



Date: May-9-19
To: Bidders for Norfolk County Bid No. ECS-IT-19-01
Human Resources Information System - HRIS
From: Carly St. Amand, Administrative Coordinator, Employee and Corporate Services
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Subject: Addendum No. 1 (2 pages)

ADDENDUM No. 1

This Addendum shall form part of the Contract Documents.

The Bidders should acknowledge receipt of this Addendum on the Submission Form – Appendix A.

1. Question:

Are our partners able to respond to the RFP on our behalf leveraging the same software solution? If so, can we have multiple partners respond to the RFP?

Answer:

Yes. There can be submissions from different vendors that can include the same software solution or sub-contractor.

2. Question:

Regarding Attachment A – Proposal Submission, within the Functional Requirements reference section d. Scheduling item #26. Are you able to confirm if all areas require automated call out for shift replacement or just for specific areas such as fire and paramedic services.

Answer:

Only the 24/7 operations which would consist of Paramedic Services and Norview Lodge Long Term Care would require automated call out for shift replacement.

3. Question:

Regarding Attachment A – Proposal Submission Form (Detailed Workplan Schedule): Would it be possible to use a different chart to answer this question? Our typical workplan does not utilize this format. We would ensure that all components would be answered as needed.

Answer:

Vendors can provide the workplan schedule in a different chart form as long as it is included with their submission and has been referenced within the Item A, Section c of the detailed workplan schedule included in Attachment A – Proposal Submission.

4. Question:

Regarding Attachment A – Proposal Submission Form: Could we utilize Appendices to answer some of the questions provided in this Submittal Form? This is due to the fact that I am unsure if we can imbed visuals into the answers using the format provided in this Submission form.

Answer:

Vendors can reference addition information that would be included with the submission and could be considered as an appendix. All references to this additional information must be included when completing responses to each section of Attachment A - Proposal Submission Form

5. Question:

How many of the approximate 1,500 employees are paid hourly vs salary?

Answer:

All employees are paid hourly, despite a portion being classified as salaried (non-union).

End of Addendum