



ADDENDUM NUMBER 1

R17-01 Electronic Meeting Management System April 20, 2017

This Addendum shall be read in conjunction with and considered as an integral part of the Request for Proposals. Submitted Proposals shall include all items of this Addendum.

The Addendum is as follows:

Questions & Answers:

Q1. Given the aggressive timelines detailed in the RFP, can you possibly provide a timeline for consideration of the RFP responses, shortlist presentations, contract negotiations, award and projected project launch by CVRD?

A1. The following is a tentative timetable:

Issue Date of RFP	April 10, 2017
Deadline for Questions	April 28, 2017
Deadline for Issuing Addenda	May 1, 2017
Submission Deadline	May 4, 2017 @ 2:00 PM local time
Evaluation Period	14 days from the submission deadline
Shortlist Presentations	First week of June 2017
Contract Negotiation	June 12, 2017
Anticipated Execution of Agreement	June 17, 2017

Q2. Is SIRE data migration considered part of this effort?

A2. Our preference is to migrate relevant data. This will be discussed further with shortlisted vendors. Proponents should provide options as to what they can provide/support.

Q3. What devices will your board members be using to receive their agendas?

A3. Board members currently use a mix - iPad's, Microsoft Surface &/or Windows based laptops. Your solution should support any combination of current and future technology.

Q4. In your award criteria (on page 7), references get mentioned twice as part of the first item and the focus third item. Can you please clarify?

A4. The table below replaces the one on page 7 of the competition document:

Company and Key Personnel, Experience and Client References Qualifications	10%
Content of Proposal	40%
References from previous clients	10%

Licensing Model and Pricing (Detailed Costs and Related Fees)	20%
Time line for projected completion	10%
Demonstration	10%

Q5. How will cost ranking be calculated in terms of allocating the 20% associated with it?

A5. Pricing will be scored based on a relative pricing formula. Each respondent will receive a percentage of the total possible points allocated to price relative to the lowest bid price, based on the following formula:

$$\text{lowest price} \div \text{respondent's price} \times \text{total available points} = \text{respondent's score}$$

End of Addendum 1

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