



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:
3	January 18, 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 (MMA) – 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. 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:

- (a) Yes, an additional line will be added to Part 8 – Financial Evaluation Criteria, Annex A – Financial Proposal Table Template, which will permit bidders to propose a firm annual software license fee(s), including a description of the licensed software.
- (b) Yes, Elections Canada will pay annually in advance for any software license(s).

As such, the Request for Proposal is amended in accordance with Sections 3.1, 3.2 and 3.5 of this amendment.

1.2 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 Template 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:

- (a) For an Electoral Event, bidders are requested to propose a firm monthly lot price based on 15 consecutive hours of on-call maintenance services, per day, during the Electoral Event. This firm monthly lot price will not include having a designated on-site service technician at the mail sorter equipment's site on the actual Election Day. Two monthly prices are required:
 - i. Annex A – Financial Proposal Table Template, Item 6: for an Electoral Event occurring in the first year of the contract, a price excluding parts, labour and travel for corrective maintenance, due to the fact that these are included in the first year warranty; and
 - ii. Annex A – Financial Proposal Table Template, Item 7: for an Electoral Event occurring during an option period, an all-inclusive price including parts, labour and travel for corrective maintenance.
- (b) Annex A – Financial Proposal Table Template, Item 5: During the periods between Electoral Events for which the mail sorter equipment will not be used or operated by Elections Canada, bidders are requested to propose a firm monthly lot price for preventive maintenance.

Elections Canada reserves the right to request on-call maintenance service as per a) i and a) ii, above, if the equipment is planned to be used between Electoral Events.

- (c) Annex A – Financial Proposal Table Template, Item 8: Bidders are requested to propose a firm daily lot price for having a designated on-site service technician at the mail sorter equipment's site on the actual Election Day. This will also allow the agency to consider having the technician on-site for more than the actual Election Day either in the up-coming election or for future events.

To align with industry current practices for pricing, the Request for Proposal is amended in accordance with Sections 3.3 and 3.4 of this amendment.

1.2 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:

Please refer to the answer to Question No. 3, above.

2.2 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:

It is unlikely that more than one general election will occur during the 12-month warranty period. Please refer to the answer to Question No. 3, above.

2.10 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:

Please refer to the answer to Question No. 3, above.

Part 3. Amendments

3.1 Amendment to Page 2 of the Request for Proposal

Page 2 of the Request for Proposal is hereby amended by adding after Annex C – Supplemental Conditions – Hardware purchase, lease and maintenance the new Annex Ca – Supplemental Conditions – Licensed Software [if applicable], attached.

3.2 Amendment to Section 6.01 – Contract Price of Part 6 – Resulting Contract

Section 6.01 of Part 6 of the Request for Proposal is hereby amended to read in its entirety as follows:

Section 6.01 Contract Price

6.01.01 The Contractor will be paid for the Work in accordance with the Pricing Table.

6.01.02 Elections Canada will pay the Contractor in advance for Item 2 – Software License of the Pricing Table if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Elections Canada.

3.3 Amendment to Annex A – Statement of Work of Part 6 – Resulting Contract

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 on January 18, 2019).

3.4 Amendment to Annex A – Financial Proposal Table Template of Part 8 – Financial Evaluation Criteria

The Request for Proposal is hereby amended by deleting in its entirety Annex A – Financial Proposal Table Template and replacing it with the attached Annex A – Financial Proposal Table Template (revised on January 18, 2019).

3.5 Amendment to Part 9 – Certifications

Part 9 of the Request for Proposal is hereby amended by adding after section 2 – Former Public Servant the following new sections 2a and 2b:

2a. Bidder Certificates that All Software is “Off-the-Shelf”

2.1a. Any software to meet this requirement must be “off-the-shelf” (unless otherwise stated in this solicitation), meaning that each item of software is commercially available and requires no further research or development and is part of an existing product line with a field proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any of the software is a fully compatible extension of a field-proven product line, it must have been publicly announced on or before the RFP closing date. By submitting a proposal, the Bidder is certifying that all the software is off-the-shelf.

2b. Software Publisher Certification and Software Publisher Authorization

2.1b. If the Bidder is the Software Publisher for any of the proprietary software component(s) it bids, Elections Canada requires that the Bidder confirm in writing

that it is the Software Publisher. Bidders are requested to use the Software Publisher Certification Form below. Although all the contents of the Software Publisher Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders who use an alternate form, it is in Elections Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the proposal being declared non-responsive.

- 2.2b. Any Bidder that is not the Software Publisher of all the proprietary software products or components proposed as part of its proposal is required to submit proof of the Software Publisher's authorization, which must be signed by the Software Publisher (not the Bidder). No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary Software it proposes to supply to Elections Canada, unless proof of this authorization has been provided to Elections Canada. If the proprietary Software proposed by the Bidder originates with multiple Software Publishers, authorization is required from each Software Publisher. Bidders are requested to use the Software Publisher Authorization Form included below. Although all the contents of the Software Publisher Authorization Form are required, using the form itself to provide this information is not mandatory. For Bidders and Software Publishers who use an alternate form, it is in Elections Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the proposal being declared non-responsive.
- 2.3b. In this solicitation, "Software Publisher" means the owner of the copyright in any Software included in the proposal, who has the right to license (and authorize others to license/sub-license) its software products.

Software Publisher Certification Form

(to be used where the Bidder itself is the Software Publisher)

SOLICITATION # _____

The Bidder certifies that it is the Software Publisher of all the following software products and components and that it has all the rights necessary to license them (and any non-proprietary sub-components incorporated into the Software) on a royalty-free basis to Elections Canada:

Name of the Bidder: _____

Signature of authorized signatory of the Bidder: _____

Print Name of authorized signatory of the Bidder: _____

Title of the authorized signatory of the Bidder: _____

Telephone Number: _____

[bidders should add or remove lines as needed]

Software Publisher Authorization Form

(to be used where the Bidder is not the Software Publisher)

This confirms that the Software Publisher identified below has authorized the Bidder named below to license its proprietary software products under any contract resulting from the solicitation identified below.

This authorization applies to the following software products:

[bidders should add or remove lines as needed]

Name of Software Publisher (SP) _____

Signature of authorized signatory of SP _____

Print Name of authorized signatory of SP _____

Print Title of authorized signatory of SP _____

Address for authorized signatory of SP _____

Telephone no. for authorized signatory of SP _____

Fax no. for authorized signatory of SP _____

Date signed _____

Solicitation Number _____

Name of Bidder _____

Annex Ca
Supplemental Conditions
Licensed Software

Article 1 Interpretation

Section 1.01 - Definition

1.01.01 In the Contract, unless the context otherwise requires,

"Device" means equipment having a physical central processor unit (CPU), mass storage and input output devices such as keyboard and monitor and includes servers, desktops, workstations, notebooks, laptops, personal digital assistants and mobile computing equipment.

"General Conditions" means the general conditions that form part of the Contract;

"Licensed Programs" means all of the computer programs, in object-code form, which must be provided by the Contractor to Elections Canada under the Contract, and include all patches, fixes and other code that may be delivered to Elections Canada under the Contract, including any code provided as part of the warranty, maintenance, or support, but exclude any computer programs, patches, fixes and other code that constitute Custom Software as such term is defined in the Supplemental Conditions – Software Development of Modification Services;

"Licensed Software" means the Licensed Programs and the Software Documentation collectively;

"Media" means the material or medium on which the Licensed Programs are stored for delivery to Elections Canada, including electronic media such as magnetic disks or electronic downloads. Media does not include the Licensed Software stored on the Media;

"Software Documentation" means all of the manuals, handbooks, user guides and other human-readable material to be provided by the Contractor to Elections Canada under the Contract for use with the Licensed Programs, whether that material is to be provided in printed form or on Media;

"User" means an individual authorized by Elections Canada to use the Licensed Software under the Contract and for the purposes of these supplemental conditions, includes any employee, agent or Contractor authorized to use the Licensed Software.

- 1.01.02 Words and expressions defined in the General Conditions and used in these supplemental conditions have the meanings given to them in the General Conditions unless provided otherwise. If the General Conditions contain sections entitled "Ownership" and "Warranty", those sections do not apply to the Licensed Software and the Media. Instead, the ownership and warranty provisions in these supplemental conditions apply to the Licensed Software and the Media.
- 1.01.03 If there is any inconsistency between the General Conditions and these supplemental conditions, the applicable provisions of these supplemental conditions will prevail.

Article 2 License Grant

- 2.01.01 The Contractor grants to Elections Canada a non-exclusive license to use and reproduce the Licensed Software in accordance with the conditions of the Contract.
- 2.01.02 Elections Canada is the only entity authorized to use and reproduce the Licensed Software.
- 2.01.03 Unless provided otherwise in the Contract, the license granted under the Contract is unaffected by changes in Elections Canada environment, such as changes to the operating system, types of Devices, or other software products used by Elections Canada from time to time in addition to the Licensed Software.
- 2.01.04 Unless provided otherwise in the Contract, the license granted under the Contract is a User License as described in Article 4 below.
- 2.01.05 The Contractor must provide the English language version of the Licensed Software and, if available, the French version of the Licensed Software.

Article 3 Ownership

- 3.01.01 Elections Canada acknowledges that ownership of the Licensed Software belongs to the Contractor or its licensor and is not transferred to Elections Canada. As a result, any reference in the Contract to any part of Licensed Software as a deliverable must be interpreted as a reference to the license to use that Licensed Software, not to own the Licensed Software.
- 3.01.02 Elections Canada acknowledges that, in performing any warranty, maintenance, support and professional services related to the Licensed Software (if required under the Contract), the Contractor and its employees, agents, and subcontractors may develop and share with Elections Canada ideas, know-how, teaching techniques and other intellectual property. Unless otherwise provided in the Contract, ownership to that intellectual property will remain with the Contractor. As long as the Contractor at all times observes the confidentiality provisions of the Contract, the Contractor will be entitled to use that intellectual property for whatever purposes it sees fit, including in the services it provides

to its other customers, on the condition that Elections Canada also has the right to use that intellectual property for its own business purposes at no additional cost. The Contractor agrees that all data, know-how or other intellectual property created or owned by Elections Canada will remain the property of Elections Canada, regardless of whether that data is created, processed, or stored using the Licensed Software.

Article 4 User License

4.01.01 Unless provided otherwise in the Contract, a "User License" entitles the designated number of Users specified in the Contract to access, install, copy, deploy, test and use the Licensed Software for government purposes unrestricted by the number or type of installations, locations, servers, processors, data, documents, transactions, platforms, devices, networks, operating systems, application program interfaces or operating environments that a User may be using or processing at any time including any equipment required to allow Users to work remotely; all without requiring the purchase of any further licenses or rights.

Article 5 Device License

5.01.01 Unless provided otherwise in the Contract, a "Device License" entitles Users to access, install, copy, deploy, test and use the Licensed Software for government purposes on the designated number of Devices specified in the Contract without requiring Elections Canada to purchase any additional licenses to software or components; all without any restriction on the use of associated peripheral equipment. The Device License allows Elections Canada to use the Licensed Software unrestricted by the number or type of Users, data, documents and/or transactions Elections Canada or a User may be using or processing at any time, or the location of a Device.

Article 6 Entity License

6.01.01 Unless provided otherwise in the Contract, an "Entity License" entitles Elections Canada to use the Licensed Software for government purposes throughout the entity in association with any number of Devices or by any number of Users. The Entity License allows Elections Canada to use the Licensed Software in whole or in part, unrestricted by the number or type of Users, data, documents and/or transactions Elections Canada or a User may be using or processing at any time, or the location of the Device.

Article 7 Disabling Codes

7.01.01 If the Licensed Software contains any features, functions or characteristics ("Disabling Codes") that might cause the Licensed Software to be unusable by Elections Canada

without passwords, authorization codes or similar information, the Contractor must provide to Elections Canada, in advance and on an ongoing basis, provided Elections Canada is not in default of its obligations regarding the use of the Licensed Software, all the information required by Elections Canada to continue to use the Licensed Software.

- 7.01.02 If the license is perpetual, the Contractor must deliver this information regardless of whether the Contract has otherwise expired and regardless of whether Elections Canada is currently receiving maintenance or support for the Licensed Software.
- 7.01.03 If the existence or characteristics of any Disabling Code are not known to the Contractor, but the Contractor later becomes aware of them, the Contractor must correct or remove the Disabling Code from the Licensed Software or take whatever other steps are necessary to ensure that Elections Canada is able to continue using the Licensed Software.

Article 8 Software Documentation

- 8.01.01 Copyright in the Software Documentation will not be owned by or transferred to Elections Canada. However, Elections Canada has the right to use the Software Documentation and may, for its own internal purposes, copy it for use by individuals using or supporting the Licensed Software, as long as Elections Canada includes any copyright and/or proprietary right notice that was part of the original document in any copy. Unless provided otherwise in the Contract, Elections Canada must not otherwise reproduce the Software Documentation without first obtaining the written consent of the Contractor.
- 8.01.02 The Contractor guarantees that the Software Documentation contains enough detail to permit a User to access, install, copy, deploy, test and use all features of the Licensed Programs. If the source code for the Licensed Programs must be provided to Elections Canada under the Contract, the Contractor guarantees that the code provided will contain enough detail to permit a programmer, experienced in the use of the programming language or languages in which the source code is written, to modify the Licensed Programs.
- 8.01.03 If the Software Documentation is available in both of the two official languages of Canada, the Contractor must deliver it in both French and English. If the Software Documentation is only available in either English or French, it may be delivered in that language; however, Elections Canada then has the right to translate it. Elections Canada owns any translation and is under no obligation to provide it to the Contractor. Elections Canada will include any copyright and/or proprietary right notice that was part of the original document in any translation. The Contractor is not responsible for technical errors that arise as a result of any translation made by Elections Canada.
- 8.01.04 Unless provided otherwise in the Contract, at no additional cost to Elections Canada, the Contractor must update the Software Documentation throughout the period of the Contract to the most current release level consistent with the Licensed Software delivered

under the Contract. The Contractor must provide these updates to Elections Canada within ten (10) days of the update being available. These updates must include supporting documentation for all modifications to the Licensed Software, including new versions and new releases that Elections Canada is entitled to receive under the Contract and must identify any problems resolved, enhancements made, or features added to the Licensed Software, together with installation instructions.

Article 9 Media

- 9.01.01 The Contractor must deliver the Licensed Programs to Elections Canada on the medium of Elections Canada's choice from among those the Contractor makes available to its other customers (for example, CD-ROM or Internet download). The Contractor agrees that Elections Canada may distribute the Licensed Software to Users on Elections Canada's choice of Media.
- 9.01.02 The Contractor guarantees that the Media will be compatible with the computer systems, as detailed in the Contract, on which the Licensed Programs will be installed. The Contractor also guarantees that the Media, as supplied by the Contractor, will be free from computer viruses.
- 9.01.03 Elections Canada will own the Media once it has been delivered to and accepted by or on behalf of Elections Canada.

Article 10 Term of License

- 10.01.01 Unless provided otherwise in the Contract, Elections Canada's license to use the Licensed Software is perpetual, regardless of any termination of the Contract by mutual consent, for the convenience of Elections Canada or for default of the Contractor, as long as Elections Canada has paid for the license to the Licensed Software. Any perpetual license granted under the Contract can only be terminated by the Contractor in accordance with Subsection 10.01.02 below.
- 10.01.02 The Contractor may terminate Elections Canada's license with respect to the Licensed Software by giving the Contracting Authority written notice to that effect if Elections Canada is in breach of its license with respect to the Licensed Software, or fails to pay for the license in accordance with the Contract, and if that breach continues for a period of thirty (30) days after the Contracting Authority receives written notice from the Contractor giving particulars of the breach.

Article 11 Acceptance

- 11.01.01 Work Subject to Acceptance: All Licensed Programs delivered and all services provided under the Contract are subject to inspection by Elections Canada. If any of the Licensed Programs does not meet all the requirements of the Contract, Elections Canada may reject it or require that it be corrected, at the sole expense of the Contractor, before recommending payment.
- 11.01.02 Effect of Acceptance: Acceptance by Elections Canada does not relieve the Contractor of any responsibility for defects or other failures to meet the requirements of the Contract or the Contractor's responsibilities with respect to warranty, maintenance or support under the Contract.
- 11.01.03 Period of Acceptance: Unless provided otherwise in the Contract, the acceptance procedures are as follows:
- (a) when the Work is complete, the Contractor must notify the Technical Authority in writing, with a copy to the Contracting Authority, by referring to this provision of the Contract and requesting acceptance of the Work;
 - (b) Elections Canada will have thirty (30) days from receipt of the notice to perform its inspection (the "Acceptance Period").
- 11.01.04 If Elections Canada provides notice of a deficiency during the Acceptance Period, the Contractor must address the deficiency as soon as possible and notify Elections Canada in writing once the Work is complete, at which time Elections Canada will be entitled to re-inspect the Work before acceptance and the Acceptance Period will begin again.

Article 12 Right to License

- 12.01.01 The Contractor guarantees that it has the right to license the Licensed Software and full power and authority to grant to Elections Canada all the rights granted under the Contract. The Contractor also guarantees that all necessary consents to that grant have been obtained. Elections Canada agrees that its only remedy and the Contractor's entire obligations in relation to a breach of this guarantee are the remedies and obligations set out in the section entitled "Intellectual Property Infringement and Royalties" contained in the General Conditions or in the Articles of Agreement, as the case may be.
- 12.01.02 The Parties agree that only the conditions that expressly form part of the Contract by being written out in full in the Articles of Agreement or an annex to the Contract listed in the Priority of Documents section in the Articles of Agreement form part of the Contract. Any conditions accompanying or enclosed with the Licensed Software, if any, do not form part of the Contract and, therefore, are not part of Elections Canada's license and do not affect the rights of the Parties in any way. The Contractor agrees that in no event will Elections Canada or any User be required to enter into any additional license agreement with

respect to the Licensed Software or any portion of it. The Contractor acknowledges that any additional license agreement relating to the Licensed Software signed by anyone other than the Contracting Authority is void and of no effect.

- 12.01.03 Elections Canada is not bound by and does not accept any "shrink-wrap" or "click-wrap" conditions or any other conditions, express or implied, that are contained in or on the software packaging or conditions that may accompany the software in any manner, regardless of any notification to the contrary.

Article 13 Enhancements and Improvements

- 13.01.01 The Contractor agrees to provide Elections Canada with all improvements, updates, upgrades and enhancements to the Licensed Software for ninety (90) days following the acceptance of the Licensed Software.

Article 14 Warranty

- 14.01.01 In this section, unless provided otherwise in the Contract, "Software Warranty Period" means a period of ninety (90) days from the date on which the Licensed Software is accepted in accordance with the conditions of the Contract, except for warranty work and any other work that is scheduled under the Contract to be performed after the start of the Software Warranty Period.
- 14.01.02 The Contractor warrants that, during the Software Warranty Period, the Licensed Programs will operate on the computer system or systems on which the Licensed Programs are installed in accordance with the Software Documentation that is associated with the Licensed Programs, as well as the Specifications set out in the Contract, if any. If the Licensed Programs fail to meet this warranty at any time during the Software Warranty Period, the Contractor, if requested by Elections Canada, must, as soon as possible, correct, at the Contractor's expense, any programming errors and defects and make any additions, modifications or adjustments to the Licensed Software that are necessary to keep the Licensed Programs in operating order, in accordance with the Software Documentation that is associated with the Licensed Programs and the Specifications.
- 14.01.03 Although the Contractor must use all reasonable efforts to provide permanent corrections for all software errors, Elections Canada acknowledges that certain errors may not be permanently corrected by the Contractor under the warranty. The Contractor must provide a software patch or by-pass around the error in all cases where the error will not be permanently corrected. As a minimum, any such software patch or by-pass must cause the Licensed Programs to meet the functional and performance criteria set out in the Software Documentation associated with the Licensed Programs and the Specifications.
- 14.01.04 The Contractor warrants that, throughout the Software Warranty Period, the Software Documentation will be free from all defects in materials and will conform with the requirements of the Contract. If Elections Canada discovers a defect or non-conformance in any part of the Software Documentation during the Software Warranty Period, the Contractor must, if requested by Elections Canada, as soon as possible, correct, at the Contractor's expense, the part of the Software Documentation found to be defective or not in conformance with the requirements of the Contract.
- 14.01.05 The Contractor warrants that, throughout the Software Warranty Period, the Media will be free from all defects in materials or workmanship, and will conform with the requirements of the Contract. Elections Canada may return non-conforming or defective Media to the Contractor within the Software Warranty Period, with notice of the non-conformance or the defect, and the Contractor must promptly replace that Media with corrected Media at no additional cost to Elections Canada.
- 14.01.06 If the Contractor must perform support services with respect to the Licensed Software during the Software Warranty Period, it is agreed that the provisions concerning support

will not be interpreted so as to derogate from the warranty provisions set out in this section.

- 14.01.07 The warranties set out in this section will survive inspection and acceptance of the Work by or on behalf of Elections Canada, and do not restrict any other provision of the Contract or any condition, warranty or provision imposed by law.

Article 15 Source Code Escrow

- 15.01.01 If requested by Elections Canada, the Contractor must put in place for Elections Canada, at no additional charge, whatever escrow arrangements, if any, it usually puts in place for its customers, and must give Elections Canada, within thirty (30) days from the date of the Contract, a copy of the agreement with its escrow agent which sets out the conditions under which the escrow agent is authorized to release the source code to Elections Canada.

Article 16 Right to Modify and no Reverse Engineer

- 16.01.01 If the source code for the Licensed Programs is provided to Elections Canada under the Contract, that code forms part of the "Licensed Software" for the purposes of the Contract. Elections Canada will have the right, at Elections Canada's discretion, to copy and modify the Licensed Software for Elections Canada's own purposes and use, through the services of Elections Canada's own employees or of independent contractors, as long as those contractors agree not to disclose or distribute any part of the Licensed Software to any other person or entity or otherwise violate the proprietary rights of the owner of the Licensed Software.
- 16.01.02 Elections Canada will be the owner of any modifications contemplated in this clause, but will obtain no ownership interest in the Licensed Software, and any portion of the Licensed Software contained in those modifications will remain subject to the conditions of Elections Canada's license. The Contractor must not incorporate any such modifications into its software for distribution to third parties unless Elections Canada has granted the necessary distribution rights to the Contractor under a written license agreement. The provisions of this section do not prevent the Contractor or its third-party licensors from independently developing modifications. Unless provided otherwise in the Contract, Elections Canada agrees not to reverse engineer the Licensed Software.

Article 17 Risk of Loss

- 17.01.01 Risk of loss of or damage to the Licensed Software or the Media, or to any part of them, will pass to Elections Canada upon delivery of the Licensed Software or the Media, or that part, to Elections Canada.
- 17.01.02 Despite Subsection 17.01.01, the Contractor will be liable for loss or damage to the Licensed Software or Media that is caused by the Contractor or any of its subcontractors after delivery.

Article 18 Destruction on Termination or Expiration

- 18.01.01 In the event of termination or expiration of Elections Canada's license, Elections Canada will, if requested by the Contractor, either return all copies of the Licensed Software to the Contractor or, at Elections Canada's option, will confirm in writing to the Contractor that all copies of the Licensed Software have been destroyed except for one copy, which Elections Canada may retain for archival purposes only.



Mail Management Automation Project (MMA) – Mail Sorter Equipment

Annex A

Statement of Work (SOW)

(Revised on January 18, 2019)

PART I – INTERPRETATION

1. DEFINITIONS

1.01. Unless the context clearly requires otherwise, the capitalized terms used in the Statement of Work shall have the definitions assigned to them in the Contract or in this Section. These definitions shall apply equally to both the singular and plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

440 Coventry means EC’s distribution centre located at 440 Coventry Rd, Ottawa ON

CEA means the *Canada Elections Act*, S.C. 2000, c. 9, as amended from time to time

CEO means the Chief Electoral Officer of Canada

EC means the Office of the CEO, commonly known as Elections Canada

ECHQ means EC’s offices located at 30 Victoria Street, Gatineau, QC

Election Day means the date for voting in an Electoral Event

Election Personnel means any individuals working for or on behalf of EC, EC staff and EC contractors, excluding the Contractor, for the purposes of this Contract

Electoral Event means general elections and federally-organized referendums. The CEA states that an Electoral Event must last a minimum of 37 days. For the purpose of this Statement of Work, an Electoral Event commences when the writ is issued and concludes on Election Day

Graceful Degradation means the ability of a computer, machine, electronic system or network to maintain limited functionality even when a large portion of it has been destroyed or rendered inoperative. The purpose of Graceful Degradation is to prevent catastrophic failure. Ideally, even the simultaneous loss of multiple components does not cause downtime in a system with this feature. In Graceful

Degradation, the operating efficiency or speed declines gradually as an increasing number of components fail

2. EC MANDATE

2.01. EC, headed by the CEO, an agent of Parliament, is an independent, non-partisan agency with unique organizational features that reports directly to Parliament. EC exercises general direction and supervision over the conduct of elections and referendums at the federal level. Its mandate is to:

- a) be prepared to conduct a federal general election, by-election or referendum;
- b) administer the political financing provisions of the CEA;
- c) monitor compliance with electoral legislation;
- d) conduct public information campaigns on voter registration, voting and becoming a candidate;
- e) conduct education programs for students on the electoral process;
- f) provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- g) carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and
- h) provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

3. INTRODUCTION

3.01. EC requires an automated mail sorting equipment to be delivered, installed, tested and maintained by the Contractor, and in addition, the delivery of documentation and on-site operator training.

PART II – OVERVIEW

4. VOTING BY SPECIAL BALLOT

4.01. The Alternative Voting Methods and Operational Outreach Directorate (AVMOO) is responsible for the administration of the Special Voting Rules (SVR), Part 11 of the CEA, which provides an alternative way to access the electoral process to electors who cannot, or do not, wish to vote using conventional means (ordinary or advance poll). Under SVR, any qualified elector (that is, any Canadian citizen 18 years of age or older on polling day) who cannot or does not wish to vote at a polling station

during an election or referendum may vote using a special ballot. They may apply to vote by special ballot in person, by fax, by mail, on-line or by any other delivery service, but may only return the ballot in person, by mail or by courier service. The elector's name will be added to the appropriate list of electors, if necessary, and it will be indicated on the list that the elector has registered to vote by special ballot.

- 4.02. With a special ballot, an elector can vote by mail or in person at the office of any Returning Officer or Additional Assistant Returning Officer. If the elector is away from his or her electoral district, inside or outside Canada, he or she can also register to vote with EC. For electors who reside in Canada, once an elector's application to vote by special ballot is approved, that is the only way he or she can vote; the elector cannot vote at the ordinary or advance polls.
- 4.03. For the upcoming 43rd general election, the number of special ballots to be processed by AVMOO will increase, possibly reaching between 325,000 and 500,000 based on the current projections. When these ballots are returned to the SVR Administrative Centre in the National Capital Region, they have to be sorted by electoral district in order to be counted.

5. PROJECT BACKGROUND

- 5.01. EC has a requirement to automate its special ballot sorting process used during an Electoral Event in Canada. Currently, EC processes close to 190,000 special ballots casted by electors during an Electoral Event. It is forecasted that there will be a greater volume of special ballots to be processed for upcoming and future electoral events. In order to cope with the mounting pressure from this unpredictable (and inevitable) increased volume of special ballots and manage the resulting risk, AVMOO is seeking to optimize its centralized processes which, during an electoral event, are located at the SVR Administrative Center at, for the moment, 440 Coventry. The sorting process has been identified as one that will benefit from automation. AVMOO requires a faster, more flexible and accurate way to sort the outer envelopes by sorting them to their respective electoral district bin in a single pass, using the envelope barcodes or typed text.

6. CONCEPT OF OPERATION

- 6.01. The mail sorter is intended to be used mainly when there is an Electoral Event. When there is such an electoral event, EC has to process a high volume of special ballots in a short period of time and deliver results by a fix deadline. This creates a very specific and somewhat uncommon concept of operation for this type of equipment.

- 6.02. When there is an Electoral Event, EC requires the mail sorter to be able to process high volumes of mail at a fast pace (i.e. with minimum downtime), with a critical dependency on the equipment reliability and availability during the event. EC requires and expects a high level of support from the Contractor to ensure that the machine sorts the envelopes rapidly in order to be able to deliver the results on time.
- 6.03. Between Electoral Events, as the machine will not be used or only used sporadically, minimum support will still be required by the Contractor in order to prevent the equipment from becoming unreliable for the next Electoral Event.

PART III – SCOPE OF WORK

7. MANDATORY FUNCTIONAL SPECIFICATIONS

- 7.01. The Contractor must deliver, install, test and maintain the mail sorting equipment to meet the following mandatory functional specifications:
- a) sort all regular and custom size envelopes (3.6 x 5.6 inches to 10.6 x 14.9 inches) in a minimum of 350 bins or trays in a single pass
 - b) sort based on a 2D barcode on the envelope
 - c) sort based on typed text on the envelope
 - d) sort a minimum of 3,000 pieces of mail per hour
 - e) allow the operator to sort in "real time" any piece of mail that cannot be automatically identified from its image to its proper sort bin
 - f) use commercial off the shelf (COTS) software
 - g) image each piece of mail and save it in a local database residing on the mail sorter in a standard format (JPEG, BMP, PDF, etc.)
 - h) operate on normal North American standards electrical power outlets
 - i) operate at a noise level not exceeding 80 dB
 - j) include a look-up table that supports a minimum of 500,000 addresses to be mapped to the bins/trays
 - k) The machine itself must not be more than 77 Ft (L) x 19 Ft (W) x 7.5 Ft (H)
 - l) the equipment must be able to perform a Graceful Degradation where overall operational performance would be scaled to a lower throughput to accommodate mechanical component maintenance or malfunction

- m) include user interfaces that are available in either of the Government of Canada's official languages (French or English)
- n) The machine must provide the following management reports:
 - i. Daily summary report for all trays/bins
 - ii. Daily exception report of all un-sortable piece of mail

8. DESIRABLE FUNCTIONAL SPECIFICATIONS

8.01. It is desirable that the Contractor supplied automated mail sorting equipment with the following functional specifications:

- a) sorts all regular and custom size envelopes (3.6 x 5.6 inches to 10.6 x 14.9 inches) in more than 350 bins or trays in a single pass
- b) includes a look-up table that supports more than 500,000 addresses to be mapped to the bins/trays
- c) sorts up to 9,000 pieces of mail per hour
- d) has a small footprint
- e) can accurately sort on block letter handwriting
- f) can capture and recognize the presence of a signature on the envelope in a predefined specific location
- g) includes user interfaces that are available in both of the Government of Canada official languages (French and English)
- h) includes standard trays that can hold a large volume of No9 standard envelopes.
- i) provides an easy to use, customizable, report production capability or can produce a variety of predefined reports, including the following reports:
 - i. number of overall envelopes sorted in a selected period of time
 - ii. number of envelopes in any destination tray over a period of time
 - iii. total downtime in a selected period of time
 - iv. operator performance report for all pieces of mail that required intervention from the operator

9. DELIVERABLES – EQUIPMENT

- 9.01. The Contractor must complete the delivery, installation and testing of the mail sorter equipment at the SVR Administrative Centre in the National Capital Region as specified in article 16 no later than 120 calendar days after the Effective Date.
- 9.02. The Contractor must submit a delivery, installation and test plan and schedule to the Technical Authority within 15 calendar days of the Effective Date. The plan must include at a minimum:
- a) key activities and timeline for the Work to be performed by the Contractor;
 - b) any specific requirements or constraints involving EC relating to the Work to be performed by the Contractor; and
 - c) any site preparation work required by EC for the installation of the equipment.
- 9.03. The Contractor must notify the Technical Authority five business days in advance of delivery or on-site visit to allow for proper planning.
- 9.04. The Contractor must notify the Technical Authority five business days in advance of the start of Contractor's testing. The Technical Authority will observe the on-site testing conducted by the Contractor.
- 9.05. The Contractor must submit its test documentation, reports, results, etc., to the Technical Authority for review and acceptance that the equipment is ready-for-use. Acceptance by the Technical Authority will determine the date that the equipment is available for fully functional operation.

10. DELIVERABLES – SUPPORT AND TRAINING

- 10.01. The Contractor must deliver the equipment documentation, including maintenance documentation, to EC with the equipment. The documentation must be the current versions available as of the delivery date of the equipment. The documentation must be delivered in both English and French, if available. If the documentation is available only in one of Canada's official languages (English or French), EC has the right to translate it or have it translated for its own use. EC owns any translation and is not required to provide it to the Contractor.
- 10.02. Within 15 calendar days following the fully functional operation date, the Contractor must complete the initial operator training on site to EC Personnel in accordance with the training approach described in its proposal.

10.03. The Contractor must also provide additional operator training on site, as requested by the Technical Authority, during the operational readiness period before any Electoral Event happening during the contract period.

10.04. The Contractor must provide technical and operational support via a web site and live telephone support to assist EC with simple trouble shooting or operation support knowledge.

11. DELIVERABLES – MAINTENANCE SERVICE

11.01. The Contractor must maintain the mail sorter equipment from the fully functional operation date as determined in accordance with section 11.02 for the complete Term of the Contract.

11.02. Support and Maintenance Plan

11.02.01. The Contractor must provide and maintain a support and maintenance plan meeting the requirements in accordance with the Contract and based on its proposal within 45 calendar days of the Effective Date, for review and acceptance by the Technical Authority. The support and maintenance plan will include any type of servicing including but not limited to:

- a) regular maintenance;
- b) repairs;
- c) calibration;
- d) replacement pieces that the client should keep at the location where the equipment is installed; and
- e) software and firmware updates, as applicable.

11.02.02. The support and maintenance plan must describe in detail the maintenance service to be provided during the Term of the Contract, including the equipment 12-month warranty period. The support and maintenance plan must describe how the equipment will be maintained to ensure that it remains capable of Fully Functional Operation during Electoral Events as well as during periods in between Electoral Events. The Contractor must maintain the equipment in accordance with the support and maintenance plan accepted by the Technical Authority.

11.03. Equipment Availability

11.03.01. The equipment must achieve the minimum availability level of 95% during the contract period. The availability level achieved each month must be calculated as follows:

$$\text{Operational Use Time} / [\text{Operational Use Time} + \text{Downtime}] \times 100\%$$

11.04. Maintenance Service for Periods Between Electoral Events (Non-Event Period)

11.04.01. Between Electoral Events, the Contractor must perform preventive maintenance service to ensure that the equipment remains capable of Fully Functional Operation. The support and maintenance plan must include an annual schedule for preventive maintenance established mutually by the Contractor and the Technical Authority.

11.04.02. Election Personnel of AVMOO will perform regular tests as deemed required between the preventive maintenance service visits by the Contractor.

11.04.03. “Intentionally Deleted”

11.04.04. Between Electoral Events, the Contractor will not have to provide on-call maintenance service.

11.05. Maintenance Service During an Electoral Event

11.05.01. The EC executive committee establishes a "readiness date", by which EC must be ready for a General Election to be called. The Technical Authority will notify the Contractor of the date 30 calendar days prior to the “readiness date”.

11.05.02. For a general election, EC operates with a countdown calendar from the start of the electoral period to Election Day, Election Day being Day 0 and the start of the calendar being Day 36 or greater depending on the government decision to “Drop the Writ”.

11.05.03. The Contractor must provide the on-call maintenance service as specified in paragraphs a) to d):

- a) From the drop of the writ to the day before Election Day (Day 1) and from Day -1 to Day -7, inclusive, the Contractor must provide on-call maintenance Service on a week day during the period of principal maintenance with a response time of within 2 hours of receiving a call from EC for on-call maintenance service on site. The Contractor must acknowledge receipt of a call for maintenance service from EC within 15 minutes.

- b) From the drop of the writ to the day before Election Day (Day 1) and from Day -1 to Day -7, inclusive, the Contractor must provide on-call maintenance service on a week day outside the period of principal maintenance with a response time of within 4 hours of receiving a call for maintenance service from EC for on-call maintenance service on site. The Contractor must acknowledge receipt of a call from EC within 15 minutes.
- c) For Election Day, the Contractor must provide a technician on site on a weekday during the period of principal maintenance as the sorter must be available all day to process the remaining special ballots to be counted on time.
- d) For Election Day, the Contractor must provide on-call maintenance service on a weekday outside the period of principal maintenance with a response time of within 1 hour of receiving a call from EC for on-call maintenance service on site. The Contractor must acknowledge receipt of a call for maintenance service from EC within 15 minutes.

12. TABLE 1: SUPPORT REQUIREMENT SUMMARY

		Non-Event	Electoral Event		
			Drop of the writ to Day 1	Day 0	Day -1 to -7
Response Time	Week day – Period of Principal Maintenance	N/A	2 hours	On-site	2 hours
	Week day – Outside Period of Principal Maintenance	N/A	4 hours	1 hour	4 hours
	Weekend	24 hours (starting next week day)	4 hours	N/A	4 hours
Period of Principal Maintenance		7am-5pm	7am-10pm	7am-10pm	7am-5pm

13. COORDINATION AND COMMUNICATIONS

13.01. The Contractor must provide EC with a single point of contact to coordinate the delivery and installation of the equipment and a single point of contact for support and maintenance during an Electoral Event, from the Drop of the writ to Day -7.

14. OPTIONAL SERVICE

14.01. Equipment Relocation Service

14.01.01. The Contractor must help relocate the equipment at any time of the Term of Contract within the National Capital Region. The Contractor must:

- a) dismantle the equipment
- b) pack the equipment
- c) unpack the equipment at the new location
- d) re-install, configure and test the equipment at the new location

14.01.02. EC will be responsible for moving the equipment between locations.

15. TIMELINE

15.01. At time of writing, the following are key dates for tasks and deliverables:

- a) 15 calendar days after the Effective Date: proposed detailed delivery, installation and test plan and schedule to the Technical Authority;
- b) 45 calendar days after the Effective Date: proposed support and maintenance plan to the Technical Authority;
- c) No more than 120 calendar days after the Effective Date: installation and testing completed resulting in Fully Functional Operation;
- d) 120 calendar days after the Effective Date: support and maintenance services begin; and
- e) No more than 15 calendar days after Fully Functional Operation date: initial operator training delivered.

PART IV – PARAMETERS

16. LOCATION OF WORK

16.01. The Contractor must deliver, install, test and maintain the mail sorting equipment at the following location:

100-440 Coventry Road

Ottawa, ON K1K 2Y5
Canada

- 16.02. This location is a warehouse type of building having wide doors and a freight elevator available for the Contractor to deliver the equipment.

**Mail Management Automation Project (MMAP) - Mail Sorter Equipment
ECAT-RFP-18-0610**

Part 8 - Annex A: Financial Proposal Table Template
(Revised on January 18, 2019)

Bidder Instructions:

1. The bidder must provide firm prices for all goods and services in Canadian currency, applicable taxes extra.
2. The bidder must not make any assumptions which have not been validated by the Contracting Authority prior to the RFP Closing Date. The bidder is to refer to Part 3 - Bid Preparation Instructions.
3. The bidder must complete the cells highlighted in yellow in the below Financial Proposal Table Template and submit the duly completed table with its financial proposal.
4. For Item 1, the bidder's firm price must include any desirable functional features in accordance with article 8 of Annex A - Statement of Work which the bidder is proposing as included with the mail sorter equipment.
5. For Item 2, the bidder must provide the description for any commercial off-the-shelf (COTS) software license proposed as part of Item 1 as well as the proposed annual license fee. If more than one COTS is being proposed, the bidder can expand the below table and include the requested information for each COTS license.

Item	Description	Basis of Pricing	Contract Period			Option Period 1			Option Period 2			Option Period 3			Option Period 4			Option Period 5			Extended Price
			Proposed Firm Price	QTY	Total Contract Period	Proposed Firm Price	QTY	Total Option Period 1	Proposed Firm Price	QTY	Total Option Period 2	Proposed Firm Price	QTY	Total Option Period 3	Proposed Firm Price	QTY	Total Option Period 4	Proposed Firm Price	QTY	Total Option Period 5	
1	Mail Sorter Equipment including delivery, installation, testing, initial operator training, twelve-month warranty, and technical and operational support in accordance with sections 7, 8, 9.01, 9.02, 9.04, 9.05, 10.01, 10.02, 11.02.01, 11.12.02 and 12 of Annex A – Statement of Work	Lot Price		1	\$0.00																\$0.00
2	Mail Sorter Equipment Commercial Off-the-Shelf Software License [Bidder to provide a description of each software license]	Annual License Fee		1	\$0.00		1	\$0.00		1	\$0.00		1	\$0.00		1	\$0.00		1	\$0.00	\$0.00
3	Additional operator training in accordance with section 10.03 of Annex A – Statement of Work	Per Session							1	\$0.00					1	\$0.00					\$0.00
4	Technical and operational support service in accordance with section 10.04 of Annex A – Statement of Work	Monthly Lot Price	Included in Item 1				12	\$0.00		12	\$0.00		12	\$0.00		12	\$0.00		12	\$0.00	\$0.00

**Mail Management Automation Project (MMAP) - Mail Sorter Equipment
ECAT-RFP-18-0610**

5	Preventive Maintenance Service between Electoral Events in accordance with sections 11.02.02, 11.03 and 11.04.01 of Annex A – Statement of Work	Monthly Lot Price		10	\$0.00		12	\$0.00		10	\$0.00		12	\$0.00		10	\$0.00		12	\$0.00	\$0.00
6	On-Call Maintenance Service during Electoral Events from the drop of the writ to Day -7, inclusive, during the Period of Principal Maintenance in accordance with paragraphs 11.05.03 a), b) and d) of Annex A – Statement of Work excluding parts, labour and travel (already covered in first year warranty)	Monthly Lot Price		2	\$0.00																\$0.00
7	On-Call Maintenance Service during Electoral Events from the drop of the writ to Day -7, inclusive, during the Period of Principal Maintenance in accordance with paragraphs 11.05.03 a), b) and d) of Annex A – Statement of Work including parts, labour and travel	Monthly Lot Price								2	\$0.00					2	\$0.00				\$0.00
8	On-Site Maintenance Service on Election Day (or additional days) during the Period of Principal Maintenance in accordance with paragraph 11.05.03 c) and d) of Annex A – Statement of Work	Daily Lot Price		1	\$0.00					1	\$0.00					1	\$0.00				\$0.00
OPTIONAL SERVICE																					
9	Equipment Relocation in accordance with article 14 of Annex A - Statement of Work	Lot Price																			

Total Extended Price for Items 1 to 8	\$0.00
Highest Bid Price for Item 9	\$0.00
Bidder Evaluated Price	\$0.00