



ADDENDUM

PROJECT TITLE: eProcurement Solution	ADD. NO: 2
RFP NO: 2023-703001P	DATE: March 16 th , 2023
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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.

Please find below a list of questions and answers.

Q1. Can you confirm what formula you are using to award the 15%? Is it proportional vs best?

A1. *The lowest cost will get full points, each other proposal will be pro-rated accordingly.*

Q2. For the Pricing Form, is the cost proposal for the entire project or for each individual municipality?

A2. *For the entire project. However, feel free to append individual quotes to the Pricing Form.*

Q3. Can you elaborate on the requirements on the Vendor facing side and indicate exactly the requirements of a platform that need to be displayed in both official languages.

A3. *Requirement #eP018 provided several examples of the type of information / text that must be displayed in both official languages (English and French). In essence, the cities are seeking a solution which will allow most of the platform's "static" text (general information and instructions, FAQ's, system user instructions) to be available to Vendors in both English and French. The platform must also allow for the title of the bid document to be displayed in French and English. An example of the type of bilingual text that would appear on the platform can be viewed @ <https://nbon-rpanb.gnb.ca/welcome?language=Fr>.*

Q4. Is the bid submission portal and all of the bid submission forms to be available in both languages on all procurements? Will the City be translating the requirements? For example, the excel file that was issued for this procurement, would that be available in both English and French?

A4. *No, the bid submission portal and bid submission forms are not required to be available in both official languages. All bid documents published by each municipality are in the English language (which is each municipality's "business operating language"), and are only available in French upon receipt of a written request from a Vendor, at which time the bid document is professionally translated at the municipality's cost and submitted directly to the Vendor having requested the French-language version of the bid document.*

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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However, the municipalities wish to have French-language “user instructions / user information” available to Vendors to access and / or download through the platform to assist them with navigating the platform’s English-language menu selections and templates, and provide general procurement terms, FAQ’s, standard Terms and Conditions, standard bidding instructions, agency contact information, procurement policies and regulations, etc. in the French language, as indicated in Answer #A3.

- Q5. Do the email notifications for bid notices, addenda, and so on to be in both languages?
A5. *If most or all of the text appearing in the e-mail notifications for bid notices, Addenda, etc. are created using a static text “template” that can be developed by each municipality, the static text would appear in both official languages.*
- Q6. The requirement stated to display text in both official languages - Are both official languages to be displayed simultaneously?
A6. *See Q3, Q4, and Q5 above. Advertisements would be in both official languages, simultaneously. It is the cities preference to have static text displayed in both official languages simultaneously; however, it would also be acceptable to have the static text appear in English, with a link to the French-language version of the static text which could either appear on its own page or as a Word document that can be viewed and/or downloaded by the Vendor directly from the platform.*
- Q7. The current bid documents provided to suppliers for this project were provided in English only including the Appendix E excel to be completed by suppliers. Is the intent of all agencies to provide these documents in both languages moving forward or English only?
A7. *No – as previously indicated in Answer #A4, bid documents are published in the English language by the cities of Moncton, Fredericton and Saint John; however, the French-language version of a bid document can be provided to any Vendor upon written request. Vendors are permitted to submit their bid responses in the language of their choice.*
- Q8. Would you be open to pricing for the Contract Management and/or eProcurement System to be hosted by vendor (SaaS/cloud) or deployed on your organization’s server (on-premise)?
A8. *Please see Addendum #1 Answer #A6.*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

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

 Contractor’s Signature



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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: _____