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## **Addendum No. 3**

### **Request for Proposals ADM-23-02 ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM SOFTWARE**

The addendum is being issued prior to the closing of the Request for Proposals to provide further information, make changes to, or to clarify the Contract Documents and is to be read, interpreted and coordinated with all other parts of the Contract Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. Proponents shall attach a signed copy of this addendum to their proposal. This addendum shall form part of the Service Agreement.

#### **Section 2.2, “Proposal Submissions and Closing Date”**

Section 2.2 in the original RFP document is to be replaced with the following:

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#### **2.2 Proposal Submissions and Closing Date**

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound to the RFP process.

The Regional District will accept Proposals submitted by email or by delivery directly to the Regional District main office. All Proposals must be submitted to the Regional District’s General Manager of Financial services by 10:00 AM local time on May 12, 2023.

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing date and time will be considered disqualified and will be returned to the Proponent.

Submissions must be directly delivered to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The subject line should read, “**ADM-23-02 – Electronic Document and Records Management System Software – [Proponent Name]**” (The maximum file size able to be received by the Regional District is 35 MB); **or**
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent; **or**
- Hard copy format with three (3) complete Proposal copies.

If submitted in a mail format (USB or hard copy), proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):



1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street, Prince George, BC V2L 1P8
2. Request for Proposals  
AMD-23-02 – Electronic Document and Records Management Software System
3. Responding Proponent's name and address

To be considered, proposals must be signed by an authorized signatory. By signing the proposal, the proponent is bound to statements made in response to this RFP. Any proposal received by the Regional District that is unsigned will be rejected.

**Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.**

**The Regional District will not be responsible for any costs incurred by the proponents as a result of the preparation or submission of a proposal pertaining to this RFP.** The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered they will be corrected by the proponent at their expense.

The Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

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Date: May 4, 2023

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Signature of Proponent

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Name of Proponent

Inquiries relating to this RFP may be directed to:

Brandon Hill, Records Management Coordinator  
Regional District of Fraser-Fort George  
Telephone: 250-960-4400  
Fax: 250-563-7520  
Email: [bhill@rdffg.bc.ca](mailto:bhill@rdffg.bc.ca)