



532-2017 ADDENDUM 1

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE DEVELOPMENT OF A COMPREHENSIVE LONG TERM BENEFITS STRATEGY WITH POTENTIAL IMPLEMENTATION, AND TO ACT AS THE EMPLOYER’S REPRESENTATIVE AND ADVOCATE BETWEEN THE EMPLOYER AND THE BENEFITS CARRIER(S), AS WELL AS BETWEEN EMPLOYEES AND THE BENEFITS CARRIER(S)

ISSUED: July 18, 2017
BY: Patrol Sergeant Mike Gibson
TELEPHONE NO. 204 – 986-3735

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Proposal may render your Proposal non-responsive.

PART F – SECURITY CLEARANCE

Revise:F1.7 to read: Any satisfactory Security Clearance obtained thereby will be deemed valid **for an indefinite period of time** from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified. **Persons do not need to renew their security clearance on an annual basis, but will be subject to further checks at the sole discretion of the Winnipeg Police Service. Level 3 Security Clearance will become invalid when the said Contract expires and/or the person is no longer employed by the Contractor.**

QUESTIONS AND ANSWERS

- Q1 Ref para D7. The phrase “....at all times....” seems to imply that a site supervisor is also required for the evening shift. Please clarify.
 - A1 Section D7 states that the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. Section E. 4.4 - The Shift Supervisor hours are Monday to Friday from 0700-1500 hrs. The term – if necessary allows for the Contractor to have a shift supervisor for the evening hours, if required. The majority of the Work is completed during the day time hours and the Shift Supervisor overlaps for a period of time with the evening shift (1400-2200 hrs) for Document Servers - section E4.1(a)(v)(ii). If additional supervision is required, an assistant on the evening shift can be appointed to fulfill the supervisor role that is acceptable to the Contract Administrator & Contractor.
- Q2 Ref para E2.2(a), recent information has been that this will go down to 2 attempts. Please clarify the requirement
 - A2 As outlined in Section E2.2 (a) – a minimum of three (3) delivery attempts shall be made per document. This will be maintained during the contract period.
- Q3 Ref para E3.6 and sub-paras (read in conjunction with para D7), does not identify the site supervisor (D7) but does identify the Shift Supervisor. Please clarify the total complement including a Site Supervisor and the 9 listed in para E3.6.

- A3 As outlined Section E3.6 – Contractor shall provide court document services which will be represented by a minimum of nine (9) full time staff members. Section E3.6.1 outlines:
- Six (6) Court Document Servers
 - One (1) Dispatch Driver
 - One (1) Office Manager; and
 - One (1) Shift Supervisor.

The Bid identifies the Shift Supervisor as the person who is responsible for the daily supervision of the document servers – Section 4.4. The term site supervisor is not used in this document.

- Q4 Ref para 3.9.1 “...provide additional staff....” Is directly impacted by the WPS ability to either reduce the need or hasten background security checks. The process to provide additional personnel must allow for this challenge.

A4 This section and statement shall remain in the Bid Opportunity document.

- Q5 Ref para E. 4.1 “Be able to attend Court, as required, on days off.” Confirm this is billable time? Most serves would be in an O/T situation if required to attend court. Is O/T billable at 1.5 x the regular rate?

A5 Payment is made based on the service being provided, and is not billed based on the time required to perform the service. The City shall not pay overtime to the Contractor to perform the Work. Contractor shall be willing to modify the person’s shift to accommodate the requirements of court.

- Q6 Ref para E 4.1(b)(v), E4.3(b)(x), E4.4(b)(xi), “Complete other duties related to the provision of Court Document Services as required” Request this phrase be more clearly defined or removed.

A6 This section and statement shall remain in the Bid Opportunity document.

- Q7 Ref para F1.7 & 1.8 “Security clearance.... deemed valid for one(1) year....”. Currently clearances are valid indefinitely, please confirm the new expiry term. Please confirm that read together para 1.7. and 1.8 mean that members do NOT need to renew their level 3 clearances annually but only on request thereafter?

A7 See revision to F1.7 above.