



Addendum No. 1

City of Coquitlam

RFP No. 24-110

Consulting Services for Technology Modernization

Issue Date: December 19, 2024

Total Page Count: 3

Proponents shall note the following amendments to the RFP documents:

DELETIONS

- R1) **DELETE**
In Appendix A Subsection e) TRAINING PROGRAM
is deleted in its entirety.

QUESTIONS AND CLARIFICATIONS

- Q1. Could the City disclose the approximate budget for this project?
A1. At this time the City will not be disclosing the budget.
- Q2. Does the project involve ongoing services related to technology modernization or is it for a one-time modernization study/plan?
A2. At this time, the project involves the delivery of a one-time strategy document.
- Q3. Does the score received in the first round submission impact the final score of the full proposal that will be delivered in January?
A3. Yes, first round scoring carries over into the second round.
- Q4. Could the City disclose some high-level topics included in the services to support Proponent selection of a project team?
A4. An example of Services that would be expected would be project planning, stakeholder engagement, current state assessment, market scan, gap analysis and documentation of a strategic plan.
- Q5. We have a key question regarding the requirement to submit Appendix A before receiving the Scope of Work, as this makes it challenging to provide useful references and determine key personnel. Since we are prequalified on other projects, can we bypass Appendix A for pre-screening, or should we complete it with the understanding that our information may change before the final submission?
A5. The City understands the challenge with providing suitable references and identifying key personnel without the Scope of Work. However, this preliminary information helps us begin the pre-qualification process efficiently. We acknowledge that companies may be pre-qualified on other projects, the information outlined in Appendix A ensures consistency and a thorough evaluation across all Proponents. Complete the document as best

you can. Key personnel, sub-contractors and references may be updated in a post-closing clarification.

Q6. Is this a new contract, or does the City currently have an incumbent?

A6. This would be considered a new contract for the City.

Q7. If there is an incumbent, please disclose their names and, if possible, provide the incumbent's proposals along with their cost proposals to facilitate competitive pricing.

A7. Not applicable, there is no incumbent for this project.

Q8. Are there any pain points or issues with the current vendor(s)?

A8. Not applicable, there is no incumbent for this project.

Q9. Please clarify if City is awarding the Proposal to a single vendor or multiple vendors.

A9. The City will be looking to award the contract to a single vendor to do the Work directly.

Q10. If multiple vendors are to be awarded, how many awards does the City plan to make? Also, specify how vendors under contract will receive a fair share of business without implementing vendor rotation of job orders in the procurement process.

A10. Not applicable, a single vendor will be engaged for this Contract.

Q11. Is it acceptable for vendors to propose U.S.-based references?

A11. Yes, it is acceptable for vendors to propose U.S. based references

Q12. Do U.S. references stand in the same competition compared to Canada-based references?

A12. References with a similar organizational structure and requirements may be assessed more favorably.

Q13. It is our understanding that only vendors who submit the "Response Confirmation Form (Appendix A)" and "NDA (Appendix B)" will be eligible to bid on this contract. Is this correct?

A13. This is correct, in order to receive the remaining documents the City must verify proponent organizations are qualified and eligible for this work. In order, to do this vendors must submit Appendix A and B according to the instructions. As well, the NDA in Appendix B must be executed to share the documents.

Q14. It is our understanding that vendors who submit the "Response Confirmation Form (Appendix A)" and "NDA (Appendix B)" will receive other appendices, such as Appendix C – Scope of Work and Appendix D – Proposal Submission Form, from the City. Is this correct?

A14. In addition to submitting these documents, the City will verify that the proponent's organization is qualified and eligible for this Work, and will fully execute the NDA in Appendix B before sharing the remaining documentation.

Q15. Is it possible for the City to provide more details about the scope of this RFP? This would help us better understand the requirements and shortlist the references requested in the "Response Confirmation Form (Appendix A)".

A15. An example of Services that would be expected as part of the Scope of this project would include project planning, stakeholder engagement, current state assessment, market scan, gap analysis and documentation of a strategic plan.

Q16. Is it mandatory for vendors to submit references in the "Response Confirmation Form (Appendix A)" by December 23rd, 2025? Would it be acceptable if the vendor provide references within their final submission, which is due on January 27th, 2025?

A16. Yes, this is required at this stage.

Q17. Is it mandatory to include subcontractor details in the "Response Confirmation Form (Appendix A)" to bid on this contract?

A17. Yes, this is required at this stage.

Q18. Is it mandatory for vendors to utilize subcontractors to bid on this contract, as subcontractor details are required in the "Response Confirmation Form (Appendix A)"?

A18. Yes, this is required at this stage.

Q19. It is our understanding that the requested information defined in section 1.6, Evaluation Criteria, must be submitted with the final proposal, which is due on January 27th, 2025. Is it correct?

A19. Yes, section 1.6, Evaluation Criteria, to be submitted by the date and time specified in the RFP. Appendix D - Proposal Submission Form includes the relevant details relating to the evaluation criteria.

Q20. It is our understanding that the vendors need to submit Appendix A and Appendix B via email to bid@coquitlam.ca and the final proposal needs to be submitted via QFile. Is it correct? If no, please clarify the correct mode of submission.

A20. Yes, that is correct.

End of Addendum No. 1

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

Issued by:

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