



750-2015 ADDENDUM 1

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE REVIEW AND OVERSIGHT OF THE IMPLEMENTATION OF ALL RECOMMENDATIONS FROM THE "CITY OF WINNIPEG REAL ESTATE MANAGEMENT REVIEW" CONDUCTED BY ERNST AND YOUNG

ISSUED: September 11, 2015
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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: Ar20150806

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.

Questions and Answers

- Q1.** Has E&Y completed their work around the implementation of the Real Estate Transaction Framework? If this is completed, is the document available to review?
- A1.** E&Y have not completed their work around the implementation of the Real Estate Transaction Framework. They have only just begun and are currently working on the current state analysis and best practice/cross jurisdictional research. Attached is the Quarterly Report Card (750-2015_Addendum_1-Real_Estate_Management_Review) from the first quarter of 2015. This will provide additional information on the last reported status update from Real Estate Management on the implementation of the recommendations.
- Q2.** Does E&Y have a continuing role supporting the implementation of the Real Estate Transaction Management Framework or will the implementation be internally lead?
- A2.** The implementation will be internally lead, however, E&Y has allocated a number of hours to assist with the implementation of the proposed Real Estate Transaction Framework.
- Q3.** In terms of the role for this engagement, please clarify the role relating to whether the City is looking for additional oversight and value added commentary or if the role is purely around oversight and reporting.
- A3.** The role for this engagement is purely around oversight and reporting. Our department follows up quarterly on the implementation of the recommendations from our Audit Reports as the City Auditor has a responsibility to review evidence supporting the implementation of the recommendations. This engagement is simply outsourcing that work to an outside agency for this one audit at the request of Council through the Council motion referenced in the RFP 750-2015. The Consultant will be offering review level assurance that the recommendations have been implemented based on the evidence provided to them, and reporting back to Council through a report to the City Auditor. Part of offering this level of assurance is maintaining an awareness of fraud and abuse (waste), which, if the Consultant observed it or had reason to believe that it was occurring, the Consultant would have a responsibility to report back to the City Auditor on those observations. The City Auditor would then determine the best course of action, and whether further work would be warranted. That would be the only value-added commentary that we would be looking for, which would be a part of the Consultant's oversight and reporting responsibilities.