



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.

RFP Amendment No.	RFP Amendment Date:
4	June 20, 2024
Office of the Chief Electoral Officer File No.	
ECFT-RFP-2024-3008	
Title:	
Usability Testing on Elections Canada Websites	
Request for Proposal Closing Date:	
June 27, 2024 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 proposition-proposal@elections.ca	
Attention:	Tel No.
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. 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. 28

What was annual spend for the previous year on this Project.?

Answer:

We have not had a contract in place before now, therefore there was no expenditure. We have used internal resources to complete basic evaluations.

2.2 Question No. 29

If this is a new Contract, what is the annual Budget for this?

Answer:

Elections Canada confirms this is a new Contract and the estimated budget is \$125,000.00 including optional years.

Initial year: \$75,000
Option year 1: \$25,000
Option year 2: \$25,000

2.3 Question No. 30

Are you open to a hybrid delivery model with a mix of offshore and onshore resources?

Answer:

Companies may bid from anywhere. However, all work must be scheduled respecting the time zones of Canada. For instance, moderated sessions must be scheduled between 7 a.m. and midnight Eastern time, accounting for the time zones in which our target audiences live. Meetings with Elections Canada must be scheduled between 8 a.m. and 8 p.m. Eastern time.

2.4 Question No. 31

Could you let us know what the budget is for this work?

Answer:

Please see response to Question 2.

2.5 Question No. 32

Could you let us know if you are open to an east coast agency to do this work as we have for numerous other clients across the country for similar engagements or do you have a local preference?

Answer:

Please see response to Question 3.

2.6 Question No. 33

Could you please provide guidance on the process for submitting the RFP through email.

Answer:

As indicated on page 1 of the Request for proposals, see below procedure for submitting a Proposal through email.

SUBMIT PROPOSALS TO: ELECTIONS CANADA PROPOSAL RECEIVING UNIT	
<p>Option 1: Connect™</p> <p>For any proposal submitted using Connect, the email address is:</p> <p>proposition-proposal@elections.ca</p> <p>Proposals will not be accepted if emailed directly to this email address. This email address is to be used to open an Connect conversation, as detailed in Part 2, or to send proposals through an Connect message if the bidder is using its own licensing agreement for Connect.</p> <p>Requests to open an Connect conversation should be sent at least six Business Days prior to the RFP closing date.</p>	<p>Option 2: Business Centre</p> <p>30 Victoria Street Gatineau QC K1A 0M6</p> <p>The Business Centre is open from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday to Friday and closed on all statutory holidays.</p>