Coquitlam

Addendum No. 2
City of Coquitlam
RFIQ No. 25-049
Financial System Modernization
Issue Date: May 13, 2025
Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

Q1. Please elaborate on the type of functions and tasks each user type must be able to make? As this doesn't map directly to our pricing model, additional information will be helpful for an accurate alignment.
- Standard Users
- Administrator Users
- Developer Users

A1. Answers are:
- **Standard Users – This group comprises the majority of users and is responsible for executing day-to-day tasks aligned with their organizational role. They are the primary contributors to data entry, content creation, and routine system interactions.**
- **Administrator Users – Administrators are responsible for the overall configuration and governance of the solution. Key tasks include managing user roles and permissions, maintaining databases, configuring integrations, and overseeing the general system settings.**
- **Developer Users – Developers often have access to the underlying architecture and customization tools within the system. Their responsibilities typically include creating, modifying, or deleting reports, forms, layouts, workflows, data models, and custom business logic. Their role may overlap with that of Administrators, depending on the solution and organizational structure.**

Q2. In the RFIQ, Customer references are requested – are these specifically to evaluate the Implementers experience in these types of solutions or are you also looking for customer references of similar industries operating on the proposed solution?

A2. The purpose of the customer references is to assess both the Implementer's experience delivering similar types of solutions, as well as the relevance of those solutions to comparable industries or organizational contexts. Ideally,

references should demonstrate successful implementations that align with the scope, scale, and functional requirements outlined in the RFIQ.

Q3.   Could we augment the submission format (tables provided) to add executive summary, tables, and additional content if we maintain the word format?

A3.   Yes.

Q4.   When is the expected start date of the project?

A4.   Date to be determined, contingent on the Stage 2 timeline.

Q5.   Does City of Coquitlam have a planned budget you can share an if there's a business case on value you plan to derive from this modernization?

A5.   At this time the City will not be disclosing the budget.

Q6.   What are the key business objectives you want to achieve through this modernization?

A6.   Per Section 6.3 of RFIQ. The City's primary goal is to reduce the complexity of the financial ecosystem while ensuring the availability of modules listed under the 6.4 Scope Overview.

Q7.   What are your plans on using AI in your processes?

A7.   The City does not prohibit the use of AI tools in the preparation of Proposals. However, as stated in RFP – Authenticity and AI Generated Content, the City prefers original, tailored responses that directly address the requirements of this RFP. AI-generated content lacks specificity and does not demonstrate a clear understanding of the City's needs. Proponents are responsible for ensuring that any content generated or assisted by AI tools is accurate, relevant, and customized to the RFP questions.

End of Addendum No. 2

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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