



**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.

<b>RFP Amendment No.</b>  4	<b>RFP Amendment Date:</b>  April 28, 2020
<b>Office of the Chief Electoral Officer File No.</b>  ECLP-RFP-19-0819	
<b>Title:</b>  EC10391 – Carbonless Paper (2 part – white/yellow Letter Format) and EC10396 – Carbonless Paper (3 part – white/yellow/ pink Legal Format)	
<b>Request for Proposal Closing Date:</b>  May 20, 2020 at 1:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6	
<b>Attention:</b>  Luc Potvin	<b>Email:</b>  proposition-proposal@elections.ca

## Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECLP-RFP-19-0819 and dated March 12, 2020 (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. Amendments

### 2.1 Amendment to page 1 of the Request for Proposal

The box “Return Proposals To” on page 1 of the Request for Proposal is hereby amended to read in its entirety as follows:

<b>SUBMIT PROPOSALS TO: ELECTIONS CANADA PROPOSAL RECEIVING UNIT</b>	
<p><b>Option 1: epost Connect™</b></p> <p>For any proposal submitted using epost Connect, the email address is:</p> <p><a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a></p> <p>Proposals will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Part 2, or to send proposals through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.</p>	<p><b>Option 2: Business Centre</b></p> <p>30 Victoria Street Gatineau QC K1A 0M6</p> <p>The Business Centre is open from 9:00 a.m. to noon and 12:30 p.m. to 1:00 p.m. Tuesday to Thursday and closed on all statutory holidays.</p>

### 2.2 Amendment to Part 2

The Request for Proposal is hereby amended by adding after Section 2.21 the following new Section 2.22:

## **2.22 epost Connect**

2.22.1 To submit a proposal using the epost Connect service, the bidder must either:

- a) send directly its proposal only to the specified Elections Canada Proposal Receiving Unit, using its own licensing agreement for epost Connect provided by the Canada Post Corporation (CPC); or
- b) send as early as possible, and in any case, at least six Business Days prior to the RFP closing date and time (in order to ensure a response), an email that includes the solicitation number to the specified Elections Canada Proposal Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

2.22.2 If the bidder sends an email requesting epost Connect service to the Elections Canada Proposal Receiving Unit, an officer of the Elections Canada Proposal Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from CPC prompting the bidder to access and action the message within the conversation. The bidder will then be able to transmit its proposal afterward at any time prior to the RFP closing date and time.

2.22.3 If the bidder is using its own licensing agreement to send its proposal, the bidder must keep the epost Connect conversation open until at least 30 Business Days after the RFP closing date and time.

2.22.4 The RFP number should be identified in the epost Connect message field of all electronic transfers.

2.22.5 It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Elections Canada Proposal Receiving Unit address specified in the RFP in order to register for the epost Connect service.

2.22.6 For proposals transmitted by epost Connect service, Elections Canada will not be responsible for any failure attributable to the transmission or receipt of the proposal including, but not limited to, the following:

- a) receipt of a garbled, corrupted or incomplete proposal;
- b) availability or condition of the epost Connect service;
- c) incompatibility between the sending and receiving equipment;
- d) delay in transmission or receipt of the proposal;
- e) failure of the bidder to properly identify the proposal;

- f) illegibility of the proposal;
- g) security of proposal data; or,
- h) inability to create an electronic conversation through the epost Connect service.

2.22.7 The Elections Canada Proposal Receiving Unit will send an acknowledgement of receipt of proposal document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Elections Canada Proposal Receiving Unit. This acknowledgement will confirm only the receipt of proposal document(s) and will not confirm if the attachments may be opened nor if the content is readable.

2.22.8 Bidders must ensure that they are using the correct email address for the Elections Canada Proposal Receiving Unit when initiating a conversation in epost Connect or communicating with the Elections Canada Proposal Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect service.

2.22.9 A proposal transmitted by epost Connect service constitutes the formal proposal of the bidder and must be submitted in accordance with Section 2.4.

### **2.3 Amendment to Paragraph 2.4.2 of Part 2**

Paragraph 2.4.2 of the Request for Proposal is hereby amended to read in its entirety as follows:

2.4.2 It is the bidder's responsibility to:

- (a) obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
- (b) prepare its proposal in accordance with the instructions contained in the RFP;
- (c) submit a complete proposal by the RFP closing date and time;
- (d) send its proposal only to the Elections Canada Proposal Receiving Unit specified on the first page of this RFP.
- (e) ensure that the bidder's name and return address, the RFP number, and the RFP closing date and time are clearly visible on the proposal; and,
- (f) provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.

## **2.4 Amendment to Section 2.6 of Part 2**

Section 2.6 of the Request for Proposal is hereby amended to read in its entirety as follows:

### **2.6 Late Proposals**

- 2.6.1 Elections Canada will return or delete proposals delivered after the stipulated RFP closing date and time, unless they qualify as a delayed proposal as described in Section 2.7.
- 2.6.2 For late proposals submitted using means other than the CPC's epost Connect service, the physical proposal will be returned.
- 2.6.3 For proposals submitted electronically, the late proposals will be deleted. As an example, proposals submitted using CPC's epost Connect service, conversations initiated by the Elections Canada Proposal Receiving Unit via the epost Connect service pertaining to a late proposal, will be deleted. Records will be kept documenting the transaction history of all late proposals submitted using epost Connect.

## **2.5 Amendment to Section 2.7 of Part 2**

Section 2.7 of the Request for Proposal is hereby amended to read in its entirety as follows:

### **2.7 Delayed Proposals**

- 2.7.1 A proposal delivered to the Elections Canada Proposal Receiving Unit after the RFP closing date and time but before the announcement of the successful bidder or before a contract is entered into may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to CPC (or national equivalent of a foreign country). Purolator Inc. is not considered to be part of CPC for the purposes of delayed proposals.
  - (a) The only pieces of evidence relating to a delay in the CPC system that are acceptable to Elections Canada are:
    - i. a CPC cancellation date stamp;
    - ii. a CPC Priority Courier bill of lading; or
    - iii. a CPC Xpresspost label,that clearly indicates that the proposal was mailed at a date that would otherwise have allowed its delivery before the RFP closing date and time; or

- (b) The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to Elections Canada is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the proposal was sent before the RFP closing date and time.
- 2.7.2 Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of proposals are not acceptable reasons for the proposal to be accepted by Elections Canada.
- 2.7.3 Postage meter imprints, whether imprinted by the bidder, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

## **2.6 Amendment to Section 3.1 of Part 3**

Section 3.1 of the Request for Proposal is hereby amended to read in its entirety as follows:

### **3.1 Proposal Preparation Instructions**

3.1.1 Elections Canada requests that bidders provide their proposal in separate documents as follows:

- (a) In the case of proposals delivered in-person or by mail, each section should be separately bound and sealed. Bidders are requested to provide the following number of copies:

Section I: Technical Proposal – one hard copy

Section II: Financial Proposal – one hard copy

Section III: Certifications – one hard copy

In the event that a bidder fails to provide the number of copies required, the Contracting Authority will contact the bidder and provide the bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.

- (b) In the case of proposals delivered through the epost Connect service, each section listed in (a) should be saved as a separate electronic file in MS Word, MS Excel or PDF format.

The epost Connect service has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bidder should adhere to the following naming conventions for each document by indicating:

- i. the RFP number;
- ii. the name of the bidder; and
- iii. the section the document relates to.

For Example: ECXX-RFP-20-0123\_ABC Company\_Section I – Technical Proposal

- 3.1.2 If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.
- 3.1.3 If the bidder is simultaneously providing copies of its proposal using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through the epost Connect service, the wording of the electronic copy provided through the epost Connect service will have priority over the wording of the other copies.
- 3.1.4 Prices must appear in the financial proposal only. No prices must be indicated in any other section of the proposal.
- 3.1.5 Elections Canada requests that bidders follow the format instructions described below in the preparation of their proposal:
  - (a) use 8.5 x 11 inch (216 mm x 279 mm) page size; and
  - (b) use a numbering system that corresponds to the RFP.
- 3.1.6 To assist in reaching the objective set out in the [Policy on Green Procurement](#), bidders are encouraged to:
  - (a) Submit proposals electronically, whenever feasible;
  - (b) If printing, use paper containing fibre certified as originating from a sustainably managed forest and/or containing a minimum 30% recycled content; and
  - (c) If printing, use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.