



# City of Richmond

March 3rd, 2014  
File:

**Finance and Corporate Services Department**  
Finance Division  
Telephone: 604-276-4218  
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**Attention: To All Proponents**

**Re: 5126P - Change Management Consulting Services - PeopleSoft Financials and Supply Chain Management Release 9.2 Upgrade**

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**

Is there is already an incumbent for this opportunity

**Answer #1**

There is no incumbent for this opportunity.

**Question #2**

Is there a Project Manager assigned to the project?

**Answer #2**

Yes, there is an overall Project Manager assigned to the project. This RFP requires a functional PM and Change Management related duties.

**Question #3**

What is the team structure and composition of the team for the project?

**Answer #3**

The City currently has a steering committee, functional team and technical team.

**Question #4**

If there is not a formal project manager assigned to the project is the project management under the purview of the Change Management Consultant?

**Answer #4**

Please refer to question 2

**Question #5**

What is the anticipated start date for this role?

**Answer #5**

The anticipated start date is April 1, 2014.

**Question #6**

Can you provide us with a rate guidance?

**Answer #6**

The City prefers not to provide a rate guidance.

**Question #7**

How many resources can we submit in response to the RFP?

**Answer #7**

The City does not have a preference

**Question #8**

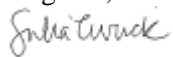
Is there an option for off-site work or does the resource have to be full time on site for the duration of this project?

**Answer #8**

The City prefers an onsite resource.

**End of Addendum #1**

Regards,



Julia Turick

*Buyer 2*