

## **Question and Answer 1 to 6**

Q1 - Due to the high technical level of information asked in this RFI, we would like to respectfully ask for a 2 weeks extension time for the response due date (i.e Monday Sept 9th) in order to provide a comprehensive quality response?

**A1 – After discussion with our team, the new closing date will be September 9<sup>th</sup>, 2019 at 14:00 EST.**

Q2 - In the RFI document there are references to features that are typically part of a Record Management System (RMS), could please specify if RMS pricing should be included in our response?

**A2 - Yes, bidders are encouraged to provide costing and descriptive information for all components they recommend, to fulfill the listed business requirements.**

Q3 - May companies from Outside Canada can apply for this?

**A3 - Yes, as per the Notice of Proposed Procurement (NPP) firms based outside of Canada may submit their proposal.**

Q4 - Would we need to come over to your Head Office to attend meetings?

**A4 - No “in person” meetings are foreseen for the Request for Information (RFI) process. This may change if a formal Request for Proposal is issued in the future.**

Q5 - May we perform the tasks related to the RFI outside of Canada?

**A5 – Yes.**

Q6 - Can we submit our proposals via email?

**A6 – Yes, only electronic proposals will be accepted. All proposals must be sent via email to the email address listed on the cover page.**