CITY OF
VANCOUVER

REQUEST FOR PROPOSALS "RFP" PS20201338

PROVISION OF A SOURCE HANDLING DATABASE SYSTEM FOR VANCOUVER POLICE BOARD

QUESTIONS & ANSWERS NO. 1

ISSUED ON FEBRUARY 5, 2020

Q1	How many regular and occasional users will access the system? How many concurrent licenses does VPD require?
A1	**5 regular and 50 occasional users.** **25-100 concurrent licenses.**
Q2	What are the expected volumes of records for each business activity?
A2	**Total of less than100,000 records.**
Q3	Will VPD consider technologies based on other solutions, including Oracle Database Enterprise Edition?
A3	**Yes: however, VPD prefers SQL Server based solutions.**
Q4	Will VPD consider Cloud-based solutions?
A4	**No: only on-premise will be considered.**
Q5	Is there a requirement to migrate legacy data into the proposed solution?
A5	**No.**
Q6	Is there a planned timeline for implementation?
A6	**Implementation (e.g. 60 days after Go Live) should be completed on or before December 15, 2021. Implementation activities should begin as soon as the contract is executed.**
Q7	Detailed Requirements Item 105 'The system tracks source related documents' Please clarify VPD's expected tracking actions.
A7	**Tracking consists of uploading required documents and/or checking a flag that a document was submitted in paper form.**
Q8	Detailed Requirements Item: 107 'The system allows setup of audit criteria based on payment information' Please provide examples of this type of audit criteria related to payments.
A8	**e.g. the audit alert/message is generated at any time if the payment reaches a set $xxx limit, and it has been less than one year since the last audit was done (or no audit has been done yet).**
Q9	Detailed Requirements Item 108 'The system allows setup of audit criteria based on missing information, including documents' Please provide examples of this type of audit criteria.
A9	**e.g. the audit alert/message is generated when handlers attempt to obtain payment, but the 'Confidential Informant Signature Form' has not been uploaded yet**
Q10	Detailed Requirements Item 109 'The system allows setup of audit criteria based on predefined dates'

City of Vancouver, Financial Services Group
Supply Management
453 West 12th Avenue
Vancouver, British Columbia V5Y 1V4 Canada
tel: 604.871.6818 *fax:* 604.873.7057
website: vancouver.ca

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	Please provide examples of this type of audit criteria.
A10	**e.g. the audit alert/message is generated on the date setup by the user.**
Q11	Detailed Requirements Item 136 'The solution adheres to Canadian laws and business practices related to source handling' Please provide any relevant organizational business practices and guidelines in relation to handling of confidential informants, agents, and protected witnesses.
A11	If the system was developed according to the business practices in another country, it must be possible to setup or customize the functionality so it can be used in Canada. Please refer to other requirements for more information. Due to the covert nature of the system, VPD cannot share more details about business practices at this time.
Q12	Detailed Requirements Item 129: Please provide some examples of how VPD wants to use custom drop down lists with more than one value.
A12	When entering data, the user can select more than one value from the drop down list (e.g. multiple specialties of Confidential Informant). The administrator can add/remove entries on the drop down list. Alternatively: different types of user interfaces where the user can select more than one value for the same record.