



63-2024 ADDENDUM 1

PROVISION OF POWER PLATFORM VENDOR OF RECORD FOR DIGITAL RECORDS AND WORKFLOW INITIATIVES

URGENT

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

ISSUED: June 3, 2024
BY: Travis Herntier
TELEPHONE NO. 204 390-1864

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

Template Version: Add 2024-02-01

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.

PART B – BIDDING PROCEDURES

Add: B12.4 The Proposal should demonstrate how each person identified will be available and can meet virtually with City staff during our standard hours of work, 8:30-4:30 Central Time.

QUESTIONS AND ANSWERS

- Q1: What is the annual budget allocated by the City for the services outlined in RFP No. 63-2024?
A1: The City does not have a budget dedicated specifically to RFP No. 63-2024.
- Q2: How many firms does the City intend to select under this RFP?
A2: The City intends to select one Proponent under this RFP.
- Q3: Will the City allow proponents to utilize resources located overseas to access the City's IT environment?
A3: In general, the City would not have concerns with overseas access.
- Q4: Could the City contemplate incorporating the role of Business Analysts in the resource requirements outlined in the RFQ, considering the substantial value the business analysts have brought by ensuring that end users' design needs and requirements are comprehensively identified before commencing development work?
A4: The City will use internal resource for Business Analysis and does not anticipate needing Business Analysis services from Proponents
- Q5: Is having on-site staff and support a mandatory requirement?
A5: It is expected that staff will work remotely, but be available for virtual meetings during our standard hours of work, 8:30-4:30 Central Time.
- Q6: What is the City's process for each work assignment approval if more than 1 vendor is selected?
A6: The City is entering this Bid Opportunity with the intention of working with only one Proponent.
- Q7: Should vendors submit an off-shore and non off-shore prices for the Proposal?
A7: Proponents should send one rate hourly rate for each listed in Form I: Detailed Prices. If submitting prices that include Non-Resident contractors, please note section B10.1 and section B10.3.