



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 # 004

For RFP # 5354

TO: All Bidders

FROM: Procurement Services

DATE: September 19, 2019

SUBJECT: Questions and Answers

No.	Question	Answer
1	In response to Addendum 2, should the Appendix B form replacing the PEIRFP form be submitted in the same place as stated for the PEIRFP, or as stated in section 3.1?	Appendix B should be submitted in place of the PEIRFP Form.
2	Regarding the proposal response format, are answers to be provided in the excel sheet or do you require the same questions to be presented in a word document?	Please provide responses using the included spreadsheet. They do not need to be presented in a word document.
3	Where do we find the "PEIRFP Form"?	Please see Addendum # 002.
4	Can the project profiles/references be pasted into a Word document? Section D.3.2 indicates that the entire proposal should be submitted in Word or PDF. Please confirm that respondents do not need to submit the Excel spreadsheet but rather, can compile all of the references in a Word document.	Please provide project profiles and references in Excel spreadsheet Schedule J, as described in D.3.4. Response Requirements. This document is accessible at the bottom of the RFP # 5354 page labeled as Support: Download 5354_rfp_-_it_professional_services_roster_-_schedule_j.xlsx

5	Section 1.5.3 indicates 2 hard copies are to be submitted, but section D.3.2 indicates one unbound original and two hard copies. Please confirm how many hard copies are required.	Please submit one unbound hard copy marked Original at the top. Also, submit two hard copies marked Copy at the top.
6	On page 43, in section D.3.1, you ask for “Body of proposal – This should include the Proponent’s technical and pricing responses as set out in this RFP. The body should be printed on 8 1/2 inch x 11 inch pages in length including appendices, 8 1/2 inch x 14 inch, folded pages are permissible for project approach graphics or Gantt charts.” – I do not see where we should include technical or pricing responses. Can you please advise?	Due to the nature of the Request for Supplier Qualification for IT Professional Services Roster, there is no evaluation of a technical or financial response required. Your response should include all components listed in section D.3.4, with the exception of the PEIRFP Form which was replaced with the Appendix B Submission Form.
7	Do you have a template for the “letter of introduction”?	No template will be provided for the Letter of Introduction.
8	As we look for skills and expertise in our company, should we only consider for the roster only professionals who are Canadian citizens or can we include professionals working in Canada for our company?	The Province of PEI works with many partners around the globe who meet our contractual and business requirements. Proponents are responsible for ensuring that proposed resources meet all Federal, Provincial, and Municipal laws required to legally work in Canada and PEI for both pre-qualification to roster Service Categories and in proposal responses to work packages.
9	For the resources we identify for supporting your Service Categories, will you require Security Clearance?	Any specific requirements, such as Security Clearances, will be identified on a case by case basis within individual work packages released within the pre-qualified rosters.
10	As we look at projects and references, we sometimes used sub-contractors to complete some of the activities. Can we still use those projects as references or is the limited use of sub-contractors disqualifying the project / reference?	Projects and references provided within the submission must have been completed by the Proponent’s company or by employees currently employed by the proponent at the time of submission. A project completed by a current employee while employed with a different employer is acceptable. Work performed by a third party sub-contractor while un-affiliated with the proponent does not meet our requirements for pre-qualification purposes.
11	Can the references come from projects we recently completed in the US?	Yes, they can.

12	As we look at the Service Categories, should we identify projects and references that fulfill ALL of the elements listed in the specific category? Or should we identify projects and references that just hit several of these components?	<p>The Service Categories describe examples of the types of work packages which we expect to issue during the term of this roster.</p> <p>A Proponent does not need to fulfill all elements described in a given Service Category in order to attempt to pre-qualify to the Roster.</p> <p>A successful Proponent will demonstrate that they have the capacity to fulfill elements similar to those described within the Service Category.</p> <p>Having the capacity to fulfill a wider breadth of elements in a given Service Category may allow a proponent to respond to a larger variety of work packages following pre-qualification.</p>
13	Within Category 6, Disaster Recovery - Facilitate and deliver training curriculum related to EM, BCM, and DR services; do you mean training the staff on the tools and content of the services or training on the processes?	Both.
14	Within Category 8, IT Network - Install Belden cabling; can this task be performed by using a subcontractor?	<p>Work performed by a third party sub-contractor while un-affiliated with the proponent does not meet our requirements for pre-qualification purposes.</p> <p>However, a Proponent who has already successfully pre-qualified to the roster in a (or many) Service Categories may respond to individual work packages issued to that Service Category indicating the use of sub-contracted resources as part of their proposal.</p> <p>Subsequent contracts would be negotiated and signed between the Proponent and the Province of PEI.</p>
15	Within Category 9, IT Server Services - Implement and maintain Citrix XenApp, and Microsoft Remote Desktop Services; can this task be performed using a sub-contractor?	<p>Work performed by a third party sub-contractor while un-affiliated with the proponent does not meet our requirements for pre-qualification purposes.</p> <p>However, a Proponent who has already successfully pre-qualified to the roster in a (or many) Service Categories may respond to individual work packages issued to that Service Category indicating the use of sub-contracted resources as part of their proposal.</p> <p>Subsequent contracts would negotiated and signed between the Proponent and the Province of PEI.</p>

16	Is there a standard contract that has been created for organizations that have intellectual property and regulatory overseers?	<p>The Province of PEI's standard contract has been included as Appendix A.</p> <p>Appendix H – Declaration of Contract Intentions Form, allows Proponents to indicate alterations they would consider vital to its proposal responses, and therefore request during contract negotiations.</p> <p>Section 4.5 Declaration of Contract Intentions describes the process used during both pre-qualification evaluation and subsequent work package evaluations.</p>
17	Is the Province of PEI willing to negotiate an alternate contract term sheet that is mutually balanced based on risks?	<p>Proponents should indicate in Appendix H of their response, any alterations they would consider vital to its proposal responses, and therefore request during contract negotiations.</p> <p>Section 4.5 Declaration of Contract Intentions describes the process used during both pre-qualification evaluation and subsequent work package evaluations.</p>
18	If Proponents are expected to sign the standard contract are we able to negotiate adjustments or alterations prior to work being provisioned (amending agreements)?	<p>Proponents should indicate in Appendix H of their response, any alterations they would consider vital to its proposal responses, and therefore request during contract negotiations.</p> <p>Section 4.5 Declaration of Contract Intentions describes the process used during both pre-qualification evaluation and subsequent work package evaluations.</p> <p>Of note from section 4.5: Proponents are not required to sign the Professional Services contract during this RFSQ. They will have the opportunity to review the most current version of the contract and to complete a new Declaration of Contract Intentions Form after considering the Tender/Statement of Work.</p>
19	If a Proponent provides in advance the recommended changes to the Province of PEI's standard contract, could contract design decisions be finalized after the proposal issuance date?	<p>Proponents should indicate in Appendix H of their response, any alterations they would consider vital to its proposal responses, and therefore request during contract negotiations.</p> <p>Section 4.5 Declaration of Contract Intentions describes the process used during both pre-qualification evaluation and subsequent work package evaluations.</p> <p>Of note from section 4.5: Proponents are not required to sign the Professional Services contract during this RFSQ. They</p>

		will have the opportunity to review the most current version of the contract and to complete a new Declaration of Contract Intentions Form after considering the Tender/Statement of Work.
20	Is it possible to use MS Word or Adobe PDF in place of the Microsoft Excel sheet attached to the RFSQ (file name: 5354_rfp_it_professional_services_roster_-_schedule_j.xlsx)? Within it, a number of cells are provided for Proponent answers to specific questions. This may allow more fulsome responses and incorporate illustrations.	Please provide responses to the requested information such as Company Overview, project profiles, and references within the Excel spreadsheet Schedule J, as described in D.3.4. Response Requirements.
21	On page 46 of the RFSQ we are asked to list “Key consultant staff on the project and their roles,” however the response template does not indicate where this information should go. Could you please confirm that you want us to list project team members and roles? If so, could you please also clarify where precisely we should list this information in the response template?	<p>Project team members and roles should be listed when required to demonstrate the Proponents capability within the Service Category.</p> <p>Key consultant staff on the project and their roles should be described in Schedule J, tab J2A/B/C in field “Describe the role and responsibility of your key consultant on the project (prime or sub-consultant).” as described in section D.3.6 of the RFP when it is relevant to the Service Category.</p> <p>If a project team is comprised of multiple roles, but only one consultant role is relevant to the Service Category in question, only the one relevant key consultant should be described for that Service Category.</p> <p>The other resource roles assigned to the same project may be used as a relevant key consultant within other Service Categories.</p>
22	Are the administrative elements (Appendix B & Appendix H) to be external from the proposal?	<p>The Administrative Elements should be placed on top of the Proposal as described in section D.3.2 for hard copies.</p> <p>For the one electronic copy, the administrative elements should be incorporated into the top of the proposal if possible, but if not, it should be clearly labeled as Administrative Elements, Appendix B – Submission Form, and Appendix H – Declaration of Contract Intentions.</p>
23	Is the letter of introduction to be external from the proposal?	<p>The Letter of Introduction should be part of the Proposal Package as described in section D.3.2, for hard copies.</p> <p>For the one electronic copy, the Letter of Introduction should be incorporated into the proposal package if possible, but if not, it should be clearly labeled as Letter of Introduction.</p>

24	Is the intent that Appendix J be re-organized, so the tabs are in the order specified?	The tabs do not need to be re-ordered to match the order described within D.3.4, but all tabs should be complete, and J.2A/B/C should be completed once for each Service Category.
25	Is the intent that Appendix J, be converted into a PDF/Word document to match the response requirements format outlined in D3.4?	No. The Province of PEI would like Appendix J to be returned in Excel format.
26	Does the Declaration of Contract Intentions Form (Appendix H) need to be signed whether or not changes are made?	Yes, the Province of PEI would like Proponents to sign the Declaration of Contract Intentions (Appendix H) after describing either any contractual changes they propose or that no changes will be proposed.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.