



**Materials Management**  
60 Riverside Drive  
Charlottetown, PEI, C1A 8T5  
Telephone: (902)894-2098 or Facsimile (902)894-2384

## **Advanced Contract Award Notice (ACAN)**

#4858

### **RFX Sourcing Software Technology**

Sponsored by Health PEI – Materials Management

#### **1.0 Advanced Contract Award Notice (ACAN)**

An ACAN is a public notice indicating to the supplier community that Health PEI intends to award a contract for goods, services or construction to a pre-identified supplier. This allows other suppliers who believe they can provide the same/equivalent goods or services to signal their interest in bidding by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, Health PEI may then proceed with the award to the pre-identified supplier.

#### **2.0 Definition of Requirements**

Materials Management requires a sourcing software that will streamline the RFX sourcing and scoring process while leading to more strategic and collaborative outcomes.

#### **3.0 Minimum Essential Requirements for a Submission of a Statement of Capabilities from Industry**

Vendors must demonstrate by way of a statement of capabilities that its product/equipment/service meets the following requirements:

- a) **Supplier Submissions:** The ability to receive specific documents and/or data fields from suppliers. Full control over document types.
- b) **Evaluation Groups:** The ability to run an evaluation process that involves groups of reviewers and/or advisors evaluating specific pieces of content against specified criteria according to a sequence. Full control over who sees what information and when they see this information.
- c) **Full Insight Throughout Process:** Project owners get full insight into the entire project cycle from vendors downloading documents, insight into evaluators progress/activity/scores and full insight into evaluator comments and scores leading up to award/decision.
- d) **Project Files:** The ability to upload and associate any other documents with a project.
- e) **Public File Listing:** The ability to share Project Files publicly on the public project page (e.g.posting an RFP document, specs, etc).

- f) **Scoring Summary Reports:** Includes all reporting associated with the evaluation – in app scoring summaries and Excel exports.
- g) **Criteria:** Includes the basic criteria types: Pass/Fail, Points [Scale], Points [Input], Pricing. Includes Excel import.
- h) **Private Projects:** Projects are hidden from public portal and only accessible for suppliers through an encrypted link.
- i) **Protected Projects:** A toggle-able “lock” that prevents project details from being seen by all other internal users not involved in the project.
- j) **Anonymous Submissions:** Hides supplier names from all internal users until the purchaser chooses to reveal them.
- k) **Consensus Scoring:** Allows the accumulation of group scores into one average consensus score.
- l) **Conflict of Interest & NDA:** Ability to have Conflict of Interest and/or NDA forms signed digitally for each purchaser, reviewer, and advisor for each project - prior to accessing supplier submissions. Impacts project creation and evaluation workflows.
- m) **Multi-Decision Projects:** Allows multi-category and/or multi-award projects; a single submission process splits off into multiple projects that each represent a separate decision/evaluation.
- n) **Questionnaires:** Provides a structured way to receive vendor responses in Excel for a large number of questions/criteria, and then displays the vendor's responses for improved comparative scoring.
- o) **Alternate Options:** Allows suppliers to provide alternate proposals during submission (at buyer's discretion), and integrates the alternatives into the scoring process seamlessly (i.e. no duplicate scores are required).
- p) **Auto-Scoring:** Auto-tabulate different scores submitted through vendor submissions. The platform can extract all the information and data from a submission and place it in a side-by-side view whether the information is qualitative or quantitative in nature.
- q) **BidTables:** Provides a structured way to receive vendor responses in Excel for a large number of quantitative information submitted by the vendor's, and then displays the vendor's responses side-by-side for improved comparative scoring.
- r) **Dashboard:** Visibility into you're the groups performance by identifying which project types/departments/buyers are performing well or poorly against pre-defined benchmarks.

## 4.0 Estimated Contract Value and Duration

\$14,000 for one (1) year starting October 1<sup>st</sup>, 2017 and ending September 30<sup>th</sup>, 2018.

## 5.0 ACAN Pre-identified Vendor

Bonfire  
 113 Breithaupt Street #100,  
 Kitchener ON  
 N2H 5G9,  
 Canada

## 6.0 Right to Submit a Statement of Capabilities

Vendors who consider themselves fully qualified and available to provide the goods, services, or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of the notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

## 7.0 Closing Date for Statement of Capabilities

September 12<sup>th</sup>, 2017 at 2:00PM ATL

## 8.0 Inquiries and Submissions of Statement of Capabilities

For Materials Management
<b>Todd Gillis</b> Director Materials Management
<b>Materials Management</b> Queen Elizabeth Hospital 60 Riverside Drive Charlottetown, PEI C1A 8T5
<b>Email:</b> <a href="mailto:gtgillis@gov.pe.ca">gtgillis@gov.pe.ca</a> <b>Phone:</b> (902) 894-2097