



Letter Opener and Extractor for Elections Canada

Advance Contract Award Notice (ACAN)

1. ADVANCE CONTRACT AWARD NOTICE (ACAN)

1.01. An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. DEFINITION OF THE REQUIREMENT

2.01. Elections Canada (EC) has a requirement for the purchase and supply of one letter opener and extractor machine, required on-site training and associated support and maintenance at EC distribution centre in the National Capital Region (NCR). The machine must extract the outer envelopes containing the special ballot from the returned envelopes received from electors for the upcoming 2019 general election and beyond.

2.02. The letter opener and extractor machine is intended to be used mainly when there is a general election or referendum (commonly referred to as an Electoral Event), at which time EC has to process a large quantity of special ballots in a short period of time.

2.03. Specifically, the objective of the letter opener and extractor is to:

- a) cut the return envelope without damaging its content; and
- b) extract and separate the outer envelope contained inside to allow processing.

3. CRITERIA FOR ASSESSMENT OF THE STATEMENT OF CAPABILITIES (MINIMUM ESSENTIAL REQUIREMENTS)

Any interested supplier must demonstrate by way of a statement of capabilities that its machine meets all of the following requirements (3.01 to 3.05 inclusive):

3.01. Delivery, Installation and Testing

Describe in sufficient detail its approach to delivery, installation and testing of its letter opener and extractor machine, including a high level schedule. The machine must be delivered 60 calendar days after Contract award. The approach must also identify potential site preparation work required to be performed by EC.

3.02. Functional Specifications

Describe in sufficient detail its letter opener and extractor machine demonstrating that the machine meets the following minimum mandatory functional specifications:

- a) Have the ability to open more than 30,000 pieces of mail per day;
- b) Have the ability to open an envelope and extract its content without human intervention in the extraction process;
- c) Have the ability to open all regular and custom size envelopes (3.6 x 5.6 inches to 4 7/8 x 9 1/2 inches);
- d) Have a counting mechanism and provide batch or daily summary reports;
- e) Have a feed conveyor that can be loaded during the processing of the job;
- f) Include user interfaces to program and track jobs that are available in either of the Government of Canada's official languages (French or English);
- g) Have a jam detection locator; and
- h) Machine must have a footprint smaller than 25 by 10 feet.

3.03. Training

Describe in sufficient detail its training approach to providing operator training on-site at EC distribution centre in the NCR.

3.04. Support

3.04.01. **Support during Electoral Event Year**

- a) During the readiness period leading up to an Electoral Event, the Contractor must perform preventive maintenance service to ensure that the machine remains capable of fully functional operation.
 - i The EC executive committee establishes a "readiness date", by which EC must be ready for an Electoral Event to be called. The readiness date precedes the drop of the writ by four to six months. The Technical Authority will notify the Contractor of the "readiness date" as soon as possible after it has been identified.
 - ii For an Electoral Event, EC operates with a countdown calendar from the start of the electoral period to Election Day, Election Day being Day 0 and the start of the calendar being Day 36 or greater depending on the government decision to "Drop the Writ".

- b) During the Electoral Event calendar, provide a high level of support to EC to ensure that the machine can open and extract rapidly and effectively in order to process the ballots on time. The Contractor must provide an “Event Support Package” that would include the following minimum elevated levels of support as specified in paragraphs i) to iii):
 - i. From Day 14 to Day 0 inclusive, the Contractor must provide on-call maintenance service with a response time of within four hours of receiving a call from EC for on-call maintenance service on site. The Contractor must acknowledge receipt of a call for maintenance service from EC within 15 minutes if the call was not taken by a live operator.
 - ii. From Day 14 to Day 0, inclusive, the Contractor must provide on-call maintenance Service from 7:00 AM to 9:00 PM (Ottawa time), Monday to Friday.
 - iii. From Day 14 to Day 0, inclusive, the Contractor must also provide on-call maintenance Service on weekends for the two weekends preceding Election Day (Day 0). That coverage is only for eight daytime hours to be defined with the Contractor.

3.04.02. Support during a Non-Electoral Event Year

- a) During a Non-Electoral Event year, the machine will probably not be used and EC personnel will maintain it functional by performing preventive maintenance as recommended by the Contractor to ensure that the machine remains capable of fully functional operation.

3.05. Maintenance Service

The Contractor must describe in sufficient detail its support and maintenance approach for its machine demonstrating that it meets the following maintenance service requirements:

- a) A five-year maintenance service plan (including the first year of the Contract) must be included with the purchase of the machine, after which a year-to-year service agreement must be available for the remaining life of the machine;
- b) The service agreement must be all-inclusive and cover the cost of parts, labour, travel and travel expenses to the EC distribution centre located in the NCR; and
- c) The service agreement will include any type of servicing, as requested, including but not limited to:

- i. calibration;
- ii. regular maintenance; and
- iii. software and firmware updates, as applicable

4. APPLICABILITY OF THE TRADE AGREEMENTS TO THE PROCUREMENT

This procurement is subject to the following trade agreements:

- a) Canadian Free Trade Agreement (CFTA)
- b) Canada-Chile Free Trade Agreement (CCFTA)
- c) Canada-Colombia Free Trade Agreement
- d) Canada-Honduras Free Trade Agreement
- e) Canada-Korea Free Trade Agreement (CKFTA)
- f) Canada-Panama Free Trade Agreement
- g) Canada-Peru Free Trade Agreement (CPFTA)
- h) North American Free Trade Agreement (NAFTA)

5. JUSTIFICATION FOR THE PRE-IDENTIFIED SUPPLIER

5.01. After extensive research, it was found that only one supplier offers a general purpose, fully automated/autonomous letter opener and extractor machine that separates the content from the envelope without human intervention (besides the initial loading of the envelopes), delivery installation and testing, maintenance and support meeting the minimum requirements identified above.

6. GOVERNMENT CONTRACTS REGULATIONS EXCEPTION

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection 6(d) only one person is capable of performing the work.

7. PERIOD OF THE PROPOSED CONTRACT OR DELIVERY DATE

The proposed contract period will be for 12 months from the Effective Date of the Contract ("the Initial Term") with five additional periods of 12 months each under the same terms and conditions.

8. COST ESTIMATE OF THE PROPOSED CONTRACT

The estimated maximum value of the contract, including all exercisable options, is \$179,500.00 x (GST/HST extra).

Service / Description	Total
-----------------------	-------

Initial Term which includes costs for one initial Electoral Event	\$123,300.00
Total Initial Term	\$123,300.00
Option Periods year 1 to year 5 (inclusive) which includes costs for one additional Electoral Event	\$56,200.00
Total Option to Extend	\$56,200.00
Maximum Contract Value	\$179,500.00

9. NAME AND ADDRESS OF THE PRE-IDENTIFIED SUPPLIER

EC intends to award a contract to Insource Corporation at 85 Citizen Ct #6, Markham, ON L6G 1A8.

10. SUPPLIERS' RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

11. CLOSING DATE FOR A SUBMISSION OF A STATEMENT OF CAPABILITIES

The closing date and time for accepting statements of capabilities is June 11, 2019 at 2:00 PM (Gatineau time).

12. INQUIRIES AND SUBMISSION OF STATEMENTS OF CAPABILITIES

Inquiries and statements of capabilities are to be directed to:

Stefania Menasce
Advisor, Procurement and Contracting Services
Elections Canada
30 Victoria St
Gatineau, Quebec K1A 0M6
Phone: (819) 939-1488
proposition-proposal@elections.ca