

Q & A AND AMENDMENT #2 TO SOLICITATION
RFP # FIN-993202-2013-07-31

Extension to RFP deadline

Please note that the bid closing deadline for proposals has been extended to Tuesday, August 6, 2013 before 14:00 EDT.

Clarification: Incumbent

The following sentence is deleted from page 1 of the original solicitation:

The incumbent may submit a proposal in response to this solicitation.

The details provided regarding the incumbent firm are for information purposes only.

This requirement is open to bidders Canada-wide.

Q3) How does Finance intend to manage the transition period in case a new vendor is selected? Does Finance believe that a transition can be completed in time for September 1, 2013? Will Finance staff be trained in time in case there is new system?

A3: If required, the Department of Finance does not believe that converting circulation data and training staff should be too time consuming. Finance is a small library with very low circulation numbers.

Loading the records for the 16,000 items in our collection may take some time. If necessary, a new vendor would need to provide information regarding the transition process for the records.

Regarding training, the majority of Integrated Library Systems are very similar so learning a potentially new system should be relatively straight forward. Finance staff will be available for extra hours of training and transition time, if necessary.

Q4) Could you please confirm the estimated budget for this requirement?

A4: The Department of Finance has budgeted between \$25,001 to \$100,000 for this requirement over the proposed three year contract period from September 1, 2013 to August 31, 2016.

Q5) Is it necessary for the servers to reside in Canada?

A5: Yes. The Department of Finance requires that the database is hosted on servers in Canada.