



**DEPARTMENT OF FINANCE**

**PROCUREMENT SERVICES**

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**ADDENDUM # 1**

**For RFP # 5086**

**TO: All Bidders**

**FROM: Procurement Services**

**DATE: July 12, 2018**

**SUBJECT: Questions and Answers**

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Q1. Can the appendices (specifically Appendix E, Appendix F and Appendix G) be made available in Microsoft Word format?

A1. The forms have been added to the Government's tender site in Word format.

Q2. On Page 6, it indicates the total points for the rated criteria to be 100. However, on Page 37 Section D.3 Rated Criteria, it indicates in D.3.2 and D3.3 that the total sum for the rated criteria is 150 points. Can weights for the rated criteria be clarified.

A2. D3.2 and D3.3 should read as follows:

*D3.2 Demonstrated Expertise and Project References (30/100 – minimum score 23)*

*D3.3 Proposed Resources, Resumes and References (50/100 – minimum score 38)*

Q3. (a) On Page 38, it indicates that If we are offering the same resource in multiple categories, only one copy of the resume is required. Should only 2 references in total be supplied for a resource named in multiple categories, or are 2 references needed for each resource for each named category?

A3. The references are "project" references. There should be two project references where the project supports the ability of the resource to undertake the work described in the category. Where a resource worked on a project where they did work that is relevant to more than one category, the same resume and projects could be used.

(b) The RFP limits the resume of an individual to 3 pages (including references), so if a resource is named in more than one category, it would increase the length and potentially exceed the stated limitations to include more than 2 references. The supplied references, however, might be specific for the work in the specified category, and not apply to other categories - is this an issue?

- A3. The resume should not exceed 3 pages.
- Q4. We understand that all services would have to be performed using the workstations provided by the province. Is the expectation that the consultants would have to be on-site for project delivery?
- A4. Depending on the statement of work, there may or may not be a requirement to be on site. Depending on the statement of work, there may or may not be a requirement to use government workstations.
- Q5. Is RDP and/or VPN allowed on the province provided workstations?
- A5. The Province of PEI uses VPN.
- Q6. Could you confirm: The pricing for each level of Service Category would be determined before a project is kicked off using Appendix A. No pricing information for each Service Category is required at the time of responding to the proposal.
- A6. Appendix A is the sample contract that would need to be executed **if** a proponent is offered work through this standing offer.

The purpose of the standing offer is to create lists of companies that are pre-qualified to deliver the identified services for each category in the request for proposal.

If the Province desires work to be done, they will send a statement of work to each company that qualified in the particular category. The companies will be asked to provide resumes and daily rates. The resumes and rates from each qualifying company will be evaluated and the winning company would then enter into a contract using the offered resource and rates.

**END OF ADDENDUM.**

***Please return this sheet with your formal bid proposal.***