



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. 2	RFP Amendment Date: April 16, 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:

2.3 Question No. 3

Question:

Are we obligated to bid on each project or can it be one or the other?

Answer:

The RFP is designed to be awarded to a single bidder. Submitting a bid for only one of the two projects would not meet the mandatory technical criteria.

2.4 Question No. 4

Question:

Is Internal Audit experience considered relevant experience for MT1, project 1?

Answer:

It is important for the Bidder to clearly demonstrate how their experience gained on similar projects is relevant to the subject project. You will note in Mandatory Criteria M3, that the Certified Internal Auditor designation is an accepted professional designation for the proposed resources; consequently, Internal Audit experience may indeed be relevant.

2.5 Question No. 5

Question:

We suggest that MT3 applies to only Project Manager and Senior-level resources. Junior-level resources do not generally have their certifications and are not required to have them.

Answer:

In accordance with Mandatory Criteria M3, all resources must hold the desired professional qualifications. This does not include any administrative resources, which are not expected to be an identified team member.

2.6 Question No. 6

Question:

Are QAP over account verification process accepted as relevant experience for MT1, project 2?

Answer:

Per the mandatory criteria in M1 and the rated criteria in R1, it is important for the Bidder to clearly demonstrate how their experience gained on similar projects is relevant to the subject project.

Part 3. Amendments

3.1 Amendment to Part 2. Bidders Instructions – 2.20 Enquiries

Section 2.20.1 of the Request for Proposal is hereby amended to read in its entirety as follows:

2.20.1 All enquiries must be submitted in writing to the Contracting Authority no later than 5 Business Days before the RFP closing date. Enquiries received after that time may not be answered.