Elections Canada

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:
2	March 11, 2019

Office of the Chief Electoral Officer File No.
ECAT-RFP-18-0698
Title:
Mail Management Automation Project (MMAP) – Envelope Folder Inserter Equipment
Request for Proposal Closing Date:
March 14, 2019 at 2:00PM (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) – Envelope Folder Inserter Equipment bearing number ECAT-RFP-18-0698 and dated January 29, 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. 3

Question:
Mandatory Functional Specifications – paragraph 7.01 g) have the ability to feed more than one page from the same tray in an envelope (e.g. two-page personalized letter)

Is there any type of code on these personalized pages to ensure a positive match? If yes, what type of code? (E.g. OCR, 3of9, 2D)

Answer:
There is a barcode on every page of the personalized letters sent to international electors (currently our main application for personalized mail). The code type is a 3of9 but this might change to a 2D PDF417 format after the next general election to standardize formats across all processes.

2.2   Question No. 4

Question:
Desirable Functional Specifications – paragraph 8.01 i) have the ability to print on documents, including barcode or have ability to apply labels on envelopes and documents

Would EC accept an inserter with a 4" (2+2) spot colour inkjet on the output with ability on printing on outer envelopes but without the ability of applying labels?

Answer:

Following the answer to Question No. 2 in Amendment 2, this functional specification is now desirable and not mandatory; EC will give points to a proposed solution that could demonstrate this desirable functional specification as per the scoring methodology outlined in R9 – Printing of Part 7 – Technical Evaluation Criteria.

2.3   Question No. 5

Question:
Desirable Functional Specifications – paragraph 8.01 f) have barcode readers to synchronize personalized letters and other inserts with the corresponding addressed envelope

Will the addressed envelope have been pre-printed with address? Will the letter and envelope both have a matching barcode the inserter can use to perform the match? If yes, what type of code? (E.g. OCR, 3of9, 2D) Or will the letter have a barcode and EC provide a print file to be used by the inkjet printer on output of inserter to print the matching address?

Answer:
As the process is manual at this point, some of these procedures will be developed to match the equipment requirements. If the equipment delivered can print the address after the insertions have been made, the process would be simplified. Otherwise, a barcode could be pre-printed on the envelope (directly or using a label) to ensure 100% accuracy in the match. The code type would probably be a 2D PDF417 as it probably will be the standard for our mail management processes.

2.4   Question No. 6

Question:
Desirable Functional Specifications – paragraph 8.01 h) have ability to insert at least six documents, folded pages or envelopes into a number 5 bubble mailer

Would an inserter NOT capable of inserting into bubble mailers be accepted by EC?

Answer:
EC will give points to a proposed solution that could demonstrate this desirable functional specification as per the scoring methodology outlined in R8 – Bubble Mailer of Part 7 – Technical Evaluation Criteria.

Part 3.   Amendments

3.1   Amendment to the Request for Proposal Closing Date on the Cover Page

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

follows:

March 14, 2019 at 2:00PM (Gatineau time)