



# 191-2018 ADDENDUM 2

## WATER AND WASTE DEPARTMENT BUSINESS INTELLIGENCE AND ANALYTICS - PHASE 1

### **URGENT**

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

ISSUED: May 14, 2018  
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**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 B – BIDDING PROCEDURES**

Revise: B2.1 to read:

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, June 1, 2018.

### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D3.5 to read:

D3.5 Apply the appropriate methodologies and evaluation techniques or tools to complete a comprehensive market scan to identify the most effective BI&A tools and models to best address the gaps identified in D3.4 Gap Analysis, and meet the People, Process, and Technology needs identified in D3.3 Future State. The recommendations provided should identify and evaluate the end-to-end resources (City and third-party services) and materials (including hardware and software, consistent with the City of Winnipeg's technical and operating environment) required to implement the recommendations.

Revise: D3.8 to read:

D3.8 Report on the engagement's progress and conduct a status review meeting on a weekly basis with the Contract Administrator and key stakeholders. Two variations of the status report is required: a detailed one to be consumed at the project/working level, and an executive one to be consumed by the Department's executive leadership team.

Revise: D3.9 to read:

D3.9 In addition to weekly project status reports, develop communications, conduct meetings, host workshops, and make presentations to the Department's executive leadership team throughout each of the engagement's major work components identified in D3, and where appropriate/necessary to ensure optimal executive stakeholder engagement; and to properly review, vet, and approve engagement proceedings.

## **QUESTIONS AND ANSWERS**

- Q1 Will WWD provide data in support of the POC or should the proponent use generic industry appropriate data
- A1 WWD will provide data in support of the POC but will require the proponent's guidance to determine the scope and volume of data required.
- Q2 Where can I find the Part C in the proposal?
- A2 Part C – General Conditions can be found on page 14 of 22 of the RFP.
- Q3 Can you please enumerate the approximate number of stakeholders within each of the three divisions: Water, Waste Water, and Solid Waste?
- A3 The task of identifying stakeholders is part of D3.2 Current State.
- Q4 In regards to D3.2 Current State – there is no mention of baselining current state process in this stage; is it intentionally left out or expected to be included in the baseline current state discovery?
- A4 The proponent is expected to define a baseline from the Current State deliverable.
- Q5 In regards to D3.8 Status Reports and Review Meetings – D17 is not referenced.
- A5 The reference to D17 has been removed (see revisions to D3.8 in this addendum).
- Q6 In regards to D3.9 Executive Stakeholder Management – D16 is not referenced.
- A6 The reference to D16 should read D3 – SCOPE OF SERVICES. See revision to D3.9 in this addendum.
- Q7 Can we be provided with the corporate requirements for Business Intelligence capabilities across all departments within the City of Winnipeg?
- A7 Information on corporate requirements for business intelligence capabilities within the City of Winnipeg will be made available to the successful proponent.
- Q8 Is this to be considered a fixed price contract? Is the City willing to consider a Time and Materials submission?
- A8 This is a fixed price contract as per FORM B: Prices.
- Q9 Does the WWD at the City intend to leverage other technologies in play at the City for the POC's? If leveraging existing technologies, can you please provide a list of those available?
- A9 Proponents are responsible for completing a current state, future state, gap analysis and prescribe recommendations that may leverage existing technologies where feasible.
- Q10 How long will the POC's be expected to be "live" and how many users will be involved?
- A10 The POC is expected to be live for 4 weeks for approximately 10 users. The City will work with the proponent to finalize POC requirements.

Q11 Will there be a separate RFP for the second phase?

A11 Yes, there will be a separate RFP to execute the second phase of the project as per D2.1 Background: Two-Phase Solution Delivery.

Q12 Would the proponent involved in Phase 1 of this project exclude the proponent from being involved or bidding on phase 2?

A12 The proponent may bid on Phase 2 with the understanding that the deliverables procured in Phase 1 will be disclosed to all the proponents bidding on Phase 2.

Q13 12.3(e) references the City's Project Methodology. What is the City's preferred Methodology?

A13 The City's project methodology is based on the PMI/PMBOK method. The work should be delivered in the most optimal and effective manner possible utilizing the proponent's experience, knowledge, methods, and skills. The City will provide the proponent with instructions on what City Project Methodology activities, processes, templates, and artifacts are required upon the initiation of the work.

Q14 At a high level, what are the data sources that will feed the BI&A solutions?

A14 WWD has several dozen information systems varying in size from stand alone to workgroup and larger, including several enterprise-class applications. Data is also held in a variety of smaller ad hoc sources.

Q15 Is there an existing data warehouse in place?

A15 We do not have a formal data warehouse for BI&A for WWD.

Q16 Is the data on premise, hosted, or cloud based?

A16 The majority of data is hosted off-site within the City's Corporate shared and dedicated hosting services. Additional data may reside both on premise and cloud.

Q17 Is the expected solution GDPR sensitive?

A17 The proponent should consider this as part of their discovery, analysis and recommendations.

Q18 What user base will be consuming the information (internal system users, assigned web users, open to public web access, etc.?)

A18 The primary consumer of information will be internal users such as management, analysts, and subject matter experts; however, some information may be made available for external stakeholder and public consumption.

Q19 What are expected user volumes?

A19 This will be determined by the D3.3 Future State and D3.4 Gap Analysis.

Q20 Will there be any internal resources assisting in the solution efforts (PM, developer, testing, etc.)

A20 The proponent will need to identify any internal resources they feel will be required to complete the work as per B12.2.

Q21 Are the senior leaders of WWD and other stakeholder departments onsite with this project or will people be pushed into participating?

A21 The senior leaders of the WWD and other stakeholder departments are engaged with this project and look forward to the project's success.

Q22 How easy will it be to coordinate the necessary meetings and who will assist?

A22 A City resource will be available to assist the proponent in the coordination and facilitation of any required meetings.

Q23 Is the prices to be included as part of the proposal of the submission, or separate?

A23 Pricing is to be included as part of the proposal in accordance with B7 Proposal Submission.