

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
Place du Portage, Phase III  
Core 0A1/Noyau 0A1  
11 Laurier St./11, rue Laurier  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Shared Systems Division (XL)/Division des systèmes  
partagés (XL)  
4C1, Place du Portage Phase III  
11 Laurier St./11, rue Laurier  
Gatineau  
Québec  
K1A 0S5

Title - Sujet COMMERCIAL SOFTWARE	
Solicitation No. - N° de l'invitation EN578-130093/A	Date 2012-08-07
Client Reference No. - N° de référence du client 20130093	GETS Ref. No. - N° de réf. de SEAG PW-\$\$XL-123-24714
File No. - N° de dossier 123xl.EN578-130093	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 05:00 PM on - le 2012-08-20	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jalbert, Denise	Buyer Id - Id de l'acheteur 123xl
Telephone No. - N° de téléphone (819) 956-1083 ( )	FAX No. - N° de FAX (819) 953-3703
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

# Request for Information regarding PHARMACY MANAGEMENT & ELECTRONIC MEDICATION ADMINISTRATION RECORDS SOFTWARE SOLUTION

## For CANADA

### TABLE OF CONTENTS

<b>A. 1 Background and Purpose of this Request for Information (RFI)</b>	2
<b>A. 2 Nature of Request for Information</b>	2
<b>A. 3 Nature and Format of Responses Requested</b>	3
<b>A. 4 Response Costs</b>	3
<b>A. 5 Treatment of Responses</b>	3
<b>A. 6 Contents of this RFI</b>	3
<b>A. 7 Question to Industry</b>	3
<b>A. 8 Format of Responses</b>	3
<b>A. 9 Enquiries</b>	4
<b>A. 10 Submission of Responses</b>	4

Annex A: Draft Bid Solicitation

# REQUEST FOR INFORMATION REGARDING PHARMACY MANAGEMENT & ELECTRONIC MEDICATION ADMINISTRATION RECORDS SOFTWARE SOLUTION FOR CANADA

## A. 1 Background and Purpose of this Request for Information (RFI)

Canada is seeking information on the attached “**Draft Bid Solicitation**” that contains Canada’s requirement for a commercially available Pharmacy Management and Electronic Medication Administration Record Software Solution in order to implement a standardized medication management system linking health units. The Software Solution consists of the following two components: (1) A pharmacy management component which includes a standardized inventory management module; and, (2) An Electronic Medication Administration Record (eMAR) for the management of electronic documentation.

The integrated Software Solution will permit:

- improvement in efficiency through greater standardization of processes,
- improvement in effectiveness thanks to the capacity of redirecting the efforts of the medical staff from time-consuming administrative tasks to the provision of patient health care activities,
- cost containment by closer monitoring of formulary compliance and better inventory control,
- the mitigation of high risk areas such as drug adverse events.
- Improve patient safety.
- Reduction of number of legacy systems that currently preform the delivery of clinical services.

The Software Solution is intended to provide more comprehensive (less manual) and accurate method of managing medication administration and pharmacy pertinent to nationwide patient care.

- Improved efficiencies in the ability to adopt changes to the system;
- Standardization of training; and,
- Increased efficiencies to related services, of ward stock inventory management and distribution such as tracking of inventory items and overall improvement of healthcare to the offenders.

## A. 2 Nature of Request for Information

This is not a formal bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily

follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

### A. 3 Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

### A. 4 Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

### A. 5 Treatment of Responses

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- (b) **Review Team:** A review team composed of representatives of the client (where applicable) and PWGSC will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- (c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the *Access to Information Act*.
- (d) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

### A. 6 Contents of this RFI

This RFI contains a draft bid solicitation that is comprised of:

- Draft terms and conditions (Part 1 to Part 7)
- Draft Statement of Requirements
- Draft Statement of Work
- Technical Environment
- Draft Management Bid Evaluation Criteria
- Draft Substantiation of Technical Compliance Form

This document remains a work in progress and respondents should not assume that new clauses or requirements will not be added to any bid solicitation that is ultimately published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised. Comments regarding any aspect of the draft document are welcome.

### A. 7 Question to Industry

- (a) Are there Mandatory requirements listed in the Drafted Statement of Requirements that your proposed software solution could not meet or would be very difficult to meet? If so, which ones?
- (b) If you responded yes to question 1, can your firm propose a solution that would address the intent of the requirement?
- (c) Is the proposed Solution made of a complete suite of fully integrated software products, if not which component(s) is/are not fully integrated?
- (d) Is the proposed Solution available in English and French (Canadian)?

#### A. 8 Format of Responses

- (a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
  - (i) the title of the respondent's response and the volume number;
  - (ii) the name and address of the respondent including the name, address and telephone number of the respondent's contact;
  - (iii) the date; and
  - (iv) the RFI number.
- (c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.

#### A. 9 Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: Denise Jalbert

E-mail Address: denise.jalbert@pwgsc.gc.ca

Telephone: (819) 956-1083

#### A. 10 Submission of Responses

- (a) **Time and Place for Submission of Responses:** Suppliers interested in providing a response should deliver it to the Contracting Authority identified above by the time and date indicated on page 1 of this document.
- (b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct location.
- (c) **Identification of Response:** Each respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly on the outside of the response.