



# ADDENDUM

PROJECT TITLE: eProcurement Solution	ADD. NO: 3
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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.**

**Change to Appendix D – RFP Particulars – Section A - The Deliverables**

Please note that the City of Fredericton has decided to withdraw from this Request for Proposal process. Please base responses solely on the City of Moncton and the City of Saint John.

**Please find below a list of questions and answers.**

Q1. How many total users?

**A1. Please see Addendum #1 Answer 7.**

- a. How many internal users will require administrative level access? **2 per City**
- b. How many internal users will require the ability to add, edit and delete? **4-5 users per City**
- c. How many internal users will require request only access? **For bidding purposes, Proponents shall base their pricing on a maximum of one hundred (100) internal users requiring request-only access, and provide applicable incremental pricing for request-only access above one hundred (100) internal users.**
- d. How many internal users will require read-only access? **For bidding purposes, Proponents shall base their pricing on a maximum of one hundred (100) internal users requiring request-only access, and provide applicable incremental pricing for request-only access above one hundred (100) internal users.**

Q2. How many internal users do you project will require access to the system at any given time?

**A2. See response to Question #1 of Addendum #3.**

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

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Q3. Does your organization require data import services? If so, please expand upon the data migration / importing requirements for the Contract Management Software and/or eProcurement System? (Such as record info, employee lists, vendor lists, etc.)

**A3. Data importing / migration services may be required. Each city shall determine if they require professional services from the successful Proponent to configure workflow processes, templates, data migration, or any other technical services ABOVE AND BEYOND the services to be provided by the successful Proponent under the Terms and Conditions, Specifications and Requirements identified in the RFP; therefore, Proponents shall provide HOURLY LABOUR RATES for all personnel who will be utilized on the assignment, along with their designations as a Project Manager, Lead Project Consultant, Technical Consultant, Developer, Sub-Consultant(s), Support Staff, etc.**

*These rates will be applied should the City request that the successful Proponent (and / or their Sub-Consultants / Sub-Contractors) complete tasks which are ABOVE AND BEYOND the original scope of work outlined in this RFP and / or the Proponent’s work plan, which results in additional labour hours being required.*

*Proponents may also provide pricing for any OPTIONAL / VALUE-ADDED SERVICES which may be contemplated by the City, which are to be considered as “above and beyond” the Scope of Work detailed herein.*

*Service fees and rates shall be inclusive of all labour, materials, equipment, tools, consumables, indirect costs, insurance, Workers Compensation, Vacation Pay Assessment, Canada Pension Plan, Employment Insurance and all other payroll burdens, together with all applicable transportation and set-up costs to and from the job site(s), the Proponent’s overhead and profit, and any other costs detailed or implied in these documents (except as otherwise specified).*

Q4. How many total electronic files (PDF, MS Word, etc) in current/legacy system into the system?

**A4. This will be determined by each municipality and the successful Proponent should data importation / migration services be requested.**

Q5. How many total electronic files in current/legacy system? (rows in the exported spreadsheet)

**A5. This will be determined by each municipality and the successful Proponent should data importation / migration services be requested.**

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Q6. Where are the legacy (historic) electronic contract files currently stored? (shared folders, Sharepoint, document management system, paper, etc)

**A6. *The location of legacy files maintained by each municipality will be provided to the successful Proponent should data importation / migration services be requested.***

Q7. Can you please expand upon your preferences to integrate with City’s enterprise applications? Please provide system details (system name and version, database used, scope of use, home-grown or commercial) if applicable.

**A7. *See answer to Question #5 of Addendum #1 – we do not expect the selected eProcurement solution to integrate with the City’s enterprise applications.***

Q8. Are there any additional systems that may require a one-time data import such as a legacy Contract Management/e-Procurement system?

**A8. *Not at this time.***

Q8a. If so, please provide the system name, version, scope of use, the total number of contract records and files being imported into the system and SOAP/REST API, if available.

**A8a. *Not applicable.***

Q9. What objects, fields, and tables will your organization be passing in the data integration between the Contract Management Solution and/or eProcurement System and City’s enterprise applications?

**A9. *Not applicable.***

Q10. Are the other systems installed/deployed on your organization’s server(s) or is the vendor hosting the software (cloud/SaaS)?

**A10. *Not applicable.***

Q11. Does the City’s enterprise applications have one of the following available for integration and your organization has licensed access: SOAP API, REST API?

**A11. *Not relevant.***

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Q12. Can you please provide additional details about your organization’s process flows or diagrams as it relates to the integration requirements?

**A12. See answer to Question #5 of Addendum #1 – we do not expect the selected eProcurement solution to integrate with the City’s enterprise applications.**

Q13. What documents/contract types would you like to author within the system (number of templates)?

**A13. At a minimum, the following procurement document templates would be required: Invitations to Tender (ITT), Request for Proposals (RFP), Request for Quotations (RFQ), Requests for Information (RFI), Vendor or Product Pre-Qualifications, Addenda, Advisories, Award Notices, Standing Offer Agreements, RFP Evaluation Worksheets.**

Q14. Do you require professional services to configure templates?

**A14. See answer to Question #3 of Addendum #3**

Q14a. If so, how many would be required for the awarded vendor to configure?

**A14a. See answer to Question #3 of Addendum #3**

Q15. Do you require professional services to configure workflow processes?

**A15. See answer to Question #3 of Addendum #3**

Q15a.If so, how many would be required for the awarded vendor to configure?

**A15a. See answer to Question #3 of Addendum #3**

Q16. Can you please provide additional details about your organization’s workflow/approval processes?

**A16. Further clarification would be required in order to respond to this question – is the Proponent seeking clarification on the city’s workflow / approval processes as it applies to the development of bid documents, the evaluation of bids, or the award of procurements? Or all of the above?**

Q16a.Can you please provide number of steps and examples?

**A16a. Refer to the answer provided to Question #16 of Addendum #3.**

Q17. Do you have an established time frame for the implementation of the awarded solution?

**A17. Ideally by fall 2023.**

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*Monic MacVicar*

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Q17a.If so, what are the anticipated kick-off and go-live dates?  
**A17a. This will be determined between the successful Proponent and each municipality.**

Q17b.If no specific dates have been established, how many weeks do you plan to dedicate to the implementation process?  
**A17b. We would anticipate working with the successful proponent to establish this.**

Q18. If in the event our response is subject to an Open Records Request, will we be notified and given the opportunity to provide a redacted response in accordance with applicable Freedom of Information laws?  
**A18. If there are specific concerns around Right to Information Requests, proponents should detail their preferences accordingly.**

Q19. Does your organization require an electronic signature tool?  
**A19. It would be a useful feature.**

Q19a.If so, are you currently utilizing a specific product and which tool are you using?  
**A19a. The City of Moncton has the ability to use the eSignature and digital signature certification features available through its subscription to Adobe Acrobat Pro; however, it is rarely used at the present time. The City of Saint John would be open to the possibility of using an electronic signature tool but does not currently use one.**

Q20. How many vendors/clients is your organization currently managing?  
**A20. Each municipality maintains its own relationships with vendors. As such, the numbers can vary vastly between cities and depending on the time of year.**

Q21. Do you require a testing/staging/DEV environment in addition to production?  
**A21. Proponents are free to propose any and all product features.**

Q21a. If so, how many internal users would need access?  
**A21a. For bidding purposes, Proponents shall base their pricing on a maximum of ten (10) internal users requiring access to a testing / staging / DEV environment and provide applicable incremental pricing for request-only access above ten (10) internal users.**

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Q21b. Please specify the duration in which the testing/staging/DEV environment would need to run for (i.e. ongoing, Year 1 Only, etc.)

***A21b. For bidding purposes, Proponents shall base their pricing on a three (3) month duration, and provide applicable incremental pricing for the maintenance and hosting of a testing / staging / DEV environment beyond a three (3) month duration.***

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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: \_\_\_\_\_