date), moving the enquiries due date from January 14 to January 24?

Answer:

Yes, that is correct.