



## 288-2017 ADDENDUM 4

### REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR AN INDEPENDENT FAIRNESS COMMISSIONER

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL**

ISSUED: April 27, 2017  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.**

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#### **PART A – PROPOSAL SUBMISSION**

Replace: 288-2017\_Proposal\_Submission with 288-2017\_Addendum\_4-Proposal\_Submission. The following is a summary of changes incorporated in the replacement Proposal Submission:

Form B(R1):

Revise Item No. 2.to read: Approx. Quantity 22

Revise Item No. 3.to read: Approx. Quantity 11

Revise Item No. 4.to read: Review and report per transaction – Random Sample (assume Routine for costing purposes, actual compensation will be based on transaction type reviewed and identified as Routine or Complex)

#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D4.7 to read: The majority of the transaction documentation may only be available in hard copy format and the preference would be for all documentation to remain on site. The Services would ideally be performed at the offices of Planning, Property & Development, 65 Garry Street, Winnipeg, Manitoba. Some pertinent file documentation could be held in other City of Winnipeg department locations. If the Consultant identifies the potential requirement to scan copies of City documentation to share with team specialists, the Consultant should document their procedures to ensure security and confidentiality of the documents.

Add: D4.8.2 The estimated volume of transactions could be reduced for 2017 based on the date of the commencement of the Services.

Revise: D4.10 to read: It should be noted that the IFC's review and reporting process could potentially impact service delivery. Timeliness in reviewing transactions is critical to the performance of the real estate and management services divisions and is seen as a high priority. An expected turnaround time for a routine transaction is 3 business days and 5 business days for a complex transaction. The City Auditor in consultation with Director, Planning, Property and Development Department will work with the IFC to design a notification process to enable the IFC to initiate their work prior to transaction completion.

Page numbering on some forms may be changed as a result.