



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

INVITATION TO QUALIFY AMENDMENT

The Invitation to Qualify is hereby amended; unless otherwise indicated, all other terms and conditions of the Invitation to Qualify remain the same.

ITQ Amendment No.	ITQ Amendment Date:
5	September 18, 2023
Office of the Chief Electoral Officer File No.	
ECBH-ITQ-2022-1638	
Title:	
Field Service Supply Solution (FSSS)	
Invitation to Qualify Closing Date:	
September 21, 2023 at 2:00PM (Eastern daylight 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.
Brandon Hua	873-415-0459

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Invitation to Qualify for Field Service Supply Solution (FSSS) bearing number ECBH-ITQ-2022-1638 and dated July 20, 2023 (the “ITQ”). This amendment hereby forms part of the ITQ.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the ITQ and used in this amendment shall have the same meanings assigned to them in the ITQ.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Invitation to Qualify and Elections Canada hereby answers as follows:

2.1 Question No. 6

Question:

Can specific client contact information be provided at such time that a Bidder has qualified for the ITQ and Canada requests a reference call?

Answer:

No. Respondents are required to provide all client contact information with their response by the ITQ closing date and time. Should a Respondent require advance notice of Elections Canada contacting clients during Part 4 Evaluation Procedures and Basis of Qualification – Client Reference Checks, Respondents should clearly indicate such requests in their response. Elections Canada Contracting Authority will provide two Business Days written notice to the Respondent’s authorized representative identified in Form 1 – Response Submission Form by email of our intent to contact clients.

2.2 Question No. 7

Question:

In regard to the requirement to provide a financial statement for a one-year period within the last three years demonstrating annual revenue of at least \$100 million Canadian dollars.

As a privately held organization, please confirm that it is acceptable to provide an attestation of our financial viability with our response, to comply with this requirement. We will release our financial statement upon signing of an NDA by Elections Canada.

Answer:

As previously stated in Elections Canada's response to Question 5 in Amendment 4.

Elections Canada will not accept a signed attestation that a firm's annual revenue exceeds \$100 million Canadian dollars.

As stated in Section 2.3.6, "All responses received will be treated as confidential, subject to the provisions of the Access to Information Act, R.S. 1985, c. A-1 and the Privacy Act, R.S. 1985, c. P-21". Access to the responses will be restricted to the FSSS ITQ Evaluation Committee, or in the discussions with the respondent during the ERRR phase. As such, Elections Canada will not sign an NDA provided by a supplier, as FSSS staff have already signed appropriate NDAs.