

July 22, 2021

ADDENDUM

RFP CS2021-03 Strategy Development for Digitalization of Records and Information Management Program

Thank you to all proponents that submitted questions, please find collective responses below.

1. Will the Township be providing an editable version of the tender? As part of this tender, is the Township looking for the vendor, as part of the scope, to do the actual scanning of the existing hard copies into the repository?

A: At this time, the Township does not plan to share an editable version of the tender. The tender is to identify a consulting firm to develop a strategy and time plan to bring our electronic files together as well as scan our hard copies to electronic. It will depend on the assessment and the development plan, what our next step will be.

2. Since, in your RFP # CS 2021-03 there are descriptions of the requirement for the physical delivery of bidders submissions, while in Part II, para 2., it is indicated the electronic submission is acceptable, could you please confirm the preferred method of delivery of proposals? (Delivery of digital proposals by email, rather than of physical proposals by courier, will permit bidders 2-3 additional days to prepare their submissions.)

A: The preferred method of delivery is electronic.