



ADDENDUM

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|---|----------------------------------|
| PROJECT TITLE: Consulting Services – Enterprise Resource Planning (ERP) - Procurement | ADD. NO: 2 |
| RFP NO: 2024-092204P | DATE: May 1 st , 2024 |
| 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 note that the closing date for the above-mentioned proposal has been change to **Wednesday, May 15th, 2024 at 4:00:00 PM Local Time.** Question period will remain closed at this time.

Please find below a list of questions and answers.

- Q1. Can you confirm if the firm selected for this project would also be permitted to bid on the implementation of the selected ERP platform?
A1. No, they will not be permitted to bid on the implementation. This was included in the RFP. See page 26, Appendix E, (A) The Deliverables, item (1) Scope of work, note is bolded at the end of the second paragraph. Note/ Condition: The successful proponent of consulting services will not be eligible to bid on the supply and installation of the new ERP system for the City of Saint John.
- Q2. Are you looking to release an RFP for the above ERP? If so, do you know when you intend to release it and what the scope of it will be?
A2. Yes, the intent of the RFP#2024-092204P is to hire a consultant to support the development of an RFP for a new ERP system. The scope of the procurement consultant engagement and requirements analysis are provided in this RFP#2024-092204P. The RFP for the ERP will be released according to the schedule developed with the City and the successful proponent of this RFP#2024-092204P.
- Q3. Is an estimated budget available for this planning effort? If it is available, please provide.
A3. Budgetary information will not be provided at this time.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Monic MacVicar

BY: _____
 Monic MacVicar, CCLP, CPPB
 Procurement Specialist, Supply Chain Management

 Contractor's Signature



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Q4. Did Saint John have a vendor assist in the development of this RFP (2024-092204P) or was it fully developed internally? If so, are they allowed to bid on this RFP?

A4. *It was developed internally.*

Q5. Does Saint John have a vendor assisting with the requirements development or are they being developed internally? If so, are they allowed to bid on this RFP?

A5. *A consultant was utilized for Phase 1: Requirements Analysis and Readiness Assessment. The requirements can be found in Addendum 1. Yes, they are permitted to bid if they have the experience and credentials to meet all the requirements.*

Q6. Does Saint John have an RFP template that will be leverage in developing the RFP for the ERP project?

A6. *Yes*

Q7. Does Saint John have a formal evaluation process?

A7. *Yes*

Q8. Is support for the evaluation and selection process considered in scope for this project or will Saint John's procurement/contracting team lead that process without external guidance?

A8. *Yes, please see deliverables in the RFP.*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Monic MacVicar

BY: _____
Monic MacVicar, CCLP, CPPB
Procurement Specialist, Supply Chain Management

Contractor's Signature



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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: _____