



664-2021 ADDENDUM No.1

LEGAL CASE MANAGEMENT SOLUTION

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: December 13, 2021
BY: Doug Brown
TELEPHONE NO. 204 - 986-5834

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Proposal may render your Proposal non-responsive.

QUESTIONS AND ANSWERS

- Q1: Whether companies from Outside Canada can apply for this? (like, from India or USA)
- A1: Yes, please refer to section B18.1(a);
- Q2: Whether we need to come over there for meetings?
- A2: Work can be done remotely;
- Q3: Can we perform the tasks (related to RFP) outside Canada (like from India or USA)
- A3: Work can be done remotely;
- Q4: Can we submit the proposals via email?
- A4: No, proposal submission is to be done in accordance with B7;
- Q5: Will there be a question and answer period?
- A5: Further to B3.2, the Proponent shall contact the Contract Administrator with their questions at least five (5) Business Days prior to the Submission Deadline.
- Q6: What other specifications are available other than what is listed in two pages of Specifications at the end of the RFP?
- A6: As you noted, Part E Specifications contains the specifications. Please note E3.1, which states that requirements are provided in D6, E4 and Form N Requirements. If by "specification" you mean Solution requirements, you should consider information in D6, E4 and Form N Requirements as part of the specifications.
- Q7: For pricing purposes, what are the requirements in connection with overall functionality, integrations, workflows, data conversion, training needs, optional software, etc.
- A7: All requirements are provided in Form N, including overall functionality, integration capabilities, workflow, and data migration. The cost of data migration or conversion is not to be included in pricing; we have asked only that the solution be able to migrate metadata into the new solution (Form N Requirement 15.1), on the assumption that our staff will need to be heavily involved in migrating data manually. All software requested as part of the solution (e.g. electronic signature) is included in Form N. Note that you should

include in your response to Form B: Prices the cost of any third party software products, as described in section B9.1.2 (e). If your company offers software options not directly in support of the specifications, you may wish to provide this information in your response to Firm Profile and Experience (Section C), but your proposal will be evaluated only on software requirements as outlined in Part E Specifications, including D6, E4 and Form N Requirements. Expectations for training are provided in B9.1.2 (c) and (d).