



DEPARTMENT OF FINANCE

PROCUREMENT SERVICES

95 Rochford Street, 2nd Floor South, Shaw Building, Room 27

Charlottetown, PEI, C1A 7N8

Telephone: (902) 368-4040 or Facsimile (902) 368-5171

ADDENDUM # 2

For RFQ # 5212

TO: All Bidders

FROM: Procurement Services

DATE: March 6, 2019

SUBJECT: Questions and Answers

Q1. Can you please provide more information like what is the expected daily or monthly volume of pages. Paper size, etc

A1. We require a scanner (compatible with the software) to scan many assessment booklets during a fairly short period of time. One booklet may contain 50 to 60 double sided pages and each grade has about 1600 students. In June and July we would need to scan about 6000 booklets in two weeks. Other times of the year are less busy, but sometimes we would need to scan 1500 booklets in a day or two. We also require the capacity to scan different sizes of paper. For example, with an 8.5 X 11 booklet, the spine is cut leaving a paper size of 7.5 X 11 approx. We would also like to scan student work on small pieces of paper and business cards, etc.

Q2. Can you please provide more information on what you need this software to do as it is not clear in the RFP.

A2. The software allows for the use of image capture technology to read "bubble" forms such as SAT tests, questionnaires, voting ballots, or any types of forms that are filled out by the process of filling in small preprinted circles or ellipses with a pencil. The software will be installed on a computer and will be programmed to 'speak to' the scanner. This must occur on-site. Since there will be changes to the scoring program (software) as the tests are altered over the years, training regarding making changes and dealing with glitches that may occur must also occur on-site.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.