Canada's Tournament Capital

November 6, 2026

TO ALL PROSPECTIVE PROPONENTS:

Re: Addendum No. 1
383084 NRFP Enterprise Resource Planning Readiness Consultant

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Section: Appendix D- RFP Particulars:

Delete:

B. Material Disclosures

1. Independence and Conflicts of Interest

The successful proponent and its affiliates will not be eligible to provide ERP software or be an implementation partner under the City's future ERP procurement.

G. Submission Requirements

Points	2.3.2 Rated Criteria – Firm Qualifications
0.00	**1. Executive Summary**
0.00	a. Provide a brief history of your company including the number of employees and their roles. Identify any joint ventures, partnerships, sub-contractors, and other relationships included in this submission.
9.00	**2. Firm Qualifications**
5.00	a. Demonstrate your successful experience, since 2020, delivering ERP readiness assessments, ERP selection advisory or comparable ERP planning engagements for municipal, public sector or comparable organizations of similar size, scope and complexity, including current- and future-state assessments, organizational and change readiness assessments, market and jurisdictional scans, business cases and financial modelling, and implementation roadmaps.
4.00	b. Demonstrate your experience with Canadian municipal or public sector organizations, including familiarity with public sector accounting standards (PSAB), public procurement requirements and the BC local government context.

Replace with:

B. Material Disclosures

Not applicable.

G. Submission Requirements

Points	2.3.2 Rated Criteria – Firm Qualifications
0.00	**1. Executive Summary**
0.00	a. Provide a brief history of your company including the number of employees and their roles. Identify any joint ventures, partnerships, sub-contractors, and other relationships included in this submission.
9.00	**2. Firm Qualifications**
4.00	a. State any affiliations with ERP software providers or implementation partners. If there are any affiliations, demonstrate how vendor-neutrality is safeguarded.
3.00	b. Demonstrate your successful experience, since 2020, delivering ERP readiness assessments, ERP selection advisory or comparable ERP planning engagements for municipal, public sector or comparable organizations of similar size, scope and complexity, including current- and future-state assessments, organizational and change readiness assessments, market and jurisdictional scans, business cases and financial modelling, and implementation roadmaps.
2.00	c. Demonstrate your experience with Canadian municipal or public sector organizations, including familiarity with public sector accounting standards (PSAB), public procurement requirements and the BC local government context.

Clarification

Question 1

a. Our firm provides ERP readiness advisory services through a separate business line from those providing ERP software resale and implementation. Would the City consider permitting participation in the readiness engagement while preserving another business line's eligibility for the subsequent ERP procurement, subject to safeguards such as:

- Separate engagement teams and reporting structures, with no overlapping personnel.
- Formal ethical and information barriers, including restricted access to engagement materials.
- Full disclosure of relevant vendor relationships and potential conflicts.
- Vendor-neutral assessment methods, documented recommendations and independent quality review.
- No sharing of non-public information with any future implementation bid team, with relevant assessment outputs made available to all bidders by the City.

Please confirm whether such an arrangement would be acceptable under both provisions, or whether the restrictions apply to the firm and its affiliates regardless of organizational separation.

b. If acceptable, what additional safeguards or approvals would the City require?

Response 1

a. See above amendment.

b. See above amendment.

Addendum No. 1 is hereby issued and a copy attached hereto due to item corrections.

Regards,

Carly Kazakoff

Carly Kazakoff BBA CSCL
Procurement
ADDENDUM No. 1

NOTE: The City has made considerable efforts to ensure an accurate representation of all information in this NRFP process but cannot guarantee the accuracy of the information. Nothing in this NRFP process is intended to relieve Proponents from forming their own opinions and conclusions in respect of the matters that have been addressed.

All other terms and conditions shall remain unchanged.

END OF ADDENDUM NO. 1