



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 29, 2022
Office of the Chief Electoral Officer File No. ECSM-RFP-2021-0649	
Title: Virtual Engagement Platform	
Request for Proposal Closing Date: April 19, 2022 at 2:00PM (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: Stefania Menasce	Email: proposition-proposal@elections.ca

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Virtual Engagement Platform bearing number ECSM-RFP-2021-0649 and dated March 23, 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: Section 2.4.1 of the RFP requires that proponents complete and sign the bid submission form and submit such form with its proposal. Please confirm that this refers to *Annex A to Part 6 – Proposal Submission Form*.

Answer: EC confirms that *Annex A to Part 6 – Proposal Submission Form* is the form that needs to be completed to satisfy Section 2.4.1.

2.2 Question No. 2

Question: Could you please provide a standalone copy of the *Proposal Submission Form* either in Microsoft Word format or an unlocked PDF to enable proponents to complete this form.

Answer: For quality and security purposes, the solicitation documents will only be shared as a PDF. To edit the form, you will need to open the PDF in a PDF reader that allows editing, and convert the document as a form.

2.3 Question No. 3

Question: Should *Annex A to Part 6 – Proposal Submission Form* be submitted as a fourth standalone attachment in addition to Sections I-III?

Answer: *Annex A to Part 6 – Proposal Submission Form* can be submitted along with the Certification and Additional Information.