



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. 1	RFP Amendment Date: March 6 th , 2019
Office of the Chief Electoral Officer File No. ECGP-RFP-18-0735	
Title: 2019 National Electors Study	
Request for Proposal Closing Date: March 18 th , 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: Ghislaine Parent	Tel No. 819-939-2489

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for 2019 National Electors Study bearing number ECGP-RFP-18-0735 and dated February 18th, 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 questions have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question: Are the W3 respondent counts provided on page 20 of 33 cumulative counts of all surveys conducted within the various sample types? I.E. The S1 Web panel total completes of $N \geq 8000$ is made up of completed surveys from W1, W2 and W3a.

Answer: No. The listed counts do not represent a cumulative count of the surveys collected from a particular sample across W1, W2 and W3. Instead, these represent the minimum number of respondents required from W3 alone. Numbers from a specific sample at W1, W2 and W3 cannot be cumulated, since the design is longitudinal. The original volume at W1 will get smaller at W2, and even smaller at W3, as attrition “leaks” respondents. The Contractor is responsible for ensuring a sufficient number of respondents at each wave to reach the minimum at W3 (for example, $N \geq 8000$ in S1) while compensating for this attrition.

2.2 Question No. 2

Question: For the non-probability Web panel, can sample be purchased from an accredited panel sample provider so long as recruitment, maintenance, demographic mix and other requested information is provided to Elections Canada?

Answer: Yes. The web panel sample can be purchased from an accredited panel sample provider, with the understanding that the Contractor remains responsible for ensuring that Elections Canada is provided with the necessary information as specified in the RFP.

2.3 Question No. 3

Question: Will Elections Canada be identified as the sponsor for all surveys over the 3 waves?

Answer: At the time of this writing, the intention is to identify Elections Canada as the sponsor for the benchmarking wave (W1) and post-election wave (W3), but not identify Election Canada during the election period wave (W2).

2.4 Question No. 4

Question: For the Qualitative Research (focus groups) is simultaneous translation required for all planned 15 groups or just in Quebec?

Answer: No. There can be no simultaneous translation in any of the focus-groups. Groups should be organized by language, so that all facilitation and discussions take place in one official language. The facilitator and note-taker should be fluent in the language of participants. All participants should be able to take part in a conversation in at least one official language.

2.5 Question No. 5

Question: Will Elections Canada be responsible for all translations of the survey and survey edits, particularly during the surveys over W2?

Answer: Yes. Elections Canada is responsible for the translation of all deliverables, including survey screening and questionnaires, and any edits to those documents, including those conducted over W2.

2.6 Question No. 6

Question: For S1 – web panel – can these respondents be members of an existing web panel or must they be recruited to join a panel specifically in June and specifically for this project (building a custom web panel for EC)?

Answer: Yes, an existing web panel can be used for S1, although new members may need to be recruited into the panel in order to ensure its composition is suitable for this project.

2.7 Question No.7

Question: For probability samples S2 and S3 must these respondents be recruited via RDD for the first time in June?

Answer: No. Up to 50% of respondents in S2 and S3 may have been recruited using a probability sampling technique, for example RDD, up to six months before the recruitment begins for this project specifically. The date of recruitment must be indicated in the database. All specifications related to probability recruitment apply to these respondents as well.

2.8 Question No. 8

Question: Is there any leeway to propose an alternate methodological design that would be more cost-effective than what has been prescribed in the RFP?

Answer: Bidders may propose a cost-effective methodological design so long it abides by the framework established in the RFP, including mandatory and rated criteria. A bid that does not meet the mandatory criteria identified in the RFP will be considered non-responsive.

2.9 Question No. 9

Question: Is there any leeway to consider a budget above \$700,000?

Answer: No. The maximum budget available for the Contract resulting from the bid solicitation is \$700,000 (applicable taxes extra). Bids valued in excess of this amount will be considered non-responsive.

2.10 Question No. 10

Question: Is it possible to extend the recruiting period for W1 or must it be completed in 4 weeks in June?

Answer: Elections Canada would be open to considering a short extension of the W1 period, so long as a bidder can provide a compelling methodological justification for doing so, as well as assurance that this would not entail needless additional financial cost.

2.11 Question No. 11

Question: Is it possible to receive a one-week extension beyond the current deadline of March 15?

Answer: Elections Canada will grant an extension to the Request for Proposal Closing Date. As such, the Request for Proposal is amended in accordance with Section 3.1 below.

2.12 Question No. 12

Question: Is it possible to submit electronically or must it be provided in hardcopy?

Answer: No, Elections Canada will not accept proposals transmitted by facsimile or electronic mail.

2.13 Question No. 13

Question: On page 20 of 33 – Annex A can please confirm that the first sentence should be “EC estimates that the initial sample, from which the probability samples (W1 and W3a) will be drawn...” It currently reads (W1 and W3b).

Answer: The current text (W1 and W3b) is correct. The statement refers to the waves and samples for which the probability samples will first be drawn, for example using RDD. This is the case at W1 for S2 and S3, and at W3b for the stand-alone probability sample that is not part of the longitudinal design. It is important to reiterate that the initial sample must not to be confused with the number of respondents in the first wave of data collection.

Part 3. Amendments

3.1 Amendment to the Cover Page (Request for Proposal Closing Date)

The Request for Proposal Closing Date is hereby amended to read in its entirety as follows:

March 18, 2019 at 2:00 PM (Gatineau Time)