



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: May 2, 2024
Office of the Chief Electoral Officer File No. ECFT-RFP-2023-2673	
Title: Braille List of Candidates	
Request for Proposal Closing Date: May 8, 2024 @ 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: Francine Touchette Senior Advisor, Procurement and Contracting Services	Tel No. 873-416-0811

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Braille List of Candidates bearing number ECFT-RFP-2023-2673 and dated April 23, 2024 (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:

For ECFT-RFP-2023-2673, Braille List of Candidates, M5 requires that “The Bidder must submit (1) sample (paper copy) in English and (1) sample (paper copy) in French of a Braille List of Candidates.” Can you please confirm the mailing address to which samples should be sent and the due date by which hard copy samples need to arrive?

Answer:

A: Please provide the samples as specified in the RFP by May 8th, 2024, 2:00pm, at the following address:

Option 1:

For any proposal submitted using Connect, the email address is: proposition-proposal@elections.ca

Option 2:

Business Centre

30 Victoria Street

Gatineau QC K1A 0M6

2.2 Question No. 2

- a. Historically, what are the percentages of lists that are 1 page, 2 pages, and 3 pages? Percentages do not need to be perfectly accurate, but to give general guidance.
- b. Historically, what percentage of lists are categorized as Rush slated for early delivery?
- c. Is it acceptable to deliver personally to the designated location instead of using a courier service? We are local to Ottawa and can deliver with a truck.
- d. The RFP states 80,000 lists in one area of the RFP and 80,000 pages in another. Please clarify.

Answer:

- a. We do not have data on the percentages of lists with 1, 2 or 3 pages. However, we can provide historical data on the number of confirmed candidates per event:
 - o 42nd General Election: 1,788 confirmed candidates in 338 electoral districts
 - o 43rd General Election: 2,145 confirmed candidates in 338 electoral districts
 - o 44th General Election: 2,010 confirmed candidates in 338 electoral districts
 The number of candidates averages 7 per electoral district, however, it typically ranges from 3 to 16. It can be higher in rare circumstances; for example, during the June 19th, 2023, By-Election in Winnipeg South Centre, there were 48 confirmed candidates.
- b. In the 44th general election, around 6% of the electoral districts were considered more urgent for production and shipping.
- c. Yes, the Contractor can be the recognized carrier.
- d. For a general election, there will be up to 80,000 pages to be printed for the 343 electoral districts. The project plan should be based off 80,000 pages, not 80,000 lists.

2.3 Question No. 3

10.01. states: The Contractor will coordinate shipping to EC with a recognized carrier of their choice.

Can you please clarify how “recognized carrier” is defined? Are these the more nationally recognized couriers like FedEx, or can the Contractor use any registered courier service of their choice?

Answer:

The Contractor can use any registered courier service of their choice, which meets the requirements as specified in the RFP. Also, the Contractor can be the recognized carrier.

2.4 Question No. 4

Are instructions for samples supposed to say using Appendix D instead of Appendix E as the input for transcription? In providing English and French samples, Appendix D provides only English. Do we refer to the French version of the RFP to get the input for the French sample?

Answer:

The Bidder must submit (1) sample (paper copy) in English and (1) sample (paper copy) in French of a Braille List of Candidates. The Bidder must provide samples in accordance with the SOW (section 8), using Appendix E of the SOW as a sample.

For the English sample, you may use Appendix D in the English RFP as the input for transcription.

For the French sample, you may use Appendix D in the French RFP as the input for transcription.

Part 3. Amendments

3.1 Amendment to Annex A – Statement of Work -Part 7 – Section 8. Printing

The Request for Proposal is hereby amended by deleting in its entirety Annex A - Statement of Work (Section 8.02 Printing) and replacing it with the attached Annex A - Statement of Work (Section 8.02 Printing) (Revised May 2, 2024).



Braille List of Candidates

Annex A

Statement of Work (SOW)

(Revised May 2, 2014)

PART I – INTERPRETATION

1. DEFINITIONS

1.01. Unless the context clearly requires otherwise, the capitalized terms used in the SOW shall have the definitions assigned to them in the Contract 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.

440 Coventry means EC’s distribution centre located at 440 Coventry Rd, Ottawa ON

CEO means the Chief Electoral Officer of Canada

Contractor’s Resource means the individual(s) performing the Work

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

ECHQ means EC’s offices located at 30 Victoria Street, Gatineau, QC

Election Day means the date for voting in an Electoral Event

Election Personnel means any individuals working for or on behalf of EC, EC staff and EC contractors, excluding the Contractor, for the purposes of this Contract

Electoral Event means general elections, by-elections, and federally-organized referendums. The CEA states that an Electoral Event must last a minimum of 37 days. For the purpose of this SOW, an Electoral Event commences when the writ is issued and concludes on Election Day

UEB means Unified English Braille

2. APPENDICES

- a) Appendix A - Labels
- b) Appendix B - 36-Day Electoral Calendar
- c) Appendix C - List of Electoral Districts
- d) Appendix D - Example text for a Braille List of Candidates
- e) Appendix E - Example image of a Braille List of Candidates

3. EC MANDATE

3.01. EC, headed by the CEO, an agent of Parliament, is an independent, non-partisan agency with unique organizational features that reports directly to Parliament. EC exercises general direction and supervision over the conduct of elections and referendums at the federal level. Its mandate is to:

- a) be prepared to conduct a federal general election, by-election or referendum;
- b) administer the political financing provisions of the CEA;
- c) monitor compliance with electoral legislation;
- d) conduct public information campaigns on voter registration, voting and becoming a candidate;
- e) conduct education programs for students on the electoral process;
- f) provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- g) carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and
- h) provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

4. INTRODUCTION

4.01 The Office of the Chief Electoral Officer requires professional services to plan, translate, print and ship Lists of Candidates in Braille.

4.02. For the purposes of this SOW, an Event will be considered to have begun when the

writs are issued.

- 4.03. The Contractor must recognize that Election Day of the next general election will be at the latest in October of 2025. However, the date of any federal election becomes known only when the writs are issued. Consequently, the Contractor accepts that the actual date of printing and furnishing of the goods could be earlier, specifically given the context of a minority government. By-elections can be called to fill any vacant seat in the House of Commons at any time.

PART II – OVERVIEW

5. PROJECT BACKGROUND

- 5.01. EC requires the professional services of a Contractor to act as an independent expert to produce the List of Candidates in Braille to assist visually impaired electors to vote independently.

6. OBJECTIVE

- 6.01. The objective of this project is to plan, translate, print and ship Lists of Candidates in Braille.
- 6.02. It is the responsibility of the Contractor to find alternative measures in the event of equipment failure, resource shortage, human resources requirements, in order to ensure that the delivery deadline is met. A full contingency plan must accompany the proposal and clearly demonstrate how delivery deadlines would be met.

PART III – SCOPE OF WORK

7. SERVICES

- 7.01. The Contractor shall provide EC with their proposed production plan including describing their method of production and quality controls in place, the assembly plan and distribution plans. This plan should be updated yearly, or when EC gives notice that a potential General Election is imminent.
- 7.02. The Contractor will be provided the counts of lists of candidates to be printed in English and French, for each ED (either one or more in a by-election, or all EDs in a general election).

- 7.03. The Contractor will be provided the list of Electoral Districts that are considered more urgent for production and shipping.
- 7.04. The Contractor shall produce the urgent EDs as a separate set before the rest of the EDs.
- 7.05. The Contractor will be provided the lists of candidates (343 lists in a general election and a few in by-elections) as Microsoft Word documents, between 17 and 18 days before ordinary polls (see Appendix B).
- The files will include: information identifying the election and electoral district, one or more paragraphs providing instructions to voters, and the list of candidates (see Appendix D).
 - EC may update the format and contents of the files which may not exactly match the example in appendix D.
- 7.06. The lists must be translated into Braille, printed, proofread, and prepared for shipment in accordance with the distribution plan provided by EC during the general election or by-election, the shipping instructions and mail preparation.
- 7.07. The Contractor shall ship the lists for a general election, in accordance with their own shipping plan, which meets the requirements in section 10, such that they are delivered to EC at 440 Coventry in Ottawa by the dates and times listed in section 10.
- 7.08. The Contractor shall ship the lists for a by-election, in accordance with their own shipping plan, which meets the requirements in section 10, such that they are delivered to EC by the dates and time in section 10, at an address located in the electoral district, or one address in each electoral district, in which a by-election is being held. The addresses will be provided by EC by the 30th day before the Election Day.
- 7.09. This Contract will be fully coordinated by the Contractor with the collaboration of EC and the preferred mail carrier chosen.
- 7.10. **Caution Instruction:** By Day 12 of the Electoral Calendar the Contractor should have all material printed, packaged, and delivered to EC.

7.11. Upon completion of the work, all components sent to the Contractor and those used for production (except printing plates) must be returned to EC, to the attention of the Project Authority.

7.12. No change in specifications will be accepted unless previously approved by EC.

8. PRINTING

8.01. The Contractor shall print Lists of Candidates including the paragraph providing instructions to voters (Appendix E) in Braille and labeled as described in 8.04.

8.02. For a general election, there will be up to 80,000 pages to be printed for the 343 EDs. The number of candidates averages 7 per ED, however typically ranges from 3 to 16 and can be higher in rare circumstances

8.03. For a by-election, Lists of Candidates shall be printed for one or more EDs.

8.04. Lists of Candidates in Braille will be printed as described below.

See Appendix E for an example of the final product.

DESCRIPTION	<p>a) English List of Candidates in Braille Grade 1 Flat size: 11" in height x 8.5" in width</p> <p>Paper: 100 lb. paper or equivalent quality</p> <p>Format: UEB</p> <p>b) French List of Candidates in Braille Grade 1 Flat size: 11" in height x 8.5" in width</p> <p>Paper: 100 lb. paper or equivalent quality</p> <p>Format: CBFU</p>
LABELS	<p>A label must be affixed to the top left corner of the first page of each braille list (see appendix A)</p> <p>Font Size: Arial 14</p> <p>For Quebec, the French text must appear on the label:</p>

	<p>Élections Canada, <i>Nom de la circonscription électorale (CÉ), Nom ou Date de l'élection et langue</i></p> <p>For the rest of Canada, the English text must appear on the label:</p> <p>Elections Canada, <i>ED name, Name or Date of Election and Language</i></p> <p>The label on each braille list must be easily identifiable and legible for RO office and poll workers to read.</p> <p>EC will provide a Microsoft Word file with the information to be printed on the labels. The label on each braille list must be produced exactly as they were provided. The format and text cannot be manipulated.</p>
SIZE	<p>11" height x 8.5" width.</p> <p>Size could be adjusted slightly to meet equipment requirements for efficiency and savings. If an alternate size is being proposed, pre-approval from the EC Contracting Authority is required. This pre-approval will be communicated to the Contractor. Failure to receive pre-approval of size before bid closing may result in bid being rejected. Bidder is to specify approved size with bid proposal.</p>
PAGE NUMBER	<p>All pages in each document must be numbered in Braille. The number must be located at the bottom right corner.</p>
STAPLE	<p>The document must be stapled at the top left corner if more than one sheet long.</p>

9. COURIER PREPARATION

9.01. The Contractor will package all the Lists of Candidates in Braille as follows

- Each box will contain only the Lists of Candidates for a single ED;
- Each box will contain a packing slip, listing its contents;
- Each box will be labelled on the exterior with the ED and number of lists it contains. This ED number and name shall be in font Arial, size 20
- An electronic copy of the packing slips will be provided for each box per ED by the contractor via email to EC.

9.02. The Contractor will be responsible for providing the necessary materiel to ensure the lists printed, produced, packed, and secured for shipping, to be delivered intact and useable to each Electoral District. EC will only be relabeling the boxes and forwarding

them to each office but will not be repacking them. As such, the Contractor should ensure that the boxes are of high-quality, and that if any internal packaging or protection is needed, that it is included.

9.03. The Contractor will also prepare and deliver 2 copies of each List of Candidates in both English and French formats for all EDs to Contracting Authority, as a complete set of lists.

10. SHIPPING INSTRUCTIONS

10.01. The Contractor will coordinate shipping to EC with a recognized carrier of their choice.

10.02. The Contractor will coordinate for pick-up in good order and condition by the carrier, and load, stow, block and/or brace truckload shipment on or in the carrier's conveyance, as required by carrier rules and regulations.

10.03. The Contractor will be responsible for any loss of and/or damage to the goods:

- i. occurring before or during the delivery to the carrier;
- ii. resulting from improper packing and marking; or
- iii. resulting from improper loading, stowing, trimming, blocking and/or bracing of the shipment, if loaded by the Contractor on or in the carrier's conveyance;

The Contractor will be responsible for replacing said goods while respecting delivery dates.

10.04. The Contractor will complete the commercial Bill of Lading or other transportation receipt. The Bill of Lading shall show:

- i. a description of the shipment in terms of the governing freight classification or fulfillment of distribution deadline;
- ii. other pertinent information required to effect prompt delivery to the consignee, including name, delivery address, postal address of consignee, routing, etc.; and
- iii. the signature of the carrier's agent and the date the shipment is received by the carrier.

10.05. The Contractor is responsible for paying costs to deliver to EC at 440 Coventry, Ottawa, Ontario.

10.06. During by-elections, the Contractor shall deliver the boxes directly to the RO office(s). EC will email the Contractor a courier electronic waybill for sending the box(es) of Braille List of Candidates directly to the RO office(s) as well as for the envelope for the 2 copies in each language to be delivered to ECHQ. The waybill will be printed and

affixed on the parcels. The courier waybills are based on weight and the number of boxes. The Contractor is responsible for providing the information as soon as the package dimensions and quantities are confirmed. EC will also set-up a courier pick-up at the Contractor's office(s) during business hours. EC is responsible for paying costs to deliver to RO Office(s) and ECHQ during a by-election.

11. MANDATORY PRODUCTION AND SHIPPING SCHEDULE

Latest Day 34	EC to provide a list of ED names and numbers, Election Date, Election name or type.
Latest Day 32	Contractor to create Labels to be affixed to each braille list as per section 8.04 and Appendix A.
Day 28	Contractor to update production plan and submit to EC.
Day 21	EC to provide quantities of lists by ED.
DAY 18-17	EC to provide Lists of Candidates complete with paragraph(s) providing instructions to voters.
DAY 14 by 10 EST	Contractor to deliver 1 st shipment to EC of braille lists for high priority EDs previously identified by EC.
DAY 12 by 10 EST	Contractor to print/deliver remainder of braille lists.

- Production timelines are in accordance with the electoral calendar.
- Lists can be shipped in advance of scheduled dates.
- This schedule is also subject to adjustment when the election is called.
- The Contractor must be able to meet the required timelines despite any statutory or other holidays that may fall during the printing and production time.
- EC may request additional copies of specified lists be printed and shipped, following day 12, beyond the mandatory production and shipping schedule. These will be provided at the same pricing.

PART IV PARAMETRES

12. LOCATION OF WORK

12.01 In GE the lists will be shipped to EC at 440 Coventry, in Ottawa with the 1st order due by Day 14 and the final complete order by Day 12. The priority list will be provided as specified in section 7.03.

12.02 In a by-election the lists will be shipped to EC at addresses to be provided by Day 14.

13. OFFICIAL LANGUAGES

13.01 Contractor must provide all products in both official languages as described in this SOW.

13.02 Contractor may communicate with EC in the official language of their choice.