



Procurement and Contracting Services
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.	RFP Amendment Date:
4	March 18, 2022
Office of the Chief Electoral Officer File No.	
ECGZ-RFP-2021-0721	
Title:	
Printing of Maps and Documents	
Request for Proposal Closing Date:	
March 23, 2022 @ 14:00 (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.
Galina Zhukov Senior Advisor, Procurement and Contracting Services	873-416-1830

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Printing of Maps and Documents bearing number ECGZ-RFP-2022-0721 and dated February 14, 2022 (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 question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question:

We require clarification regarding M1 of the Mandatory Requirements.

TABLE A – MANDATORY TECHNICAL EVALUATION CRITERIA

M1 Legal Entity

The Bidder must be a legal entity.

The Bidder must complete and sign Required certifications under Part 9 – Certificates.

Gilmore Response: Where is Part 9 – Certificates?

We cannot locate a Part 9 and want to be certain we complete all required certifications.

Please update this mandatory and advise precisely how to proceed and what is to be completed.

Answer:

Elections Canada confirms that it is typo and should read Part 6 – Certificates and Additional Information.

As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

Amendments

3.1 Amendment to Part 8 Technical Evaluation

The Request for Proposal is hereby amended by deleting in its entirety Part 8 Technical Evaluation and replacing it with the attached Part 8 Technical Evaluation (Revised March 18, 2022).



Printing of Maps and Documents

Part 8

Technical Evaluation Criteria

(Revised March 18, 2022)

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#	MANDATORY TECHNICAL EVALUATION CRITERIA	MET/NOT MET
1	Legal Entity	
2	Demonstrated Capacity	
3	Demonstrated Capacity	
4	Schedule	

- **TABLE B – RATED TECHNICAL EVALUATION CRITERIA**

#	RATED TECHNICAL EVALUATION CRITERIA	MAX. POINTS
1	Preparation for printing	20
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SECTION A – INSTRUCTIONS TO BIDDERS

1. In order to facilitate the evaluation of the proposal, EC 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. Projects must have been completed by the solicitation closing date.
5. 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. EC 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.

EC means the Office of the CEO, commonly known as Elections Canada

TABLE A – MANDATORY TECHNICAL EVALUATION CRITERIA

#	Mandatory Technical Evaluation Criteria	Scoring Methodology
M1	<p>Legal Entity</p> <p>The Bidder must be a legal entity.</p> <p>The Bidder must complete and sign Required certifications under Part 6 – Certificates and Additional Information.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>
M2	<p>Demonstrated Capacity</p> <p>The Bidder must have experience with the reproduction, within a (1) month period, of at least 300,000 black & white copies of 8½”x11” documents, from a series of originals provided in digital format. The work assignment must have been performed during the last (3) years.</p> <p>Submission requirement</p> <p>Using the Project Reference Template – Template A, the bidder must demonstrate their capacity by providing an example of a project addressing the following:</p> <ul style="list-style-type: none"> • Description of the work assignment including dates; • Dimensions and quantities of the documents reproduced; • The throughput of each machine used to reproduce each type of document; • The overall end-to-end reproduction time and the manner in which the reproduced documents were returned to the client; • The name and telephone number or email address of the client for whom the Bidder provided the services (Elections Canada reserves the right to conduct Reference Check). 	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>
M3	<p>Demonstrated Capacity</p> <p>The Bidder must have experience with the reproduction, within a (1) month period, of at least 25,000 colour copies of 36” wide documents or greater, from a series of originals provided in digital format. The work assignment must have been performed during the last (3) years.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>

#	Mandatory Technical Evaluation Criteria	Scoring Methodology
	<p>Submission requirement</p> <p>Using the Project Reference Template – Template A, the bidder must demonstrate capacity by providing an example of a project addressing the following:</p> <ul style="list-style-type: none"> • Description of the work assignment including dates; • Dimensions and quantities of the documents reproduced; • The throughput of each machine used to reproduce each type of document; • The overall end-to-end reproduction time and the manner in which the reproduced documents were returned to the client; • The name and telephone number or email address of the client for whom the Bidder provided the services (Elections Canada reserves the right to conduct Reference Check). 	
M4	<p>Schedule</p> <p>The Bidder’s must be able to respect the required end-to-end turn-around time of (10) calendar days.</p> <p>The Bidder must provide a detailed (10) day schedule indicating when each activity will be performed under Scenario A. The schedule must indicate the times for reproduction, collation, quality assurance, packaging and shipping.</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>

TABLE B – RATED TECHNICAL EVALUATION CRITERIA

#	Rated Technical Evaluation Criteria	Min. Pass Mark	Score
R1	<p>Preparation for printing</p> <p>The Bidder should describe concisely the manner in which it will perform preparation for printing in compliance with Annex A – Statement of Work.</p> <p>Submission Requirement</p> <p>The Bidder should describe how they meet above by addressing all of the following:</p> <ul style="list-style-type: none"> • identifies strategy and approach to archive all the documents/maps (digital) required for printing; • identifies how he ensures adequate quality control and safeguard of the print-ready documents/maps. <p>Scoring Methodology</p> <p>The bidder will receive up to 20 points as follows: 20 points: Bidder has identified answer with great detail. Excellent approach. 12 points: Bidder has identified sufficient detail but answer is somewhat incomplete. Bidder has a good approach but needs greater detail. 0 point: Bidder has not identified sufficient detail. Very poor approach.</p>	12/20	/20
R2	<p>Reproduction</p> <p>The Bidder should describe concisely the manner in which it will perform reproduction in compliance with Annex A – Statement of Work.</p> <p>Submission Requirement</p> <p>The Bidder should describe how they meet above by addressing all of the following:</p>	12/20	/20

#	Rated Technical Evaluation Criteria	Min. Pass Mark	Score
	<ul style="list-style-type: none"> • Identifies the process used to print all the documents/maps under Scenario A; • Identifies the reproduction equipment used to output all the documents/maps for Scenario A; • Identifies how this stage of the work is built in a 10 days timeline. <p>Scoring Methodology The bidder will receive up to 20 points as follows: 20 points: Bidder has identified answer with great detail. Excellent approach. 12 points: Bidder has identified sufficient detail but answer is somewhat incomplete. Bidder has a good approach but needs greater detail. 0 point: Bidder has not identified sufficient detail. Very poor approach.</p>		
R3	<p>Collation</p> <p>The Bidder should describe concisely the manner in which it will perform collation in compliance with Annex A – Statement of Work.</p> <p>Submission Requirement</p> <p>The Bidder should describe how they meet above by addressing all of the following:</p> <ul style="list-style-type: none"> • Identifies the process used to collate all the documents/maps for Scenario A; • Identifies the type of boxes and tubes used to package the documents/maps; • Identifies how this stage of the work is built in a 10 day timeline. <p>Scoring Methodology The bidder will receive up to 20 points as follows: 20 points: Bidder has identified answer with great detail. Excellent approach. 12 points: Bidder has identified sufficient detail but answer is</p>	12/20	/20

#	Rated Technical Evaluation Criteria	Min. Pass Mark	Score
	somewhat incomplete. Bidder has a good approach but needs greater detail. 0 point: Bidder has not identified sufficient detail. Very poor approach.		
R4	<p>Quality Assurance</p> <p>The Bidder should describe concisely the manner in which it will perform quality assurance in compliance with Annex A – Statement of Work.</p> <p>Submission Requirement</p> <p>The Bidder should describe how they meet above by addressing all of the following:</p> <ul style="list-style-type: none"> • Identifies the process used to ensure that all the documents/maps reflect the printing and collating requirements (quantities , collation,) for Scenario A; • Identifies how this stage of the work is built in the 10 day timeline. <p>Scoring Methodology</p> <p>The bidder will receive up to 20 points as follows: 20 points: Bidder has identified answer with great detail. Excellent approach. 12 points: Bidder has identified sufficient detail but answer is somewhat incomplete. Bidder has a good approach but needs greater detail. 0 point: Bidder has not identified sufficient detail. Very poor approach.</p>	12/20	/20
R5	<p>Shipping</p> <p>The Bidder should describe concisely the manner in which it will perform shipping in compliance with Annex A – Statement of Work.</p> <p>Submission Requirement</p> <p>The Bidder should describe how they meet above by addressing all of the following:</p>	12/20	/20

#	Rated Technical Evaluation Criteria	Min. Pass Mark	Score
	<ul style="list-style-type: none"> • Identifies the process used to ensure that all the documents/maps are well labelled and ready for shipping; • Identifies his process to ship the printed documents/maps to Elections Canada Distribution Centre; • Identifies how this stage of the work is built in a 10-day timeline. <p>Scoring Methodology The bidder will receive up to 20 points as follows: 20 points: Bidder has identified answer with great detail. Excellent approach. 12 points: Bidder has identified sufficient detail but answer is somewhat incomplete. Bidder has a good approach but needs greater detail. 0 point: Bidder has not identified sufficient detail. Very poor approach.</p>		
R6	<p>Samples Reproduction</p> <p>The Bidder should reproduce (3) copies of each of the following maps and documents :</p> <ul style="list-style-type: none"> • One (1) 36" x 48" Overview Polling Division Map; • One (1) 36" x 36" Overview Polling Division Inset Map; • One (1) 36" x 36" Polling Division Cell Map; • One (1) 36" x 36" Overview Advance Polling District Map; • One (1) 36"x36" Overview Advance Polling District Inset Map; One (1) 11" x 17" Individual Advance Polling District map; • One (1) 8½" x 11" page of a PD Document and <p>All sample reproductions should be reproduced in compliance with quality standards as outlined in Annex A – SOW.</p> <p>Refer to section 4.4.4 Phase 2 – Rated Technical Evaluation of the RFP on how and when to Request Sample files.</p> <p>Evaluation Requirement</p> <p>Each product printed by the Bidder will be evaluated using the following criteria:</p>	<p>a) 12/20</p> <p>b) 12/20</p> <p>c) 12/20</p> <p>d) 12/20</p>	<p>a) /20</p> <p>b) /20</p> <p>c) /20</p> <p>d) /20</p>

#	Rated Technical Evaluation Criteria	Min. Pass Mark	Score
	<p>a) Printing Quality B&W products (resolution, cleanliness);</p> <p>b) Printing Quality Colour Products (resolution, cleanliness, trimming);</p> <p>c) Paper quality (min 20lb);</p> <p>d) Packaging Quality (rolled, in tubes, labeled).</p> <p>Scoring Methodology</p> <p>The bidder will receive up to 20 points as follows:</p> <p>20 points: the quality is great</p> <p>12 points: the quality is acceptable</p> <p>0 point: the quality provided is not good</p>		
MAXIMUM POINTS AVAILABLE = 180 POINTS			
MINIMUM PASS MARK OF 60% OVERALL = 108 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. and e-mail address
1. Project description (max. 400 words)	
2. Start and end dates (month-year format)	
3. Description of role of the resource on the project (max. 200 words)	