



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. 4	RFP Amendment Date: May 1, 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 8, 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:

2.8 Question No. 8

Question:

We are interested in bidding for the Program Validation and Quality Assurance Program Design (ECGP-RFP-18-0523). We would like to fully understand the term "professional audit firm" as stated in the RFP, what are you referring to? We respond to various professional management services and we have resources with the professional title of CPA or CIA. We are not specifically an audit firm; could we be eligible for this opportunity? Thank you on clarifying the terminology.

Answer:

As long as the bidder meets the mandatory and rated technical requirements, any organization is welcome to bid. As such the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

Part 3. Amendments

3.1 Amendment to Part 6 – Annex A – Statement of Work

Section 3 of Annex A of Part 6 of the Request for Proposal is hereby amended to read in its entirety as follows:

3. INTRODUCTION

- 3.01. Elections Canada (EC) requires the services of a professional firm where its designated professional resources will:

- a) Examine and validate the entire Political Financing compliance program, including but not limited to the multi-year audit plan, engagement management and reporting, materiality thresholds, a suite of audit programs, certain processes and make recommendations to assist the directorate in ensuring the compliance program is both effective and efficient at meeting its mandate; and

- b) Develop a comprehensive and adaptable Quality Assurance Program in support of the Political Financing and Audit Transformation and Business Process redesign project.