



COMMISSAIRE AUX ÉLECTIONS FÉDÉRALES  
COMMISSIONER OF CANADA ELECTIONS

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

## REQUEST FOR STANDING OFFER AMENDMENT

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

<b>RFSO Amendment No.</b>  1	<b>RFSO Amendment Date:</b>  February 25, 2021
<b>File No.</b>  ECTD-RFSO-2021-0342	
<b>Title:</b>  Investigative Services	
<b>Request for Standing Offer Closing Date:</b>  March 11, 2022 at 2:00PM (Gatineau Time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>  <b>Commissioner of Canada Elections</b> 30 Victoria Street Gatineau, Quebec K1A 0M6  <a href="mailto:proposition-proposal@elections.ca">proposition-proposal@elections.ca</a>	
<b>Attention:</b>  Tiffany Denny	<b>Tel No.</b>  (873) 416-1259

## **Part 1. Interpretation**

- 1.1** Elections Canada on behalf of the Commissioner hereby amends in accordance with this amendment the Request for Standing Offer for Investigative Services bearing number ECTD-RFSO-2021-0342 and dated February 22, 2022 (the "RFSO"). This amendment hereby forms part of the RFSO.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFSO and used in this amendment shall have the same meanings assigned to them in the RFSO.

## **Part 2. Questions and Answers**

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

### **2.1 Question No. 1**

Question:

My question pertains to the "Estimated Level of Effort" in the Financial Table. Your example provides 1957.5 hours for the initial term and 1800 hours for the Option Years. Annex A to Part 9 indicates that the Offeror is to insert the number of hours for the level of effort.

Given that at this point in time the Offeror is unaware of the type or quantity of investigations that will be involved, it is difficult to provide an accurate estimation. I am aware that in similar types of RFSO's, the Technical Authority has provided an estimated number of hours for the required effort. In that way, all offers can be evaluated on an equal basis. Could you please confirm that Offerors are required to estimate the 'level of effort'?

Answer:

The CCE has considered your request and a decision has been made to include an estimated level of effort. As such, the Request for Standing Offer is amended in accordance with Sections 3.1 of this amendment.

### **2.2 Question No. 2**

Question:

If a security clearance is in the process of being renewed, is it still possible for a bidder submit a proposal or will it be rejected for lack of completed documentation?

Answer:

Please refer to Part 5 of the Request for Standing Offer, Security, Financial and Other Requirements. Section 5.1 Security Requirement, subsection 5.1.1.

**Part 3. Amendments**

**3.1 Amendment to Part 9 – Financial Offer Pricing Table**

The Request for Standing Offer is hereby amended by deleting in its entirety Part 9 – Financial Offer Pricing Table and replacing it with the attached Part 9 – Financial Offer Pricing Table (Revised on February 25, 2022)



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## Investigative Services

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### Part 9

#### Financial Offer Pricing Tables

(Revised on February 25, 2022)

**FINANCIAL TABLE**

1. Bidders must provide a firm all-inclusive hourly rate for the initial contract period of the Standing Offer and for the two (2) option periods. These hourly rates will be used for the purpose of pricing Call-ups.
2. The firm all-inclusive hourly rate must include all costs to provide the Work outlined in the Statement of Work for the Initial Term and the option periods.
  - a) For the Initial Term, the hourly rate will be multiplied by the specified quantity in column B. The sum of such calculation will be the evaluated price for the “TOTAL Initial Term” (column D);

**Example:**

Initial Term	Estimated Level of Effort	Firm All-Inclusive Hourly Rate Investigative Services	Sub-Total (Column B x Column C) = Column D
<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>
Initial Standing Offer Term Effective date to March 2023	1957.5 hours	\$200.00	\$391,500,000
<b>TOTAL Initial Term = Column D</b>			<b>\$391,500.00</b>

- b) For the Option Periods, the price for each option year of the Standing Offer (column C1 – Option Year 1 – Option Year 2) will be multiplied by the specified quantity in column B1. The sum of such calculation will be the evaluated price for the “TOTAL Option Periods” (column D1);

**Example:**

Option Period	Estimated Level of Effort	Firm All-Inclusive Hourly Rate Investigative Services	Sub-Total (Column B1 x Column C1) = Column D1
<i>Column A1</i>	<i>Column B1</i>	<i>Column C1</i>	<i>Column D1</i>
Option Year 1 April 1, 2023 to March 31, 2024	1957.5 hours	\$200.00	\$391,500.00
Option Year 2 April 1, 2024 to March 31, 2025	1957.5 hours	\$200.00	\$391,500.00
<b>TOTAL Option Periods = Column D1 (Option Year 1, 2 and Other Direct Expenses)</b>			<b>\$783,000.00</b>

- c) The “Offer Price” will be the sum of the “TOTAL Initial Term” and the “TOTAL Option Period”.

**Example:**

<b>TOTAL Initial Term = Column D</b>	<b>\$391,500.00</b>
<b>TOTAL Option Periods = Column D1 (Option Year 1, 2)</b>	<b>\$783,000.00</b>
<b>OFFER PRICE (Total Initial Term + Total Option Periods)</b>	<b>\$1,174,500.00</b>

**Annex A to Part 9 – Financial Offer Table Template**

<b>Initial Term</b>	<b>Estimated Level of Effort</b>	<b>Firm All-Inclusive Hourly Rate Investigative Services</b>	<b>Sub-Total (Column B x Column C) = Column D</b>
<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>
Initial Standing Offer Term Effective date to March 1, 2023	1957.5 hours	[Offeror to insert]	[Offeror to insert]
<b>TOTAL Initial Term = Column D</b>			[Offeror to insert]
<b>Option Period</b>	<b>Estimated Level of Effort</b>	<b>Firm All-Inclusive Hourly Rate Investigative Services</b>	<b>Sub-Total (Column B1 x Column C1) = Column D1</b>
<i>Column A1</i>	<i>Column B1</i>	<i>Column C1</i>	<i>Column D1</i>
Option Year 1 April 1, 2023 to March 31, 2024	1957.5 hours	[Offeror to insert]	[Offeror to insert]
Option Year 2 April 1, 2024 to March 31, 2025	1957.5 hours	[Offeror to insert]	[Offeror to insert]
<b>TOTAL amount for Option Periods = Column D1 (Option Year 1 and 2)</b>			[Offeror to insert]