



Corporate Finance  
Department  
Materials Management  
Division

## 1080-2017 ADDENDUM 1

### REQUEST FOR QUALIFICATION FOR PROVISION, IMPLEMENTATION AND SUPPORT FOR A STAFF SCHEDULING (ROSTER) SYSTEM FOR THE WINNIPEG FIRE PARAMEDIC SERVICE

ISSUED: January 15, 2018  
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#### **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

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**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 6 of Form A: Proposal may render your Proposal non-responsive.**

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#### **PART B – BIDDING PROCEDURES**

Revise: B20.2(c) to read:

B20.2(c) Value Added and Innovative Services

#### **B30. EVALUATION CRITERIA**

B30.1 Proponents Submissions will be evaluated in accordance with the criteria and weight factors indicated below:

<b>EVALUATION CATEGORY</b>	<b>REFERENCE</b>	<b>WEIGHTING (%)</b>
(a) Form A	B21	<b>Pass/Fail</b>
(b) Form N: Proponent Conformance to Mandatory Requirements & acceptable deviation therefrom.	B22.1(a)	<b>Pass/Fail</b>
(c) Form N: Proponent conformance to Non-Mandatory requirements or acceptable deviation therefrom	B22.1(b)	40
(d) Public Sector Knowledge & Experience of Proponent(s)	B23	
(i) Organization and Plan		5
(ii) Team members experience		10
(iii) Key individuals experience		10
(iv) References & description		5
(e) Implementation approach	B24	20

(f) Value Added or Innovative Services	B25	10
<b>Total Score</b>		<b>100</b>

- B30.2 Further to B28, B30.1(a) and B30.1(b), the City may reject a Submission as being non-responsive if the Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Submission, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B30.3 Further to B30.1(c), Form N: Non Mandatory Requirements shall be evaluated considering the information submitted in response to B22.1(b)..
- B30.4 Further to B30.1(d), Public sector knowledge and experience shall be evaluated considering the information submitted in response to B23.
- B30.5 Further to B30.1(e), Implementation approach shall be evaluated considering the information submitted in response to B24.
- B30.6 Further to B30.1(e), Value Added or Innovative Services shall be evaluated considering the information submitted in response to B25.
- B30.7 Reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B30.8 The City has full power to conduct an independent verification of information in any Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed members of its team. The City and its evaluation team may conduct such due diligence in respect of a Proponent, its business, operations and experience as it or they deem necessary or advisable.
- B30.9 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.
- B30.10 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B26.
- B30.11 A Submission may be determined to be not qualified if the Submission does not obtain a minimum of 70% of the points for each category.

## **QUESTIONS AND ANSWERS**

- Q1 The following requirement states that: Each unit should be able to have its own set of business rules defined. Please clarify what constitutes a 'unit' for better understanding regarding the need for unique business rules.
- A1 Units refer to any apparatus in the fleet such as an Ambulance, Ladder Truck, bike Paramedic.(ref: Form N(G2.6))
- Q2 The following requirement states that: From a personnel record, a user should be able to identify all events that person has been linked to including but not limited to: Incidents, Training, Inspections and Public Education. Please clarify if any of this information can be sent to the scheduling system electronic from an external system, or, if it is expected to be manually entered.
- A2 This information would be manually entered. (ref: Form N(G2.17))
- Q3 Please confirm if the term 'secondment' is considered to be a three-way arrangement between the employee, WFPS and the employee's host employer. If not, please explain.

A3 Secondment refers to a temporary move from one branch of WFPS to another for example from the Engine 1 crew to the Training Academy. (ref: Form N(R2.3))

Q4 The following requirement states: The system may allow for multiple jurisdiction configuration.

Is this requirement in anticipation of adding alternative agencies to the platform?

A4 The request is form the possibility of being able to add additional jurisdictions there are no immediate plans.

Q5 The following requirement states: May be able to associate an agency defined position number to a defined staffing position. Is the position number used for budgeting purposes?

A5 Yes, the position number is associated for budgetary purposes.

Q6 The following requirement states: Report to represent all officer movements (equivalent to the current Pool Posting). Is this considered a 'floating' position? If not, please explain.

A6 This a report that lists all officer position changes from one station to another. For example if Captain Smith normally located at station 1 was moved to station 3 to cover for a vacancy. (ref: Form N(R3.1))

Q7 Will this be a cloud based solution or on premise?

A7 It can be either provided the cloud is hosted in Canada.