



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: April 15, 2019
Office of the Chief Electoral Officer File No. ECGP-RFP-18-0523	
Title: Program Validation and Quality Assurance Program Design	
Request for Proposal Closing Date: May 1, 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 Program Validation and Quality Assurance Program Design bearing number ECGP-RFP-18-0523 and dated March 14, 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:

For both Project 1 and 2, R5 indicates it is looking for our proposed resources experience on similar projects and to score fully 4 projects need to be provided. Can the Crown confirm if Bidders are expected to provide 4 projects that any mix of the proposed resources worked on or does each proposed resource need to present similar projects to meet this requirement?

Answer:

Each proposed resource must present up to four similar projects. Proposed resources are scored individually out of 20 points, and then the scores for all proposed resources will be averaged to award a final score for these criteria.

2.2 Question No. 2

Question:

Section 4.48 of the RFP states that the maximum funding available for the Contract is \$200,000. The scope of this mandate includes: examine and validate the entire Political Financing compliance program, making recommendations to ensure effectiveness and efficiency and developing a comprehensive QA Program (QA Program must include: development of policies, procedures, tests, assessment metrics, and other mechanisms). These tasks will take time and effort to understand the process, assess the current environment, provide smart and strategy recommendations and develop IT-driven, complex tools and programs. Therefore, to ensure that the contractor has sufficient budget to complete these important tasks to a high standard, would the Crown consider increasing the maximum funding available?

Answer:

The maximum funding available for the contract is \$200,000. Please scale your proposal accordingly.

Part 3. Amendments

3.1 Amendment to the Cover Page

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

Delete: April 24, 2019 at 2:00pm (Gatineau Time)

Insert: May 1, 2019 at 2:00pm (Gatineau Time)

3.2 Amendment to Section 4.4 Basis of Selection of Part 4 – Evaluation Procedures and Basis of Selection

Section 4.4 Basis of Selection of the Request for Proposal is hereby amended to read in its entirety as follows:

4.4 Basis of Selection

4.4.1 A proposal must comply with all the requirements of the RFP and meet all mandatory technical evaluation criteria. If it is determined that a proposal does not comply with any of the requirements of the RFP, such proposal will be deemed non-responsive and will not be given further consideration.

4.4.2 The evaluation and selection process will be conducted in the following phases:

Phase 1 – Mandatory Technical

Phase 2 – Rated Technical Evaluation

Phase 3 – Determination of Highest Ranked Bidder

In the event evaluators are made aware of information in one Phase that contradicts information contained in a previous Phase, evaluators reserve the right to re-evaluate that portion of the previous Phase and adjust the previously adjudicated score accordingly. If such re-evaluation results in the bidder's proposal being non-responsive for the re-evaluated Phase, the proposal will be assessed as non-responsive and given no further consideration.

4.4.3 Phase 1 – Mandatory Technical

In Phase 1, all proposals will be evaluated for their compliance with the mandatory technical evaluation criteria set out in Table A and Table C of Part 7 – Technical Evaluation Criteria and mandatory financial evaluation set out in Part 8 – Financial Evaluation Proposal Pricing Table. Any proposal that fails to meet any of the mandatory technical and financial evaluation criteria will be deemed non-responsive and will not be given further consideration.

4.4.4 Phase 2 – Rated Technical Evaluation

In Phase 2, the proposals that are deemed responsive in Phase 1 will be evaluated against the rated technical evaluation criteria set out in Table B and Table D of Part 7 – Technical Evaluation Criteria.

If any Phase 2 Proposal does not obtain the required minimum of 65% percent overall of the points for the technical evaluation criteria which are subject to point rating, such proposal will be deemed non-responsive and will not be given further consideration. The rating is performed on a scale of 70 points.

4.4.5 Phase 3 – Determination of Highest Ranked Bidder

In Phase 3, a combined evaluation score for those proposals deemed responsive in Phases 1 and 2 will be determined in accordance with the following:

The Bidder whose proposal obtains the highest combined evaluation score (which is Phase 1 and 2) at Phase 3 will be considered for award of a contract.

4.4.6 If more than one bidder is ranked first because of identical technical scores, then the bidder with the best financial score will become the highest ranked bidder within budget and will be considered for the award of the contract.

4.4.7 Bids not meeting the required criteria will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

4.4.8 The maximum funding available for the Contract resulting from the bid solicitation is \$200,000.00 (applicable taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Elections Canada to pay the maximum funding available.

3.3 Amendment to Part 9 – Certificates

Part 9 – Certificates of the Request for Proposal is hereby deleted in its entirety and replaced with the attached Part 9 – Certificates (Revised on April 15, 2019).



Program Validation and Quality Assurance Program Design

PART 9

Certificates

(Revised on April 15, 2019)

Certificates

1. Independent Proposal

1.1. I, the undersigned, on behalf of _____ [insert name of Bidder] (the “Bidder”) in submitting the accompanying proposal (the “proposal”) to Elections Canada for the Program Validation and Quality Assurance Program Design hereby make the following statements, that I certify to be true and complete in every respect:

- (a) I have read and I understand the contents of this Certificate;
- (b) I understand that the proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
- (c) I am authorized by the Bidder to sign this Certificate, and to submit the proposal, on behalf of the Bidder;
- (d) each person whose signature appears on the proposal has been authorized by the Bidder to determine the terms of, and to sign, the proposal, on behalf of the Bidder;
- (e) for the purpose of this Certificate and the proposal. I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not an Affiliate of the Bidder, who:
 - i. has been requested to submit a proposal in response to the request for proposal;
 - ii. could potentially submit a proposal in response to the request for proposal, based on their qualification, abilities or experience;
- (f) the Bidder disclosed that (check one of the following, as applicable):
 - i. the Bidder has arrived at the proposal independently from, and without consultation, communication, agreement or arrangement with, any competitor;

OR

- ii. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for proposals, and the Bidder disclosed, in the attached documents (s) complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultation, communications, agreements or arrangements.
- (g) in particular, without limiting the generality of subparagraphs (f)i. or (f)ii. above, there has been no consultation, communications, agreement or arrangement with any competitor regarding:

- i. prices
- ii. methods, factors or formulas used to calculate prices;
- iii. the intention or decisions to submit, or not to submit, a proposal; or
- iv. the submission of a proposal which does not meet the specifications of the call for proposals;

except as specifically disclosed pursuant to subparagraph (f)ii. above:

- (h) in addition, there has been no consultation, communications, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for proposals relates, except as specially authorized by the Contracting Authority or as specifically disclosed pursuant to subparagraph (f)ii. above;
- (i) the terms of the proposal have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official proposal opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specially disclosed pursuant to subparagraph (f)ii. above.

2. Former Public Servant

2.1. Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

2.2. For the purposes of this clause,

“former public servant” is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

“lump sum payment period” means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum

payment period does not include the period of severance pay, which is measured in a like manner.

“pension” means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act (PSSA)*, R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

2.3. Is the Bidder a FPS in receipt of a pension as defined above? **YES** **NO**

If yes, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder’s status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

2.4. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** **NO**

If yes, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;

- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- 2.5. For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- 2.6. By submitting a proposal, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

3. Status and Availability of Resources

- 3.1. The Bidder certifies that, should it be awarded a contract as a result of the RFP, every resource proposed in its proposal will be available to perform the Work as required by Elections Canada and at the time specified in the RFP or agreed to with Elections Canada. If for reasons beyond its control, the Bidder is unable to provide the services of its proposed resources, the Bidder acknowledges that Elections Canada may:
 - (a) at its sole discretion, either before or after obtaining the name of a replacement in accordance with Section 3.03 of the General Conditions, terminate the Contract for default, pursuant to Article 18 of the General Conditions; or
 - (b) request that the Bidder propose, in accordance with Section 3.03 of the General Conditions, a replacement with similar qualifications and experience. In response to such request, the Bidder must advise the Contracting Authority of the reason for the substitution.
- 3.2. If the Bidder has proposed any resource who is not an employee of the Bidder, the Bidder certifies that it has the permission from that resource to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Elections Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the resource, of the permission given to the Bidder and of his/her availability.

4. Education and Experience

- 4.1. The Bidder certifies that all the information provided in the résumés and supporting material submitted with its proposal, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every resource proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5. Privacy Act and Personal Information Protection and Electronic Documents Act

5.1. The Bidder hereby certifies that it has reviewed the requirements of this RFP, the resulting contract clauses and, in particular, the requirements concerning the protection of personal information. The Bidder also certifies that it will comply with those terms and ensure that personal information that is managed, accessed, collected, used, disclosed, retained, received, created, or disposed of in order to fulfil the requirements of the Contract shall be treated in accordance with the *Privacy Act*, R.S. 1985, c. P-21, the *Personal Information Protection and Electronic Documents Act*, 2000, c. 5, and Treasury Board privacy policies.

6. Financial Proposal

6.1. The Bidder hereby certifies that its financial proposal complies with the maximum funding available for the Contract resulting from the bid solicitation is \$200,000.00 (applicable taxes extra). The Bidder also certifies that its proposal takes into account all elements of the work required to comply with all of the requirements of the bid solicitation, including its compliance to all mandatory and point rated technical evaluation criteria. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

7. General

- 7.1. This certification shall be true and correct throughout the term of the Contract with the same force and effect as if continuously made throughout the term of the Contract.
- 7.2. Furthermore, the Bidder acknowledges that Elections Canada shall rely on this certification to award the Contract. Should the Bidder fail to comply with this certification or in the event that verification or inspection by Elections Canada discloses a misrepresentation on the part of the Bidder, Elections Canada shall have the right to treat any contract resulting from this proposal as being in default and to terminate it pursuant to the default provisions of the Contract.

Signature of the Authorized Representative of Bidder

Date

Print Name of Authorized Representative of Bidder:

Print Title of Authorized Representative of Bidder: