



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. 1	RFP Amendment Date: March 21, 2022
Office of the Chief Electoral Officer File No. ECFT-RFP-2022-0803	
Title: Voter Information Card (VIC) Printing Services	
Request for Proposal Closing Date: March 24, 2022 at 2:00 p.m. (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	
Attention: Francine Touchette	Email: proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal bearing number ECFT-RFP-2022-0803 and dated February 25,2022 (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. AMENDMENTS

2.1 Amendment to Request for Proposal Closing Date

2.1 Delete: March 22, 2022 at 2:00PM (Gatineau time)

Insert: March 24, 2022 at 2:00PM (Gatineau time)

2.2 Part 6 – Certifications and additional information

Add the following:

Annex A – Proposal Submission Form

Annex B – Federal Contractor’s Program for Employment Equity – Certification

Part 3. Questions and Answers

3.1 Question No. 1

References are mentioned in Part 1 General Information Section on Page 19, item 3.2.3, referencing Part 8 for details, however, we do not see any information on references in Part 8, please provide details needed for this section.

Answer 1: Section 3.2 Technical Proposal

Delete: Paragraph 3.2.3 – in its entirety

3.2 Question No. 2

Section 111, - Certifications and Additional Information: This refers us to Part 6, however, it is not really clear what Certifications are needed, please provide specific list of Certifications and Additional information required for Section 111. In some places it mentions that “By submitting a proposal, the bidder certifies etc etc” but then in 6.1 it states “Bidders must provide the required certifications and additional information, including all annexes required under Part 6” this is contradictory please provide clarity.

Answer:

Amendment to Part 6 – Certifications and Additional information

Annexes A and B are attached to this document.

3.3 Question No. 3

Part 9 Financial Evaluation Criteria Section 2.2.1 – Can you please confirm the print colour for the VIC for the By-Election, B&W or Full Colour as it only says single pass on the pricing table?

Answer:

Full Colour single pass

Annex A to Part 6 - Proposal Submission Form

BIDDER INFORMATION	
Full Legal Name	Procurement Business Number (PBN) Refer to Part 2 of the RFP for instructions
Please ensure that the PBN you provide matches the legal name under which you have submitted your proposal. If it does not, the bidder will be determined based on the legal name provided, not based on the PBN, and the bidder will be required to submit the PBN that matches the legal name of the bidder.	

BIDDER'S REPRESENTATIVE Single Point of Contact		
Full Name	Email Address	
Title	Address	Telephone Number

SECURITY CLEARANCE LEVEL OF BIDDER	
This information is only required if there is a security requirement listed under Part 6 of the RFP.	
Level:	
Date granted:	
Please ensure that the security clearance matches the legal name of the bidder. If it does not, the security clearance is not valid for the bidder.	

SECURITY CLEARANCE LEVEL OF BIDDER'S RESOURCES	
This information is only required if there is a security requirement listed under Part 6 of the RFP.	
Resource Name	Date of Birth or Security File Number
Are additional resource names provided elsewhere? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If additional rows are required, please include the information on a separate page in your proposal.	

FORMER PUBLIC SERVANTS (FPS)

See the Article in Part 2 of RFP entitled Former Public Servant for a definition of "Former Public Servant"

Is the bidder a FPS in receipt of a pension as defined in the bid solicitation?

Yes No

If yes, provide the following information:

(a) name(s) of FPS;	
(b) date of termination of employment or retirement from the Public Service.	

Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?

Yes No

If yes, provide the following information:

a) name of FPS;	
b) conditions of the lump sum payment incentive;	
c) date of termination of employment;	
d) amount of lump sum payment;	
e) rate of pay on which lump sum payment is based;	
f) period of lump sum payment including start date, end date and number of weeks;	
g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.	

JURISDICTION OF CONTRACT

Province or territory in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in Part 2 of the RFP)

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The bidder, as identified above, offers to sell to the Chief Electoral Officer of Canada, or any person authorized to act on their behalf, the goods and services listed in the solicitation and on any attached sheets at the identified prices and in accordance with the terms and conditions set out in the solicitation.

On behalf of the bidder, by signing below, I confirm that I have read the entire solicitation including the documents incorporated by reference into the solicitation and I certify that:

1. The proposal in response to this solicitation has been executed on behalf of the bidder by a duly authorized officer of the bidder.
2. The bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the solicitation;
3. This proposal is valid for the period requested in the solicitation;
4. All the information provided in the proposal is complete, true and accurate; and
5. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the solicitation.

Signature of Authorized Representative of the Bidder	
Name of Authorized Representative of the Bidder	
Title of Authorized Representative of the Bidder	
Date	

Annex to Part 6

Federal Contractor's Program for Employment Equity – Certification

The Federal Contractors Program for employment equity is intended to address employment disadvantage for the four designated groups: women, Aboriginal peoples, persons with disabilities and members of visible minorities. Further information is available on the Employment and Social Development Canada (ESDC) Website.

I, the bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Elections Canada are subject to verification at all times. I understand that Elections Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Elections Canada will have the right to ask for additional information to verify the bidder's certifications. Failure to comply with any request or requirement imposed by Elections Canada may render the proposal non-responsive or constitute a default under the Contract.

Date: _____ (If left blank, the date will be deemed to be the solicitation closing date)

1. The bidder certifies as follows (check only one of the following):

- (a) it does not have a work force in Canada;
 - (b) it is a public sector employer;
 - (c) it is a [federally regulated employer](#) subject to the *[Employment Equity Act](#)*;
 - (d) it has a combined work force in Canada of less than 100 employees. A combined work force includes: permanent full-time, permanent part-time and temporary employees. Temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students;
 - (e) it has a combined workforce in Canada of 100 or more employees; and
 - it already has a valid and current [Agreement to Implement Employment Equity \(ESDC-LAB1168\)](#) (AIEE) in place with ESDC-Labour.
- OR**
- i. it has submitted the [AIEE](#) to ESDC-Labour.

2. The bidder further certifies as follows (check only one of the following):

(a) it is not a joint venture;

OR

(b) it is a joint venture. In the event that the bidder is a joint venture, each member of the joint venture must provide the Contracting Authority with a completed annex Federal Contractor Program for Employment Equity – certification.