



# City of Richmond

March 5th, 2014

File:

**Finance and Corporate Services Department**

Finance Division

Telephone: 604-276-4218

Fax: 604-276-4162

**Attention: To All Proponents**

**Re: 5124P - Technical Consultant Services - Approval Workflow for PeopleSoft Financials and Supply Chain Management Release 9.2 Upgrade – Addendum #2**

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 Proposals:

## **Questions and Answers:**

### **Question #1**

What is the anticipated contract duration in total months?

### **Answer #1**

Please refer to RFP Section 11 Project Schedule.

### **Question #2**

Earliest target start date? Latest possible start date the City will consider?

### **Answer #2**

The City prefers a start date of April 1, 2014.

### **Question #3**

Will the City consider candidates available part-time initially (2-4 weeks maximum) for them to transition / wrap up current project work?

### **Answer #3**

The City will consider candidate availability as part of the evaluation criteria.

### **Question #4**

Full-time onsite only or will City consider a combination of on-site followed by off-site for development work? For out of town candidates, the latter offers potential savings in travel costs.

### **Answer #4**

The City prefers onsite.

### **Question #5**

Will the technical consultant / developer be coding from business requirements documents or technical specifications?

**Answer #5**

Please refer to RFP Section 9.2 b(ii). One of the consultant's deliverables is to develop a technical design and code development.

**Question #6**

Section D. Technical Information – It seems appropriate more for Project Management capacity and it would apply to project overall perspective, given the Workflow development role is a specific technical role which depending if the developer is working from business requirements or technical specifications, will dictate a pure technical or technical-functional consultant – why is not asked for Workflow developer? Will the City consider omitting or revising this Section?

**Answer #6**

The City prefers Section D to remain the same.

**Question #7**

Appendix One - for a fair & proper estimate, will the City consider completion of Appendix One upon providing the Business Requirements and/or Technical Specifications? Appendix One is geared towards a total cost – for hourly basis proposal, this would not be applicable.

**Answer #7**

The City prefers an estimate of the effort and costs required for the tasks in Appendix One.

**Clarifications (in red bold):**

**Replace:**

**10. Submission Format**

**SECTION F: WORKSAFE, INSURANCE(S), BUSINESS LICENSE**

In this section Proponents should provide:

- ii Confirmation of Required Insurance (See section 9.1 of [http://www.richmond.ca/\\_shared/assets/General\\_Conditions\\_for\\_Consulting\\_Services\\_Provided\\_to\\_the\\_City28608.pdf](http://www.richmond.ca/_shared/assets/General_Conditions_for_Consulting_Services_Provided_to_the_City28608.pdf) )

**With:**

**10. Submission Format**

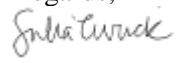
**SECTION F: WORKSAFE, INSURANCE(S), BUSINESS LICENSE**

In this section Proponents should provide:

- ii **A certificate of their existing commercial general liability insurance.**

**End of Addendum #2**

Regards,

A handwritten signature in cursive script that reads "Julia Turick".

Julia Turick

*Buyer 2*