TOWNSHIP OF RAMARA

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Addendum

FIN.26.01

Addendum Issued Date: Monday, July 20, 2026

This Addendum shall take precedence over all requirements of the previously issued Request for Proposal (RFP) document with which it may prove to be at variance with, unless otherwise clarified by the Township.

The documents/verbiage set forth in this Addendum shall remain subject to and not be deemed to alter or supersede the terms and conditions of the Contract that relate to the pricing, management, handling and processing of extras, changes in the work, provisional items, contingencies and cash allowances.

AMENDED SECTION(S):

The following documents/verbiage shall form part of the Request for Proposal document:

Question 1:

Given the breadth of the engagement and the multidisciplinary expertise required, would the Township consider extending the proposal submission deadline to August 7? An extension would allow proponents additional time to develop comprehensive submissions that best address the Township's requirements.

Answer 1:

Yes. The Township has extended the Proposal Submission Deadline to August 7, 2026 at 12:00 p.m. (Eastern Local Time). The RFP timetable has been revised accordingly. Proponents should refer to the applicable addendum and updated RFP timetable for the revised dates.

Revised RFP Timetable

Activity	Date
Deadline for Submission	August 7, 2026 @12:00pm
Anticipated Ranking of Proponents	August 10 – August 18, 2026
Contract Negotiation Period	10 calendar days
Anticipated Execution of Agreement	August 28, 2026

Question 2:

Is there an expected level of on-site presence versus virtual engagement?

Answer 2:

No. The Township has not established a minimum requirement for on-site presence or virtual engagement. Proponents should determine the most appropriate approach based on their proposed methodology and the work required to complete the scope of services and deliverables. Meetings may be conducted virtually where appropriate; however, proponents should include any on-site attendance they consider necessary to effectively complete the assignment.

Question 3:

The RFP notes an anticipated project budget of approximately $140,000 (inclusive of HST) and identifies the ERP Readiness component (A7) as a provisional item. Could the Township confirm whether the stated budget is intended to cover only the base scope (A1–A6), or whether it also contemplates inclusion of the provisional A7 work if awarded?

Answer 3:

Proponents are requested to submit a proposal that addresses the full scope of services outlined in the RFP, identifying all costs associated with the base scope (A1–A6) as well as the provisional ERP Readiness component (A7), if included. The Township will evaluate proposals based on the requirements set out in the RFP and reserves the right to determine the final scope of work at the time of award.

Question 4:

Would the Township consider extending the submission deadline by two weeks?

Answer 4:

Yes, the Township has extended the Proposal Submission Deadline to August 7, 2026 at 12:00 p.m. (Eastern Local Time). The RFP timetable has been revised accordingly. See response to Question 1.

Question 5:

Does the Township prefer on-site, virtual, or a hybrid approach for stakeholder engagement?

Answer 5:

The Township has no preference for on-site, virtual, or hybrid engagement and proponents should determine the most appropriate approach based on their methodology. However, where public stakeholder engagement sessions are proposed or required, the Township expects a representative of the successful proponent to attend in person.

Question 6:

Approximately how many internal stakeholders or stakeholder groups are expected to participate in the review?

Answer 6:

The Township anticipates that the successful proponent will identify and recommend the appropriate stakeholder groups required to complete the assignment.

Question 7:

Has the Township identified any core financial processes that are critical to this review? If so, which ones?

Answer 7:

While proponents are encouraged to assess all relevant financial processes and controls, the Township has identified Accounts Receivable (AR) and Accounts Payable (AP) as key areas of interest that should be reviewed as part of the assessment.

Question 8:

For the water and wastewater component, is the Township seeking a review of an existing model or the development of a new model?

Answer 8:

The Township is seeking a review and assessment of the existing water and wastewater financial model.

Question 9:

Will the Township provide the data required for the water and wastewater review, or will the successful proponent be expected to collect and/or develop the necessary data?

Answer 9:

The Township anticipates providing relevant information and documentation in its possession that may assist the successful proponent in completing the review. Information available will include reporting from the Township's financial software and the automatic meter infrastructure, Sensus Analytics. The successful proponent will be responsible for identifying any additional information requirements and undertaking any supplementary analysis necessary to complete the scope of work. The Township will work collaboratively with the successful proponent to support the completion of the assignment.