



## **Addendum No. 1**

City of Coquitlam

**RFI No. 25-040**

### **Applicant Tracking System**

Issue Date: May 23, 2025

Total Page Count: 3

Proponents shall note the following amendments to the RFI documents:

#### **QUESTIONS AND CLARIFICATIONS**

Q1. Could you please confirm your total employees count in your organization?

**A1. Approximately 2,400.**

Q2. Could you please help with the contract term (in years) for this RFI?

**A2. This is a Request for Information only. The City is not seeking to establish a contract at this time.**

Q3. Are there any key challenges with your current Applicant Tracking System (ATS) which you like us to address in the RFI?

**A3. No specific challenges, only the features and uses that have been identified as well as any additional information that may be of value to the City.**

Q4. What is the overall objective or business problem the RFI intends to solve?

**A4. The objective of this RFI is to collect information from the market to gain a clearer understanding of available solutions, service capabilities, and implementation approaches. The insights gathered will assist the City in evaluating its options and determining the most effective path forward to meet its business needs.**

Q5. What are the key requirements and desired outcomes for this project or solution?

**A5. The key requirements and desired features of an Applicant Tracking System (ATS) are detailed in the RFI document. In addition, the City is seeking broader market input on the range of available solutions, with a focus on understanding current technologies, best practices, and innovative approaches that may support the City's recruitment objectives.**

Q6. What is the expected project timeline, including major milestones and the final delivery date?

**A6. At this stage, no specific timeline has been established. The purpose of this RFI is to gather information only. If the City elects to proceed with a formal**

**procurement process, such as an RFP, timelines, milestones, and final delivery expectations will be clearly defined as part of that process.**

Q7. Are there any existing systems, platforms, or workflows that the proposed solution must integrate with other than PeopleSoft HCM and Outlook?

**A7. The solution should also be compatible with Microsoft SharePoint to support internal job postings on the City's intranet.**

Q8. What are the languages you want the platform to support?

**A8. English and French.**

Q9. What are the different platform your existing ATS CEGID integrates with?

**A9. The current ATS integrates with PeopleSoft HCM and Microsoft SharePoint**

Q10. As a part of the Technical evaluation Coquitlam has requested for Eightfold Architecture Diagram, that is confidential information. Can we get into NDA so that we can elaborate our capabilities and respond to your requirements in detail?

**A10. Please provide as much detail as possible at this stage. If the City proceeds to the next phase of the process, an NDA may be considered where necessary.**

Q11. What are the existing platforms the City is using for Disability Management, Learning Management, and Human Resources Information Systems (HRIS).

**A11. PeopleSoft HCM is used as the City's HRIS. Disability Management and Learning Management functions are currently managed through manual processes.**

Q12. Will Proponents retain ownership of their IP, including confidential information, submitted in the RFI response?

**A12. Yes, Proponents will retain ownership of their intellectual property, including any confidential information submitted in response to the RFI. However, as the City is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA), it cannot guarantee the confidentiality of all materials submitted. Proponents are encouraged to provide as much information as they can reasonably share in the event that the City does receive a FOI request.**

Q13. Will RFP information be considered for evaluation purposes only and not automatically incorporated into any future contract?

**A13. Correct. This RFI process is intended solely to gather information to inform the City's planning and potential procurement approach. No Terms and Conditions have been established, and any future contract will be subject to a separate competitive procurement process or negotiated terms and conditions will be negotiated with top ranked Proponent.**

Q14. Can Proponents be the starting point for contract negotiations, given their standard cloud-based service offering?

**A14. This RFI is not intended to initiate contract terms or conditions. Should the City proceed with a formal procurement process or enter into direct negotiations**

**with a top-ranked Proponent, all contract terms will be subject to negotiation at that time and in accordance with the applicable competitive process.**

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***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 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 Submission.

*Issued by:*

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