



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

REQUEST FOR STANDING OFFER 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. 1	RFP Amendment Date: August 19, 2020
Office of the Chief Electoral Officer File No. ECGZ-RFSO-20-0013	
Title: Temporary Help Services for Electoral Events	
Request for Proposal Closing Date: September 2, 2020 @ 13:00 (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: Galina Zhukov Senior Advisor, Procurement and Contracting Services	Tel No. 343-550-0548

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Standing Offer for Temporary Help Services for Electoral Events bearing number ECGZ-RFSO-20-0013 and dated July 24, 2020 (the “RFSO”). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Request for Standing Offer and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

Referencing Page 61 under Section 6.01, will resources be deployed to other locations? Will one location be designated for the term of the services, or may resources be required at both locations? If both locations are to be used, may we have an indication of the number of the 250 resources will be required at each location.

Answer:

Elections Canada confirms that resources will be deployed to those two locations, and there is no estimate in terms of how many resources for each location.

2.2 Question No. 2

Question:

Referencing Page 30, please clarify “List of Qualified Resources”? What is Elections Canada’s expectation regarding how we keep that list updated (i.e. is this a pool of pre-qualified candidates that we can maintain as per protocol or a roster of specific pre-approved candidates?)

Answer:

Elections Canada confirms that qualified resources are those resources that would meet the technical requirements as per Part 7 Technical Evaluation Criteria of this RFSO.

2.3 Question No. 3

Question:

How will Elections Canada handle duplicate resumes of qualified resources from the successful suppliers?

Answer:

Elections Canada confirms that each resume will be assessed on an individual basis. Please refer to Article 3, section 3.03.

2.4 Question No. 4

Question:

Referencing Page 44 (or 8 of 10 of Annex A – Resulting Contract Clauses) Section 7.02; subsection 7.02.02 “Each invoice must be supported by: (a) a copy of time sheets to substantiate the time claimed in accordance with Section 5.01...” is it Election Canada expectation that paper copies of this information be provided; or will digital copies approved by EC Managers (or designate) be accepted?

Answer:

Elections Canada confirms that either paper copies or digital copies will be accepted.

2.5 Question No. 5

Question:

Please provide a breakdown of how many of the 250 required will need to be bilingual? May we also have a breakdown of the 250 resources by role (i.e. 5 Call Center Agents, 1 Call Centre Supervisor? Etc.)

Answer:

Elections Canada confirms these numbers cannot be provided as it will only be determined upon issuance of a call-up.

2.6 Question No. 6

Question:

Referencing Page 108, M2, Testing of Temporary Help Resources, is the N/A present due to it's not being part of the Form ANNEX A - TECHNICAL RESPONSE TEMPLATE? Since the M2 component is listed as N/A and not part of the form is it Election Canada's expectation that there will be a testing portion listing our compliance and referencing our testing ability in a separate bid response document?

Answer:

Elections Canada confirms that Offerors are to ensure that testing of Temporary Help Resources is completed.

2.7 Question No. 7

Question:

Referencing Article 7 Appointment of Privacy Officer & Section Article 9 Threat and Risk Assessment

- a) “Will temporary workers be expected to handle personal information that is in the care and custody of Elections Canada? If so, will Elections Canada provide them with instruction about the proper handling of this information?
- b) Also, will Elections Canada inform the selected staffing supplier which positions will involve the handling of personal information and to what extent?”

Answer:

Please refer to the Security Requirements Checklist.

2.8 Question No. 8

Question:

Is a Federal “document safeguarding” designation required in order to respond to this bid?

Answer:

Elections Canada confirms that supplier must have Designated Organization Screening in order to respond to this bid. Federal “document safeguarding” is not required.

2.9 Question No. 9

Question:

Please confirm that if successful the Pricing Table will become a Rate Card for the duration of this contract? If so, at time of contract renewal will suppliers be able to revisit the Pricing Table?

Answer:

Elections Canada confirms that the Pricing Table will become a Rate Card. When option periods are exercised, the rates will be revisited. Please, refer to Section 5.03 Consumer Price Index in Part 6 Annex A –Resulting Contract Clauses.

2.10 Question No. 10

Question:

We wish to offer our services for the tender mentioned in the subject line. As a Quebec-based placement agency, we are subject to the CNESST law regarding wage equity. Therefore, we must offer the same wage offered for the same position within the company with which we do business. Does the lack of wage information in the tender document mean that we do not need to comply with this provincial legislation because you are under federal jurisdiction?

Answer:

Please note that Elections Canada does not provide the general public with legal advice on the application of any federal or provincial law. Nevertheless, we can provide you with general information about the RFP process.

As a federal entity, Elections Canada is not bound by provincial laws or by the various provincial regimes. We encourage you to consult legal counsel to confirm your rights and obligations as an employment agency in Quebec.

2.11 Question No. 11

Question:

Is there any support on this RFP for Indigenous Companies? We are a 100% Indigenous HR firm and wondering if there is an opportunity.

Answer:

Elections Canada confirm that there are no identified aboriginal set asides nor are there services being delivered in a CLCA region. However, all interested suppliers are invited to submit a proposal.