



**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>
6	January 29, 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 (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 question has been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### **2.1 Question No. 28**

Question:

Part 6 – Resulting Contract, Annex A – Statement of Work, Section 11.04

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

Our maintenance services to all customers are conducted in person by a local technician. Our company, the sole source provider of services for our equipment, has determined that the best service is given in person by a technician rather than over the phone or through Web-based support. Because of this on-site assistance approach, we do not meet the requirements of Part 6, Annex A, Section 10.04.

We are enquiring as to whether EC will be able to remove cost line 4 in Part 8, Annex A—Financial Proposal Template, as we do not provide this type of service and, therefore, do not have an associated cost for this line.

Answer:

The Request for Proposal is amended in accordance with Section 3.1 of this amendment.

## **Part 3. Amendments**

### **3.1 Amendment to Section 10.04 of Annex A of Part 6**

Section 10.04 of Annex A of Part 6 of the Request for Proposal is hereby amended to read in its entirety as follows:

- 10.04. The Contractor must provide technical and operational support either via a web site and a live telephone support centre or through direct support by a technician, by phone or in-person, to assist EC with simple trouble shooting or operation support knowledge.