



INVITATION TO QUALIFY

Procurement and Contracting Services

30 Victoria Street
Gatineau, Quebec K1A 0M6

FILE NO.	
ECTD-ITQ-20-0321	
TITLE:	ISSUE DATE:
Regional Media Advisor Services	October 8, 2020

CLOSING DATE:	ADDRESS QUESTIONS TO:
November 10, 2020 at 2:00PM (Gatineau time)	Tiffany Denny 343-548-8470 Proposal@elections.ca

SUBMIT RESPONSES TO: ELECTIONS CANADA RESPONSE RECEIVING UNIT	
<p>Option 1: epost Connect™</p> <p>For any response submitted using epost Connect, the email address is:</p> <p>Proposal@elections.ca</p> <p>Responses 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 responses through an epost Connect message if the Respondent is using its own licensing agreement for epost Connect.</p> <p>Requests to open an epost Connect conversation should be sent at least six Business Days prior to the ITQ closing date.</p>	<p>Option 2: Business Centre</p> <p>30 Victoria Street Gatineau QC K1A 0M6</p> <p>The Business Centre is open from 8:00 a.m. to 12:00 p.m. and 12:30pm to 4:00pm Monday to Friday and closed on all statutory holidays.</p>

**INVITATION TO QUALIFY (ITQ)
FOR THE PROCUREMENT PROCESS FOR
ECTD-ITQ-20-0321**

This Invitation to Qualify (“ITQ”) contains the following documents:

- PART 1. GENERAL INFORMATION**
- PART 2. RESPONDENT INSTRUCTIONS**
- PART 3. RESPONSE PREPARATION INSTRUCTIONS**
- PART 4. EVALUATION PROCEDURES AND BASIS OF QUALIFICATION**
- PART 5. CERTIFICATIONS AND ADDITIONAL INFORMATION**
- ANNEX A: ITQ MANDATORY EVALUATION CRITERIA**
- PART 6. SECURITY**
- ANNEX A: HIGH LEVEL REQUIREMENTS**
- ANNEX B: DEFINITIONS**
- ANNEX C: PRELIMINARY SECURITY REQUIREMENTS CHECKLIST (SRCL)**
- FORM 1: RESPONSE SUBMISSION FORM**

Part 1. General Information

1.1 Code of Conduct for Procurement

1.1.1 To comply with the Code of Conduct for Procurement, Respondents must respond to an Invitation to Qualify (ITQ) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the ITQ. By submitting a response, the Respondent is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement will render the response non-responsive.

1.1.2 Respondents acknowledge that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be awarded a contract. Elections Canada will declare non-responsive any response in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certificates contemplated in this Section 1.1 is found to be untrue, in any respect, by Elections Canada. If it is determined, after Contract award, that the Respondent made a false declaration or certification, Elections Canada will have the right to terminate for default the resulting Contract. The Respondent and any of the Respondent's Affiliates will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from any ensuing solicitation. Elections Canada may verify the information provided by the Respondent, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

1.1.3 By submitting a response, the Respondent certifies that no one convicted under any of the provisions under Paragraphs 1.1.3(a) or (b) is to receive any benefit under a contract arising from any ensuing solicitation. In addition, the Respondent certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Respondent nor any of the Respondent's Affiliates has ever been convicted of an offence under any of the following provisions:

(a) Criminal Code of Canada, R.S.C. 1985, c. C-46:

- i. section 121 (Frauds on the government and contractor subscribing to election fund);
- ii. section 124 (Selling or Purchasing Office);
- iii. section 380 (Fraud committed against Her Majesty);
- iv. section 418 (Selling defective stores to Her Majesty);
- v. section 462.31 (Laundering proceeds of crime);
- vi. section 467.11 to 467.13 (Participation in activities of criminal organization);

(b) Financial Administration Act, R.S.C. 1985, c. F-11:

- i. paragraph 80(1)(d) (False entry, certificate or return);
- ii. subsection 80(2) (Fraud against Her Majesty);
- iii. section 154.01 (Fraud against Her Majesty);

- (c) Competition Act, R.S.C. 1985, c. C-34:
 - i. section 45 (Conspiracies, agreements or arrangements between competitors);
 - ii. section 46 (Foreign directives);
 - iii. section 47 (Bid Rigging);
 - iv. section 49 (Agreements or arrangements of federal financial institutions);
 - v. section 52 (False or misleading representation);
 - vi. section 53 (Deceptive notice of winning a prize);
- (d) Income Tax Act, R.S.C. 1985, c-1:
 - i. section 239 (False or deceptive statements);
- (e) Excise Tax Act, R.S.C. 1985, c. E-15:
 - i. section 327 (False or deceptive statements);
- (f) Corruption of Foreign Public Officials Act, S.C. 1998, c-34:
 - i. section 3 (Bribing a foreign public official);
- (g) Controlled Drugs and Substance Act, S.C. 1996, c-19:
 - i. section 5 (Trafficking in substance);
 - ii. section 6 (Importing and exporting);
 - iii. section 7 (Production of substance).

1.1.4 In circumstances where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, the Respondent must provide with its response a certified copy of confirming documentation from an official source. If such documentation has not been received by the time the evaluation of responses to this ITQ is completed, Elections Canada will inform the Respondent of a time frame within which to provide the documentation. Failure to comply will render the response non-responsive.

1.1.5 Respondents understand that Elections Canada may at its sole discretion pursue a separate procurement process with a supplier who has been convicted of an offence enumerated under Paragraphs 1.1.3 (c) to (g), or with an Affiliate who has been convicted of an offence enumerated under Paragraphs 1.1.3 (c) to (g), when required to do so by law or legal proceedings, or when Elections Canada considers it necessary to the public interest for reasons which include, but are not limited to:

- (a) only one person is capable of performing the Contract;
- (b) emergency;
- (c) national security;
- (d) health and safety; or

(e) economic harm.

Elections Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

- 1.1.6 By submitting a response, the Respondent certifies that neither the Respondent nor any of the Respondent's Affiliates have directly or indirectly paid or agreed to pay, and will not directly or indirectly pay a contingency fee to any individual for this ITQ or any ensuing solicitation or eventual, Contract if the payment of the fee would require the individual to file a return under section 5 of the [Lobbying Act](#).
- 1.1.7 The Respondent acknowledges and agrees that the certifications contemplated must remain valid during the period of the resulting Contract arising from any subsequent solicitation.

1.2 Introduction

- 1.2.1 This ITQ is the first phase of a procurement process by Elections Canada for ECTD-ITQ-20-0321. This ITQ process is not a solicitation or tender for responses. No contract will be awarded as a result of activities conducted during the ITQ phase. Respondents are invited to pre-qualify in accordance with the terms and conditions of this ITQ in order to become Qualified Respondents for any later phases of the procurement process. Only Qualified Respondents who meet the mandatory ITQ requirements will qualify and be permitted to participate in any subsequent solicitation issued as part of the procurement process.
- 1.2.2 Elections Canada may run a second qualification round in accordance with the process outlined in Section 4.4 if the first round of the ITQ does not, in Elections Canada's sole discretion, result in a sufficient number of Qualified Respondents.
- 1.2.3 This ITQ or the anticipated solicitation may be cancelled by Elections Canada in part or in its entirety at any time and it may not result in the subsequent procurement process described in this document. Respondents and Qualified Respondents may withdraw from the ITQ at any time by providing written notification to the Contracting Authority. Therefore, Respondents who submit a response to the ITQ may choose not to respond on any subsequent solicitation.
- 1.2.4 Elections Canada reserves the right to cancel any of the preliminary requirements included as part of the requirement at any time during the ITQ or any other phase of the procurement process.
- 1.2.5 Even though certain Respondents may be pre-qualified by Elections Canada as a result of this ITQ, Elections Canada reserves the right to re-evaluate any aspect of the qualification of any Qualified Respondent at any time during the procurement process.
- 1.2.6 Unless the context requires otherwise, the capitalized terms used in this ITQ shall have the

definitions assigned to them in the Contract.

- 1.2.7 For the purposes of this ITQ, “Respondent” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the respondent, or its subcontractors.

1.3 Background

1.3.1 Summary

The Chief Electoral Officer of Canada (“CEO”), an agent of Parliament, exercises general direction and supervision over the conduct of elections and referendums at the federal level. The CEO heads the Office of the Chief Electoral Officer, which is commonly known as Elections Canada.

Elections Canada is commencing a multi-phased, procurement process as part of the ECTD-ITQ-20-0321 requirement.

After the completion of all phases, it is anticipated that the procurement process will result in the selection of one or more Contractor(s) which will be responsible for Regional Media Advisor Services.

1.3.2 Project Background

To meet Elections Canada’s objective and direction, during and outside of an Electoral Event, Elections Canada provides media and public relations services which involve:

- a) answering French or English media queries, by phone or email;
- b) conducting interviews (print/broadcast/online);
- c) developing proactive media relations strategies to support Elections Canada’s communications objectives;
- d) writing media lines, backgrounders, Q&As, social media messages, web content and other documents;
- e) preparing and disseminating press releases, media advisories and other media products;
- f) organizing news conferences, technical briefings and media lock-ups
- g) researching and providing background information on topics of interest to members of the agency;
- h) providing media training and public relations/media relations support to Elections Canada employees, Field Liaison Officers and Returning Officers; and
- i) supporting and implementing Elections Canada’s ongoing strategic communications objectives and deliverables

The objective is to provide the media—and by extension, the Canadian public—with accurate, timely information about federal Electoral Events and Elections Canada’s role and work.

1.3.3 Scope of Anticipated Procurement

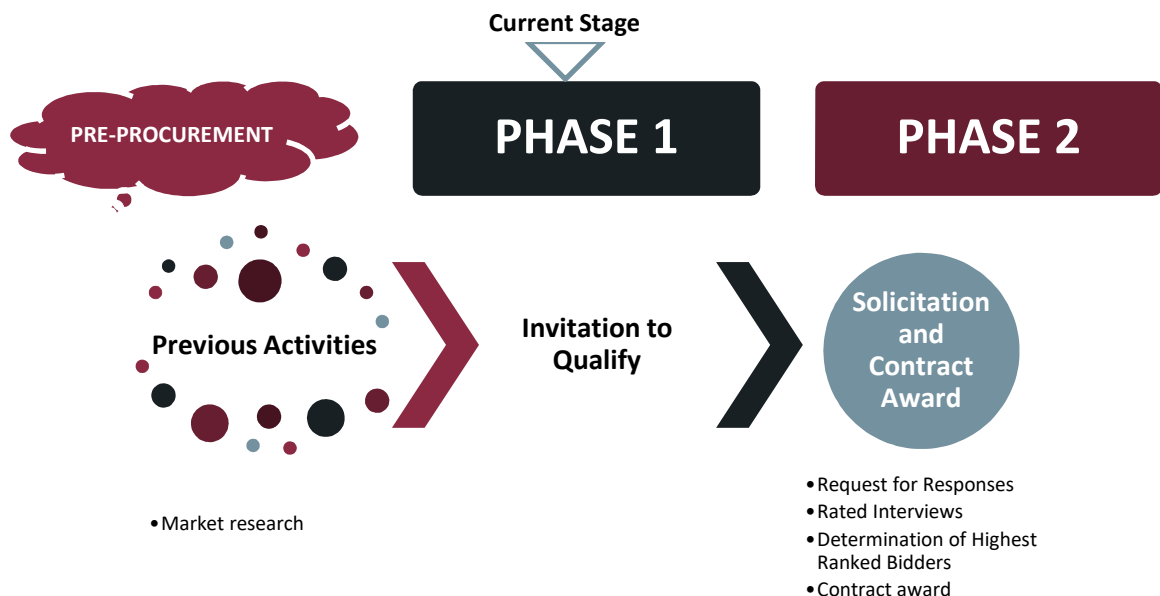
- (a) **Number of Contracts:** Currently, Elections Canada is contemplating the award of up to 10 contracts. Elections Canada may make use of other options which will be further detailed at the Solicitation and Contract Award phase.
- (b) **Term of Contract(s):** Elections Canada is currently contemplating a contract period of 2 year(s) plus 2 option periods of 1 year each.

1.3.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)

1.4 Overview of Anticipated Procurement Process

This procurement will be fulfilled through a multi-phased procurement process. The multi-phased procurement process remains subject to change or cancellation. Elections Canada anticipates that the procurement process will be conducted in the following phases and may include the associated activities:



1.4.1 Phase 1 – Invitation to Qualify (ITQ)

This ITQ is open to all suppliers and will be used to qualify Respondents to participate in subsequent phases of the procurement process. Respondents who qualify during this phase will be referred to as Qualified Respondents. This Phase 1 will result in a pre-qualified list of suppliers. Respondents will be notified of the evaluation results once the ITQ evaluation process is completed.

1.4.2 Phase 2 – Solicitation and Contract Award

Elections Canada anticipates releasing solicitation documents directly and only to those Qualified Respondents who remain qualified at the time the solicitation is released. A standard enquiries (question and answer) process will ensue and be detailed in any solicitation document. Dependent on the number of contracts to be issued, the Qualified Respondent(s) which are successful during this phase will be eligible to be awarded a contract.

1.5 **Debriefings**

Respondents may request a debriefing on the results of the ITQ. Respondents should make the request to the Contracting Authority within 15 Business Days of receipt of the results of the ITQ. At Elections Canada's discretion, the debriefing may be in writing, by telephone or in person.

Part 2. Respondent Instructions

2.1 **Instructions and Conditions**

Respondents who submit a response agree to be bound by the instructions, terms and conditions of this ITQ.

2.2 **Entire Requirement**

The ITQ contains all the relevant information relating to the requirement. Any other information or documentation provided to or obtained by a respondent from any source are not relevant to this ITQ. Respondents should not assume that practices used under previous contracts will continue, unless they are described in the ITQ. Respondents should also not assume that their existing capabilities meet the requirements of the ITQ simply because they have met previous requirements.

2.3 **Procurement Business Number**

Canadian suppliers are required to have a Procurement Business Number (PBN) before the effective date of any resulting Contract. Suppliers may register for a PBN in the Supplier

Registration Information system, on the buyandsell.gc.ca Web site. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest [Supplier Registration Agent](#).

2.4 Submission of Responses

- 2.4.1 Elections Canada requires that the respondent or the authorized representative of the respondent complete and sign the response submission form and submit such form with its response at the ITQ closing date and time. If a response is submitted by a joint venture, it must be in accordance with 2. 18.If the response submission form is not provided with the respondent's response; the Contracting Authority will request it and the respondent must provide it within the delay prescribed in such request.
- 2.4.2 It is the Respondent's responsibility to:
- (a) obtain clarification of the requirements contained in the ITQ, if necessary, before submitting a response;
 - (b) prepare its response in accordance with the instructions contained in the ITQ;
 - (c) submit a complete response by the ITQ closing date and time;
 - (d) send its response only to Elections Canada Proposal Receiving Unit specified on first page of this ITQ;
 - (e) ensure that the Respondent's name and return address, the ITQ number, and the ITQ closing date and time are clearly visible on the envelope or the parcel(s) containing the response; and,
 - (f) provide a comprehensible and sufficiently detailed response, including all requested details, that will permit a complete evaluation in accordance with the criteria set out in the ITQ.
- 2.4.3 If Elections Canada has provided Respondents with multiple formats of a document that forms part of the ITQ (for example, a document may be downloaded through the Government Electronic Tendering Service (GETS) but may also be made available on an alternate format), the format downloaded through GETS will take precedence and such GETS format should therefore be used by Respondents. If Elections Canada posts an amendment to the ITQ revising any documents provided to Respondents in multiple formats, Elections Canada will not necessarily update all formats to reflect these revisions. It is the Respondent's responsibility to ensure that revisions made through any ITQ amendment issued through GETS are taken into account in those alternate formats that were not revised as a result of an amendment.

- 2.4.4 Responses will remain valid and open for acceptance for a period of not less than 120 Business Days from the ITQ closing date. Elections Canada reserves the right to seek a written extension of the response validity period from all Respondents. If the extension is accepted by all Respondents, Elections Canada will continue with the evaluation of the responses. If the extension is not accepted by all Respondents, Elections Canada will, at its sole discretion, either continue with the evaluation of the responses of those who have accepted the extension or cancel the ITQ.
- 2.4.5 Response documents and supporting information may be submitted in either English or French.
- 2.4.6 All responses received prior to the ITQ closing date and time will become the property of Elections Canada and will not be returned. All responses will be treated as confidential, subject to the provisions of the [Access to Information Act, R.S. 1985, c. A-1](#) and the [Privacy Act, R.S. 1985, c. P-21](#).
- 2.4.7 Unless specified otherwise in the ITQ, Elections Canada will evaluate only the documentation provided with a Respondent's response. Elections Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the response in accordance with the ITQ.
- 2.4.8 A response cannot be assigned or transferred in whole or in part. In circumstances where a Respondent undergoes a corporate restructuring during the ITQ Phase, Elections Canada may, at its discretion, consent to a substitution of a response where:
- (a) a request is made by the Respondent in writing to the Contracting Authority to substitute the response; and
 - (b) the proposed substitute Respondent adopts the response for the same goods and services, on the same terms and conditions as the response submitted by the original Respondent.

2.5 Transmission by Facsimile and E-mail

Responses transmitted by facsimile or electronic mail to Elections Canada will not be accepted. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.

2.6 epost Connect

- 2.6.1 To submit a response using the epost Connect service, the respondent must either:
- (a) send directly its response 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 ITQ 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.

2.6.2 If the respondent 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 respondent to access and action the message within the conversation. The respondent will then be able to transmit its response afterward at any time prior to the ITQ closing date and time.

2.6.3 If the respondent is using its own licensing agreement to send its response, the respondent must keep the epost Connect conversation open until at least 30 Business Days after the ITQ closing date and time.

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

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

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

- (a) receipt of a garbled, corrupted or incomplete response;
- (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 response;
- (e) failure of the respondent to properly identify the response;
- (f) illegibility of the response;
- (g) security of response data; or,
- (h) inability to create an electronic conversation through the epost Connect service.

- 2.6.7 The Elections Canada Proposal Receiving Unit will send an acknowledgement of receipt of response 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 response document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- 2.6.8 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.
- 2.6.9 A response transmitted by epost Connect service constitutes the formal response of the respondent and must be submitted in accordance with Section 2.4.

2.7 Late Responses

- 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 2.8.
- 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.

2.8 Delayed Responses

- 2.8.1 A response delivered to the Elections Canada Response Receiving Unit after the ITQ closing date and time but before the announcement of the successful Qualified Respondents may be considered, provided the Respondent can clearly prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Purolator Inc. is not considered to be part of CPC for the purposes of delayed responses.

- (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 response was mailed at a date that would otherwise have allowed its delivery before the ITQ closing date.

2.8.2 Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of responses are not acceptable reasons for the response to be accepted by Elections Canada.

2.8.3 Postage meter imprints, whether imprinted by the Respondent, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

2.9 Delayed Response When Using Courier Companies

It is the responsibility of the Respondent to allow sufficient time to courier companies to deliver the Respondent's response before the ITQ closing date and time. Delays caused by courier companies, including delays caused by postal code errors, cannot be construed as "undue delay in the mail" and will not be accepted as a delayed response under Section 2.8.

2.10 Customs Clearance

It is the responsibility of the Respondent to allow sufficient time to obtain customs clearance, where required, before the ITQ closing date and time. Delays related to the obtaining of customs clearance cannot be construed as "undue delay in the mail" and will not be accepted as a delayed response under Section 2.8.

2.11 Legal Capacity

The Respondent must have the legal capacity to act at all phases of the procurement process. If the Respondent is a sole proprietorship, a partnership or a corporate body, the Respondent must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Respondents submitting a response as a Joint Venture.

2.12 Rights of Elections Canada

2.12.1 Elections Canada reserves the right to:

- (a) reject any or all responses received in response to the ITQ;

- (b) cancel the ITQ and/or RRR and/or anticipated solicitation at any time;
- (c) reissue the ITQ;
- (d) if no responsive responses are received and the requirement is not substantially modified, reissue the ITQ by inviting only the Respondents that had submitted a response to resubmit responses within a period designated by Elections Canada; and
- (e) proceed to the Solicitation and/or Contract Award phases of the procurement only with those Qualified Respondents.

2.13 Communications

- 2.13.1 To ensure the integrity of the competitive procurement process, questions and other communications regarding the RFP must be directed only to the Contracting Authority identified in the RFP through email only at proposition-proposal@elections.ca. Failure to comply with this requirement may result in the proposal being declared non-responsive.
- 2.13.2 To ensure consistency and quality of information provided to bidders, and subject to Section 2.15, questions received and the answers to such questions that result in clarifications or modifications to the requirement or that provide additional information related to the requirement will be provided simultaneously to all bidders to which the RFP has been sent, in the same manner in which the RFP was sent, without revealing the sources of the questions.
- 2.13.3 In the event that a dispute, conflict or misunderstanding between a bidder and the Contracting Authority arises during the procurement process, the bidder's recourse to address such dispute, conflict or misunderstanding is to contact the Elections Canada Chief Procurement Officer at Robert.Ashton@elections.ca.

2.14 Questions

- 2.14.1 All questions must be submitted in writing to the Contracting Authority no later than ten Business Days before the ITQ closing date. Questions received after that time may not be answered.
- 2.14.2 Bidders should reference as accurately as possible the numbered item of the RFP to which the question relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Elections Canada to provide an accurate answer. Technical questions that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Elections Canada determines that the question is not of a proprietary nature. Elections Canada may edit the questions or may request that the bidder do so, so that the proprietary

nature of the question is eliminated, and the question can be answered with copies to all bidders. Questions not submitted in a form that can be distributed to all bidders may not be answered by Elections Canada.

2.15 Response and Participation Costs

No reimbursement or payment will be made for any costs incurred in the preparation and submission of a response in response to the ITQ or in participation in the RRR phase. All costs associated with preparing and submitting a response, as well as any costs incurred by the Respondent associated with the evaluation of the response, travel or in attending meetings, are the sole responsibility of the Respondent.

2.16 Conduct of Evaluation

2.16.1 In conducting its evaluation of the responses, Elections Canada may, but will have no obligation to, do the following:

- (a) seek clarification or verification from Respondents regarding any or all information provided by them with respect to the ITQ;
- (b) contact any or all client references supplied by Respondents to verify and validate any information submitted by them;
- (c) request specific information with respect to Respondents' legal status;
- (d) conduct a survey of Respondents' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the ITQ;
- (e) verify any information provided by Respondents through independent research, use of any government resources or by contacting third parties; and
- (f) interview, at the sole costs of Respondents, any Respondent.

2.16.2 Respondents must comply with any request related to any of the items listed in Subsection 2.16.1 within the delay prescribed in such request. Failure to comply with the request may result in the response being declared non-responsive.

2.17 Rejection of Responses

2.17.1 Elections Canada may reject a response where any of the following circumstances is present:

- (a) the Respondent is bankrupt or, for whatever reason, its activities are rendered inoperable for an extended period;

- (b) evidence, satisfactory to Elections Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Respondent, any of its employees or any subcontractor included as part of the response;
- (c) evidence, satisfactory to Elections Canada, that based on past conduct or behavior, the Respondent, a subcontractor or an Affiliate who is to perform the Work is unsuitable or has conducted himself/herself improperly;
- (d) Elections Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Respondent, any of its employees or any subcontractor included as part of the response; and
- (e) Elections Canada determines that the Respondent's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Respondent performed the Work in accordance with those contracts, is sufficiently poor to jeopardize the successful completion of the requirement of this ITQ.

2.17.2 Where Elections Canada intends to reject a response pursuant to a provision of Subsection 2.17.1, the Contracting Authority will so inform the Respondent and provide the Respondent 10 Business Days within which to make representations, before making a final decision on the rejection of the response.

2.18 Conflict of Interest – Unfair Advantage

2.18.1 In order to protect the integrity of the procurement process, Respondents are advised that Elections Canada may reject a response in the following circumstances:

- (a) if the Respondent, any of its subcontractors, or any of their respective employees or former employees was involved in any manner in the preparation of the ITQ or in any situation of conflict of interest or appearance of conflict of interest;
- (b) if the Respondent, any of its subcontractors, or any of their respective employees or former employees had access to information related to the ITQ that was not available to other Respondents and that would, in Elections Canada's sole discretion, give or appear to give the Respondent an unfair advantage.

2.18.2 The experience acquired by a Respondent who is providing or has provided the goods and services described in the ITQ (or similar goods or services) will not, in itself, be considered by Elections Canada as conferring an unfair advantage or creating a conflict of interest, subject however, if such Respondent trigger any of the circumstances identified in Paragraphs 2.18.1(a) and (b).

2.18.3 Where Elections Canada intends to reject a response under this Section, the Contracting Authority will inform the Respondent and provide the Respondent an opportunity to make representations before making a final decision. Respondents who are in doubt about a particular situation should contact the Contracting Authority before the ITQ closing date. By submitting a response, the Respondent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Respondent acknowledges that it is within Elections Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

2.19 Proposal Costs

2.19.1 No payment will be made for costs incurred in the preparation and submission of a response in response to the ITQ. Costs associated with preparing and submitting a response, as well as any costs incurred by the respondent associated with the evaluation of the response, are the sole responsibility of the respondent.

2.20 Former Public Servant

2.20.1 Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Elections Canada will inform the bidder of a time frame within which to provide the information. Failure to comply with Elections Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

2.20.2 For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S.C., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service.

The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

“pension” means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act (PSSA)*, R.S.C., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S.C., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S.C., 1985, c. C-17, the *Defence Services Pension Continuation Act*, R.S.C, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, R.S.C. 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S.C, 1985, c. R-11, the *Members of Parliament Retiring Allowances Act* , R.S.C, 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

2.20.3 Is the bidder an FPS in receipt of a pension as defined above? YES () NO ()

If yes, the bidder must provide the following information:

name(s) of FPS;

date of termination of employment or retirement from the Public Service.

By providing this information, bidders agree that the successful bidder’s status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

2.20.4 Is the bidder an FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If yes, the bidder must provide the following information:

name of FPS;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

- 2.20.5 For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including applicable taxes.

2.21 Joint Venture

- 2.21.1 A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit together a proposal on a requirement. Bidders who submit a proposal as a joint venture must indicate clearly that it is a joint venture and provide the following information:
- a. the name of each member of the joint venture;
 - b. the PBN of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
 - d. the name of the joint venture, if applicable.
- 2.21.2 If the information is not clearly provided in the proposal, the bidder must provide the information on request from the Contracting Authority within the delay prescribed in such request.
- 2.21.3 The bid submission form and the Contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFP and the Contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally liable for the performance of the Contract.

2.22 Applicable Laws

- 2.22.1 The ITQ must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, subject always to any paramount or applicable federal laws.
- 2.22.2 Respondents may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their response, by indicating in their response the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the laws of Ontario are acceptable to the Respondent.

Part 3. Response Preparation Instructions

3.1 Response Preparation Instructions

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

3.1.2 Copies of Response

- (a) In the case of responses being 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: ITQ Response 1 hard copy and one soft copy on USB.

Section II: Certifications 1 hard copy and one soft copy on USB.

In the event that a respondent fails to provide the number of copies required, the Contracting Authority will contact the respondent and provide the respondent 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 response non-responsive.

- (b) In the case of responses 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 respondent should adhere to the following naming conventions for each document by indicating:

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

For Example: ECXX-ITQ-20-0123_ABC Company_Section I – Response

3.1.3 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.

3.1.4 If the respondent is simultaneously providing copies of its response 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.

- 3.1.5 Pricing or financial information is not a requirement and should not be included in the response.
- 3.1.6 Elections Canada requests that bidders follow the format instructions described below in the preparation of their response;
- a) use 8.5 x 11 inch (216 mm x 279 mm) page size; and
 - b) use a numbering system that corresponds to the ITQ.
- 3.1.7 To assist in reaching the objective set out in the [Policy on Green Procurement](#), bidders are encouraged to:
- (a) Submit responses 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.

3.2 Section I – Response

- 3.2.2 The response must demonstrate and substantiate compliance with all ITQ mandatory evaluation criteria found in Part 4 – Evaluation Procedures and Basis of Qualification, Annex A ITQ Mandatory Evaluation Criteria.

3.3 Section II – Certifications and Additional Information

- 3.3.1 Respondents must submit the certifications and additional information required under Part 6 - Certifications and Additional Information.

Part 4. Evaluation Procedures and Basis of Qualification

4.1 General Evaluation Procedures

- 4.1.1 Responses will be assessed in accordance with the entire requirement of the ITQ including the evaluation criteria.
- 4.1.2 An evaluation team composed of representatives from Elections Canada will evaluate the responses. Elections Canada may hire any independent consultant, or use any government

resources, to evaluate any response. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation. By submitting a response, Respondents consent to the release of those responses to the third-party consultants retained by Elections Canada, subject to Elections Canada's obtaining its usual confidentiality undertakings from these third parties.

4.1.3 In addition to any other time periods established in the ITQ:

- (a) **Requests for Clarification:** If Elections Canada seeks clarification or verification from the Respondent about its response, including certifications, the Respondent will have two Business Days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Elections Canada. Failure to meet this deadline will result in the response being declared non-responsive.
- (b) **Extension of Time:** If additional time is required by the Respondent, the Contracting Authority may grant an extension at its sole discretion.

4.2 ITQ Mandatory Evaluation Criteria

- 4.2.1 Each response will be reviewed to determine whether it meets the mandatory requirements of the ITQ. Any element of the ITQ identified with the words "must" or "mandatory" is a mandatory requirement. Respondents that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- 4.2.2 Respondents should demonstrate their understanding of the requirements contained in this ITQ and address clearly and in sufficient depth the points that are subject to the evaluation. Simply repeating the statement contained in the ITQ is not sufficient.
- 4.2.3 Only referenced material included within the Respondent's response, or clarified upon request by the Contracting Authority, will be evaluated. Reference material outside of the Respondent's response will not be considered. It is the sole responsibility of the Respondent to provide sufficient information so that their responses can be adequately evaluated.

4.3 Basis of Qualification

- 4.3.1 A response must comply with the requirements of the ITQ and meet all ITQ mandatory evaluation criteria to be declared responsive. A Respondent whose response has been declared responsive is a Qualified Respondent for the next phase of the ITQ or anticipated solicitation process. However, Elections Canada reserves the right to re-evaluate the qualification of any Qualified Respondent at any time during the next phase of the ITQ or anticipated solicitation process.
- 4.3.2 Unless Elections Canada determines in its sole discretion to conduct a second qualification round in accordance with Section 4.4, unsuccessful Respondents will not be given another

opportunity to participate or be re-evaluated for the subsequent phases of the procurement process.

- 4.3.3 All Respondents will be notified in writing by the Contracting Authority regarding whether or not they have qualified.

4.4 Second Qualification Round

- 4.4.1 Elections Canada reserves the right, in its sole discretion, to conduct a second qualification round among the unsuccessful Respondents if, in Elections Canada's sole discretion, the evaluation of responses to this ITQ is completed and results in an insufficient number of Qualified Respondents.
- 4.4.2 If Elections Canada determines that unsuccessful Respondents will be given a second opportunity to qualify, Elections Canada will provide written information to all unsuccessful Respondents regarding the reasons they were unsuccessful during the evaluation of responses to this ITQ.
- 4.4.3 There will be no substantial modifications made to the requirement or the ITQ mandatory evaluation criteria for the second qualification round. Elections Canada may however, at its sole discretion, include minor adjustments to the ITQ. Those adjustments will not have any impact on the nature or scope of the overall requirements.
- 4.4.4 Unsuccessful Respondents will be given seven Business Days following notification of a second qualification round (or a longer period if specified in writing by the Contracting Authority) to re-submit a response to the ITQ.
- 4.4.5 Any Respondent who does not qualify as a result of the second qualification round will be declared non-responsive and will not be given another opportunity to participate or be re-evaluated for any subsequent phase of this procurement process.

Part 5. Certifications and Additional Information

- 5.1 Respondents must provide the required certifications and additional information, including all annexes required under Part 5. Elections Canada will declare a response non-responsive if the required certifications and additional information are not completed and submitted as requested.
- 5.2 The respondents' compliance with the certifications provided to Elections Canada is subject to verification by Elections Canada during the evaluation phase. The Contracting Authority will have the right to ask for additional information to verify respondents' compliance with the certifications. The response will be declared non-responsive if any certification made by

the respondent is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the response non-responsive.

5.3 The certifications and additional information should be completed and submitted with the response but may be submitted afterwards. If the certifications and additional information are not completed and submitted as requested, the Contracting Authority will so inform the respondent and provide the respondent 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 response non-responsive.

5.4 Independent Proposal

5.4.1 By submitting a response, the respondent certifies that:

- a. they have read and understand the contents of Part 5 – Certifications and Additional Information;
- b. they understand that the response will be disqualified if any of the certifications are found not to be true and complete in every respect;
- c. each person whose signature appears on the response has been authorized by the respondent to determine the terms of, and to sign, the response, on behalf of the respondent;
- d. for the purpose of this certification and the response they understand that the word “competitor” shall include any individual or organization, other than the respondent, whether or not an affiliate of the respondent, who:
 - i. has been requested to submit a response in response to the invitation to qualify;
 - ii. could potentially submit a response in response to the invitation to qualify, based on their qualification, abilities or experience;
- (e) the respondent has:
 - i. arrived at the response independently from, and without consultation, communication, agreement or arrangement with, any competitor; or,
 - ii. entered into consultations, communications, agreements or arrangements with one or more competitors regarding this invitation to qualify, and the respondent disclosed, in the attached documents complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultation, communications, agreements or arrangements;
- (f) in particular, without limiting the generality of subparagraphs (e)i. or (e)ii. above, there has been no consultation, communications, agreement or arrangement with any competitor regarding:

- i. prices
- ii. methods, factors or formulas used to calculate prices;
- iii. the intention or decisions to response, or not to response, a response; or
- iv. the submission of a response which does not meet the specifications of the invitation to qualify

except as specifically disclosed pursuant to subparagraph (e)ii. above:

- (g) in addition, there has been no consultation, communications, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this invitation to qualify relates, except as specially authorized by the Contracting Authority or as specifically disclosed pursuant to subparagraph (e)ii. above;
- (h) the terms of the response have not been, and will not be, knowingly disclosed by the respondent, directly or indirectly, to any competitor, prior to the date and time of the official response opening, or of the request for proposal, whichever comes first, unless otherwise required by law or as specially disclosed pursuant to subparagraph (e)ii. above.

5.5 Education and Experience

5.5.1 The respondent certifies that all the information provided in the résumés and supporting material submitted with its response, particularly the information pertaining to education, achievements, experience and work history, has been verified by the respondent to be true and accurate. Furthermore, the respondent warrants that every resource proposed by the respondent for the requirement is capable of performing the Work described.

5.6 Avoidance of Political Partisanship

5.6.01 The Contractor represents and warrants that:

- (a) he/she or its officers and employees who will be responsible of the performance of the Work or supervising the carrying out of the Work, is/are not presently, or will not become engaged during the Term of the Contract, in politically partisan activities at the federal, provincial, territorial or municipal level. Politically partisan activities include actively or publicly supporting or opposing the election of any federal, provincial, territorial or municipal political party or candidate for federal, provincial, territorial or municipal elective office, or any federal, provincial, territorial or municipal referendum committee;
- (b) he/she or its officers and employees who will be responsible of the performance of the Work or who supervise the carrying out of the Work shall not perform work or supervise work for or on behalf of any federal, provincial, territorial or municipal political party nor any candidate for federal, provincial, territorial or municipal elective office, nor any person, body, agency or institution with politically partisan purposes or objectives at the federal, provincial, territorial

or municipal level, nor any federal, provincial, territorial or municipal referendum committee, where the performance or supervision of such work raises a reasonable apprehension of political partisanship.

5.6.02

Subsection 5.6.01 does not prevent the Contractor or its officers and employees, who perform or supervise the Work, to also work or supervise the work set out in a mandate from the Chief Electoral Officer of a Province or Territory of Canada, or from another similar electoral authority of a Province or Territory of Canada, or from any other public institution that is politically neutral or non-partisan in nature, or from a person who is politically neutral or non-partisan in nature.

Annex A: ITQ Mandatory Evaluation Criteria

Respondents must meet all of the mandatory requirements in this annex. In accordance with Part 4 – Evaluation Procedures and Basis of Qualification, Elections Canada may contact the client-reference contact for the referenced project(s) to validate Respondent’s responses.

Substantiation of Technical Compliance

1. Respondents must respond to the corresponding mandatory requirements by providing a description explaining, demonstrating, substantiating and justifying their qualifications. Respondents are requested to utilize the unique number and associated title of each mandatory requirement in their response. Respondents are requested to indicate where their mandatory requirement is met by entering the location (e.g. volume/binder number, page number, etc.) in the “Cross Reference to Response” column. Respondent’s responses to the mandatory requirements will be evaluated as either “Met” or “Not Met”. A single “Not Met” will result in the response being deemed non-responsive.
2. Respondents should only provide the required reference project(s) as indicated in each mandatory requirement. If more than the required number of reference project(s) is provided, the Respondents will be required to clarify which reference project(s) apply to corresponding mandatory requirement(s).
3. In determining years of experience, overlapped years or months for projects submitted by the Respondent to demonstrate such experience will only be counted once for evaluation purposes.
4. Reference project(s) must have been commenced by the ITQ closing date. For projects that have not been completed at the ITQ closing date, the project duration will be calculated as the duration between the project start date and the ITQ closing date.

#	ITQ Mandatory Evaluation Criteria	Cross Reference to Response
M1	<p>Curriculum Vitae</p> <p>The Respondent must submit a relevant curriculum vitae for itself and/or the respondents proposed resource(s).</p> <p>Relevant is defined as experience related to the nature of the requirement as defined in the Annex A – Statement of Work.</p> <p>Submission Requirement</p> <p>The Respondent must provide a Microsoft Word file or equivalent that contains the curriculum vitae of the Respondent or the Respondents proposed resource(s) in the response.</p>	
M2	<p>Official Languages</p> <p>The Respondent or the Respondents proposed resource(s) must possess, at a minimum, the following proficiency in English and French:</p> <ul style="list-style-type: none"> •Oral proficiency = 3+ •Written comprehension = 3+ •Written expression = 3+ <p>The following websites describe the language requirement; requirements: https://www.govtilr.org/Skills/ILRscale2.htm</p> <p>Submission requirement</p> <p>The Respondent must clearly indicate the level of proficiency of the Respondent or the Respondents proposed resource(s) in the response.</p>	
M3	<p>Media Writing</p> <p>The Respondent or the Respondents proposed resource(s) must clearly demonstrate, by providing two samples of previously written news releases, which the respondent or the respondents proposed resource(s) has (have) written. Each written news release must include:</p> <ol style="list-style-type: none"> a) a descriptive title, a lead, a date and location, bullet points and linked text as appropriate; and b) be no more than 500 words and be submitted in Microsoft Word 	

	<p>format or equivalent.</p> <p>Submission Requirements</p> <p>The Respondent must supply a Microsoft Word file or equivalent that contains the elements a) and b) for the Respondent or the Respondents proposed resource(s) in the response.</p>	
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Part 6. Security

6.1 A preliminary version of the SRCL has been included as an annex to this ITQ. These requirements are subject to change and are provided for information purposes and Elections Canada reserves the right to revise the security requirements. However, any Respondent that does not have the security clearances described in the preliminary SRCL may wish to initiate the process to ensure they meet the requirements.

6.2 Authorities

6.2.1 Contracting Authority

The Contracting Authority is:

Tiffany Denny
Senior Advisor
Procurement and Contracting Services
Elections Canada
30 Victoria Street
Gatineau QC K1A 0M6
Tel: 1-343-548-8470
E-mail: Supplier@elections.ca

6.2.2 Technical Authority

The Technical Authority is:

Nick Gamache
Elections Canada
30 Victoria Street
Gatineau QC K1A 0M6
Tel: 343-548-9061
E-mail: Nick.Gamache@elections.ca

6.2.3 Qualified Respondent's Representative

The Qualified Respondent's Representative is:

[insert name]
[insert title]
[insert company]

[insert address]

Tel: [insert number]

E-mail: [insert e-mail]

The Qualified Respondent's Representative is the main point of contact for the Elections Canada Contracting Authority and Technical Authority throughout the ITQ phase.

Annex A: High Level Requirements

INTRODUCTION

Elections Canada requires Regional Media Advisor Services on an as and when requested basis to provide media relations services during an Electoral Event. An Electoral Event is defined as a general election, by-election or federally organized referendum. The Canada Elections Act states that an Electoral Event must last a minimum of 36 days (plus polling day) and a maximum of 50 days (plus polling day).

For the purposes of this requirement, an Electoral Event will be considered to have begun when the writs are issued for a federal general election. A writ means a formal written order instructing the returning officer in each electoral district to hold an election to elect a Member of Parliament;

PROJECT BACKGROUND

During and outside of Electoral Events, Elections Canada provides media and public relations services which involve:

- a. answering French or English media queries, by phone or email
- b. conducting interviews (print/broadcast/online)
- c. developing proactive media relations strategies to support Elections Canada's communications objectives
- d. writing media lines, backgrounders, Q&As, social media messages, web content and other documents
- e. preparing and disseminating press releases, media advisories and other media products
- f. organizing news conferences, technical briefings and media lock-ups
- g. researching and providing background information on topics of interest to members of the agency
- h. providing media training and public relations/media relations support to Elections Canada employees, Field Liaison Officers and ROs
- i. supporting and implementing Elections Canada's ongoing strategic communications objectives and deliverables

OBJECTIVE

The objective is to provide the media and by extension, the Canadian public—with accurate, timely information about federal Electoral Events and Elections Canada's role and work.

Media Relations and Strategic Communications Services

During an Electoral Event at the request of the Technical Authority the Contractor must provide the following Media Relations and Strategic Communications Services:

- a) answer media queries submitted by email and phone (individual Regional Media Advisors will be assigned specific geographic locations, which will include answering calls from pre-determined area codes) using pre-approved information (media lines, backgrounders, web content, etc.) to be supplied by the Technical Authority;
- b) make proactive media calls to pitch stories or provide clarifications to media in a pre-determined geographic area;
- c) when a media query cannot be answered using existing approved content, research a response and/or pass the query on to Elections Canada headquarters (ECHQ) staff according to approval protocols outlined by the Technical Authority;
- d) log and evaluate requests for interviews;
- e) as permitted under approval protocols established by the Technical Authority, conduct media interviews for print, online, and broadcast media;
- f) log all media requests on the template provided;
- g) compile statistics and reports on media requests and coverage;
- h) participate in on-site and remote training at ECHQ or in the Ottawa–Gatineau area;
- i) draft news releases, media advisories, media lines, communication strategies and/or other media relations-related documents;
- j) provide media relations and strategic communications advice to ECHQ staff;
- k) organize and deliver media relations training to Field Liaison Officers, Returning Officers and any other local election officer that have been previously identified by an Returning Officer. This may include, but is not limited to, interview preparation and crisis communications training;
- l) provide advertising placement advice or assist in placing advertising in national and/or regional media;

- m) produce and deliver to the Technical Authority a daily field report on regional and national media issues;
- n) participate in conference calls as requested by the Technical Authority; and
- o) work in Elections Canada media-related software for which they will be provided training by ECHQ. They must also work with Windows-compatible word processing software, various databases, and internet-based communications tools (wikis, Twitter, Facebook, etc.).

Annex B: Definitions

- 1.01.01 This Annex outlines the terminology and acronyms employed throughout the ITQ but not already defined or interpreted in the ITQ.
- 1.01.02 The definitions of words and terms in the ITQ apply to capitalized words and terms used as if those words and terms were defined herein.
- 1.01.03 The headings used in the ITQ are inserted for convenience of reference only and shall not affect their interpretation.
- 1.01.04 In the ITQ, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter.
- 1.01.05 In the ITQ, unless the context otherwise requires:

Affiliate	means a business concern, organization or individual that, directly or indirectly, 1) either one controls or has the power to control the other, or 2) a third party has the power to control both. Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the charges or convictions contemplated in this Section which has the same or similar management, ownership, or principal employees as the Respondent that is charged or convicted, as the case may be
Business Day	means a day other than a Saturday, Sunday or statutory holiday in the province of Quebec
Contracting Authority	means the individual responsible for the management of the ITQ, and any changes to the ITQ must be authorized in writing by the Contracting Authority
Elections Canada	means the Office of the Chief Electoral Officer, commonly known as Elections Canada
ITQ	means Invitation to Qualify and is considered as phase 1 of this procurement process
Instructions	means Instructions established in Part 2
Joint Venture	has the meaning ascribed to it in Section 2.21
Qualified Respondent	means the person or Affiliate (or, in the case of a Joint Venture, the persons or Affiliates) who successfully qualify during phase 1 of the ITQ once the evaluation process is completed
Qualified Respondent's Representative	means the individual designated by the Qualified Respondent's as the main point of contact for the Elections Canada Contracting Authority and Technical Authority throughout the ITQ
Respondent	means the person or Affiliate (or, in the case of a Joint Venture, the persons or Affiliates) submitting a response to become a Qualified Respondent. It

	does not include the parent, subsidiaries or other Affiliates of the Respondent, or its subcontractors
SRCL	means Security Requirements Checklist
Solicitation and Contract Award	means phase 2 of this procurement process
Technical Authority	means the individual responsible for all matters concerning the technical requirement of the work under the ITQ

Annex C: Preliminary Security Requirements Checklist (SRCL)

See attached SRCL.

Form 1 - Response Submission Form

BIDDER INFORMATION	
Full Legal Name	Procurement Business Number (PBN) Refer to Part 2 of the RFP for instructions
Please ensure that the PBN you provide matches the legal name under which you have submitted your proposal. If it does not, the bidder will be determined based on the legal name provided, not based on the PBN, and the bidder will be required to submit the PBN that matches the legal name of the bidder.	

BIDDER'S REPRESENTATIVE Single Point of Contact		
Full Name	Email Address	
Title	Address	Telephone Number

SECURITY CLEARANCE LEVEL OF BIDDER	
This information is only required if there is a security requirement listed under Part 6 of the RFP.	
Level:	
Date granted:	
Please ensure that the security clearance matches the legal name of the bidder. If it does not, the security clearance is not valid for the bidder.	

SECURITY CLEARANCE LEVEL OF BIDDER'S RESOURCES	
This information is only required if there is a security requirement listed under Part 6 of the RFP.	
Resource Name	Date of Birth or Security File Number
Are additional resource names provided elsewhere? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If additional rows are required, please include the information on a separate page in your proposal.	

FORMER PUBLIC SERVANTS (FPS)

See the Article in Part 2 of RFP entitled Former Public Servant for a definition of "Former Public Servant"

Is the bidder a FPS in receipt of a pension as defined in the bid solicitation?

Yes No

If yes, provide the following information:

(a) name(s) of FPS;

(b) date of termination of employment or retirement from the Public Service.

Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?

Yes No

If yes, provide the following information:

a) name of FPS;

b) conditions of the lump sum payment incentive;

c) date of termination of employment;

d) amount of lump sum payment;

e) rate of pay on which lump sum payment is based;

f) period of lump sum payment including start date, end date and number of weeks;

g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

JURISDICTION OF CONTRACT

Province or territory in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in Part 2 of the RFP)

The bidder, as identified above, offers to sell to the Chief Electoral Officer of Canada, or any person authorized to act on their behalf, the goods and services listed in the solicitation and on any attached sheets at the identified prices and in accordance with the terms and conditions set out in the solicitation.

On behalf of the bidder, by signing below, I confirm that I have read the entire solicitation including the documents incorporated by reference into the solicitation and I certify that:

1. The proposal in response to this solicitation has been executed on behalf of the bidder by a duly authorized officer of the bidder.
2. The bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the solicitation;
3. This proposal is valid for the period requested in the solicitation;
4. All the information provided in the proposal is complete, true and accurate; and
5. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the solicitation.

Signature of Authorized Representative of the Bidder	
Name of Authorized Representative of the Bidder	
Title of Authorized Representative of the Bidder	
Date	

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Elections Canada		2. Branch or Directorate / Direction générale ou Direction Public Affairs and Civic Education	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Regional Media Advisors during general elections. RMA offers media relations services on behalf of Elections Canada by granting interviews and background information to journalists.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Contract Number / Numéro du contrat ECTD-ITQ-20-0321
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat ECTD-ITQ-20-0321
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Nick Gamache		Title - Titre Acting Director, Media Relations and Envir	Signature Gamache, Nick <small>Digitally signed by: Gamache, Nick DN: CN = Gamache, Nick C = CA O = GC OU = ELECTC-ELECTC Date: 2020.07.09 15:26:54 -04'00'</small>
Telephone No. - N° de téléphone 343-548-9061	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel nick.gamache@elections.ca	Date July 9, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Daniele Bouchard,		Title - Titre Manager, Security Operations	Signature Bouchard, Daniele <small>Digitally signed by: Bouchard, Daniele DN: CN = Bouchard, Daniele C = CA O = GC OU = ELECTC-ELECTC Date: 2020.07.09 15:34:10 -04'00'</small>
Telephone No. - N° de téléphone 613-301-9827	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel daniele.bouchard@elections.ca	Date 2020-07-09
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Tiffany Denny		Title - Titre Sr. Advisor - PCS	Signature Tiffany Denny <small>Digitally signed by: Denny, Tiffany DN: CN = Denny, Tiffany C = CA O = GC OU = ELECTC-ELECTC Date: 2020.10.07 11:18:48 -04'00'</small>
Telephone No. - N° de téléphone 343-548-8470	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Tiffany.Denny@elections.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date