



## **Elections Canada**

**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.

<b>RFP Amendment No.</b>	<b>RFP Amendment Date:</b>
1	May 30, 2024
<b>Office of the Chief Electoral Officer File No.</b>	
ECFT-RFP-2024-3008	
<b>Title:</b>	
Usability Testing on Elections Canada Websites	
<b>Request for Proposal Closing Date:</b>	
June 13, 2024 at 2:00 p.m. (Gatineau time)	
<b>ENQUIRIES – address enquiries to the Contracting Authority:</b>	
<b>Office of the Chief Electoral Officer of Canada</b> Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6  proposition-proposal@elections.ca	
<b>Attention:</b>	<b>Tel No.</b>
Francine Touchette	873-416-0811

## Part 1. Interpretation

- 1.1 Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Usability Testing on Elections Canada Websites bearing number ECFT-RFP-2024-3008 and dated May 27, 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. Amendments

### 2.1 Amendment to Table B: Rated Technical Evaluation Criteria R2

The Request for Proposal is hereby amended by deleting in its entirety Rated Technical Evaluation Criteria R2 and replacing it with Rated Technical Evaluation Criteria R2 (Revised May 30, 2024).

<b>R2</b>	<p><b>Demonstrated Ability to Design and Conduct Unmoderated Usability Testing</b></p> <p>The bidder should demonstrate experience conducting unmoderated usability testing:</p> <ul style="list-style-type: none"><li>• With specialized audiences (people of certain ages, indigenous populations, language profiles or demographic ranges, members of particular groups such as the media, political entities, etc.)</li><li>• With different types of technologies (desktop or laptop computers and mobile devices)</li><li>• In English and French</li><li>• Developing the research objectives; designing the usability test; developing the user journey; establishing the strategic web analytics; recruiting the participants; indicating the UX tool or platform used; conducting the research; reporting on results; and making website usability recommendations on top task optimization.</li></ul>	/60
-----------	--	-----

	<p><b>Submission requirement</b></p> <p><b>Using the Project Description Template A provided,</b> the bidder should demonstrate that they meet the requirement by providing up to three (3) project descriptions for work relevant to the SOW requirements.</p> <p><b>Scoring methodology</b></p> <p>The bidder will receive up to 20 points for each project (max. 60) as follows:</p> <ul style="list-style-type: none"><li>• 20 points (i.e. full points): Project description clearly and comprehensively addresses the criteria.</li><li>• 15 points: Project description provides requested information in sufficient detail demonstrating it meets the requirement above, with minor gaps in clarity or completeness.</li><li>• 10 points: Project description provides most of the requested information but lacks sufficient detail or includes an unclear or incomplete list of activities completed demonstrating it meets the requirement above.</li><li>• 5 points: Project description provides some of the requested information but lacks sufficient detail and includes an unclear or incomplete list of activities completed demonstrating it meets the requirements above.</li><li>• 0 points: Project is not relevant to the requirement or insufficient information provided to assess.</li></ul>	
--	--	--