



486-2023 ADDENDUM 3

COMPUTER ASSISTED MASS APPRAISAL (CAMA) SOLUTION

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
BID/PROPOSAL**

ISSUED: August 15, 2023
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/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 Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

QUESTIONS AND ANSWERS

- Q1: How much time is allocated to the proponents for the demonstrations? Will there be time constraints for each case study that is required to be demonstrated?
- A1: Refer to the document posted on Merx on August 14, 2023, titled "486-2023 Product Demo Guidelines and Agenda".
- Q2: How are each of the Use cases weighted and what are the evaluation criteria's that each is scored on?
- A2: Refer to the document posted on Merx on August 14, 2023, titled "486-2023 Product Demo Guidelines and Agenda".
- Q3: Under section D4 of the Request for Proposal document, can the city quantify what is meant by "implement the new CAMA Solution within a reasonable timeframe"? Could the City elaborate and provide a timeframe in number of months?
- A3: Further to D2.1, based on scheduling and work demands, the City of Winnipeg intends to implement the Solution by December 2026.
- Q4: Is the approximate date of October 6, 2023, to select a proponent provided in the previous RFQ No. 430-2023 applicable to this RFP's timeline?
- A4: The City intends to decide on the successful Proponent by the end of October, however this may change if more time is required.
- Q5: What is the anticipated start date for the project?
- A5: The City of Winnipeg is anticipating a start date in first quarter of 2024; however, this may change depending on receiving all proper approvals.
- Q6: Will the City require the demos to be done in person or virtually?
- A6: Refer to the document posted on Merx on August 14, 2023, titled "486-2023 Product Demo Guidelines and Agenda".

Q7: Is the City currently using portable field devices? If so, what portable/mobile field device (model) is being used for fieldwork?

A7: The City is not using portable field devices at this moment.

Q8: In the Functional requirement Form 1, When the City refers to word "customizations" for ID F102 and F103, can that also be meant as configurable and if not, please elaborate on the "customization" meaning?

A8: F102 and F103 are referencing the ability for querying and reporting tools to allow users to run and save a "customized" or ad-hoc report from within the Solution and be able to extract or save that data to a format that they can view or analyze the data in more than one format. For example, extract a roll list from a custom query to Excel (or some other format) and be able to sort, view, or analyze that data in more than one way.

Q9: In the Functional requirement Form 1, ID F25, what does the City mean when they need to integrate seamlessly with existing applications? What are the existing applications?

A9: The applications referenced here are any application that is integrated with the CAMA Solution for valuation staff to prepare assessments for new construction, sales, appeals, etc. If the new system replaces the functionality of a current application, then integration is no longer needed to avoid redundancy. The applications are listed in Form 3 under External Service Integrations and in the answer to Question 15 below.

Q10: What is the City using for a 3rd party camera app/hardware?

A10: Majority of staff use their mobile phones (smartphones) to take photos when out on the field.

Q11: What is the City currently using for property registration office functions?

A11: A Solution was built in-house that downloads titles from the Land Titles Office for review and processing. This Solution is integrated with our current CAMA and Taxation software.

Q12: In the Functional requirement Form 1, ID F56, can the City clarify the reference to the 15-1 agreements, in which the City and Taxpayers agree to a stipulated assessment value?

A12: Under Section 15.1 of the Municipal Assessment Act in Manitoba, an application to the Board of Revision can be satisfied through an agreement between the property owner and the assessor. The proposed Solution must have the ability to allow valuation staff to edit the assessment record according to the agreement, similar workflow to processing a Board of Revision Order.

Q13: In the Non-functional Requirements Form 2, item NF 05, can the City describe what is precisely meant by sanitizing data? Please provide details regarding the ability and processes to sanitize data.

A13: Data sanitization is the process of deliberately, permanently, and irreversibly removing or destroying the data stored on a memory device to make it unrecoverable. A device that has been sanitized has no usable residual data, and even with the assistance of advanced forensic tools, the data will not ever be recovered.

We are looking for mechanisms in place to sanitize data throughout the service lifecycle (i.e., when refreshing infrastructure) to ensure that no City data is retained on assets that are refreshed by the vendor.

Q14: In the Architecture Requirements Form 3, Systems Capabilities tab Item 11, what kind of Microsoft common file types or extensions does the City use?

A14: Common file types include Word documents, Excel Spreadsheets, Email messages, and PDF files. Images can be in JPG, PNG, or TIFF formats.

Q15: In the Architecture Requirements Form 3, Systems Capabilities tab Item 16, what kind of applications does the City plan on integrating with the new CAMA Solution?

A15: These applications are listed in Form 3 under the External Service Integrations tab:

- MANTA (Taxation system) - client-server application maintained in-house using PowerBuilder
- assessment.winnipeg.ca (ATD Public website) - web application developed in-house using .NET
- My Properties (ATD Secure website) - web application developed in-house using .NET
- Land Titles Office Interface - client-server application developed in-house using .NET
- AMANDA - client-server application by Granicus
- AACS (Appeals system) - client-server application developed in-house using .NET
- GIS - Hexagon GeoMedia version 16.6
- SPSS - Statistical software by IBM.

Q16: In the User Case document item 1C, Expected Outcomes, can the City elaborate what is meant by shortfall rates?

A16: The typical operating expenses, expressed as a square foot rate, attributable to vacant space in an income-producing property that would have been recovered from the tenant under a net lease had the space been occupied.