



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:
4	January 23, 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. 19

Question:

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

Does “effective date” mean the effective date of the contract signature?

Answer:

Please refer to Section 1.01 – Definitions of Part 6 – Resulting Contract.

2.2 Question No. 20

Question:

General

- (a) Can you please provide sample ballot images with 2D barcodes, typed text and handwritten text?
- (b) Can you please provide sample signature images as present on pieces?
- (c) Can you provide the format of the typed text on the envelope and rules? Can you provide the address directory for the typed text?
- (d) What is meant by commercial-off-the-shelf software?
- (e) Would EC consider extending the bid due date by two weeks so that adequate time is given to offer the most competitive response?

Answer:

(a) Yes, please see the sample image attached to this amendment.

Note – It is not to sort ballots; the image is of the outer envelope. Additionally, all our envelopes are in the process of being redesigned for the next general election. Any sample images are therefore provided as a reference to clarify our requirements and not as the specific design or configuration requirement for the equipment.

(b) Yes, please see the sample image attached to this amendment.

(c) Yes, please see the sample image attached to this amendment. The rest of the question is not clear; Elections Canada assumed that the sorting equipment would come with adaptable addressing rules that would be customized to Elections Canada's needs during the installation and configuration phase.

(d) Commercial off the Shelf (COTS) software are the programs, programming procedures, and self-contained code and instructions executed by a computer and commercially packaged as a complete application or operating system software solution. COTS software will normally include a license certificate, documentation, media, i.e. CD-ROM, and may include COTS software related services.

(e) No, Elections Canada will not be extending the RFP closing date at this time.

2.3 Question No. 21

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, article 7 – Mandatory Functional Specifications

(a) Section 7.01 calls for mandatory functional specifications; if any system specification falls short of the requirement, is this grounds for disqualification?

(b) Paragraph 7.01 a): What is the minimum/maximum thickness of the mail?

(c) Paragraph 7.01 a): What percentage of mail is 10.6 x 14.9 inches?

(d) Paragraph 7.01 a): Please clarify which is length and which, height.

(e) Paragraph 7.01 a): Are custom-size envelopes related to size or creative non-standard envelope format?

(f) Paragraph 7.01 b): What type of 2D code is planned for use? Will the barcode

contain variable data for look-up, or will the entire string be used for look-up? Can we obtain an example of the layout and location of the 2D barcode?

- (g) Paragraph 7.01 c): Sorting based on typed text implies that Optical Character Recognition (OCR) will be required: does this mean for the full address or a specific mail ID in alpha/numeric? Can we obtain an example of the typed text and how it is used for sorting?
- (h) Paragraph 7.01 e): Please clarify this request.
- (i) Paragraph 7.01 g): Our system is architected with a server, and images can be stored and accessed remotely. Will this satisfy the requirement?
- (j) Paragraph 7.01 j): Will a master voter file/table be provided? If so, what information/layout and format are contained in the file/table?

Answer:

- (a) Yes, please refer to subsection 4.4.3 – Phase 1 – Mandatory Technical Evaluation of Part 4 – Evaluation Procedures and Basis of Selection and Part 7 – Technical Evaluation Criteria.
- (b) The min/max thickness of the mail is 0.05cm/2 cm.
- (c) Unknown, but not significant if any.
- (d) 3.6 (H) x 5.6 (L) inches to 10.6 (H) x 14.9 (L) inches.
- (e) Custom size envelopes are related to size.
- (f) Please refer to the answer to Question No.6 in Amendment 2. Both approaches are planned to be used for lookup, variable data contained in the barcode (the Electoral District number) or the entire string to query the addressing table. As we process multiple envelope formats, the barcode is not always at the same location on the envelopes.
- (g) It was assumed that the Multi-Line Optical Character Reader (MLOCR) that is part of the mail sorter equipment is adaptable and would be able to handle a variety of addressing/sorting tasks. Should we therefore assume, based on this question, that some vendors would deliver a sorter that is only usable for a single type of task? As we are planning on using this equipment for a variety of special ballots over multiple Electoral Events, Elections Canada is not willing to commit to a single sorting strategy based either on a full address or an alphanumeric string and therefore a configurable MLOCR is required.

- (h) If the mail sorter is unable to identify where an envelope should be directed, a human operator should be able to visualize the envelope and have the possibility to decide the destination of that envelope.
- (i) Yes, if the server is delivered as part of the sorting equipment.
- (j) Yes, a master file/table will be provided to the winning bidder.

2.4 Question No. 22

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, article 8 – Desirable Functional Specifications

- (a) Paragraph 8.01 c): Are additional points given if we exceed speeds of 9,000 per hour?
- (b) Paragraph 8.01 e): Sorting on block-letter handwriting: Is it correct to understand that a single designated block per letter will be made available on the envelope and a single handwritten letter or number will be located within the block? Can we obtain an example of the block-letter handwriting and how it is used for sorting?
- (c) Paragraph 8.01 f): If a signature is detected, what is the intended use in the process? Acknowledge the signature, or attempt to match the signature with a voter's registered signature?
- (d) Paragraph 8.01 h): What is considered a large volume? Is this measured in inches/centimeters?

Answer:

- (a) No, please refer to R3 of Table B – Rated Technical Evaluation Criteria of Part 7 – Technical Evaluation Criteria.
- (b) A single designated block per letter is not currently available. The intent would be to recognize a handwritten Electoral District number (five digits) or a military service number (nine alpha-numeric characters). These numbers are located in a specific area of the envelope. Please see the image attached to this amendment.
- (c) For the next general election, the intent is simply to acknowledge the presence of a signature.
- (d) It is measured in number of envelopes. Please refer to R8 of Table B – Rated Technical Evaluation Criteria of Part 7 – Technical Evaluation Criteria.

2.5 Question No. 23

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, article 9 – Deliverables – Equipment, section 9.01

This section indicates 120 days after the effective date, but of what, the award, mutual signature, a particular milestone?

Answer:

Please refer to the answer to Question No. 19, above.

2.6 Question No. 24

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, article 11 – Deliverables – Maintenance Service

Subsection 11.02.02: Terms of services will be 12 months – must be included within bid (using local resources), specifically coverage(s) plus optional relocation services.

- (a) What is the expected operational use in terms of hours of use, i.e. once a month, once a quarter? How many hours per day, 8, 12 or 16? How many days per week?
- (b) How many elections do you foresee the systems supporting per year?
- (c) How many ballots do you anticipate the proposed system should handle?
- (d) Are there any restrictions to using subcontractors to provide support?

Answer:

- (a) Please refer to article 6 of Annex A – Statement of Work of Part 6.
- (b) In Canada, a general election occurs every two to four years on average.
- (c) Please refer to section 4.03 of Annex A – Statement of Work of Part 6.
- (d) No, there are no restrictions.

2.7 Question No. 25

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, article 4 – Voting by Special Ballot, section 4.03

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. How many electoral districts to which you currently sort?

Answer:

Elections Canada currently sorts to all 338 electoral districts.