



DEPARTMENT OF FINANCE

PROCUREMENT SERVICES

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ADDENDUM # 2

For RFP # 5223

TO: All Bidders

FROM: Procurement Services

DATE: March 26, 2019

SUBJECT: Questions and Answers

Q1: Within the glossary of terms, **Must** or **Mandatory**: means a requirement that must be met in order for a proposal to receive consideration. Schedule A of the RFP – Solution Requirements – uses the terms “must” and “should” as they relate to functionality. Is a “must” requirement required at the time of proposal submission, or can the proponent indicate that the criteria will be met, and include the cost for the requirement within its financial proposal? Is a “should” considered an optional requirement that does not need to be met by the proposed solution? How are requirements that are not met scored? Partially met? Met as part of the implementation? Met today?

A1: Proponent responses should reflect their products functionality at the time of proposal submission. Each response to a requirement in Schedule A will be evaluated and rated using the following scale:

- 0-does not perform
- 1-unacceptable
- 2-below expectations
- 3-adequate
- 4-above expectations
- 5-exceeds expectations

A “must” requirement is expected to be part of the products functionality, therefore a score lower than 3 will automatically disqualify the proposed solution. A “should” requirement has a significant degree of importance but its score will not automatically disqualify the proposed solution.

Q2: While reviewing the 5223_RFP-Vitalstats-v1.3 Document Appendix C - 1(b) states "Rates quoted by the Proponent shall be all-inclusive". Does this mean the province expects the proponent to estimate the internal costs associated with procuring necessary hardware for the on-premises VS solution?

A2: The province does not expect the proponent to estimate the internal costs associated with procuring necessary hardware for the on-premise VS solution.

Q3: While reviewing Schedule B (technical questions) document - Sheet 3 "Template:Total Cost of Ownership" will include some Financial information and to be submitted with "Proposal" associated with the technical response. But in 5223_RFP-Vitalstats-v1.3 Document Page-6, the submission instruction requested that all financial information needs to be submitted separately with "Financial Proposal". Can you clarify if the technical proposal should include the "Template: Total Cost Ownership" page completed and submitted?

A3: Do not include financial information on Sheet 3 labelled "Template:Total Cost of Ownership" when you submit RFP-VitalStats-Schedule-B-TechnicalRequirements.xlsx ". Financial information needs to be submitted separately with "Financial Proposal" per section 1.5.3 of the RFP document.

Q4: While reviewing the 5223_RFP-Vitalstats-v1.3 Document Appendix C - C.1 we seek this clarification. Should we include the cost for enrollment into our ESCROW agreement; and will the province require the proponent to procure licenses for B2B software for use with NRS?

A4: If there is a cost to enroll in an ESCROW agreement, include the cost in Appendix C, section C.1. The Province will not require the proponent to procure licenses for Oracle's B2B software.

Q5: While reviewing the 5223_RFP-Vitalstats-v1.3 Document Appendix C - C.2 we seek this clarification. Our costs for "routine management and/or the performance of the required services" are fixed for each year and found within C.1 - Annual Operational Support - Service Level Agreement. Per Diem Rates do not apply. Can we write Not Applicable for the Per Diem Rates Table?

A5: If there are any cases (aside from "routine management and/or the performance of the required services") where per diem rates would apply, provide details in Appendix C, section C.2, otherwise, indicate that per diem rates are not applicable.

Q6. Will there be an Onsite Demonstration as part of this RFP process?

A6: The proponent with the highest score from sections 2.2 Stage II – Evaluation of Requirements and 2.3 Stage III – Pricing will be selected to enter into the Agreement in accordance with Part 3 and will also be invited to give a demonstration of their solution. The RFP Timetable (Section 1.4) has been amended to include the demo.

1.4 RFP Timetable

Issue Date of RFP	4 March 2019
Deadline for Questions	22 March 2019
Deadline for Issuing Addenda	26 March 2019
Submission Deadline	10 April 2019 at 2:00 pm AST
Invited Bidder Demonstration	1 May 2019
Anticipated Execution of Agreement	7 June 2019

Q7: While reviewing Schedule A (solution requirement) document Section 8 (Manage Clergy Information) we found requirements regarding the Marriage Commissioner certification courses offered by PEI. Is this online training program a part of the VS solution that PEI is asking from the proponent?

A7: Management and delivery of the training program required for Marriage Commissioner licensing is ultimately a feature that PEI's VS solution should include or the VS solution should be capable of interfacing with 3rd party learning management software.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.