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Manager of Purchasing

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TELEPHONE NUMBER

**ADDENDUM NO. 2  
WINDSOR FIRE AND RESCUE RECORDS MANAGEMENT  
RFP NO. 147-18**

**September 20, 2018**

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

**QUESTIONS/ANSWERS:**

**Question #1:**

How many concurrent desktop users do you expect to have for the Records Management System?

**Answer:** WFRS has approximately 305 staff members, all of whom will require user id's. Refer to Appendix C, Declaration D.

**Question #2:**

Could you please confirm that the City of Windsor will be responsible to provide the required information, including any documentation from the vendor and the required access to the CAD to the selected proponent to ensure all critical information is made available in order to develop, test and implement the API with the Crisis CAD.

**Answer:** Our intention is to share any information that has been received from our CAD vendor as well our internal knowledge with respect to integration. The City will play an active role in requesting information and in collaboration with the awarded vendor for the RMS

**Question #3:**

Is it possible to receive the list of information (parameters/data) that the City wants to be exchanged between the CAD and the RMS?

**Answer:** Specific data and parameters drawn from the CAD system are expected to be defined and mapped during the development phase. These requirements should be, for the most part, defined by the awarded vendor in order to provide full service functionality of your software. The City expects that the CAD information exchanged would include, but not be limited to, dispatched call details required to aid in and support the creation of reports and other functions of the RMS to ensure compliance with fire records management standards and in alignment with the standards for CPSE accreditation. Following data at source entry principles that minimize duplication of efforts to collect and manage data in two systems (CAD and RMS) is preferred.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

***END OF ADDENDUM NO. 2***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

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Purchasing Supervisor

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I hereby acknowledge receipt of Addendum No. 2 to the RFP No. 147-18 (3 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca)**  
**SIGNED ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**