



ADDENDUM

PROJECT TITLE: Consulting Services – Readiness Assessment & Requirements Analysis - Enterprise Resource Planning (ERP) System	ADD. NO: 1
RFP NO: 2022-092205P	DATE: August 30 th , 2022
PAGE 1 of 3 (Including Confirmation Sheet)	

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.

Please find below a list of questions and answers.

- Q1. As an organization provides the Assessment/Analysis for the ERP system, would they be precluded from doing the implementation of a new ERP?
A1. No, they would not. This consulting services RFP is for readiness assessment and needs analysis only. As stated in the RFP; the Proponent's focus will be on evaluating and documenting current state and areas for improvement. Solutions development is out of scope; i.e. recommending or promoting vendors or proprietary ERP systems is inappropriate.
- Q2. Would firm which would be awarded this contract – prevented from supplying, delivering and implementing the new ERP?
A2. Please refer to answer A1.
- Q3. How long would the consulting engagement contract be set? 6-month engagement?
A3. Proponents must submit timelines that they believe are reasonable for efficiently and successfully accomplishing all requirements of the RFP.
- Q4: Would the City consider a 2-week extension to the due date?
A4. Yes. Please note that the closing date has been extended to Thursday, September 22, 2022, 4:00:00 pm, ADT. As such, please note that the deadline for enquiries has been extended to Tuesday, September 13, 2022, 4:00 pm, ADT and the deadline for addenda to Thursday, September 15, 2022, 4:00 pm, ADT.
- Q5. Would the City consider allowing electronic submission of the proposal?
A5. No, proposals are to be submitted as per the RFP instructions.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

BY: 
Chris Roberts, SCMP, CPPB
Procurement Manager

Proponent's Signature



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Q6. Can companies from outside Canada submit a proposal?

A6. Proponents are not discouraged from responding based on geographical location.

Q7. Would the successful proponent need to come to Saint John for meetings?

A7. The City would prefer a hybrid approach to minimize costs; however, there may be benefit to stakeholder sessions being conducted on-site. Virtual work must be completed securely to protect the City's network and data.

Q8. Could the successful proponent perform the tasks (related to RFP) outside Canada?

A8. See answer A7 above.

Q9. How is this RFP different from the one issued in April (2022-092201P)?

A9. This RFP is solely focused on Readiness and Requirements.

Q10. On NBON, 2022-092201P shows as not being awarded. Do you intend to award this?

A10. No, RFP no. 2022-092201P has been cancelled.

Q11. What are the City's next planned steps after the assessment delivery? We assume you will issue an RFP for an ERP implementation (based on the assessment done in this project).

A11. The results of the Readiness Assessment and Needs Analysis will affect the City's next steps, including timing, so we cannot give timelines for the RFP implementation now.

Q12. Can we electronically sign the proposal (verified Docu-sign), or do you need actual "pen on paper"?

A12. Electronic signature is acceptable.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

BY: _____

Chris Roberts, SCMP, CPPB
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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: _____