



262-2022 ADDENDUM 2

CLOUD HOSTED WORKFORCE MANAGEMENT SOLUTION

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
BID/PROPOSAL**

ISSUED: April 28, 2022
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

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

QUESTIONS AND ANSWERS

- Q1: Please clarify the employment types defined as 'Job Share' and 'Reduced Hours'. (Form N-1.9) I do see the description for 'Reduced Hours', but not for 'Job Share'. Can we please get the Job Share definition too?
- A1: Please see WPA Collective Bargaining Agreement Letter of Understanding #6 and #8 found here: <https://winnipeg.ca/hr/departement-information/collective-agreements/pdfs/WPA-CA-2016-2021.pdf>
- Q2: One more question just came up regarding B10.4: Where applicable, payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada). Since Orion is not a Canadian resident company, will the Non-Resident Withhold Tax apply to this project for software and services?
- A2: To clarify the non-resident withholding tax, we are required under Canadian tax law to withhold a 15% non-resident tax on earnings made providing services here in Canada. This 15% is only based on the actual earnings, and we advise our service providers to make a clear distinction on their invoices between their charge for this service, separated from other costs such as travel, food, lodging, etc. (note – if the company is a limited liability corporation the tax is 25%)
- We only withhold the 15% on the actual service portion. The amount deducted gets remitted to the Receiver General of Canada. The Contractor can apply to get this money back through Canada Revenue Agency.
- Q3: The pricing form B - line item 10 has MRST and GST in parenthesis. Are these taxes that we are to include in our total bid amount? And if so, what is the % for each. B10.1.1 - Notwithstanding C12.2.3, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- A3: MRST and GST are over and above the Total Bid Price. These are not to be included in the Total Bid Price.
- Q4: Will PeopleSoft be considered the system of record and will send the Contractor's system new hire employee information?
- A4: At this point, the WPS is recommending that our new workforce management solution be the system of record.

Q5: Is the interface with Niche RMS to be used one-time only to seed the Contractor's system with existing personnel data? Or will this be an ongoing data exchange? And if it is ongoing, what data is being sent to or received from the Contractor's system?

A5: No, the interface with Niche will be an ongoing exchange. Currently, we exchange data once per day. The following data points are sent:

- a. To Niche: Active member assignments (badge number, date/time of the assignment, assignment type, organization unit ID, schedule ID, rank, date/time of the rank)
- b. From Niche: Member photos.

Q6: Is the interface with Hexagon CAD considered a 1-way data exchange in which CAD will receive rostering data from the Contractor's system? If not, please clarify the type of data to be sent to or received from the Contractor's system.

A6: Yes, it would be a 1-way exchange from the Contractor's system to Hexagon CAD. The following data points are sent: Lineup Name, Lineup Description, Unit ID, Member(s) Badge Number(s), Time Stamp.