



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:
3	March 13, 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 18, 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 (MMA) – 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. 7

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

Do you want us to include software that is able to work with your documents **upstream** (before they are printed) and create personalized output / document that includes personalization and intelligent barcodes our software will pull from your database? This software package is standalone component and we can include it as a part of the solution. It works independent of the inserter but is able to create barcodes that inserter can read. The software would do this prior to documents being printed so once the documents are printed they have intelligence on them.

Answer:

It is up to the bidder to propose a solution that can meet the entire requirement of the RFP. As long as the bidder can demonstrate that the proposed solution can meet this desirable functional specification, points will be given accordingly. Please refer to Part 7 – Technical Evaluation Criteria.

2.2 Question No. 8

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

Do you want us to print full documents or overprint (address and barcodes) only on already preprinted shells?

- a) If you require full document do you want us to quote printing solution for 8 ½ x 11 etc. This would be standalone printing solution.
- b) If later what information and where on the documents would you like us to print? When you say documents are they single pages or inserts as well? (Are these documents to be inserted or after insertion?)

Answer:

This is only for overprint (e.g. address, barcodes).

2.3 Question No. 9

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

Do you want us to print on the envelopes after they are inserted (finished)? So for example inserter pulls a document with name Justin Smith, 1000 Dream Road...and prints matching name and matching address(barcode) on outer envelope?

Answer:

Please refer to the answer to Question No. 7, above.

2.4 Question No. 10

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

Labeling - since this step (applying labels) requires different technology can you elaborate on where on the documents would labels be applied? Envelopes only, or...?

Answer:

The application of labels is the same as with the printer. It is to affix the address or a barcode on the envelope and, if feasible, on one or more of the inserts.

2.5 Question No. 11

Question:

Desirable Functional Specifications – paragraph 8.01 e) include address management software

As the address management software is a standalone product and works independently of the folding and inserting solution should we include this in or solution or not?

Answer:

Please refer to the answer to Question No. 7, above.

2.6 Question No. 12

Question:

There is volume mention in few areas. Do we consider that all kits (not only the kits that need to be mailed) will be inserted?

Answer:

No, only the kits that will be mailed will need to be inserted. Please refer to section 4.03 of Annex A – Statement of Work of Part 6 – Resulting Contract.

2.7 Question No. 13

Question:

Is the anticipated peak volume to be considered for insertion upwards of 500,000 per mailing / election?

Answer:

Please refer to the answer to Question No. 12, above.

2.8 Question No. 14

Question:

Minimum amount of time for insertion will be 36 days?

Answer:

No, there is no specified time period at the moment.

2.9 Question No. 15

Question:

Question regarding the current application being processed. What are the actual dimensions (L x W) of the #11 envelope being used?

Answer:

Please refer to the answer to Question No. 1 in Amendment 1.

2.10 Question No. 16

Question:

We would ask for a two-week delay to give us time to write our proposal.

Answer:

At this time, Elections Canada will extend the RFP closing date by a few days and not for the full two weeks as requested. As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

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 18, 2019 at 2:00PM (Gatineau time)