



201-2018 ADDENDUM 5

SUPPLY AND IMPLEMENTATION OF LANE CLOSURE SYSTEM

URGENT

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

ISSUED: June 8, 2018
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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: 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 9 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Delete: B10.2

Replace B11.3 to read:

B11.3 For each person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is included in B10, provide only the project name and the role of the key person.

Replace B12 to read:

B12. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)

B12.1 Describe your firm's project management approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.

B12.2 Methodology should be presented in accordance with the Scope of Services identified in D2. Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.

B12.3 Proposals should address:

- (a) the team's understanding of the broad functional and technical requirements;
- (b) the City's Project methodology with respect to the information provided within this RFP; and

B12.4 For each person identified in B11.2, list the percent of time to be dedicated to the Project in accordance with the Scope of Services identified in D2.

Replace B13 to read:

B13. PROJECT SCHEDULE (SECTION F)

B13.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (key designers), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.

Replace B14 to read:

B14. DISCLOSURE

B14.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B14.2 The Persons are:

(a) N/A

QUESTIONS AND ANSWERS

Q1 In the business requirements document, the data migration requirement area states that the City of Winnipeg is "recommending manual migration". Does that mean that as part of the proposal we should include data migration services or is that meaning that the City of Winnipeg will own the data migration between the old and new systems?

A1 Yes, the City of Winnipeg will own the data migration between the old and new systems. As an illustration, active Lane Closure, at the time of new system's launch, will perhaps simply be re-entered into the new systems using its data entry tools. The City may choose to draw on technical documentation required as part of the proposal, particularly data structure reference, to bulk import client data (e.g. known active organizations, departments, divisions, branches, users, etc.) into the new system.

Q2 In the business requirements document, the data migration requirement area states that "It was agreed that the current application remain live for 1 year then decommissioned." Does that mean both systems will be accessible publicly over the first year? What is the purpose of keeping the old system active for a year?

A2 Current application, which is an internally supported and hosted system, will be kept "alive" for City users for a period deemed suitable through internal decision making process. As to the public access to current application, it would not be our intention to release and support two public facing systems providing similar data and service for an extended period. In all likelihood, public access to the current application will only be maintained for a brief and reasonable period during the cut-over to new system to ensure that there is a smoother migration to new system by existing users.