



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. 2	RFP Amendment Date: May 19, 2017
Office of the Chief Electoral Officer File No. ECTD-RFP-16-0011	
Title: Regional Media Advisors	
Request for Proposal Closing Date: June 15, 2017 at 2:00pm (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: Tiffany Denny	Tel No. 819-939-1481

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Regional Media Advisors bearing number ECTD-RFP-16-0011 and dated May 5, 2017 (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 Title Page - RFP Closing Date

Section Title Page, Closing Date of the Request for Proposal is hereby amended to read in its entirety as follows:

Delete: May 30, 2017 at 2:00p.m. (Gatineau Time)

Insert: June 15, 2017 at 2:00p.m. (Gatineau Time)

2.2 Amendment to Section 2.16 of Part 2 of the RFP

Section 2.16 of the Request for Proposal is hereby amended to read in its entirety as follows:

2.16 Conduct of Evaluation

- 2.16.1** In conducting its evaluation of the proposals, Elections Canada may, but will have no obligation to, do the following:
- (a) seek clarification or verification from bidders regarding any or all information provided by them with respect to the RFP;
 - (b) contact any or all client references supplied by bidders to verify and validate any information submitted by them;
 - (c) request, before the award of any contract, specific information with respect to bidders’ legal status;

- (d) conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFP;
- (e) correct any error in the extended pricing of proposals by using unit pricing and any error in quantities in proposals to reflect the quantities stated in the RFP; in the case of error in the extension of prices, the unit price will govern;
- (f) verify any information provided by bidders through independent research, use of any government resources or by contacting third parties; and
- (g) interview, at the sole costs of EC, as per the [National Joint Council Travel Directive](#), any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the RFP.

2.1.2 Bidders must comply with any request related to any of the items listed in Subsection 0 within the delay prescribed in such request. Failure to comply with the request may result in the proposal being declared non-responsive.

2.3 Amendment to Annex A – Statement of Work

Sub-Section 7.02.01 of Annex A – Statement of Work is hereby amended to read in its entirety as follows:

7.02.01 During an Electoral Event, in accordance with the Electoral Event schedule prepared by the Technical Authority, the Contractor must:

- a) provide Media Relations and Strategic Communications Services
- b) occasionally, perform work within a tight time frame, under stressful circumstances
- c) report to ECHQ during regular and rotating shifts, which may include evening, weekend and statutory holiday shifts
- d) be on call during regular and rotating shifts, which may include evening, weekend and statutory holiday shifts. If the Contractor is on call and the Technical Authority calls them in to the office, the Contractor must be on site at ECHQ within three hours of being notified (by cellphone and/or email).

With the pre-approval of the Technical Authority, on-call services may be required with little notice. Payment will be one hour of pay for every four hours of authorized on-call services.

The Contractor will be paid for the actual pre-approved on-call services hours at the Firm On-Call Services Hourly Rate.

2.4 Amendment to Annex B – Basis of Payment

Annex B – Basis of Payment of the Request for Proposal is hereby amended in its entirety as follows:

Annex B – Basis of Payment (revised on May 19, 2017) attached to this RFP Amendment.



Regional Media Advisors
(Revised on May 19, 2017)

ANNEX B

Pricing Table

Annex B – Pricing Table

The Contractor will be paid a firm all inclusive hourly rate; applicable sale tax extra for the provision of services outlined in Annex A - Statement of Work.

Task	Firm All Inclusive Hourly Rate	Maximum Amount
For the services set out in Section 7 of the SOW performed during periods of an Electoral Event.	\$110.00	To a maximum amount of \$33,000.00
For the services set out in Section 8 of the SOW performed during periods outside of an Electoral Event	\$110.00	To a maximum amount of \$32,000.00

TO A MAXIMUM OF \$65,000.00 (applicable taxes excluded)

All payments are subject to Government Audit.

For the purposes of defining the Firm Hourly Rate(s), a day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day shall be prorated to reflect the actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{Firm Hourly Rate}}{7.5}$$

With the pre-approval of the Technical Authority, on-call services may be required with little notice. Payment will be one hour of pay for every four hours of authorized on-call services.

The Contractor will be paid for the actual pre-approved on-call services hours at the Firm On-Call Services Hourly Rate.