

**Request for Proposal Name: 2021-05-P Electronic Document and Records Management System**

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**To All Applicants:**

**General:**

- This addendum shall be read in conjunction with the original Proposal documents.
- Where inconsistent with the above, this addendum shall govern.
- No consideration shall be allowed for increases (extras) to the Proposal Price, or otherwise to modify the Proposal Submission, due to any failure of the Applicants being familiar with this addendum.
- The Applicant should insert in the Bid Submission the numbers of addenda received by her/him during the Proposal period. This addendum forms an integral part of the Proposal Submissions and is included therein.
- It is the Applicant's responsibility to ensure all addenda have been received by the Applicant prior to Proposal closing.

**Scope of this Addendum:**

**Please note answers/clarification to Questions from prospective Applicants:**

1. As per the user types identified in the RFP: (3) Administrators (3) IT System Administrators (20) Power Users (74) End Users can you elaborate further. For example, what is the difference between the (3) Administrator and the (3) IT Administrators.

**Response:** The role of the Administrator is to ensure individuals will have the rights to create and manage users accounts, apply security to both users and records, create and maintain classification structures, create and maintain record types, and create security plans, etc. within the "solution".

2. Are the (20) Power Users responsible for the records management component of the EDRMS solution, business process automation (W/F) and the (74) end users will require access to EDRMS as a normal function of the role/job?

**Response:** The power users will have more functionality than the end users. For example, the ability to work on behalf of others; to create folders within a classification structure; purge drafts from a final record, etc. The end user will have ability to perform basic document management capabilities.

3. Please provide information as it relates to the (5) workflows listed in the RFP. Is the business process documented and can share the information; number of steps in the process; number of reviewers; approvers and contributors?

**Response:** Yes, business processes have been documented. A typical workflow would consist of approximately five (5) to seven (7) steps; with one (1) to six (6) approvers; and one (1) to (6) contributors.

4. WorkplaceNL documented the desire for an on-premise deployment of the EDRMS solution. Provide further information as it relates to internal networks, data centers, etc. Where is the primary data center located, what is the bandwidth between locations, etc.

Is the intention to install the solution on your Azure cloud or an On-Premise installation?

**Response:** As per the RFP, an on-premise solution is preferred.

5. Are you able to provide the storage size of the files to be migrated today and the estimated size at implementation time?

**Response:** For Core Implementation, storage size from January 1 to May 31 is approximately 11 GB. For Optional Implementation, storage size from January 1 to May 31 is approximately 100 GB. File size migrated will depend on implementation date.

6. The RFP states an expected monthly volume of 6000 documents to “migrate”. Could WorkplaceNL provide clarification on this expected migration? For example, are you referring to importing from other sources, scanning, etc.?

**Response:** Records will be migrated from the network directories.

7. Do all users require access at the same time?

**Response:** Yes

8. Would WorkplaceNL consider a concurrent licensing structure?

**Response:** No. WorkplaceNL requires all users to access the system at the same time.

**Senior Purchasing Officer: Carla Reid**

**Date: June 2, 2021**