



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Request for Proposal No. 2122204

Fire Department Incident Management Software

Date: May 24, 2022

Item No. 1

Question: Section 5. REQUIREMENTS states that proponents must format their response using the headings outlined in that section, but it also says "per Section 7". However, Section 7.2 only includes five of the headings from Section 5. Section 6 includes this item as part of the proposal format: "The body of the proposal as outlined in Section 7.2 Weighted Criteria." Are we correct in assuming that the headings are to include all the ones listed Section 5? If not, please clarify the desired format.

Answer: Section 5 states "Please address each of the following items in your proposal in the order presented. Proponents must format their proposal response using the headings below per Section 7. Failure to do so may result in disqualification from the review process."

Your evaluation will be on the following items, your bid should speak to each item, to score in each category.

Organizational Experience
Key Personnel Experience
Schedule
RMS System Design
Implementation Strategy
Ongoing Maintenance and Support
Sustainable Social Procurement
Value Added Services
Price

Item No. 2

Question: Can companies from Outside Canada can apply for this (e.g. from India or USA)?

Answer: As long as all Provincial and Federal regulations are being met then companies can apply outside of Canada. The SCRCD will not provide companies with the regulations, bidding companies must have knowledge and understanding of the regulations.

Item No. 3

Question: Do we need to come over there for meetings?

Answer: There is no mandatory meeting, but Training and software support is required that can be done in person or virtual.

Item No. 4

Question: Can we perform the tasks (related to RFP) outside Canada (e.g. from India or USA)?

Answer: As long as all Provincial and Federal regulations are being met then companies can apply outside of Canada. The SCRCD will not provide companies with the regulations, bidding companies must have knowledge and understanding of the regulations.

Item No. 5

Question: Can we submit the proposals via email?

Answer: Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

Item No. 6

Question: Can you please specify and provide samples of requested permits, as well as samples for fire reports and inspections?

Answer: The intention is for your software to improve and standardize the 4 department's current reporting system. This will be evaluated under RMS System design.

Item No. 7

Question: Can you provide a list of required courses being tracked for the members?

Answer: The software should be able to track all NFPA training standards, Emergency First Responder and in-house training sessions.

Item No. 8

Question: Does the District have an anticipated project start date?

Answer: The intention is to start using the software upon award of contract. Implementation Strategy is one of the weighted criteria, with this, companies should outline what their Implementation timelines are.

Item No. 9

Question: Does the District have an anticipated go-live/implementation date?

Answer: Implementation Strategy is one of the weighted criteria, with this, companies should outline what their Implementation timelines are.

Item No. 10

Question: What type of information will be tracked in the personnel module?

Answer: Member's names, employee number, years of service. No personal data, SIN, birthdays, banking details etc.

Item No. 11

Question: What type of permits will be managed?

Answer: Burning Permits

Item No. 12

Question: Is there historical information to be added?

Answer: No

Item No. 13

Question: Would you grant an extension?

Answer: Our intention is to keep our timelines; a request can be made and the team will evaluate depending on the extension timeline requested.