



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>  3	<b>RFSO Amendment Date:</b>  March 9, 2022
<b>File No.</b>  ECTD-RFSO-2021-0342	
<b>Title:</b>  Investigative Services	
<b>Request for Standing Offer Closing Date:</b>  March 18, 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. 4**

Question:

Will the Commissioner consider extending the deadline of the RFSO until March 18, 2022?

Answer:

The Request for Standing Offer closing date has been extended until March 18, 2022 at 2:00PM (Gatineau Time)

### **2.2 Question No. 5**

Question:

How many resources can we bid, as it doesn't state in this Solicitation?

Answer:

The Offeror may propose up to (4) resources in the English stream and one (1) resource in the bilingual stream. If a bidder proposes multiple resources, the bidder must clearly and distinctly demonstrate how each proposed resource meets the evaluation criteria. For the purposes of the evaluation, each proposed resource will be treated as a separate bid.

As such, the Request for Standing Offer is amended in accordance with Sections 3.1 of this amendment.

### **2.3 Question No. 6**

Question:

The financials appear to be for 1947 hours for the first year and subsequent option years (one resource?)

Answer:

CCE confirms that the estimated level of effort in the Financial Table reflects an estimated level of hours worked by one (1) resource. Should there be multiple resources on a singular Standing Offer, the level of effort will be reflected per resource.

**2.4 Question No. 7**

Question:

Will this RFSO once issued be used as a call-up for Elections to obtain additional resources based on qualifying with the initial resource?

Answer:

No, the intent and purpose of the Standing Offer(s) are solely for investigative services under the Commissioner of Canada Elections. The scope of work remains as stated in the Annex A – Statement of Work.

**2.5 Question No. 8**

Question:

How many contracts are to be awarded?

Answer:

As stipulated in the RFSO Section 1.3.1 The Commissioner's intention to enter into a maximum of five (5) Standing Offers: Four (4) in the English stream and one (1) in the bilingual stream.

If an Offeror or an Offeror's proposed resource is one of the four (4) highest ranked in both the English and bilingual stream, a single Standing Offer will be awarded.

As such the Request for Standing Offer is amended in accordance with Sections 3.1 of this amendment.

**2.6 Question No. 9**

Question:

Based on our review of the RFSO, it states that there will be four (4) Offerors selected for English and one (2) Offeror selected to provide Bilingual services. Our firm possesses several employees who can provide investigation services. Can Elections Canada (EC) confirm whether the selection of Offerors pertains to the selection of firms (with multiple resources) OR specific individual resources.

Answer:

Please refer to the answer to Question No. 5, above.

**2.7 Question No. 10**

Question:

Based on our review of M1 - Education, our experienced forensic investigation resources would not qualify as Election Canada is simply seeking resources with either a law degree and/or a former police officer training. It is our position that limiting the M1 criteria will not provide Elections Canada with the proper resources, as investigations often involve some form of financial element, and request that M1 be amended to allow for resources with the CPA and CFE designations.

Answer:

Mandatory criteria M1 will remain as is.

**2.8 Question No. 11**

Question:

Can you please explain what is meant by Valid Organization Security Clearance? Is this for the DOS (Facility Security Clearance)? Do we need to show in the RFP where we have this through a "Bid Submission Form", which is commonly used in most RFP's with the Federal Government? What if the bidder does not have this? They shouldn't be able to bid? or can they still bid?

Answer:

For the purpose of this Standing Offer, an organization security clearance is not necessary; it is the specific individual(s) identified in the offer as the proposed resource(s), and who will be requiring access to classified or protected information, assets or sensitive work site(s) that must meet the security requirement. The proposed resource(s) must hold a valid personnel security screening at the level of Secret, prior to the bid closing date.

**2.9 Question No. 12**

Question:

Do you need to have document safeguarding for the Organization since this is dealing with protected B documents?

Answer:

As mentioned in Article 12 Security Requirement, in the event that the Offeror or the Offeror's Resource is required to receive, transport and store low-to medium sensitive information (Protected A and Protected B) at a location other than the premises of the

OCCE located at 22 Eddy Street in Gatineau in the province of Québec, the Offeror or the Offeror's Resource must comply with OCCE approved procedures for transporting and storing information (i.e., secure bag or storage container approved by the EC organization security authority).

#### **2.10 Question No. 13**

Question:

In section 6.4 Independent Offer: Does the security clearance apply for the independent submissions? If an individual doesn't have a business, can they put themselves in as an independent?

Answer:

The Security clearance requirements apply to the proposed resource(s). As per 2.3 – the definition of an Offeror: "Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to provide goods, services or both under a Call-up resulting from a Standing Offer. Therefore, yes, an individual can submit an offer.

#### **2.11 Question No. 14**

Question:

Can they provide a bid under their own name or through a corporation they own or both? If a bidder holds a personal security clearance at the secret level or higher can they provide an independent bid? They don't have to hold a facility security clearance? This is confusing, as it should be one or the other, not sure why an independent would be able to do so unless they can prove they hold a facility clearance, or why is it in the bid as a compliancy?

Answer:

The Offeror may be the person or an entity, however not both.

For the purpose of this RFSO, only the proposed resource(s) are required to hold a valid security clearance, and not the organization. Whether the Offeror is an entity or a person, the security requirements are applicable only to the proposed resource(s).

### **Part 3. Amendments**

#### **3.1 Amendment to the Request for Standing Offer document**

The Request for Standing Offer is hereby amended as follows:

On Page 22 of the RFSO:

#### **4.4 Basis of Selection**

Delete:

4.4.6 If an Offeror is one of the four (4) highest ranked Offeror in both the English and bilingual stream, a single Standing Offer will be awarded. The Standing Offer Authority will notify such Offeror requesting that it confirms, within 7 calendar days of receiving such notice, whether its Standing Offer should be issued for the Bilingual Stream or the English Stream.

Insert:

4.4.6 If an Offeror or an Offeror's resource is one of the four (4) highest ranked resources in both the English and bilingual stream, a single Standing Offer will be awarded. The Standing Offer Authority will notify such Offeror requesting that it confirms, within 7 calendar days of receiving such notice, whether its Standing Offer should be issued for the Bilingual Stream or the English Stream.

### **3.2 Amendment to the closing date of the Request for Standing Offer**

The Request for Standing Offer is hereby amended as follows:

On Page 1 of the RFSO:

#### **Request for Standing Offer Closing Date:**

Delete: March 11, 2022 at 2:00 p.m. (Gatineau time)

Insert: March 18, 2022 at 2:00 p.m. (Gatineau time)