Corporate Finance Department
Materials Management Division   **450-2016 ADDENDUM 7**

REQUEST FOR QUALIFICATION FOR PROVISION, IMPLEMENTATION AND SUPPORT FOR A COMPUTER AIDED DISPATCH SYSTEM, A RECORDS MANAGEMENT SYSTEM, A STATION ALERTING SYSTEM, A STAFF SCHEDULING (ROSTER) SYSTEM, A LEARNING MANAGEMENT SYSTEM, AND A SYSTEM STATUS MANAGEMENT (DECISION SUPPORT) SOLUTION FOR THE WINNIPEG FIRE PARAMEDIC SERVICE

ISSUED: August 5, 2016
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS
Template Version: Ar20150806

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 6 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B19.1   to read:

B19.1   The Submission Deadline is 4:00 p.m. Winnipeg time, August 19, 2016

B20. QUALIFICATION SUBMISSION

Replace: 450-2016_FORM_N_WFPS_RMS_Requirements_v1.4.docx with **450-2016_Addendum_7_FORM_N – WFPS RMS Requirements - v1.5.docx**

Replace: 450-2016_WFPS_Staffing_Requirements_by_Function_v1.2.pdf with **450-2016_Addendum_7_WFPS Staffing Requirements by Function v1.3.pdf**

Replace: 450-2016_WFPS_RMS_Requirements_by_Function_v1.2.pdf with **450-2016_Addendum_7_WFPS_RMS Requirements by Function v1.3.pdf**

Questions & Answers

Q1   When there are differences in the categories of individual requirements between the requirements by function document and the FORM N document, which source document should be considered authoritative?

For example, in the RMS documents:

- requirements R12.5, R12.9, R12.10, R12.11, R12.13, R12.14, R12.15, R12.18, R12.21, R12.22.4, R12.22.5, R12.24.1, R12.25.1 are non-mandatory in the requirements by function, but appear as both mandatory and non-mandatory in FORM N.

- requirements R12.6.1, R12.7.1, R12.8.1, R12.13.1, R12.13.2, R12.16, R12.20, R12.22.6, R12.23 are desired in the requirements by function, but appear as both mandatory and desired in FORM N.

     A1   A revised RMS Form N document has been released with this Addendum with the necessary corrections. A corresponding WFPS RMS Requirements by Function 1.3 document has also been included.

Q2   Requirements L2.23.1 and L2.23.2 make reference to marking a criteria as inactive. The glossary for the Learning Management Tool defines criteria as "number of times to demonstrate cumulative vs consecutive and the marks associated with." Since the criteria is a component of a competency, does this requirement mean a competency should be marked as inactive?

     A2   The scenario this applies to is where a criteria being used to demonstrate a competency has changed. There is a need to "retire" the existing criteria and "insert" the new criteria requirement. The competency could have multiple criteria.   The historical data associated with the previous criteria would not be modified.

Q3   Requirements L2.26.1 through l2.26.6 refer to data elements for evaluation records. Does evaluation record refer to the definition of a competency, or to the preceptor's assessment of a student for that competency?

     A3   Evaluation record refers to Preceptor's Assessment of a student for that competency.

Q4   It doesn't appear you require pricing for this response; is that correct?

     A4   See Addendum 6 Question #3.

Q5   Re: document **450-2016_FORM_N_WFPS_RMS_Requirements_v1.4**:

Please clarify your requirements regarding the following item:

The vendor may provide a proven methodology for source code management of configuration	The vendor may provide a proven methodology for source code management of configuration	Technical	R11.22.1	[]

     A5   If the vendor makes the source code for any or all of the proposed solution available for modification/configuration purposes, they should provide any information on the management of this source code. For example, should the source code be managed through a 3rd-party tool such as GIT or some other source code management/version control tool.

Q6   Re: document **450-2016_FORM_N_WFPS LMT Requirements_v1.3:**

Similar to question 6 above, please clarify your requirements regarding the following item:

L3.22	The vendor may provide a proven methodology for source code management of configuration	1	The vendor may provide a proven methodology for source code management of configuration	Desired

     A6   If the vendor makes the source code for any or all of the proposed solution available for modification/configuration purposes, they should provide any information on the management of this source code. For example, should the source code be managed through a 3rd-party tool such as GIT or some other source code management/version control tool.

Q7   Re: document **450-2016_FORM_N_WFPS CAD Requirements_v1.4_:**

(a) Please clarify your requirements regarding the following item:

The system must be capable of being run from multiple sites off of the same server at the same time	The system should allow for the users to provide back-up from and to each location.	General	C1.12.3	

A7(a) WFPS operates from 2 locations simultaneously and each location is always configured to operate as a 'hot backup' as the other. Due to operational requirements, both centres must be able to view and modify all event and unit data in the system at the same (real) time.

Q7(b)   Please clarify your requirements regarding the following item:

Dispatchers should be able to hold a call for a particular unit and/or time and see the status on the pending events monitor.	Should be possible to hold an event for a specific unit on a specific date/time and that information should be displayable on the status monitors	General	C1.50.3	

A7(b) A dispatcher may create multiple events ahead of time that will be handled by a specific unit in an order to be determined at the time. As there are multiple dispatchers viewing the data, the responsible dispatcher must be able to mark these events as held. For example, a transfer ambulance may be scheduled to meet an incoming flight with a patient. The event for this may be created ahead of time (earlier in the day) and then 'held' for the transfer ambulance. Operationally, an event could be held for a specific date/time, or unit or both date/time and unit.

Q7(c)   Please clarify your requirements regarding the following item:

The map display/configuration must be customizable with default settings (GIS administrator access)	Map display may allow for Map tips via the mouse	General	C1.138.5	

A7(c) The map should allow for 'hover help' meaning that when a user hovers over an icon, a pop-up may be displayed providing further information on the icon.

Q7(d)   Please clarify your requirements regarding the following item:

The map display/configuration must be customizable with default settings (GIS administrator access)	All labels and icons should scale appropriately as the user zooms in or out on the map.	General	C1.138.7	

A7(d) As a dispatcher zooms in and out, pans around etc. the map labels and icons should scale appropriately so that they are not extremely large when the user is zoomed in or too small when the user is zoomed out.

Q7(e)   Please clarify your requirements regarding the following item; we are not clear on how this could be available "out of the box"?

A unit history should be retrievable for either the most recent log on period or for a number of log on periods	When a unit history is queried, the system will display the most recent unit history for that unit. If the unit is not logged on, the system will display the most recent unit history	General	C1.150.2	

A7(e)   A unit history is described as a summary record of all activity associated to a unit. For example, when a unit starts their shift they may log on which would create a history segment with the status, time stamp and any associated unit information. Each time a unit is dispatched or changes statuses, moved up or performs activities on or off of events (such as training or inspections) would be recorded in this unit history. Designated users should be able to query the history of a unit (by call sign) and view all activity associated to the unit. If the unit is logged on, the query should default to the information for the current log on period. If the unit is not logged on, the query should default to the information for the most recent log on period. If there is no unit history available (i.e. on day 1 of solution implementation) then the query would return a 'no results found' type of response. The intent is that the user would be able to see all the activity for the unit over a period of time.

Q7(f)   Please clarify your requirements regarding the following item:

MWS may have the ability for emergency activations. These will be received by dispatch and included in the event and unit history.	MWS may have the ability for emergency activations. These will be received by dispatch and included in the event and unit history.	Mobile	C2.4.1

A7(f)   Similar to the way a radio works, a user of the mobile workstation should have a one-touch emergency key feature which will send an alert to the dispatcher and also show in the event history (if the unit is assigned to an event) and unit history.

Q7(g)   Please clarify your requirements regarding the following item:

Should be able to perform complete replacement of street data	The system should provide the ability to re-index historical data based on new street data;	Technical	C4.31.2	

A7(g)   When new street data is added/inserted, any linkages and/or indexing data associated with the existing street data should be kept for historical purposes so that events and common place names remain associated with the correct address.

Q7(h)   Please clarify your requirements regarding the following item – in our product, one does not "log in" to a workstation.

	Log on to a workstation should over- ride the previous user log on [i.e., log them off] and perform this action within seconds		Log on to a workstation should over-ride the previous user log on [i.e., log them off] and perform this action within seconds and include a refresh CAD.	Non-
C4.48		1		

A7(h)   In this case, log on equals sign on. If a dispatcher is signed in to the dispatch software, another dispatcher should be able to sign in overtop thereby bumping the first dispatcher off the system so that any information entered into the system from that point forward is associated to the correct user.

Q7(i)   Please clarify what would be synched to for the following:

C4.81	The vendor should provide sync scripts	1	The vendor should provide sync scripts	Non-

A7(i)   The vendor should provide any scripts that should be used to replicate the primary system to both backup and testing environments so that each environment does not need to be built from scratch and we can ensure that the environments are set up in the same manner.

Q7(j)   Please clarify your requirements regarding the following item

	The vendor may provide a proven methodology for source code		The vendor may provide a proven methodology for source code	
C4.82		1		

A7(j)   If the vendor makes the source code for any or all of the proposed solution available for modification/configuration purposes, they should provide any information on the management of this source code. For example, should the source code be managed through a 3rd-party tool such as GIT or some other source code management/version control tool.

Re: 450-2016_FORM_N_WFPS CAD Requirements_v1.4:

Q8   In the item below, please clarify what you mean by "report details", as well as the specific MS applications into which the details should be imported.

C1.157	Report details may be importable into various MS© applications	1	Report details may be importable into various MS© applications	Desired

A8   When a user runs a report of data of any kind, they must be able to export the data into a format that allows it to be imported into Microsoft applications such as Excel (i.e. export raw data into .csv etc.)

Re: 450-2016_FORM_N_WFPS RMS Requirements_v1.4

Q9   Regarding the item below, would this functionality be provided with a station journal, a unit log, or both combined?

A unit history should be retrievable for either the most recent log on period or for a number of log on periods	When a unit history is queried, the system should display the most recent unit history for that unit. If the unit is not logged on, the system should display the most recent unit history	Unit Activity	R2.3.2	

   A9   Similar to question 8.e above, the user should be able to retrieve a record of the unit activity for each period that the unit was active (logged on) in the CAD. This information should be included in the CAD to RMS interface so it would be available to designated users in RMS. This would include all event and non-event related data such as unit statuses, move-ups, personnel changes etc.

Q10   The document 450-2016_WFPS_Staffing_Requirements_by_Function_v1.2.pdf appears to be incomplete. Many of the User requirements and Definition/Test boxes have truncated sentences in them. For example: requirements S1.3, S1.4, S1.5, S1.7, S1.12, S1.15, etc.; definition S1.2, S1.25, S1.42.2, S1.44.1, S1.56.1, etc. This truncation of text continues throughout the document. The 450-2016_FORM_N_WFPS_Staffing_Requirements_v1.4.docx does contain the complete requirement text for all requirements. We can identify the complete requirement from that document. However it would be helpful to have the complete requirement text in the context of the functional document.

   A10   Version 1.3 of the WFPS_Staffing_Requirements_by_Function document is included in this Addendum.

Q11   Can you provide some insight into why almost all of the requirements for the Learning Management System also appear as requirements in the Records Management System.

   A11   These requirements were included in as separate documents to allow for the possibility for this component to be provided as part of an RMS system or as part of a stand-alone product.