

The Corporation of the Municipality of Mississippi Mills

RFP # 21-220



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**REQUEST FOR PROPOSALS**

**DIGITAL STRATEGY**

**Addendum No. 1 – October 6, 2021**

**TO ALL RECIPIENTS**

The following changes, additions, and/or deletions are hereby made a part of the RFP documents for the Digital Strategy, as fully and completely as if the same were fully set forth therein:

**Inquiries**

**Q1. Will the decision to proceed with this project be based on receiving funding from the Province?**

A1. The Municipality has budgeted sufficient funds for this project and award is not based on receiving funding from the Province.

**Q2. Is there a proposed budget for the project?**

A2. The project budget is \$60,000 plus HST.

**Q3. Page 8 section 2.5 – In this section it says that the 4 references must be from the Ontario Municipal Sector. Would Ontario public sector, not-for-profit or health care projects be considered acceptable references?**

A3. The Municipality will review reference projects that are not examples from the Ontario Municipal Sector but it will not be possible for these non-Ontario Municipal sector projects to receive full marks for the evaluation criteria. Each reference project is eligible for 5 points out of the 20 points in the experience and qualification of firm section (breakdown of potential points - 5 pts per project X 4 projects = 20 points). The maximum for a non-Ontario Municipal Sector project will be 4 pts.

**Q4. Can the closing date be extended until October 21, 2021?**

A4. Yes the closing date is revised to October 21, 2021 at noon.

**Q5. Will electronic submissions be accepted?**

A5. Yes bidders may email their submissions to [kkelly@mississippimills.ca](mailto:kkelly@mississippimills.ca) in two separate PDF files – one for the Technical proposal and one file for the financial. The Municipality is not responsible for submissions that fail to be delivered electronically and bidders acknowledge this in choosing to submit a bid electronically.

**Q6. Can Mississippi Mills provide bidders with their current Infrastructure inventory? Without it, bidders will not be able to accurately scope the work required for the assessment piece and the required work thereafter based on recommendations. (number of servers, applications, VMs, network infra, etc.)**

A5. If bidders email the project contact [kkelly@mississippimills.ca](mailto:kkelly@mississippimills.ca) an infrastructure inventory can be provided as well as applications. Due to security concerns information on the Mills IT configuration will only be sent to confirmed bidders.