



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

INVITATION TO QUALIFY AMENDMENT

The Invitation to Qualify is hereby amended; unless otherwise indicated, all other terms and conditions of the Invitation to Qualify remain the same.

ITQ Amendment No.	ITQ Amendment Date:
2	October 20, 2020

Office of the Chief Electoral Officer File No.
ECTD-ITQ-0321

Title:
Regional Media Advisor Services

Invitation to Qualify Closing Date:
November 10, 2020 at 2:00pm (Gatineau Time)

ENQUIRIES – address enquiries to the Contracting Authority:
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca

Attention:	Tel No.
Tiffany Denny	343-548-8470

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Invitation to Qualify for Regional Media Advisor Services bearing number ECTD-ITQ-0321 and dated October 8, 2020 (the "ITQ"). This amendment hereby forms part of the ITQ.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the ITQ and used in this amendment shall have the same meanings assigned to them in the ITQ.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Invitation to Qualify and Elections Canada hereby answers as follows:

2.1 Question No. 5

Question: We specialize in media and crisis communication training. Are respondents required to provide all services or will you consider responses from specialized proponents, i.e., to provide training only?

Answer: The Respondent or the Respondents proposed resource(s) would be expected to perform the services outlined in the Statement of Work as a Regional Media Advisor. At this time Elections Canada is not seeking training services.

2.2 Question No.6

Question: Our firm provides media training for MPs and their eligible staff under contract to the House of Commons. We have no control over which Members and eligible staff undertake our training. Does this in any way represent a conflict of interest?

Answer: No, the situation described would not represent a conflict of interest in relation to Conflict of Interest - Unfair advantage identified in Part 2 of the ITQ document.

2.3 Question No. 7

Question: Some of our personnel hold memberships in Canadian political parties and make occasional donations. Does this disqualify them from this invitation?

Answer: No this would not represent a disqualification at this stage. However, it should be noted that the Avoidance of Political Partisanship clause identified in Part 5 of the

Invitation to Qualify document will become applicable at the Request for Proposal stage. Each qualified respondent will be asked to certify that it is not presently or will not become engaged in any politically partisan activities at the federal, provincial, territorial or municipal level.

2.4 Question No. 8

Question: Can I submit my proposal in French and still be considered for positions in English?

Answer: During this Phase 1 - Invitation to Qualify respondents are asked to submit their response in either English or French. Each respondent will be evaluated against the mandatory criteria identified in Annex A. During Phase 2 – Request for Proposal – qualified respondents will be asked if they are submitting a bid to perform services in English or French or Both.

2.5 Question No. 9

Question: Can I write my proposal in French and submit my samples in English or vice-versa?

Answer: Yes

Part 3. Amendments

3.1 Amendment to Section 5.1 of Part 5 Certifications and Additional Information

Section 5.1 of the Invitation to Qualify is hereby amended to read in its entirety as follows:

- 5.1 Respondents must provide the required certifications and additional information, required under Part 2, Section 2.20. Elections Canada will declare a response non-responsive if the required certifications and additional information are not completed and submitted as requested.

3.2 Amendment to Section 5.6 of Part 5 Certifications and Additional Information

The Invitation to Qualify is hereby amended by adding after Section 5.6. the following new Section;

5.7 Additional Information

- 5.7.01 The section 5.06 Avoidance of Political Partisanship Clause must only be certified from Phase 2 of the Invitation to Qualify.

