

859-2016 ADDENDUM 1

REQUEST FOR QUALIFICATION FOR A CITY OF WINNIPEG ENTERPRISE CONTENT MANAGEMENT (ECM) SOLUTION

URGENT

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

ISSUED: October 18, 2016
BY: Kola Rosanwo
TELEPHONE NO. 204 -805-3282

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR QUALIFICATION AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20150806

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Qualification, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 6 of Form A: Proposal may render your Qualification non-responsive.

QUESTIONS AND ANSWERS

Q1 FORM N-Mandatory: R-72: Must have all Document Management Features including listing, full text indexing, metadata & templates, version control, drop spot, multiple workspace, pdf creation, optical character recognition (OCR), Google docs, digital signature, barcode recognition and retention policies.

Could you please explain what is meant by "google docs" in the requirement?

A1 Google Docs is a free web-based office suite which is provided by Google. It is offered within its Google Drive Service. The best part about Google Docs is that users can create and edit documents simultaneously. Google Docs is a combination of two different products - **Writely** and **Google Spreadsheets**. It is Google's 'Software as a service' office suite. With Google Docs users can create documents, spreadsheets and as well as presentations which are sent through email or imported from web interface. These documents are saved to Google's servers automatically and so there is no fear of loss of data.

Q2 Does this mean that the solution needs to include Google Docs, or just the functionality of Google Docs?

A2 The requirement is that there are some documents created with Google doc application which are stored on Google server. We should be able to store the documents in the ECM tool and be able to open / modify / manage them like other Microsoft Office documents.

Q3 FORM N-Non-Mandatory: R-80: "distributed capture and isolation of licenses". Could this please be further explained?

A3 Distributed capture allows multiple scanners to be used in a decentralized way to capture documents. With the evolutions in web-based capture (browser-based, embedded in line of business applications) and in mobile capture, distributed scanning further broadens the reach of capture, encompassing ever more devices. Should enable pooling all licenses, regardless of application locations to create a central repository where licenses can be available to meet needs as they arise. Also, allows licenses to be pooled by location / dedicated servers.

Q4 FORM N-Non-Mandatory: R-140. Should provide the ability to identify hot spots or zones that trigger multiple related documents from the primary document.

A4 Identify areas of high activities in content and document management including activities like document creation, extraction, versioning and multiple editing etc.

Q5 FORM N-Non-Mandatory: R-170: Should provide the ability to link disparate applications via equal values. Please explain the desired functionality and what disparate applications and equal values means?

A5 One of our current problems is that we have a lot of "Point" systems in many departments. See section B3.1 and B3.2 of the Request for Qualification. We are looking for ECM solution that is NOT a disparate system but rather a system that uses the **Enterprise application integration (EAI)** to integrate a set of enterprise computer applications.

Q6 FORM N-Non-Mandatory: R-220: Should publish select content onto removable media (CD/DVD) in an encrypted format, allowing access to a self-contained / runtime version of the client. I am not sure what it means **to allow access to a self-contained runtime version of the client?**

A6 This simply means the removable media (CD/DVD) should work when loaded in a similar environment (i.e. same version of the application that was running at runtime when copied).

Q7 If I apply to be a consultant to provide services on the evaluation of the RFP, does conflict of interest prevent me from submitting the RFP submission for the eventual ECM RFP?

A7 No external consultant is required to provide services on the evaluation. Refer to B5.6, only short-listed Proponent from the RFQ process will be invited for the RFP stage.

Q8 My team was wondering if before bidding for project if there was a time to show the team how our solutions work for SharePoint.

A8 No. Refer to B5.5(a), Only those Proponents placed on this short-list will then be invited to submit further information, including:
(a) a demonstration of their proposed ECM software tool and ECM Project implementation plan to the RFQ evaluation team in Winnipeg.

Q9 Whether companies from Outside Canada can apply for this? (like from India or USA)

A9 Yes.

Q10 Whether we need to come over there for meetings?

A10 Depending on Work, some meetings may be required.

Q11 Can we perform the tasks (related to RFP) outside Canada?

A11 Refer to B5.6, only short-listed Proponent from the RFQ process will be invited for the RFP stage.