



Date: May-10-19
To: Bidders for Norfolk County Bid No. ECS-IT-19-02
Recreational Management Software
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:

What Data is the County looking to migrate into the new system?

Answer:

The County has no plans in migrating data into the new system through an automation process. Any migration of information would be done manually and by county staff.

2. Question:

Section 2.5 – Relationship Coordinator – Does the County wish for the proponent to submit a name at time of submission? If so, would the County like to have resumes included with our submission?

Answer:

No, the name of the Relational Coordinator can be provided by the selected Proponent at the time of contract execution.

3. Question:

In addition to completing Attachment A – are proponents able to also include a technical proposal providing more information about our company and services?

Answer:

Yes, additional information/documentation can be included with a completed version of Attachment A as part of the vendor's submission.

4. Question:

Attachment A – Page 52 - #3 – Dynamic queued reporting – can the County please clarify and explain further what this requirement is?

Answer:

Dynamic queued reporting is the ability to have reports appear in a timely fashion either by a triggered or schedule (i.e. end of the month) to available for managers and/or administration staff. These reports could include dynamic information based on what the manager and/or administrative staff member wishes to view. An example would be for the system to produce reports upon the completion of the event that would list how many registered, how and when they registered in comparison to how many attended.

5. DELETE:

Section 3.4.2 - Stage II – Evaluation of Rated Criteria: Technical Proposal – Envelope #1

REPLACE WITH:

Revised Section 3.4.2 - Stage II – Evaluation of Rated Criteria: Technical Proposal – Envelope #1

Stage II will consist of scoring of each technical Proposal that meets the Mandatory Requirements in Stage I on the basis of the rated criteria by a Norfolk County Evaluation Committee, consisting of Manager, Administrative and Client Services; Supervisor, Community Programs; Accounting Clerk; Manager of Revenue and Taxation, and Tax Collector; and Director, Information Technology.

End of Addendum