



City of Richmond

January 24, 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 Four

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. Has the city looked at Calendar options from vendors other than the current provider before the RFP was released?

A1. No.

Q2. Is the city required to put contracts out to bid once a PO will exceed a certain level? What are those levels?

A2. The City of Richmond's purchasing policy can be accessed online at:
<http://www.richmond.ca/busdev/selling/policies/about.htm>

Q3. If a vendor is offering a COTS calendar solution, will the City still require access to the source code?

A3. Yes.

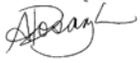
Q4. Has the budget been approved for this solution and can you share an estimate range of what you think this project will cost?

A4. We are unable to share budget information at this point.

Proponents must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

A handwritten signature in black ink, appearing to read "Sumita". The signature is written in a cursive style with a large initial 'S'.

Sumita Dosanjh
Buyer II - Contracting Specialist