



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

ISSUED: October 12, 2018
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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 B - BIDDING PROCEDURES

B8. PROPOSAL SUBMISSION

Revise B8.2 to read:

- B8.2 The Proposal should also consist of the following components:
- (a) Form N: Non-Mandatory Requirements (Section D) in accordance with **B12**;
 - (b) Form N: Desirable Requirements (Section E) in accordance with **B13**;
 - (c) Experience of Proponent and Subcontractors (Section F) in accordance with **B14**;
 - (d) Experience of Key Personnel Assigned to the Project (Section G), in accordance with **B15**;
 - (e) **ECM Implementation Approach of Proponent** (Section H) in accordance with **B16**; and
 - (f) Project Schedule (Section I) in accordance with **B17**; and
 - (g) Value-Added or Innovative Services of Proponent (Section J) in accordance with **B18**.

B27. EVALUATION OF PROPOSALS

Revise B27.1 to read:

- B27.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
 - (b) qualifications of the Proponent and the Subcontractors, if any, pursuant to **B21**: (pass/fail)
 - (c) Form N: Mandatory Requirements (Section C) (pass/fail)
 - (d) Total Bid Price; 40%
 - (e) Form N: Non-mandatory Requirements; (Section D) 20%
 - (f) Experience of Proponent and Subcontractor; (Section **F**) 5%
 - (g) Experience of Key Personnel Assigned to the Project; (Section **G**) 5%
 - (h) **ECM Implementation Approach of Proponent**; (Section **H**) 20%

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| (i) Project Schedule; (Section I) | 5% |
| (j) Value Added or Innovative Services of Proponent; (Section J) | 5% |

Revise B27.12 to read:

B27.12 Notwithstanding B27.1(e) to B27.1(j) where Proponents fail to provide a response to B8.2(a), B8.2(c), B8.2(d), B8.2(e), B8.2(f) and B8.2(g) the score of zero may be assigned to the incomplete part of the response.