



313-2026 ADDENDUM 2

PROFESSIONAL CONSULTING SERVICES FOR THE PREPARATION OF REQUIREMENTS FOR THE PROCUREMENT OF ENTERPRISE PROJECT MANAGEMENT SOFTWARE

URGENT

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

ISSUED: 2026-05-01
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Addendum 2026-03-10

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

- Clarification of B11.3(g): There is no B11.3(g), omission is an artifact of Microsoft Word lists
- Revise: B17.1(e)(vii) to read: reference information (**one** current name with telephone number and email per project.)
- Revise: B17.1(f)(vii) to read: the proposed Project budget, **in terms of the proponents estimated allocation of resources to fulfill this consultation project.**

PART D – SUPPLEMENTAL CONDITIONS

- Revise: D4.1.1(b) to read:
 - Working with City project staff**, plan and conduct stakeholder engagement **for no less than 10 half day, in person workshops** with SMEs, project sponsors, project managers, finance stakeholders, asset management, IT, and other key stakeholders across departments/crown corporations/agencies involved in capital project delivery, and where approved by the City, selected external stakeholder groups relevant to capital project delivery, contract administration, and utility/service coordination, including the following:
 - i. Public Works
 - ii. Water and Waste
 - iii. Innovation & Technology
 - iv. Assets and Project Management
 - v. Transit
 - vi. Community Services
 - vii. Assessment and Taxation
 - viii. Winnipeg Fire and Paramedic Services
 - ix. Association of Consulting Engineers Manitoba
 - x. Manitoba Heavy Construction Association
 - xi. Winnipeg Construction Association
 - xii. Utilities and other service providers;

Add: D15.3.1 **The Project will commence upon successful award of contract.**

NOTE TO BIDDERS: QUESTIONS AND ANSWERS BELOW DO NOT FORM PART OF THE CONTRACT

QUESTIONS AND ANSWERS

- Q1: Comparable Project Experience: Can you confirm whether comparable project experience demonstrated by key personnel from previous employers may satisfy the proponent experience requirement in B11.3(a), and whether a subconsultant's project history may supplement the proponent's own track record?
- A1: Yes, comparable project experience from previous employers may satisfy the proponent experience requirements.
- Q2: Does the total contract value at \$300,000 in section D4.2 include the travel and daily cost?
- A2: As per B8.3, notwithstanding C1.1(b), Fees shall include costs for out-of-town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.
- Q3: Our company is federally registered in Canada with the head office in Toronto, Ontario. As per clause B11.1 (a) of the attached document, are we eligible to respond for this RFP?
- A3: As per B11.1(a): Proponent shall undertake to be in good standing in the jurisdiction where the Proponent does carry on business
- Q4: Would it be possible to execute the work completely remote without traveling to the City of Manitoba through video conferencing?
- A4: As per revised D4.1.1(b), workshops must be conducted in person. Otherwise, work can be conducted remotely or through virtual interviews, or meetings.
- Q5: Are there any mandatory onshore presence or residency requirements for proposed team members (e.g., resources required to be located within Canada or a specific province)?
- A5: Please refer to D11 Information Management
- Q6: Does the City expect the Proponent to follow a specific phased structure, or is the Proponent encouraged to propose its own methodology aligned to D4 deliverables?
- A6: The proponent is encouraged to propose its own methodology aligned to D4 deliverables.
- Q7: Is the City expecting the consultant to recommend a single preferred future-state platform category, or remain fully vendor-neutral through procurement package completion?
- A7: The future platform will be determined in the second phase NRFP process. This phase is only looking for vendor neutral requirements for the future platform.
- Q8: Is the City expecting sample NRFP language, sample scoring matrices, and sample response templates as part of the deliverables?
- A8: Yes, as per D4.1.1(d), D4.1.2(d) and D4.1.3
- Q9: What assumptions should drive the 10-year TCO model: license growth, implementation waves, support model, and internal admin staffing? The RFP requests a preliminary 10-year total cost of ownership (TCO) model for the future EPPM solution, based on defined assumptions. To clarify: is the City of Winnipeg expecting a fully completed TCO estimate, or simply the model/framework that would be used to calculate one?
- A9: The deliverable as per D4.1.3(l) specifies a TCO model based on the specified assumptions as variables.
- Q10: How much access will be provided to departmental stakeholders, existing templates, reports, and tool inventories during the 26-week engagement?

A10: The successful proponent will have full access to all department stakeholders, templates (<https://legacy.winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm>), and relevant reports. The proponent will be expected to deliver a tool inventory as per D4.1.3(c).

Q11: Could the City confirm if proposal submissions in PowerPoint format will be accepted?

A11: As per B6.5, Proposal format, including number of pages, size of pages and font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution.

Q12: Please clarify the extent of the Consultant's role in supporting the development of the NRFP. Specifically, is the Consultant expected to deliver fully assembled, NRFP-ready procurement documentation (including detailed requirements language, evaluation criteria, and scoring frameworks suitable for direct issuance), or to provide advisory inputs and supporting materials that will be finalized by the City's procurement team? Additionally, please confirm whether Consultant support is anticipated during the NRFP evaluation phase (e.g., advisory participation, scoring support, or clarification responses), or if the Consultant's role concludes upon delivery of the NRFP documentation.

A12: The deliverable will be considered advisory inputs and supporting materials including detailed requirements as defined in D4.1.3. Consulting support is not a requirement during the NRFP phase and concludes upon completion of the deliverables laid out in D4.1.3.

Q13: Upon review of the General Conditions - Consultant Services, and Supplemental Conditions shared within the RFP, there are a few terms that we would request a discussion, for alignment. Assuming that the spirit of those terms remains intact, please confirm the City will allow for negotiation upon notification of award.

A13: Please submit further questions and clarifications on changes to the expected General Conditions as soon as possible to be reviewed in advance and potentially issued as a further addendum for all proponents.

Q14: In the Supplemental Conditions - Section D4.1.1(d), there is reference to an anticipated 26-week engagement. Please confirm if this timeline is referencing this RFP or the future NRFP for the EPPM software and implementation. If referencing this RFP, please confirm that a shorter timeline can be proposed.

A14: The timeline is estimated for this phase of the project, and a shorter timeline can be proposed as per the project schedule as per B17.1(g).

Q15: Could you please confirm whether: the City intends to issue a separate Form B – Prices template, or proponents should submit pricing by providing their own Form B document, completed in accordance with the RFP requirements and submitted via MERX.

A15: Prices shall be submitted with their proposal.