

Atlantic Canada Opportunities Agency
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December 14, 2020

Subject: P2100131-2 - Credit Reporting and Automated Reporting Services

ADDENDUM N.1

Further to the above-mentioned Request for Proposal, Addendum #1 is hereby issued.

Questions and Answers:

Question 1

Reference: Technical Evaluation Criteria M3 on page 29 states "The bidder MUST provide a sample (with false profile data) of a credit reporting service report for commercial businesses to demonstrate compliance with M2 (while acting in accordance with provincial and federal legislation, such as Personal Information Protection and Electronic Documents Act). The bidder's sample report must include the following:

- previous addresses on file, reported employment;
- .../consumer proposal.

Q: Previous addresses on file and reported employment, as well as consumer proposal pertains to the consumer or individual report and not the commercial report. Will ACOA provide an addendum to reflect that previous addresses on file, reported employment and consumer proposal pertains to individuals, removing this requirement from M3 and adding it to M4?

Answer 1

Previous addresses on file, reported employment, and consumer proposal pertains to individual report and not commercial report. Mandatory Technical Criteria M3 has been modified accordingly.

Question 2

Reference: ANNEX "B" - BASIS OF PAYMENT, on page 21 states "50 International Credit Reports".

Q: What countries are these reports for? If an exact breakdown is not possible, can you please provide an estimate for each country?

Answer 2

We estimate 25% European (cannot provide specific countries or estimate per country).

Question 3

Reference: 2.2 Deliverables and Acceptance Criteria: on page 19, states "Monthly, the last week of every month by 12:00 PM Atlantic Time."

Q: By Monthly, the last week of every month by 12:00 PM Atlantic time, Is ACOA meaning the file is to be delivered prior to the last day of the month before 12:00 PM Atlantic Time? Please clarify?

Answer 3

Yes, the file is to be delivered every month, prior to the last day of every month before 12:00 PM Atlantic Time.

Question 4

Reference: ANNEX "B"- BASIS OF PAYMENT on page 21 states "Automated Continuous Monitoring Services" (for Canadian Businesses). Annex "A" on page 19 states Bankruptcy information/consumer proposal: date of information, date of bankruptcy(ies).

Q: Is ACOA looking for a separate monitoring of bankruptcies for consumers or the business principals? If so, how many business principals is ACOA wanting to monitor monthly?

Answer 4

No ACOA is not looking for a separate monitoring of bankruptcies for consumers. Reference to consumer proposal removed from Annex "A", under section *Automated Continuous Monitoring Services* on page 19. ACOA is not looking for a separate monitoring of business principals.

Question 5

Reference: ANNEX "B", page 21 - BASIS OF PAYMENT states "Automated Continuous Monitoring Services (for Canadian Businesses) ". ANNEX "A" - Statement of work states "The Agency currently administers a portfolio of approximately 1,500 to 2,250 commercial."

Is the 1,500-2,250 stated in the statement of work the number of records that will be monitored monthly? How many unique records does ACOA anticipate will be placed for monitoring throughout the year?

Answer 5

The figures represent the approximate number of files to be monitored on a regular basis.

Question 6

Reference: ANNEX "B", page 21 - BASIS OF PAYMENT "Volume Requirement":

US = 75% / International = 25%
90% corporate / 10% individual

Q: 10% individual, are those for US consumer reports only? If international consumer reports, are there specific countries of interest that must be covered?

Answer 6

The estimate is 75% US and 25% other (cannot provide specific countries).

Question 7

Reference: ANNEX "B", page 21 - BASIS OF PAYMENT states "Automated Continuous Monitoring Services (for Canadian Businesses).

"Estimated Usage = 12"

Q: The Estimated Usage within the price chart, does this refer to the number of months required for this product vs. the estimated usage based on number of records?

Answer 7

Yes, this refers to the number of months required, 12 per year.

Question 8

In light of business constraints brought on by COVID-19, RCGT Consulting Inc. would like to respectfully request a two-week extension on Solicitation No. P2100131-2.

Answer 8

No, it is not possible to extend the submission deadline by two weeks.

Please note that the RFP has been revised and uploaded. Please use the revised version.

Based on PART 2 – Bidder Instructions, clause 2.4, all enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Please note that the enquiries period has now closed.