



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: September 24, 2019
Office of the Chief Electoral Officer File No. ECTD-RFP-19-0365	
Title: Online Survey Tool	
Request for Proposal Closing Date: October 28, 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: Tiffany Denny	Tel No. 819-939-1481

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Online Survey Tool bearing number ECTD-RFP-19-0365 and dated September 16, 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 question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 3

Question: On which date will all Q/A enquiries be available for review by all bidders within the Tender notice?

Answer: During the bidder enquiry period Elections Canada will ensure to prepare responses within a timely manner. All bidder enquiries will then appear in an amendment document which is posted on the buyandsell.gc.ca website.

2.2 Question No. 4

Question:

Will any additional templated forms (formats) be distributed to aide in providing universal submission template?

- a. Technical Q/A
- b. Technical Proposal template
- c. Technical Enquiries
- d. Financial Proposal

Answer: Please refer to Part 2 Bidder Instructions of the Request for Proposal document. No additional templates will be provided for submission.

2.3 Question No. 5

Question: Could you confirm that buyandsell.gc.ca and GETS are one in the same?

Answer: Yes, Please refer to Part 2 Bidders Instruction, Sub-section 2.4.3 of the Request

for Proposal document.

2.4 Question No. 6

Question: Is this a new project or does this project already exist and you are conducting a vendor audit for a possible replacement?

Answer: This RFP is seeking a replacement for an existing online survey tool.

2.5 Question No. 7

Question: Would you be interested in professional services support aside from training, i.e. expert deep-dive analysis on any issue or KPI collected via respondent data?

Answer: No.

2.6 Question No. 8

Question: What department and key leaders at Elections Canada will serve as primary stakeholders?

Answer: This will be a corporate tool for the whole agency, however, the main client and point of contact will be Elections Canada Policy and Research team.

2.7 Question No. 9

Question: What is the annual budget or budget range for this project?

Answer: The maximum annual budget is \$50,000.00. Please refer to Part 4 Evaluation Procedures and Basis of Selection, Section 4.4 of the Request for Proposal document.

2.8 Question No. 10

Question: Are you interested in hosting an opt-in Feedback survey on elections.ca?

Answer: Hosting an opt-in feedback survey on the Elections Canada website could be one of the various purposes that the online survey tool can be used. We are open to this as an option.

2.9 Question No. 11

Question: Ideally, what would be the preferred target live date to begin data collection?

Answer: We are seeking access to the online survey tool as soon as the contract is

awarded, in early December 2019. The first project to be conducted using this tool will begin fielding at the beginning of January 2020.

2.10 Question No. 12

Question: 10. Annex D 10.01.01 - I did not see Annex E F specifically detailed. Were these the topics of PII and Licensed Software contained in Annex D?

Answer: There is no section 10.01.01 in Annex D – Supplemental Conditions – Elections Canada to own Intellectual Property Rights. Annex F and Annex G detail the general terms conditions surrounding Licensed Software as well as Maintenance and Support. All terms and conditions must be accepted as they will form a part of the resulting contract.

2.11 Question No. 13

Question: Page 101, Table C – Rated Functionality Demonstration. Do you know what date notification will occur if a demonstration is requested?

Answer: Table C Rated Functionality Demonstration states that the Contracting Authority will provide notice no fewer than five working days before the scheduled date of the demonstration. We are anticipating the Demonstrations to take place in early November.

2.12 Question No. 14

Question: 14. Page 104, M3

- a) Are you seeking vendor support in the act of sending the email to recipients or is the vendor just supporting the online survey URL, and respondent data?
- b) Do you have the email list you wish to target or does that list need to be generated and vetted by the chosen RFP vendor?

Answer:

a) Elections Canada is seeking a tool with the capabilities that will allow the agency to send emails to recipients independently, as well as the necessary training and support provided by the supplier.

b) The online survey tool will be used for various projects. Some of these projects will require emails lists, while others will not. The email lists used will depend on the research project and target sample, therefore an email list has not yet been generated.

2.13 Question No. 15

Question: Page 104, M3 - Do you need list maintenance? i.e. Duplication removal, or

any other special functionality.

Answer: The online survey tool should allow for Elections Canada to maintain its email lists independently.

2.14 Question No. 16

Question: 16. Page 108, M11 - Are there any external passed parameters or variables you wish to integrate or attach with the survey data?

Answer: Yes, Elections Canada would like to have the capacity to pre-load existing data with new survey data, as needed.