



COMMISSAIRE AUX ÉLECTIONS FÉDÉRALES
COMMISSIONER OF CANADA ELECTIONS

Commissioner of Canada Elections
30 Victoria Street
Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No. 1	RFP Amendment Date: May 6, 2021
File No. ECSM-RFP-2021-0040	
Title: Open Source Analyst	
Request for Proposal Closing Date: May 18, 2021 at 2:00PM (Gatineau Time)	
ENQUIRIES – address enquiries to the Contracting Authority: Commissioner of Canada Elections 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Stefania Menasce	Tel No. 873-416-1578

Part 1. Interpretation

- 1.1** Elections Canada on behalf of the Commissioner hereby amends in accordance with this amendment the Request for Proposal for Open Source Analyst bearing number ECSM-RFP-2021-0040 and dated April 21, 2021 (the "RFP"). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following questions have been asked in response to the Request for Proposal and Elections Canada on behalf of the Commissioner, hereby answers as follows:

2.1 Question No. 1

Question:

Could you let us know if you have a location preference or are you open to an east coast agency for this work?

Answer:

The proposed resource must be available between the hours of 7:00 a.m. to 5:00 p.m. Gatineau Time Monday to Friday for up to five days per week, as and when requested.

The proposed resource must be able to be onsite at the CCE's offices within forty-eight hours of being notified (by telephone and/or email) should their services be required on an urgent basis.

The CCE offices are located at 22 Eddy Street, Gatineau, QC.

Additionally, as and when requested by the Technical Authority, the Contractor may be required to travel to perform the Work.

Travel costs to perform the work do not include costs incurred to travel to and from the CCE offices if the proposed resource works or resides from a location outside of the National Capital Region.

2.2 Question No. 2Question:

Although we have security clearances for a variety of team members, the individuals being put forward for this proposal do not all have the security clearance required and having been through it during COVID it has been a long process. Could we request that we commit to getting the security clearances as part of our contract negotiations as we may not have it prior to submission?

Answer:

CCE anticipates to award the contract soon after the RFP closing date, and require that the Contractor be ready to start performing the services. Delaying the security clearance would impact the anticipated timeframe and for this reason it is compulsory that security verification be completed prior to the RFP closing date.

2.3 Question No. 3Question:

Could you let us know if you have an annual budget in mind for this work?

Answer:

A level of effort has been identified in Part 9 – Financial Evaluation Criteria with 220 Business days being the maximum estimated annual days of work. That said, the level of effort is an estimate only as the level of effort is unknown at this time. The proposed resource will be required “on an as and when requested basis” and therefore we are unable to provide an approximate budget. The level of effort may also vary from one week to another.