

Mandatory-Criteria Compliance Matrix

Source document: RFI 26-0409 - Enterprise Land and Lease Management Software - Vendor Questions Response 1.docx (+2 more)

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Go / No-Go Summary

Mandatory requirements found: 26

Estimated effort: Moderate — a typical mandatory load; budget real time for evidence gathering.

High-risk items:

- p.1 — the solution must be capable of meeting LAFOIP requirements.
- p.15 — RFI Response * (mandatory)•

Submission Envelope

Closing date/time: Friday August 21, 2026, 2:00:59 PM CST

Timezone: CST

Submission channel: saskatoon.bidsandtenders.ca (electronic bidding system only; submissions by other methods will not be accepted)

Page limits: —

Addenda: Respondents must be registered as a plan taker on the bidding system to receive addenda email notifications and download addenda. The Respondent Submission Form requires acknowledgement of each addendum issued. All communications must be initiated electronically through the bidding system; the City will not accept respondent communications by any other means except as specifically stated in the RFI.

Format rules:

- Responses must be submitted electronically through the bidding system at saskatoon.bidsandtenders.ca
- Submissions should include a completed and signed Respondent Submission Form (Appendix A)
- Responses should follow the structure, format, and instructions outlined in the RFI document
- Respondents must be registered as a plan taker for this opportunity on the bidding system
- Uploaded file(s) must not be defective or corrupted and must be able to be opened and viewed by the Owner; if files cannot be opened or viewed, the submission may be rejected
- RFI Response is mandatory
- Respondents are encouraged to provide supporting materials such as screenshots, workflow diagrams, sample reports, and sample dashboards where appropriate
- Where applicable, indicate whether capabilities are available Out of the Box (OOTB), Through Configuration, Through Customization, Through Third-Party Integration, Planned for Future Release, or Not Available

Compliance Matrix

1. [p.1 · Addendum #1 Header] (submission, high)

Closing Date: Friday, August 21, 2026, 2:00 PM CST

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

2. [p.1 · Q2/A2 – Data Residency] (other, medium)

Where Canadian data hosting is not available, vendors will be required to clearly identify the data hosting location(s) and describe how they meet the City's data residency, security, privacy, and regulatory requirements.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

3. [p.1 · Q2/A2 – Privacy] (certification, high)

the solution must be capable of meeting LAFOIP requirements.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

4. [p.2 · Cover Page / RFI Timetable] (submission, high)

Submission Deadline: Friday August 21, 2026, 2:00:59 PM CST

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

5. [p.3 · 2. RFI Timetable – Key Dates] (submission, medium)

Deadline for Questions Friday August 14, 2026, 2:00:00 PM CST

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

6. [p.3 · 2. RFI Timetable – Key Dates] (submission, medium)

Deadline for Addenda Tuesday August 18, 2026, 2:00:59 PM CST

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

7. [p.3 · 2. RFI Timetable – Key Dates] (submission, high)

Submission Deadline Friday August 21, 2026, 2:00:59 PM

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

8. [p.3 · 4. Information Requested] (format, medium)

Respondents should structure their submission according to the sections below.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

9. [p.4 · Section 1 – Vendor and Solution Overview – 1.1 Vendor Overview] (experience, low)

Similar implementations completed within the last five (5) years, including a brief description of the organization, scope, and outcomes achieved.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

10. [p.5 · Section 1 – Vendor and Solution Overview – References] (experience, low)

Provide up to three (3) references, if available, from municipal, public-sector, or comparable private-sector organizations that have implemented the proposed solution within the last five (5) years.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

11. [p.11 · 5. Submission Instructions – Bidding System Registration] (submission, high)

All respondents must be registered as a plan taker for this opportunity.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

12. [p.12 · 5. Submission Instructions – RFI Contact] (submission, medium)

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the City, other than the RFI Contact, concerning matters regarding this RFI.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

13. [p.12 · 5. Submission Instructions – Submission of Responses] (submission, high)

Responses must be submitted electronically through the bidding system at: saskatoon.bidsandtenders.ca

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

14. [p.12 · 5. Submission Instructions – Submission of Responses] (submission, high)

Submissions by other methods will not be accepted.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

15. [p.13 · APPENDIX A – RESPONDENT SUBMISSION FORM] (submission, medium)

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

16. [p.14 · APPENDIX A – RESPONDENT SUBMISSION FORM / Bidding System Details] (submission, high)

Closing Date: August 21, 2026 2:00 PM

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

17. [p.15 · APPENDIX A – RESPONDENT SUBMISSION FORM / Documents] (format, high)

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your submission may be rejected.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

18. [p.15 · APPENDIX A – RESPONDENT SUBMISSION FORM / Documents] (format, high)

RFI Response * (mandatory)•

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

19. [p.16 · 1. Terms of Reference, f. Accuracy of Responses] (submission, medium)

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

20. [p.16 · 1. Terms of Reference, h. Confidential Information of the City] (other, medium)

All information provided by or obtained from the City in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the City and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the City; and (iv) must be returned by the respondent to the City immediately upon the request of the City.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

21. [p.16 · 1. Terms of Reference, h. Confidential Information of the City] (other, medium)

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the City.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

22. [p.17 · Submission Form] (submission, high)

I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

23. [p.17 · Submission Form] (submission, high)

The bidder must declare all potential Conflicts of Interest, as defined in section 3.4 of the RFx.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

24. [p.17 · Submission Form] (submission, high)

This includes disclosing the names and all pertinent details of all individual (employees, advisers or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the City within twelve (12) months prior to the Submission Deadline.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

25. [p.17 · Submission Form] (submission, high)

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

26. [p.17 · Submission Form] (submission, high)

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐