



City of Richmond

January 20, 2011
File: 02-0775-50-4195/Vol 01

**Business and Financial Services
Department
Finance Division**
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 4195P Supply, Delivery and Implementation of Web-based Calendar - Addendum Three

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your proposal:

Q1. For the requirement that City personnel will not have to login to the Events Calendar if they access it through the City Intranet, will the internal Active Directory be accessible by the event calendar web application on the web server?

A1. Yes. Our intranet and public website are hosted on different servers. The intranet server is inside our network and has access to the Active Directory.

Q2. For event calendar notifications by text message, there are options. Has the City of Richmond analyzed options and have a preference?

A2. We have not had the chance to analyze options for text messages. We would appreciate more information on these options in your Proposal.

Q3. In section 9.7, Process 1.0 and 2.0 mention City Clerk's meeting scheduler utility will be generate and update approved events. Is this the same utility that is mentioned in Process 1.0 and 2.0 in section 10.1? If so, is the plan to update this utility in order to integrate with the new/updated event calendar database? If so, please provide details on how this utility is built and whether access to the source code for this utility will be provided.

A3. Yes, Process 1.0 and 2.0 in sections 9.7 and 10.1 refer to the same utility. The utility is currently a part of our overall calendar system, but is a separate asp.net application that runs on our intranet server. We are not planning to change or update the clerk's utility at all, but it will still need access to the database to insert events after the upgrade of the Calendar. If table structures are altered, or any changes are made to the database, the stored procedures that are used by the clerk's utility will need to be updated as part of this project.

Q4. Will all work required in adding the menu option to access the events calendar in the City of Richmond Intranet be performed by City of Richmond IT staff or will the successful proponent be expected to perform any work on items within the Intranet?

A4. Adding a link or menu item to the Intranet to allow staff to access the Calendar will be done by us.

Q5. The RFP does not mention this but should we assume that all historical event data will be imported into the new calendar?

A5. Yes.

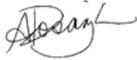
Q6. We would like some more clarification on the integration points of the required Event Calendar. The RFP states that the system will need to be integrated with the CMS, however through the description of the existing system (section 10) the City Clerk's Calendar system and the REACT system automatically generates approved events. Are those 2 systems to be replaced by this solution? If not, is it part of this project scope to integrate with those systems directly or will the integration be a separate project?

A7. The integration of the REACT System is outside the scope of this project. See section 9.1. The City Clerk's Calendar system will need to be integrated or replaced, but it must have the same functionality.

Proponents must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,



Sumita Dosanjh
Buyer II - Contracting Specialist