Corporate Finance Department
Materials Management Division **257-2017 ADDENDUM 2**

Winnipeg

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

ISSUED: July 10, 2017
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URGENT

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

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**
Template Version: Ar20160708

**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.**

PART A – PROPOSAL SUBMISSION

Replace: 257-2017_Proposal_Submission with 257-2017 _Addendum_2_Proposal_Submission. The following is a
summary of changes incorporated in the replacement Proposal Submission:

Form B(R1): Items 2 through 7 – Change in specification reference.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, July 18, 2017.

QUESTIONS AND ANSWERS

Q1 Can Proponent have access to the following in order to understand the existing system?

-Data Schema

-User Manual

-Code base (ability to come on-site to City premises to review would be sufficient)

Count of existing screens, reports, interfaces, entity tables, transaction tables

If Online is competing against an incumbent this would certainly make it a fair process

A1 These details will be shared with the successful vendor.

Q2 What is the appetite to have this solution utilized by other jurisdictions if it did not impact the functionality for
Winnipeg?

A type of Public-Private Partnership where costs and/or revenue can be improved for Winnipeg through the
utilization of the solution

-With Winnipeg as a leader in Elections process, this could be possible

-Another way of looking at it is: How similar are Winnipeg's requirements compared to other jurisdictions?

A2 Proposals should be submitted as described in the RFP. Additional information may be submitted.

Q3   From a support perspective, is there much of a requirement for changes in between elections or are the changes concentrated around elections?

-Should the support model reflect occasional bursts of activity as opposed to a sustained level of support?

A3   Majority of changes / support occur every 4 years with the general election. Occasional support may be required in between as the need for by-elections arises.

Q4   What is the order of magnitude of users and frequency of use of the new internal system? (i.e. tens of users, daily)

A4   System is used daily during the Election period by up to 50 Users.

Q5   General Application Architecture

The document states "Applications hosted by third party hosting providers outside the City (i.e. cloud providers) can use their own authentication services." Would the City consider a solution that allows SSO behavior with existing AD accounts even if the solution is hosted at a cloud provider?
The document states "[t]The selected DBMS must work with GeoMedia Professional." Are you able to provide any more details around this requirement? Is it meant to indicate simply that the proposed DBMS can store spatial information? Or are there other nuances to this integration that we should know about?

A5   Yes. The City makes use of Geomedia as its mapping tool to alter boundaries.

Q6   Spatial Entities

Is it safe to assume that this section of the requirements document serves as background description of the types of data involved in the system overall and does not necessarily imply the creation of separate sub-components that aren't called out in the rest of the document?

A6   This section does reflect existing spatial entities in the current system.

Q7   Addresses

What is the order of magnitude of the number of addresses this solution must support?

A7   There are approximately 250,000 addresses in the database.

Q8   Geospatial Maintenance

Are the same users authorized to maintain addresses, locations and boundaries or do they need to be secured separately?

A7   Yes.

Q9   Address/Location

Is the SDI the sole source of Addresses? Or can users create addresses in the Elections System as well?

A9   Custom addresses are required to be created.

Q10   Would this tool also need to provide the users a way to work with subsets of addresses at a time? Or is it sufficient to simply provide the entire list of pending changes?

A10   Current system deals with each address separately.

Q11   Create Voting Locations
How should the system handle the case where more than one Voting Location exists in the set of selected VSD boundaries? Or none?

A11   System should default to one of the existing voting locations, deselecting others and displaying an error message. Voting location would be selected at a later date.

Q12   Security

The document states that the security requirements must be "customizable to allow City Clerk's staff to alter rules definitions as required without code changes." The requirement to data drive role assignments is very typical (i.e. grant or revoke this new person or group's right to modify an address). However, data-driving the rules themselves are fairly a-typical. Can you provide an example of the types of rule customizations you envision?

A12   Current system allows providing users with read or update access to various sub-systems. Desire would be to allow further customization to restrict access to specific fields within subsystems.

Q13   Elections

Is it safe to assume that when a user creates a "By-Election" that they would also be selecting the boundaries to include in the election and perhaps the Race(s)?

A13   Yes.

Q14   Voters

What is the order of magnitude of the number of voters?

A14   There were approximately 475,000 voters in the database in 2014.

Q15   Elections Canada Import

How large is the EC file typically?

A15   Approximately 500,000 rows of text data in 2014.

Q16   How often does the format of the EC file change?

A16   It has typically changed very 4 years.

Q17   Reports

Are there any sample report layouts?

A17   These would be shared with the successful Proponent.

Q18   Election Workers

　　　-Attendance

What is the level of detail? A simple y/n for each day? Hours per day? Etc.

A17   Location worked, date, rate of pay, hours worked, etc.

Q19   Payment

Are you able to provide any details on the complexity of the Payment File (i.e. number of fields, number of records per person)?

A19   1 record per worker, approximately 10 fields per record.

Q20   Will the new system be required to up load the PeopleSoft file, or does that happen manually through a different process?

A20   Current system creates a text file which is uploaded to PeopleSoft.

Q21   Problem Tracking

We typically use Microsoft's Visual Studio Team Systems (VSTS) for issue tracking. It supplies all the features mentioned and we can provide appropriate City staff access to create issues directly in that system at no extra cost.

A21   System is required to be accessed by multiple users concurrently, who are able to view, update and refresh status of ongoing issues as shown.

Q22   Voting Location Status

Can we assume that the creation of the tracking events happens manually in the application? In other words, there is no system-to-system integration that needs to be written?

A22   System is updated manually as each memory pack arrives.

Q23   Are the 10-4 Voter Counts associated to a particular Voting Location?

A23   Each voting location reports its 10 am and 4 pm voting counts to central. These are manually entered and a report generated showing counts by location.

Q24   Print Ballots

Is there any sort of metadata that needs to be captured for the ballots when they are imported such as which election they pertain to, which would help with filtering the list of pdf's? Or would the application simply list all of the ballots and the user browses the list to find the ballot to print?

A24   Ballot images are stored in the system by election. Ballots can be selected from a list or by ballot number.

Q25   Are ballot pdf's imported in batch or one at a time?

A25   Batch.

Q26   Since this is a desktop application how do the imported pdf's get distributed? Are they imported onto each machine one at a time?

A26   The application is loaded onto laptops distributed to each voting location with a printer. Voting officers use the application to print extra ballots as required.

Q27   Looking for clarification on the cloud infrastructure.
Is this something that the City Clerks are going to provide / select or is this something you are looking for the vendor to provide and cost into the proposal?

A27   The vendor should provide and cost as part of the proposal.

Q28   Does the City currently have a 'preferred' hosting partner for similar application solutions, and if so can this provider be identified?

A28   No preferred vendor.

Q29   Does the City have a preference whether the Canadian hosting provider is within Manitoba?

A29   No.

Q30   Is the City of Winnipeg IT infrastructure independent form network challenges with Telco's?

We want to understand if hosting access with 311 should be separated from an external hosted site so that, in an unlikely event, the City's 311 clerks can answer the "Where do I vote?" question if general public internet is down.

A30   311 accesses will access the same site as is available to the public via the internet. Got to http://www.winnipeg.ca/Election/ENG/default.asp to view Where Do I Vote from the most recent by-election. Participating address was 22 Carmen.

Q31   Are there critical pain points with the current process and/or data used in the existing solutions?

    A31   As described, the existing system is quite old and difficult to maintain. A more modern / robust system is required.

Q32   Within Form B: Prices Item No. 2. "Development of software and database solution in a cloud environment", the Unit is defined as "Each".   Could you please provide an explanation as to what "Each" refers to?

    A32   Proposal should provide costs of development. These should be broken down to reflect costs as appropriate.

Q33   Within Form B: Prices Item No. 4. "Training for Users", can the City of Winnipeg please indicate the expected number of users as well as their expected roles when utilizing the solution (users, solution administrator, etc.?

    A33   There will be approximately 50 users at any point in time, approximately 10 of which will have administrator status.

Q34   As indicated within Section E2.3, the proponent is to provide "data migration" services, can the City of Winnipeg provide information as to the current state of information and technical accessibility? What is the current database? How many tables and rows exist within the database? With the known requirements, can the City of Winnipeg provide an estimate as to the amount of data transformation that will be required?

    A34   There are approximately 500,000 rows of textual voter data in the system, along with smaller tables for workers, voting locations etc. All of these are currently accessible via the current system.

Q35   Does the City of Winnipeg have an expected timeline as to when they would anticipate the project to commence as well as when they would expect the full solution to be in place, as depending on the City of Winnipeg's timeframes and project effort, this may impact the project team size as well as the "Critical Path Method schedule"?

    A35   We would expect to the contract will be awarded in 2 to 4 weeks after closing with a hope to start development soon after that. Completion would be required prior to June 30, with some other timelines including receipt of Election Canada data in early 2018.

Q36   Would the City of Winnipeg, be acceptable of responses that are based on the utilization of Agile project methodologies?

    A36   Proposals should be submitted as set out in the RFP.

Q37   Within section B13.2 it indicates that the "Proponent's schedule should include critical dates for review and approval" however within "Section 1. Introduction" of the Requirements document it indicates that "detailed requirements will need to be gathered to determine exactly what needs to be built". We agree that the Requirements document does provide for an understanding of overall scope, but that does not equate to development efforts.   Considering that without a better understanding of the requirements and the effort needed to build the solution, would the City of Winnipeg consider removing the "Critical Path Method Schedule" from the required response components?

    A37   Proposals should be submitted as set out in the RFP.

Q38   Within the RFP references are made to Intergraph's GeoMedia Professional product. Can you please clarify if the City of Winnipeg currently has licenses to utilize the GeoMedia Professional product?

    A38   Licenses are in place.

Q39   In regards to Intergraph's GeoMedia Professional, is the proponent expected to develop any of the solution within and/or using the GeoMedia product?

    A39   As per Section 2 General Application Architecture, on page 3 of Appendix A, "The selected DBMS must work with GeoMedia Professional."

Q40   In regards to Section 3.2 Geospatial Maintenance are the geospatial maintenance requirements custom extensions to the GeoMedia product and not components of the new Election Management Software to be developed.

      A40   Any new system must work with GeoMedia Professional and incorporate any new or updated custom extensions as required.

Q41   Section 3.2.2 indicates that "the solution will need to provide a report identifying errors with geometries ….", it is Proponent's understanding/belief that this type of report would come from the GeoMedia product and not from the new Election Management Software. Can you please verify if this is correct?

      A41   As per Section 3.2.2 Boundary Maintenance, on page 5 of Appendix A, "The Solution will need to provide a report identifying errors with geometries including loops, overlapping vertices, and any other issues that can affect spatial relation operations."