



City of Richmond

March 10 , 2013

Business and Financial Services Department
Finance Division
Telephone: 604-276-4218
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Attention: To All Tenderers

Dear Bidders:

Re: 5118P –Enterprise Project Management Solution Design and Implementation Addendum #1

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 quotation:

Questions and Answers:

1. Question: For the projects needing import to application, list the applications they originate from and the number of projects for each type.

Answer: Excel 2007 and MS Project 2003/2007 – 5-10 in total – split approx. 70/30 Excel/Project.

2. Question: Is there any issues for a USA vendor to work on this if awarded?

Answer: No, only thing to keep in mind is differing time zones.

3. Question: Can some of the work be performed remotely in order to minimize cost and speed up delivery?

Answer: Yes, but plan for a significant portion of the work to be done on site. Bidder can specify what work they want to do off-site and we will negotiate.

4. Question: Do you require or desire vendor to be a Microsoft Gold Partner or the staff be Microsoft Certified Professionals?

Answer: No, but they must demonstrate knowledge and experience in similar projects – see paragraph 10.4 d & e in RFP.

5. Question: Is SharePoint 2013 & Project Server 2013 an option for you as Project Server 2010 may only have a couple years until end of life?

Answer: No, it will be 2010

6. Questions: Hummingbird Integration

- a. Question: What integration is expected to SharePoint?

Answer: SharePoint will just be an interface/view. Files will be saved in our document management system – OpenText DM version 5.2.105.5 – upgrading to 5.3.1 by mid-2014. SharePoint will just provide links to files in OpenText.

- b. Question: Usually this is performed by third party connectors. Do you have any in mind?

Answer: Open to suggestion for third party connector. But there is a method the City has previously used that simply provides a reference link to OpenText documents without the use of a third party connector.

- c. Question: Can this requirement be removed as this could be lengthy or costly feature to implement without a third party connector?

Answer: No, a link to OpenText documents is required.

7. Question: For 8.1 j) please provide any documentation on your Project Proposal Process or are you looking for a typical best practices workflow?

Answer: The City is looking for a typical best practices workflow.

8. Question: For requirements 7.4 f & g (Future Ability), are these to be ignored for this proposal?

Answer: The City is not implementing this as part of this project, but the City wants them to demonstrate that their proposed solution will allow for these future capabilities.

9. Question: For 8.1 k) please provide more explanation. Is this feature for project portfolio prioritization and selection?

Answer: Refers to 7.4 f - future ability to provide a dashboard indicating overall portfolio and project management, with KPI (e.g. projects over budget, projects schedule delayed).

10. Question: 9.5 Annual Support – please describe in detail the support expected

Answer: The City is looking for what support the bidder would typically provide or offer.

Yours truly,



Sharon Bentley, SCMP
Buyer 2