



May 1, 2024

**ADDENDUM #1**

**RFP-SP-2023-2024-014-RD**

**COMPREHENSIVE ELECTRONIC VITAL RECORDS SYSTEM REQUEST FOR PROPOSALS**

**Purpose of the Addendum#1:**

This addendum is intended to answer questions submitted by some of the proponents, it reads as follows:

**Genesis Systems, Inc.**

1. Exhibit B-Vendor Qualifications & Experience

1. Company overview

b. Information reflecting the current financial position should be included in this section including the most current financial statement for the last two fiscal years.

Question: If the vendor does not have financial statements, could they provide two years of tax returns in lieu of the financial statements?

**Answer: Yes**

2. Exhibits F.1, F.2, and F.3

Upon reviewing the spreadsheets, there seems to be missing dropdowns to select from, occasional comment boxes that don't allow anything to be written in, and occasional comment boxes that that don't allow the text to wrap.

Question: Since we are not able to modify any of the spreadsheets, could you please provide an updated copies of Exhibit F.1, F.2, and F.3?

**Answer: Yes**

3. Page 7-Phases of the system

a. Phase 1-Implementation of the Electronic Death Registration (EDR) and Point of Sale. This phase must be completed by June 30, 2024.

Question: Due to the timelines that are stated within the RFP, Genesis assumes that this is supposed to be June 30, 2025. Is this a correct assumption?

**Answer: The implementation timeline is as follows:**

**1. Phase 1: Implementation of the Electronic Death Registration (EDR) and Point of Sale. This phase is anticipated to take approximately 12 months to complete beginning from contract execution.**

**2. Phase 2 - Implementation of Electronic Birth Registration (EBR) including special registrations. This phase is anticipated to take approximately 10 months to complete, beginning once the contract amendment or renewal has been executed after completion of Phase 1.**

**3. Phase 3 – Implementation of Marriages. This phase is anticipated to take approximately 6 months beginning once the contract amendment or renewal has been executed after completion of Phase 2.**

**4. Phase 4 – Implementation of Fetal Death. This phase is optional and is anticipated to take approximately 6 months from start to finish.**

4. Data Migration

Question: To ensure that data is migrated properly, it would be beneficial to see what errors were made or at least have the opportunity to review what was done to make sure similar errors are not made in is project. Is Puerto Rico going to provide the data conversion plans and mappings that lead to the data migration issues noted in the RFP?



**Answer: The selected vendor will have the opportunity to see the errors and review what was done to ensure similar errors do not occur moving forward. The selected vendor is responsible for developing data conversions plans and data mappings to their system. Puerto Rico staff will be available to work collaboratively with the vendor to provide information about the data including issues and nuances. Please see Section 7.1 Attachment A for detailed information of the Registry's data.**

C2S Consulting, LLC

RFP Section	Question	Comments
Section 1.3 - Services must begin during the fiscal year 2024, which began on July 1 <sup>st</sup> , 2023, which is subject to formalization of an agreement between the Puerto Rico Department of Health and the selected vendor.	If the RFP process does not end until June 20(Vendor Presentations), does compliance with RFP still prevail in FY2024 which ends on June 30, 2023?	No - please see answer provided for Genesis
1.5. RFP Communications	Is there a specific date where addendums have to be submitted by?	Addendums must be submitted as part of the technical response
2.1. Background Information	Will all legacy systems need to be converted to the new Electronic Vital Records System? Specify if some of the legacy systems do not need to be converted.	Yes
3.2. Project Scope of Work	This section indicates that EDR and Point of Sales phase must be completed by June 30, 2024. But the RFP process extends thru June 20 for the vendor presentations. Is this correct?	No - please see answer provided for Genesis
3.2. Project Scope of Work	Phase 2 start requires a contract amendment or negotiation. Will there be separate Scope of Works required and contracts for each of the phases or can one contract be drafted and approved through an addendum once a phase is completed?	Please see Section 3.2, pg. 6 to 7 of the RFP
3.2. Project Scope of Work	Is there a flexibility on completion dates for this phase once the Scope of Work is broken down and reviewed for feasibility. Phases may be deemed to take shorter or longer than anticipated?	No. The scope of work will be executed as defined in the RFP

All additional instructions and requirements set forth in the RFP documents remain unchanged. This Addendum forms part of the RFP. The information contained herein should be considered at the time of Proposal submission.

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