



**GOVERNMENT OF BERMUDA**  
Ministry of Health  
Department of Health

15/05/19

Dear Respondents/Proponent

Ref: IT Solution for Environmental Health MOH/HS/S/2019/001-IDT Project 51

This Addendum 001 contains 1 page.

The following addendum supersedes information contained in the Request for Proposals (RFP) for IT Solution for Environmental Health MOH/HS/S/2019/001-IDT Project 51 to the extent referenced. This Addendum forms part of the RFP documents and will be subject to all of the conditions set out in the contract conditions. Acknowledge receipt of this Addendum in the space provided on the Submission Form when bidding.

**Questions (Q) and Government's Responses (R).**

Q.1. All records - inspections, visits, investigations, actions taken (formal and informal - verbal / written warnings, legal notices, prosecutions, seizures, detentions etc.), service requests, complaints, samples.

-Does this mean a Document Management Solution to manage all the hard copies of above mentioned documents and e-copies.

R.1. This will require an electronic document management system as part of the overall solution but not for hard copies of the documents.

Q. 2. The production of all required documentation such as informal and formal letters, legal notices, licenses, certificates (fumigation, asbestos, ship sanitation etc.)-Please confirm these are all templates and online forms along with workflow management like email integration , payment gateway integrated to these forms, etc.

R.2. This will involve production of templates for all required documentation

Q.3. The production of performance management and other reports for management and others on all work carried out by the unit.-How is this performance management done currently , can we see sample, is it in a spread sheet form or do you have an application like Sales force

R.3. The Department currently uses spreadsheets

**Q1**  
**R1**



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**Q2**  
**R2**

**Note: Amendment/addenda will be posted at <https://www.gov.bm/procurement-notices>. Respondents should visit the Government Portal website on a regular basis during the Procurement process.**

END OF ADDENDUM # inserts number