



# ADDENDUM

PROJECT TITLE: eProcurement Solution	ADD. NO: 1
RFP NO: 2023-703001P	DATE: March 6 <sup>th</sup> , 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 note that we are extending the closing of this Request for Proposal. The new closing date and time will be **Wednesday, March 29<sup>th</sup>, 2023** at 4:00:00PM Atlantic Time.**

### 3.1 Timetable

(1) The RFP timetable is tentative only and may be changed by the City at any time.

Milestones	Dates
Issue Date of RFP	Tuesday, February 21, 2023
<b>Deadline for Questions</b>	<b>Tuesday, March 14, 2023, 4:00:00 pm, ADT</b>
<b>Deadline for Issuing Addenda</b>	<b>Wednesday, March 15, 2023, 4:00:00 pm, ADT</b>
<b>Submission Deadline</b>	<b>Wednesday, March 29, 2023, 4:00:00 pm, ADT</b>
Rectification Period	3 Business Days after Closing
Evaluation	Complete within 2 weeks of closing
Solution Demonstrations	Week of April 24, 2023
Anticipated Deadline for Selection of Highest Ranked Proponent	May 2023

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

Q1. Are companies from Outside Canada able to apply/respond to this RFP? (I.e. – Companies from India or USA)

***A1. Yes, companies from outside of Canada can submit proposals however please refer to specification Item 9.2b.to ensure hosting requirements are met.***

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

*Monic MacVicar*

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

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- Q2. Will the successful proponent need to come on-site for meetings?  
**A2. It is expected that implementation and training would be provided using both online and in-person approaches.**
- Q3. Can we perform the tasks (related to RFP) outside Canada? (I.e. – from India or USA)  
**A3. Please see answer to Question #2 above.**
- Q4. Can we submit the proposals via email?  
**A4. Yes, see submission instructions.**
- Q5. What ERP systems do you and the other municipalities make use of?  
**A5. City of Saint John – Navaline, City of Fredericton - Oracle Fusion, City of Moncton – Oracle EBS v. 12  
We do not expect our eprocurement solution to integrate with our ERP system.**
- Q6. Would you like the solution to be a SaaS solution or would you prefer to own the solution and the IP?  
**A6. We want the solution to be a SaaS. Data has to reside in Canada. Refer to specification Item 9.2b.**
- Q7. It is stated that the number of licenses required are:  
1. Number of Purchasing Dept. users = up to 4 or 5 (please provide pricing for 4 and 5 users)  
Please clarify, is quantity of licenses stated for each municipality or total for all three municipalities?  
**A7. It is anticipated that each municipality will require licenses for 4 to 5 purchasing staff.**
- Q8. The requirements have listed 35 items as mandatory, however each line has columns to indicate Yes, No or Future. If a Proponent’s platform either does not meet or partially does not meet a mandatory requirement will a submission be rejected if a response is either No or Future and not evaluated?  
**A8. Proposed solutions must comply with the mandatory requirements. If a proponent has concerns or suggestions with respect to specific mandatory line items, they should submit a request to the RFP contact to have said items changed. The evaluation team will consider such requests.**
- Q9. Excel is not the greatest method for Proponents to elaborate in the comment field, i.e. if we wish to show screen prints, etc. Can a Proponent provide an accompanying word document with comments cross referenced to your excel number and requirement. This would be in addition, to providing the excel form back with our response to Columns E, F and G.  
**A9. Yes, this is acceptable.**

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Q10. For options can we provide a separate schedule showing price per license, annual fee. Etc.?  
**A10. Yes, this is acceptable.**

Q11. For any future participating Atlantic agency can we provide a separate fee schedule based on the number of licenses showing a range, as required for each agency with same 5-year schedule and Price Index beyond 5 years.?  
**A11. Yes, this is acceptable.**

Q12. What web browsers do you need the product to support?  
**A12. We require full operability with Google Chrome and Microsoft Edge at a minimum. Proponents are to specify which web browsers are supported by/compatible with their hosted solution for both the Cities and vendors.**

Q13. In the RFP under Appendix D.a, it states: " set out in Appendix E by completing the MS Excel spreadsheet for both the "Business Requirements" tab and the "Technical Requirements" tab within the spreadsheet and including it with their Proposal. Additionally, Proponents should address the specific questions described in the "Additional Info Required" tab." In the original document (appendix E), these tabs are not present. Can you send another copy to ensure we meet all the requirements?  
**A13. This is an error. In Appendix D, delete item (A)(2) Proposed Software Solution(a) in its entirety and replace with the following:**

***"(a) Business & Technical Functionality Compliance – Proponents are to provide detailed information of their proposed software solution, and how it will meet (or exceed) the business and technical functionality requirements set out in Appendix E by completing the MS Excel spreadsheet and including it with their Proposal."***

Q14. We understand that the Local Government intends to have a common single eprocurement platform which will be a SaaS hosted as a single physical site and will have the capabilities to logically segregate/isolate the data for each Local Government within the same site. Please confirm.  
**A14. Correct.**

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Q15. Please also clarify data segregation requirements by different user roles (such as system administrator, procurement officers, etc.) across different cities. For example, can a system administrator for the SaaS site see procurement data from all cities? Does a city allow access and/or use of another city's contract? Will there be situations where one procurement will be applied to multiple cities?

**A15. Yes, to all questions.**

Q16. Could you please confirm if you are okay with a proposed Global Delivery Model (GDM) for this project implementation & support?

**A16. Yes, this is acceptable.**

Q17. Please let us know if you have secured the necessary budget for the yearly software licenses, one-time software implementation and on-going support/maintenance costs through 5 years?

**A17. Each City has contemplated this procurement in their budgeting processes.**

Q18. For the purposes of suggesting the best SaaS option, would the participating cities consider sharing a ballpark estimate of the approved budget?

**A18. Each City has \$10,000 - \$15,000 budgeted per year for a solution.**

Q19. Does any of the 3 Local Governments have any existing middleware which can be used for integration of the new eprocurement platform with Local Government ERPs? If yes, please provide the middleware name.

**A19. No.**

Q20. Under "Proposed Software Solution" in the RFP document, it is mentioned that Appendix E includes a "Technical Requirements" tab within the spreadsheet to complete, and that "Proponents should address the specific questions described in the "Additional Info Required" tab." We can't find those tabs in the Appendix E... Could you please send us the missing tabs?

**A20. Please see answer to question # 13 above.**

Q21. Pricing and number of users, it is stated in the RFP document that proponents should "provide pricing for 4 and 5 users", would that be per City? Or for 3 cities?

**A21. Please see answer to question #7 above.**

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<p>Q22. Can we provide our own pricing template or must we use the pricing provided in the RFP document. <b>A22. Proponents may append additional pricing information to the pricing form.</b></p> <p>Q23. Could you please state the "Financial Proposal" requirements? Is it just the pricing form? Could you please confirm what needs to be included in the "Financial Proposal". <b>A23. See answer to Q22 above.</b></p>	

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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: \_\_\_\_\_