



592-2013 ADDENDUM 1

RFP FOR CONTENT MANAGEMENT AND AGENDA MANAGEMENT SOFTWARE TO REPLACE THE CITY'S REPORT INFORMATION SYSTEM (RIS) AND DECISION MAKING INFORMATION SYSTEM (DMIS)

URGENT

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

ISSUED: February 19, 2014
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20131129

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 9 of Form A: Proposal may render your Proposal non-responsive.

QUESTIONS AND ANSWERS

The following are questions and answers generated from the RFP 592-2013.

- Q1** Will a response to the RFP that does not include an Optional Live/On demand Video Streaming and hosting solution be considered by the City?
- A1** As per B7.2(d) a response with or without the Optional Live/On demand Video streaming and hosting solution will be considered.
- Q2** Please describe all requirements in By-law 86/2010 surrounding records management (NF12). The link provided in the RFP did not work.
- A2** The By-law 86/2010 can be found at <http://winnipeg.ca/CLKDMIS/DocExt/ViewDoc.asp?DocumentTypeId=1&DocId=5220>
- Q3** Several systems (e.g., By-Law database, Calendar Module) are referenced in the RFP. Please describe the purpose and relationship to RIS and DMIS of each as well as the City's expectations for their continued use with the proposed system.
- A3** The current By-Law database (http://www.winnipeg.ca/clkdmis/DocExt/BL_Default.asp) is currently part of the DMIS system. The proposed solution shall maintain the existing or replace the current By-Law database. The current Calendar solution is implemented using 3rd Party software.
- Q4** Does the City seek to replace in their entirety RIS and DMIS?
- A4** City is seeking to replace both RIS and DMIS entirely.
- Q5** Please describe the technology (e.g., workflow, rules engines, business process management) used to support the current RIS and DMIS systems. Please provide the software provider and product name for each.
- Does the City plan to leverage any of these products in the proposed end state solution?
 - Does the City have a preferred technical development preference – Java, Microsoft?

- A5** The current RIS and DMIS systems are developed internally using active server pages. The City is currently using Microsoft Visual Studio as the internal development platform.
- Q6** Please describe the current repository used to maintain content for the RIS and DMIS systems.
- A6** File System and Relational databases are currently used as the repository to maintain the content for both RIS and DMIS systems.
- Q7** Please provide an estimate of the number of units (e.g., pages, documents, files) of content added daily into RIS and DMIS?
- A7** Content added into RIS and DMIS varies from day to day. In 2013, approx. 1,100 documents totaling 5 GB added to DMIS and 600 documents totaling 800 MB added to RIS.
- Q8** Does the City seek to replace or use the current enterprise content management system serving RIS and DMIS?
Answered in number 4
- A8** The current RIS and DMIS currently does not use enterprise content management systems. All content in RIS and DMIS will require migration to the new system.
- Q9** Does DMIS act as the portal to allow external viewing of documents? If yes, is a new portal part of this project?
- A9** The current DMIS acts as the portal to allow external users viewing of the DMIS public documents. We expect the proposed solution will also provide a method for external users accessing and viewing of the public DMIS documents.
- Q10** What is the prescribed file format for documents viewed via the portal?
- A10** There is no prescribed file format for documents being view via the portal but the documents shall be viewable across common browsers and platforms.
- Q11** Does RIS create any reports, or just responsible for storing of the reports?
- A11** The current RIS only store reports but we expect the proposed solution will be able to track the complete life cycle of the reports.
- Q12** Please describe the attributes of a RIS report:
- File type(s)
 - Daily Volume
 - File size (pages)
- A12** RIS reports may contains various file types & sizes including MS-Word, MS-Excel, PDFs, Photos and others. See A7 above.
- Q13** Page 7 of the Requirement s Analysis notes that RIS supports approximately 140 users while DMIS is used by at least several thousand users. Please provide an estimate for the number of City personnel accessing the DMIS.
- A13** RIS currently has approximately 140 users defined and DMIS has approximately 200 users defined in their systems. The DMIS system acts as the portal to allow external users viewing of the DMIS public documents.

- Q14** Section 10.2, question 7 reads: Users may subscribe to receive email notifications for agenda publications for Council and Committee meetings Is this feature required on the new system? Is this available to both internal and external users?
- A14** Notification subscription to Agenda items/report item publications would be for internal users only.
- Q15** Section 10.2, question 15 reads: The Council By-law database is updated within 48 hours following a Council meeting where bylaws are passed. What is the format of the council by-laws and how are they viewed by end users?
- A15** The By-law is currently published at the City of Winnipeg's external website, http://www.winnipeg.ca/clkdmis/DocExt/BL_Default.asp
- Q16** Section 10.2, question 22 read: DMIS In-Camera documents are secure within a separate database and user accessibility is monitored. Please describe the in-camera documents and how they are expected to be used in the new system.
- A16** Only authorized users defined in system can access DMIS In-Camera documents.
- Q17** Section 10.2, question 24 reads: The Schedule of Meetings offers a calendar system outlining upcoming meetings, including hyperlinks to agendas, along with an option to set self-reminders. Please describe the calendaring features required.
- A17** The Calendar features shall include email subscription, iCalendar, Subscribe to RSS/Atom Feed and print friendly of schedule events.
- Q18** When is the desired implementation date and time frame for the new solution?
- A18** Implementation should be completed within a year after the contract is award depending on the proposed solution.
- Q19** What is the budget for the new solution?
- A19** Budget has not been fully allocated for this new solution.