



ADDENDUM

PROJECT TITLE: Records Management System	ADD. NO: 1
RFP NO: 2022-703003P	DATE: April 6, 2022
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Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Item No. 1

Note that the closing date and time for this RFP has been extended to Thursday, April 21, 2022, 4:00 pm, ADT.

Item No. 2 – Questions and Answers

Q1. Considering the pandemic, would your organization be able to accept an electronic submission (via email) of our proposal instead of a hardcopy submission

A1. No, proposals are to be submitted in hard-copy form as per the RFP documents.

Q2. May we know what is the number of field workers vs knowledge workers at your organization?

A2. The Fire Department requires a minimum of 165 licenses for this product. Ability for the majority to work in the field and in the office.

Q3. What Microsoft licensing (if any) is your organization currently leveraging?

A3. The City uses Microsoft 365 and some Microsoft security tools.

Q4. We note that your organization is using some Microsoft products to track and record data. Does your organization have experience with SharePoint (and, if so, what version)

A4. Yes currently using SharePoint online

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Chris Roberts, SCMP, CPPB
Procurement Manager
Supply Chain Management

Proponent's Signature



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Q5. Does your organization have a preference between a cloud-based solution and an on-premises solution?

A5. Preference is for cloud-based solution

Q6. Are you willing to consider moving to SharePoint Online as Records Management Software?

A6. Currently using Sharepoint online for records.

Q7. Who do you envision will participate in the project from your organization? Please indicate titles/roles, if possible.

*A7. Deputy Fire Chief – Rob Nichol, Mike Carr
Manager, Analytics, Risk and Support Leah Robichaud
Platoon Chief – Josh Hennessey
Division Chief, Fire Prevention - Dan Leblanc
Division Chief, Training - Peter Ehler
Manager, IT - Sarah Ranson
Others as required from Fire Operations.*

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CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____