



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:
1	June 19, 2024
Office of the Chief Electoral Officer File No.	
ECSZ-RFP-2024-3017	
Title:	
Integrated shipping Solution	
Request for Proposal Closing Date:	
July 9, 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.
Svetlana Zelyutkina	873-416-0615

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 ECSZ-RFP-2024-3017 and dated June 10, 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

What is the expected/ average monthly volume/number of shipping labels that will be printed/produced via the solution?

Answer:

On a monthly basis, outside of Election periods, from a few dozen to a few hundred. During an election period (3 months or so) every 4 years if it's a majority government or on average 2 years for minority government (unable to predict but based on previous cycles), we usually ship approx. 35K parcels.

2.2 Question No. 2

Which carriers (ex: Canada Post, FedEx, UPS, Loomis, etc.) will be required with the solution?

Answer:

Canada Post, Purolator, Fedex, UPS & DHL

2.3 Question No. 3

Is the Quick Ship (ship with postal code only) functionality from Canada Post required?

Answer:

Yes, this is a requirement

2.4 Question No. 4

Referring to Annex F – Reliability status:

- Is this requirement applicable if/when a physical presence to the EC sites would be required?

Answer:

Yes

- It is also applicable for technical resources that would support EC remotely?

Answer:

Yes

- Is there a need to provide EC in advance with the names of the vendor's technical resources that would work with EC during the deployment phase and for ongoing support?

Answer:

Only once the vendor is chosen.

- Does the vendor have to sign this section/Annex??

Answer:

Yes

2.5 Question No. 5

Referring to: Solution must be a Protected 'A' system with Low integrity/Low availability profile and must meet ITSG-33 security control requirements as required.

Why this requirement if the solution is to be hosted and managed on EC servers?

Answer:

This is a baseline requirement from our IT team.

2.6 Question No. 6

We would like to request an extension of the close date by one week to July 5th to ensure Elections Canada receives the highest quality response to meet your requirements.

Answer:

EC agrees to extend solicitation period to July 9th, 2024. No other extension will be granted.

2.7 Question No. 7

We would like to respond to your RFP with SAP S/4HANA as the proposed solution, however Elections Canada already has the licenses for SAP S/4HANA through the IFMS contract with the Treasury Board of Canada Secretariat and therefore the only fees are related to implementation and support.

Is it possible, for our proposal to include only the fees related to implementation and support as you already have these licenses and detail this in our response?

Answer:

The proposal should not take into account solution, licenses or process currently used within EC. This will ensure a fair process for all and allow for a just evaluation of all proposals.

You may include the use of current licenses as part of a second option for us to consider. The proposal should clearly indicate the main proposal for us to evaluate against other proposal and then an option for us to consider.

Part 3. Amendments

3.1 Amendment to Request for Proposal Page 1

Page 1 of the Request for Proposal is hereby amended as follows:

Delete:

Request for Proposal Closing Date:

June 27, 2024 at 2:00PM (Eastern daylight time)

Insert:

Request for Proposal Closing Date:

July 9, 2024 at 2:00PM (Eastern daylight time)