

## ADDENDUM NO.3

### Request for Proposal CTC/13-14/PLAHI/024 – Electronic Vehicle Registration

#### Proposals Due: 1 AUGUST 2014

To all Applicants of record:

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made a part of the above noted RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the proposal to remain in force. It is the responsibility of all Applicants to conform to this addendum.

#### QUESTIONS SUBMITTED BY EMAIL

1. What scalability are you hoping to see? The RFP calls for 44,000 vehicles at this stage but with the physical size of the country restricting how many vehicles can actually be imported, what is your Departments scalability requirements?
  - Regarding the scalability of the project, please refer to section 6 of Addendum No. 1 as submitted to applicants on Wednesday, July 02, 2014 by EXC-EVR-RFP.
  - There are currently no restrictions on the importation of vehicles in the Cayman Islands.
2. Can you please explain the difference between “Procurement of a system” and “Procurement of Service Renewal” as per the RFP titles on Page 2 “Procurement of an Electronic Vehicle Registration System and RFID Plates” and Page 5 which states “Procurement of Service Renewal for an Electronic Vehicle Registration Systems and RFID License Plates”?
  - Please refer to section 21 “Scope of Works” – as per the RFP.
  - We cannot find the terminology “Procurement of Service Renewal” as per the RFP titles on Page 2.” In any event, the procurement of service renewal will be applicable to the capability of the system to do renewal of vehicle registration.
3. As allowed for on Page 14, Sub-section m), can you please provide the dollar amount budgeted for this project?
  - As the CIG is seeking competitive bid we have decided not to disclose the budget for this project

4. Can you please confirm that funds have been approved by the Government of the Cayman Islands and are available for this EVR project in the July 2015 to June 2016 CI Government financial year?
  - Yes funds are available, refer to 10.6 of document.
5. The RFP calls for pricing in USD dollars as opposed to KYD dollars, will contract payments be made in USD dollars or in KYD dollars?
  - This is the vendor's option; please note the conversion rate is 0.8375
6. Will subsequent payments for additional years, support or maintenance be made in USD dollars or KYD dollars?
  - Same as Q 5 above.
7. There is obviously no such EVR system manufactured in the Cayman Islands therefore any such solution must be imported. Is there any requirement for the vendor to have a physical presence locally, a CI trade and business license and to comply with all local laws and legislation, including work permits and labour laws or will you also be considering a contract directly with the overseas designer/supplier? Will any points be awarded for local company involvement or previous experience in successfully delivering projects of this size to the Cayman Islands Government? If so, how many?
  - There are no requirements for the vendor to have a physical presence in the Cayman Islands, however, if the vendor or its agent has a physical presence in the Cayman Islands, they must accord to all applicable Laws in the Islands, this will include, but not limited to a CI Trade and Business Licences and work permits – see section 4.3 (a) / (d) of RFP "Procurement and Regulations."
  - Regarding the awarding of points on the evaluation scoring, please refer to section 4.3 (e) of RFP, which states, "Additionally, the evaluation scoring process is design to detect those proposal considered abnormally low or high which will be scored according to the predetermined Matrix in the RFP." In any event, please refer to section 14 of RFP.
8. Will the Government consider a monthly or quarterly payment finance option based on number of vehicle registrations as opposed to an upfront capital purchase? If so, what is the minimum and maximum number of years the Government will consider a such a financing arrangement?
  - No.
9. What system is currently used for vehicle registration in the Cayman Islands?
  - We use an ORACLE based system.
10. Will final contract award for an Electronic Vehicle Registration System be based on a proposers ability to also offer an on-site license plate production solution? If a proposers solution does not

include the capability to produce registration plates on site, will their entire proposal be rejected?

- Please see answer in item 7 above.

11. Who will be responsible for civil works such as erection of utility poles or over road gantry structures, power requirements and fees such as Government planning and building application fees?

- The successful bidder will be responsible for all civil works associated with the contract including cost.

12. Can all installation of hardware, infrastructure/civil work in public areas and on roadways be conducted in "normal" (7am to 6pm) hours or will it be required outside of peak times and in evenings and weekends?

- This will be at the discretion of the successful bidder in negotiation with the relevant agencies, such as, but not limited to Police, Caribbean Utilities Co. Ltd., LIME, etc.

13. Will the CI Government be supplying work stations for EVR software?

- CI Government has the necessary work stations for the EVR software, however, if the successful bidder supplies any software, it must be compatible with that of the department's current systems.

14. How many RFID Readers (fixed/mobile) are required and if vendor is responsible for installation/mounting of fixed devices, where are they being mounted and on what?

- There will be a total of (8) readers and (8) handheld devices. And the vendor will be responsible for all installation/mounting and service of devices. They will be placed at various strategic locations throughout Grand Cayman.

15. How many Antennas are required and if vendor if responsible for installation/mounting, where are they being mounted and on what?

- There will be a total of (16) Antennas, and the vendor will be responsible for all installation/mounting and service of devices. They will be placed at various strategic locations throughout Grand Cayman.

16. The scope of works are very vague. Will the Government consider delaying the response deadline to host a pre-bid meeting with pre-qualified vendors to discuss the overall project expectations and deliverables and determine the exact scope of works?

- The Government does not intend to have a pre-bid meeting or pre-qualify vendors as the rfp is intended to achieve the same.

17. RFP page 7 "1 Definitions d)" explains that the contract period "shall be for a period of minimum of one year with an optional two year term". RFP page 22 "10.6 Proposal Response Price Matrix

Form” establishes that “The Cayman Islands Government reserves their right to implement this project using a phased approach; as such objectives may be completed in their entirety or in phases over an estimated period of up to three (3) years”. RFP page 33 “22 Objectives” mentions that “Proposers are to submit per year pricing of materials for plate production for year 1, year 2 and year 3 purchasing , with the understanding that accepting a year 1 proposal does not obligate the Government to accept year 2 or year 3 proposals”. The Price Matrix form does not include any column or field to specify costs for year 2 or 3 in the project pricing were the costs of the materials for number plate production are to be exposed. In the maintenance support pricing only year 1 and year 2 are listed, but there is no column for year 3. In addition, RFP page 11, 4.2 indicates that the “signed proposal should be accompanied by a completed Proposal Response Price Matrix Form, which is included with this RFP. The format of the submitted Proposal Response Matrix Form should not be changed. The offer should strictly adhere to the prescribed format so as to properly facilitate Government’s consideration and evaluation of the Proposals. Any change in the format may cause rejection of the bid.” Please clarify the following questions:

- a. Is it possible to modify the Price Matrix Form (add columns) in order to include pricing information depending on what applies, either per year costs (for year 1,2 and 3), one-off costs or unit prices?

The Price Matrix Form cannot be modified as stated in the RFP, however, it is acceptable for the “Proposer” to make an Addendum to follow the original Price Matrix indicating pricing information that will cover per year costs (for year 1, 2 and 3), one-off costs or unit prices. The “Proposer” must ensure that a reference is made on the Price Matrix Form of a reference to Note 1 of the Addendum, etc.

- b. Is it possible to add a column for quantities to the provided Price Matrix Form?

The “Proposer” cannot add column for ‘quantities’ on the Price Matrix Form, but as mentioned in the answer to 1(a) above, please make an Addendum to follow the original Price Matrix indicating ‘quantities’ information. The “Proposer” must ensure that a reference is made on the Price Matrix Form of a reference to Note 2 of the Addendum, etc.

- c. RFP page 11, 4.2 “Proposer’s Submissions” e) explains that “ You should include in the response all taxes”. Question: Since the Price Matrix Form does not have any columns for the import duty, is it possible to add this column to the prescribed format?

The “Proposer” cannot add column for the ‘import duty’, but as mentioned in the answers to 1(a) and (b) above, please make an Addendum to follow the original Price Matrix indicating ‘import duty’ information. The “Proposer” must ensure that a reference is made on the Price Matrix Form of a reference to Note 3 of the Addendum, etc.

- d. RFP page 19 “8 Terms of Payment b)” says that “Payment terms will be negotiated at contract phase with the proposer that is awarded the tender”. RFP page 26 “14.3 Evaluation Criteria” and “14.4 Evaluation Criteria Weighting” include 5 points out of 100 for the payment terms offered by each proponent, explaining that most flexible payment terms will receive the maximum of 5 points. The Price Matrix Form does not include any field where the proponents can expose their payment conditions. Since

payment terms are part of the proposal evaluation, is it possible to mention these in the Price Matrix Form?

The Price Matrix Form cannot be modified as stated in the RFP, however, it is acceptable for the "Proposer" to make an Addendum to follow the original Price Matrix to express their payment conditions and terms, and in so doing, they are to ensure to make a reference on the Price Matrix Form of a reference to Note 4 of the Addendum.

18. RFP page 11 , "Proposer's Submissions" j) states that "The Cayman Islands Government's Proposal Forms shall be used when you are submitting your proposal. Use of any other forms will result in the rejection of your proposal. When submitting in all required formats, the original and three (3) copies of these sets of forms, unless otherwise specified, and any required attachments must be returned to the Cayman Islands Government or your proposal may be deemed non-responsive." Additionally RFP page 34 "Appendix A: List of Deliverables" mentions "Three hard copies of completed and signed Proposal Form and Pricing Matrix". Question: Is the Proposal Form and Pricing Matrix the same form, or are they different documents? If they are, where can we find the Proposal Form?

No, these Forms are separate as referenced to the headings and Appendices numbers A and C respectively.

19. RFP page 20, 9 "Proposer's price to include" e) explains that "each proposer shall detail any and all fees and costs to provide their required services as listed herein. Proposer shall additionally complete the attached Proposal Response Price Matrix Form. Question: Since the Price Matrix Form will include all relevant details about the proposer's project fees and costs, is it sufficient to submit the Price Matrix Form as the only document with the information about the project pricing?

No, separate documents are required concerning the proposer's project fees and costs (Appendix C) which is separate from Appendix A.

20. RFP page 33, 21.3 "Project Scope" says that "The Cayman Islands Government is soliciting proposal for: A) A Comprehensive Electronic Vehicle Registration (EVR) solution including hardware and software, installation, configuration, testing, implementation, training, maintenance, technical support and integration of the current solution and existing CCTV ANPR; Later in 21.3 i) it is requested that "the solution must include the following features: i) Software and Hardware (EVR Computer Based system). ii) Security features: RFID (chip) embedded License Plates and Labels. iii) RFID Antennas, Readers (fixed), (mobile) & (portable). Question: Does the EVR hardware that is requested refer only to RFID equipment and accessories? If not, to what equipment does the term "hardware" refer to?

The equipment which the hardware refers to does not only include the RFID equipment and accessories, but also include any and all incidentals that will be required for the full and complete integration and operation of the system.

**END OF ADDENDUM**