

Addendum



To: Prospective Bidders
Date: April 2, 2025
From: City of Duncan Corporate Services Department
Re: Addendum #2 – Questions and Answers
RFP 2025-01: Records and Information Management Program

File No: 1220-20 RFP 2025-01

This addendum responds to questions received by the City of Duncan regarding RFP 2025-01 Records and Information Management Program.

- 1. In Section 3.9 of the RFP, it is stated that the contract attachments will include the entire Request for Proposal, the Proponent’s total Proposal submission and any mutually agreed upon modifications, changes, or negotiated adjustments. Does the City have any additional contractual terms & conditions that it intends to include in the resulting contract?**

Not at this time. However, as noted in section 3.2 of the RFP, the City reserves the right to negotiate changes with the successful proponent.

Alternatively, will the City consider proponent standard terms and conditions?

Proponents may include their desired terms and conditions within their proposal which the City will take into consideration through the proposal evaluation process.

- 2. Can you please confirm the anticipated schedule and service dates for this opportunity?**

The City of Duncan has not defined a specific schedule for this project. The proposed schedule set forth by each proponent will be considered through the proposal evaluation process.