



DEPARTMENT OF FINANCE

PROCUREMENT SERVICES

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ADDENDUM # 1

For RFP # 5389

TO: All Bidders

FROM: Procurement Services

DATE: 26-Nov-2019

SUBJECT: Questions and Answers

Q1: Are you able to disclose who completed previous After Action Reports for the Province (i.e. Hurricane Juan)?

A1: No external After Action Reports were conducted previously in the province for any events.

Q2: D-3 Mandatory Technical Requirement – Would the mandatory technical requirement be considered met if a sub-contracted firm has met the requirement even though the main contractor has not?

A2: Yes.

Q3: The scope of work is referenced as including a review of electronic and physical documentation from the Department of Justice & Public Safety and other government departments. Are you able to give any sense of the number/size of documents that are to be reviewed?

A3: We are not able to provide an estimate to this question as it would depend on the various department's level of engagement on this event.

Q4: Will the contractor be provided with all documents by the Department of Justice and Public Safety or will the contractor need to reach out to various department representatives to collect these documents?

A4: Contractor will need to reach to the various department representatives for the documentation.

Q5: It is indicated that government departments will provide advice on stakeholders (government, community leaders, critical infrastructure and first responders) to be notified for focus group sessions. Is there a pre-determined number of focus group sessions that are to be held?

A5: There is no pre-determined number of sessions.

Q6: It is indicated that the Department of Justice and Public Safety will provide a listing of key stakeholders for interviewing. How many individual interviews are anticipated?

A6: It is expected that a reasonable sampling of representative stakeholders would be conducted as appropriate and based on the experience of the contractor. It should be noted that these interviews may be conducted in various formats, such as in-person, via email or telephone.

Q7: Are you able to share the estimated budget for this engagement?

A7: No.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.