



943-2017 ADDENDUM 1

REQUEST FOR QUALIFICATION FOR PROVISION, IMPLEMENTATION AND SUPPORT FOR A RECORDS MANAGEMENT SYSTEM FOR THE WINNIPEG FIRE PARAMEDIC SERVICES

ISSUED: Jan 22 2018
BY: Linda Hathout
TELEPHONE NO. 204-391-5434

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE BID
OPPORTUNITY**

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID OPPORTUNITY AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: A20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 6 of Form A: Bid may render your Bid non-responsive.

PART B – BIDDING PROCEDURES

Revise: B6.2 to read:

B6.2 Estimated Preliminary Schedule

Phase	Approximate Date(s)
1. RFQ Process	February 23, 2018
2. Evaluation/Shortlist of Proponents	March 2018
3. Demonstrations by short-listed Proponents	March 2018
4. Interview for budget determination	April 2018
5. City of Winnipeg budget approval process	Q4 2018
6. RFP process (shortlisted RFQ Proponents only)	Q1 2019
7. Award	Q2 2019

B19. SUBMISSION DEADLINE

Revise: B19.1 to read:

B19.1 The Submission Deadline is 4:00 p.m. Winnipeg time, February 23, 2018.

QUESTIONS AND ANSWERS

- Q1. Please confirm if the City of Winnipeg currently holds MS SharePoint or SharePoint Online licenses. If yes, please confirm the version installed.
- A1 Yes SharePoint Server 2010
- Q2. There is no project budget listed in the RFP. Please indicate the approximate budget range by selecting one of the options below:
- A1 0 - < \$500K
A2 > \$500K - < \$1M
A3 > \$1M - < \$5M
A4 > \$5M
- A2 See B7.6 in the document
- Q3. Regarding B2.8, page 3, 3rd paragraph, specifically “Detailed EMS reports are stored in a separate EPCR system.” Please confirm what EPCR stands for.
- A3 “EPCR” means Electronic Patient Care Records.
- Q4. Please provide an approximation of how many TB of data exist, in total, across all lines of business.
- A4 There is approximately 56.33 GB of data or less than 0.06 of a TB.
- Q5. Does the City currently have a File Plan and can the City kindly provide this to Vendors for analysis?
- A5 There is no comprehensive filing plan for the city or department.
- Q6. Please confirm if Migration to the new Records Management System is considered in scope for this project as this will inform pricing.
- A6 Yes
- Q7. We understand this is likely not intentional, however, the reality is that denying electronic submission does grant local vendors a distinct competitive advantage. Best practices dictate submission to Courier at least three (3) days in advance for risk mitigation purposes. For vendors that are not local, will the client kindly consider accepting electronic submissions so that no one vendor has an advantage not offered to other vendors?
- A7 By extending the deadline there should be less concern for courier delays. City is not accepting electronic submissions.