

### REQUEST FOR PROPOSAL FOR PROVISION OF CUSTOM WRITTEN ELECTION MANAGEMENT SOFTWARE AND DATABASE SOLUTION

#### **URGENT**

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

ISSUED: June 28, 2017  
BY: Marc Lemoine  
TELEPHONE NO. 204 – 986 - 7131

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

Template Version: Ar20160708

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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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#### **QUESTIONS AND ANSWERS**

- Q1 Whether companies from Outside Canada can apply for this? (like from India or USA)
- A1 Companies must be registered to do business in Canada.
- Q2 Whether we need to come over there for meetings?
- A2 Yes, there will be several meetings required in house to develop requirements, schedules, undertake training and testing, etc. A local manager is required.
- Q3 Can we perform the tasks (related to RFP) outside Canada? (like from India or USA)
- A3 There is no requirement that coding for example would be performed at our offices.
- Q4 Can we submit the proposals via email?
- A4 No, all the submissions must be in accordance with the RFP.
- Q5 Does the City require the project team to be present on site at City of Winnipeg premises? Will the City consider proposals in which only some project team members attend onsite, as necessary, and developers work remotely, communicating by phone, Skype, etc?
- A5 City will require an onsite presence including a project manager to help develop a project plan, develop requirements, for training, etc. There is no expectation that all development will be done on site.
- Q6 What is the City's expected timeline for the selection process and start date for the development work?
- A6 City intends to award the contract 2 to 4 weeks after closing with a hope to start development soon after that.
- Q7 From RFP section D4, we understand that they City has an approved budget for work up to December 31, 2017, and that all work must be completed by June 30, 2018. What is the approved budget amount and what additional amount does the City expect will be required to complete the work based on the documented requirements?
- A7 \$200,000 in capital funds have been approved in the 2017 budget, and a further \$200,000 in capital has been approved in principle as part of the 2018 budget. There is approx. \$3 million in operating funds for

the election approved in principle as part of the 2018 budget, that could be used to supplement the capital funds if required. As listed in the RFP, only 2017 funding has been approved.