



## ADDENDUM

PROJECT TITLE: Consulting Services – Health and Safety Management System	ADD. NO: 1
RFP NO: 2023-092203P	DATE: August 8, 2023
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.**

**Item No. 1**

Please be advised that the closing date for this RFP has been changed to Wednesday, August 16, 2023, 4:00:00 pm, ADT.

**Item No. 2 – Questions and Answers**

Q1. Within the last 12 months, has the City awarded a contract for consulting services related to Health and Safety Management?

A1. No

Q2. We have successfully provided similar services to other public sector organizations on an off-site/virtual basis using MS Teams and other collaboration software. Is this working arrangement acceptable to the City or is there a requirement for on-site presence? If on-site is required, what % of time on-site is required?

A2. *It may be possible to perform these tasks remotely. We expect proponents to detail how they propose to do the required work without a physical presence. The risk matrix may prove challenging to complete if working 100% remotely. The risk matrix involves evaluating current jobs/tasks for all jobs in every department and might prove difficult to gain a full understanding of the jobs/tasks, and their associated risks and controls.*

Q3. The RFP document references ISO 45001:2018. Does the City currently hold this standard?

A3. *No, we are not ISO certified. There are a few employees who have taken ISO 45001 training via Omnex in May 2023. (2 Internal Auditors and 1 Lead Auditor that could assist the consultant with ISO alignment of our Safety Management System/Program).*

**SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL**

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Chris Roberts, SCMP, CPPB  
Procurement Manager  
Supply Chain Management

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Proponent's Signature



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PAGE 2 of 3 (Including Confirmation Sheet)	

Q4. Based upon the results of this project is it the City's intention to obtain 45001:2018 registration or just adhere to the principles and best practices of the standard?

*A4. The City doesn't intend to pursue certification at this time. We would like the consultant to perform a gap analysis of the current corporate H&S framework / health and safety management system to facilitate alignment with ISO 45001 where possible.*

Q5. The RFP document references the City's Health and Safety Management System. What technologies currently are used to support this system or is it primarily a manual paper-based system primarily using technologies like Word, Excel, PDF, Outlook, SharePoint, etc.

*A5. This is correct. Paper based, and using MS Office suite of tools as described and also including Teams which is used extensively for virtual meetings. Reducing the administrative burden by going digital where possible is a primary goal.*

Q6. Does the City use any tools other than Word and Excel to support risk management?

*A6. Yes. We use a program called Clear Risk. It is not currently meeting our needs with respect to OHSE management. We may purchase a new platform along with our new ERP system in 2025 but until then we are going to continue to use ClearRisk. We are working with ClearRisk to upgrade the functionality in an effort to meet our OHSE needs. ClearRisk doesn't currently support/handle our training records. Training records are managed through excel and other programs that have a high administrative burden. The goal is to make training records more accessible via the web and reducing the admin burden by facilitating self service.*

Q7. Does the City have a commonly shared/used continual improvement process? If so, what technology is used to support this activity?

*A7. None at this time.*

Q8. As part of this project will the City entertain recommendations for automating or providing an integrated collaborative web-based management system to support Health and Safety Management?

*A8. Yes.*

### **SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL**

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Chris Roberts, SCMP, CPPB  
Procurement Manager  
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Proponent's Signature



## **A D D E N D U M**

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PAGE 3 of 3 (Including Confirmation Sheet)	

## **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: \_\_\_\_\_