



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. 2	RFP Amendment Date: May 14, 2021
File No. ECSM-RFP-2021-0040	
Title: Open Source Analyst	
Request for Proposal Closing Date: May 25, 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. 4

Question:

Would the Commissioner consider an amendment of M1 - requiring a degree or diploma in any field to include or equivalent operational experience in Open Source Intelligence (OSINT)?

Rationale: Although possessing a degree is commendable, the mandatory in this RFP is asking for any post-secondary education, not specific to the duties and responsibilities. I feel that extensive OSINT experience should be considered as an equivalent.

Answer:

The Commissioner has considered your request and removed M1 from the mandatory criteria. As such, the Request for Proposal is amended in accordance with Sections 3.2 of this amendment.

2.2 Question No. 5

Question:

Will the Commissioner consider extending the deadline of the RFP?

Answer:

The Request for Proposal closing date has been extended until May 25, 2021 at 2:00PM (Gatineau Time)

Part 3. Amendments

3.1 Amendment to the closing date of the Request for Proposal

The Request for Proposal is hereby amended as follows:

On Page 1 of the RFP:

Request for Proposal Closing Date:

Delete: May 18, 2021 at 2:00 p.m. (Gatineau time)

Insert: May 25, 2021 at 2:00 p.m. (Gatineau time)

3.2 Amendment to Part 8 – Technical Evaluation Criteria

The Request for Proposal is hereby amended by deleting in its entirety Part 8 – Technical Evaluation Criteria and replacing it with the attached Part 8 – Technical Evaluation Criteria (Revised on May 13, 2021).



COMMISSAIRE AUX ÉLECTIONS FÉDÉRALES
COMMISSIONER OF CANADA ELECTIONS

Open Source Analyst

Part 8

(Revised on May 13, 2021)

Technical Evaluation Criteria

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#	MANDATORY TECHNICAL EVALUATION CRITERIA	MET/NOT MET
M1	Security Clearance	
M2	Experience using social media as an investigative tool	
M3	Experience using open source/social media analytical tools	
M4	Experience in the passive collection of evidence	

- TABLE B – RATED TECHNICAL EVALUATION CRITERIA

#	RATED TECHNICAL EVALUATION CRITERIA	Max. Points
R1	Open source/social media analytical tools	30
R2	Ability to communicate effectively in writing	15

Template A – Project Description Template

SECTION A – INSTRUCTIONS TO BIDDERS

1. In order to facilitate the evaluation of the proposal, the Commissioner of Canada Elections (the Commissioner) requests that bidders address and present topics in the same order and with the same headings as the evaluation criteria. Bidders should clearly identify where in their proposal each criterion is addressed. To avoid duplication, bidders may refer to different sections of their proposals by identifying the specific paragraph and page number where the topic has already been addressed.
2. If more projects/samples are provided than the requirements of the criterion, only the first projects/samples in the proposal will be evaluated. Any excess projects/samples will not be evaluated.
3. In determining years of experience, overlapped years or months for projects submitted by the bidder to demonstrate such experience will only be counted once for evaluation purposes.
4. Demonstrated projects must have a minimum duration of 6 months. For longer projects, the project duration will be divided by 6 months, e.g. a 12-month project is equal to 2 projects. No partial values will be given. The proposed resources must have worked on the project for the minimum duration. If using project equivalency, the bidder must indicate this in the grid.
5. Projects must have been completed by the solicitation closing date.
6. For requirements relating to education or professional qualifications, certifications, designation, or membership, the proposed resource must have the required education, qualification, certification, designation or membership by the solicitation closing date and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and contract period.
7. In addition to the information requested in the individual criterion, the bidder is requested to include complete client contact information for each project description including the client contact name, title and telephone number or e-mail address. The client contact for any project must be an employee of the originating client organization. The Commissioner reserves the right to request client contact information, at any time during the evaluation process, for the purposes of verification.

SECTION B – DEFINITIONS

Unless the context clearly requires otherwise, the capitalized terms used in the Technical Evaluation Criteria shall have the definitions assigned to them in the Contract, in the SOW or in this section. These definitions shall apply equally to both the singular and plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

Bidder	means means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors. Mandatory requirements are evaluated on a simple “Met or Not Met” basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder’s proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute.
Demonstrate	Means to show, illustrate and explain with examples;
Substantiate	Means to validate by offering evidence and actual facts or details

TABLE A – MANDATORY TECHNICAL EVALUATION CRITERIA

Criteria	Mandatory Technical Evaluation Criteria	Scoring Methodology
<p>M1</p>	<p>Security Clearance</p> <p>At the RFP close date, the bidders proposed resource, must possess a valid Government of Canada Security Clearance at the reliability status level as indicated in Part 7 – resulting contract – security requirements checklist (SRCL).</p> <p>Submission Requirement</p> <p>The bidder must certify and confirm that they meet the requirement by completing the Annex A to Part 6 Proposal Submission Form.</p> <p>Note: A security verification will be completed as a part of this mandatory requirement. Should the bidder’s proposed resource not hold a valid clearance they will be deemed non-compliant.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>

Criteria	Mandatory Technical Evaluation Criteria	Scoring Methodology
<p>M2</p>	<p>Experience using social media as an investigative tool.</p> <p>Within the last 10 years of the RFP closing date, the bidders proposed resource must have a minimum of 5 cumulative years of experience in investigations using open source information on the Internet, including the use of social media as an investigative tool.</p> <p>Experience using social media as an investigative tool includes;</p> <ul style="list-style-type: none"> • ongoing passive collection • integration and analysis of open source data gathered from a wide range of publicly available source (social media platforms, digital platforms, traditional and non-traditional internet sites) in order to assist investigators/management in operational decision-making; and • reporting open source findings through reports and briefings to investigators, management and/or other analysts. <p>Submission requirement</p> <p>The bidder must demonstrate that they meet the requirement by providing a maximum of 3 project descriptions using the TEMPLATE A – PROJECT DESCRIPTION TEMPLATE for the noted experience obtained within the time period specified above.</p> <p>Note: It is important that you demonstrate each Criteria’s experience by using Template A: Project Description Template. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the proposed resource meets the requirements. A description of sub-tasks and activities are required.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>

Criteria	Mandatory Technical Evaluation Criteria	Scoring Methodology
<p>M3</p>	<p>Experience using open source/social media analytical tools</p> <p>Within the last 10 years of the RFP closing date, the bidders proposed resource must have a minimum of 5 cumulative years of experience in the use of social media analytical tools and techniques to support regulatory or criminal investigations.</p> <p>Experience using social media analytical tools and techniques must include the following elements:</p> <ol style="list-style-type: none"> I. Designing and implementing data collection strategies by collecting, organizing, and distilling data/research into a variety of formats using established analytical techniques to aid on investigations; II. Passive collection of Open Source information; and III. preliminary assessments for analytical/open source services to determine a suitable methodology <p>The project descriptions submitted in response to this criterion M4 will be further rated at criterion R1.</p> <p>Submission Requirements The bidder must demonstrate that they meet the requirement by providing a maximum of 3 project descriptions using the TEMPLATE A – PROJECT DESCRIPTION TEMPLATE for the noted experience obtained within the time period specified above.</p> <p>Note: It is important that you demonstrate each Criteria’s experience by using Template A: Project Description Template. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the proposed resource meets the requirements. A description of sub-tasks and activities are required.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>

Criteria	Mandatory Technical Evaluation Criteria	Scoring Methodology
<p>M4</p>	<p>Experience in the collection of evidence</p> <p>Within the last 10 years of the RFP closing date, the bidders proposed resource must have a minimum of 5 cumulative years of experience in the collection of evidence to a Canadian Criminal Evidentiary Standard.</p> <p>The collection of evidence must include the following elements:</p> <ul style="list-style-type: none"> I. steps and precautions taken at the time the evidence was collected in order to preserve the integrity and authenticity of the information captured; and II. Use of analytical tools to capture evidence <p>Submission requirement</p> <p>The bidder must demonstrate that they meet the requirement by providing a maximum of 3 project descriptions using the TEMPLATE A – PROJECT DESCRIPTION TEMPLATE for the noted experience obtained within the time period specified above.</p> <p>Note: It is important that you demonstrate each Criteria’s experience by using Template A: Project Description Template. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the proposed resource meets the requirements. A description of sub-tasks and activities are required.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>

TABLE B – RATED TECHNICAL EVALUATION CRITERIA

#	Rated Technical Evaluation Criteria	Max Points
R1	<p>Open source/social media analytical tools and techniques</p> <p>The project descriptions submitted by the bidder in response to criterion M4 will be assessed herein against each of the following elements;</p> <ul style="list-style-type: none"> i. Experience in designing and implementing data collection strategies by collecting, organizing, and distilling data/research into a variety of formats using established analytical techniques to aid on investigations; ii. Experience in passive collection of open source information; iii. Experience in preliminary assessments of analytical/open source services to determine a suitable methodology; iv. Demonstration of necessary steps and precautions taken at the time the collection of evidence in order to preserve the integrity and authenticity of the information captured; and v. Experience in the use of analytical tools to capture evidence. <p>Scoring methodology The bidder will receive up to 2 points per element (i-v) in each project description that clearly demonstrates experience to a maximum of 10 points.</p> <p>Note to bidders: Simply stating that the bidder or resource has the experience or performed the work requested in i-v is not sufficient, a description of sub-tasks and activities are required to clearly prove the bidder or resource meets the requirement</p>	<p>/30</p>

<p>R2</p>	<p>Ability to Communicate effectively in writing</p> <p>The bidder should include within their proposal, a written response by the proposed resource to the scenario below in order to allow evaluators to assess the ability of the proposed resource to communicate effectively in writing.</p> <p>Scenario We are days before a federal general election. An unidentified individual sends a complaint to the Office of the Commissioner of Canada Elections with allegations that a voter would have made a post on Facebook that they had voted twice at a previous federal general election. If this allegation was to be substantiated, this conduct would constitute an offence under the <i>Canada Elections Act</i>. The lead investigator asks you to help them collect and analyze the information to be used as evidence related to the allegation. In no more than 1000 words describe the considerations and actions that come into play in handling this type of task.</p> <p>The bidder should submit a scenario response written by the proposed resource which will be evaluated against the following elements;</p> <ol style="list-style-type: none"> i. Use of coherent structure including use of headings and numbering consistent with the evaluation criteria; ii. Use of correct sentence structure, spelling, grammar and punctuation; iii. Appropriate language level; iv. Consistent use of terminology, clear and concise text; and v. Omits excessive or irrelevant information. <p>Scoring methodology The bidder will receive up to 15 points as follows:</p> <ul style="list-style-type: none"> • 15 points: The Scenario Response meets all of the components listed above. • 10 points: The Scenario Response meets three or four of the components listed above with only minor inconsistencies. • 5 points: The Scenario Response meets one or two of the components listed above with major inconsistencies • 0 points: The Scenario Response does not meet any of the components listed above and contains major inconsistencies 	<p style="text-align: right;">/15</p>
MAXIMUM POINTS AVAILABLE = 45 POINTS		
MINIMUM PASS MARK OF 70% OVERALL = 31.5 POINTS		

TEMPLATE A – PROJECT DESCRIPTION TEMPLATE

Project # [Bidder to Insert]			
Bidder name		Name of proposed resource	
Client Identification	Project title		
	Client name		
	Client contact name		
	Client contact title		
	Client telephone no. or e-mail address		
1.	Start and end dates (month-year format) OR Number of days or hours of work performed on the project by the bidder		
2.	Project description		