



**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>  2	<b>RFP Amendment Date:</b>  February 25, 2019
<b>Office of the Chief Electoral Officer File No.</b>  ECCS-RFP-18-0762	
<b>Title:</b>  EC99631 – Civic Education Voting Screen and Master Box & EC99632 – Civic Education Ballot Box and Master Box	
<b>Request for Proposal Closing Date:</b>  March 26, 2019 at 2:00 p.m. (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>  Chantal Sabourin	<b>Email:</b>  proposition-proposal@elections.ca

## **Part 1. Interpretation**

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECCS-RFP-18-0762 and dated February 8, 2019 (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(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

### **2.1 Question No. 2**

Question:

First, will the cut-out templates be provided with the 4 products (voting screen, master box for the voting screens, ballot box, master box for ballot boxes).

Answer:

Yes. There will be files supplied for 3 of the 4 products. The only one we do not have a file for is the master box for the ballot boxes. You will need to custom-build that box.

### **2.2 Question No. 3**

Question:

The document does not provide details (diagram and dimensions) for the master box for ballot boxes.

Answer:

There are no diagram and dimensions for the master box for ballot boxes. You will need to custom-build that box to look like the master box picture in the Ballot Box Statement of Work APPENDIX B – Assembly. You will also need to follow the requirement under the MASTER BOX FOR BALLOT BOXES section.

### **2.3 Question No. 4**

Question:

Will printing plates be provided for the 4 products?

Answer:

No. We do not have any plates. We will provide you with a PDF file of the ballot box, voting screen and voting screen master box. This is why a prototype of each product needs to be approved before production.

## **2.4 Question No. 5**

Question:

Will labels be placed on the master boxes?

Answer:

Yes. A label will be placed on the master box for ballot boxes, but the information will be printed on the master box for voting screens. See APPENDIX B – Master Box Diagram (Sample) in Voting Screen Statement of Work.