

Mandatory-Criteria Compliance Matrix

Source document: City of Prince Albert - NRFP for ERP Solution and Implementation Services.pdf

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Go / No-Go Summary

Mandatory requirements found: 37

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

High-risk items:

- p.17 — All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Pri...
- p.17 — The Business License must be issued before operations begin.
- p.17 — Must meet all legislated requirements for the Scope of Work being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- p.17 — Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars ...
- p.18 — Pricing provided in the proposal is to be quoted in Canadian Funds.

Submission Envelope

Closing date/time: September 9th, 2026 @ 2PM CST

Timezone: CST

Submission channel: Email to Sean Peterson, Cascadia Partners: speterson@cascadiapartners.ca

Page limits: —

Addenda: Where a question is considered by the City to be of general application, the question (without attribution to the originating Proponent) and the City's response will be issued to all Proponents in the form of a written addendum posted to the SaskTenders system. Any addendum issued in this manner will form part of this RFP, and Proponents are responsible for accounting for its content in their submission. The evaluation criteria and weighting may also be revised by the City prior to the RFP closing date by way of addendum.

Format rules:

- Submission must include three components: (a) a single PDF proposal document containing a completed and signed cover page (Appendix A) and narrative responses to Vendor Questions (Appendix B); (b) a completed ERP Requirements Form in the format provided by the City; (c) a separate ERP Pricing Form submitted independently from the other components
- All files must be clearly labelled with the Proponent's legal company name and RFP number (NRFP #56-26)
- Individual email submissions must not exceed 50 MB
- Pricing must be quoted in Canadian Funds
- The Proposal must not be restricted by any statement added or by a covering letter
- The Bid Form (Appendix A) must be completed, signed by an authorized officer, and included as a cover page
- If a joint Proposal is submitted, it must be signed and addressed on behalf of the Lead Bidder
- One organization must be identified as the prime contractor

Compliance Matrix

1. [p.4 · 1.2 RFP Objective – Scope of Procurement] (other, high)

Proposals may be submitted by a software publisher or a systems implementation partner, so long as the proposal is to provide both the software solution and implementation services.

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

2. [p.4 · 1.2 RFP Objective – Ability to Partner and Prime Contractor Requirement] (other, high)

Regardless of how the Proponent's team or partnerships are structured, one organization must be identified as the prime contractor and will hold sole contractual responsibility to the City for the performance of the entire engagement, including work performed by any partner, subcontractor, or other third party.

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

3. [p.4 · 1.2 RFP Objective – Ability to Partner and Prime Contractor Requirement] (other, high)

Proponents submitting with one or more partners must clearly identify which entity is proposed as the prime contractor, and must describe the contractual and working relationship between the prime and any other parties involved in delivery.

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

4. [p.4 · 2.1 Submission Instructions] (format, high)

All files must be clearly labelled with the Proponent's legal company name and this RFP number.

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

5. [p.4 · 2.1 Submission Instructions] (submission, high)

A Proposal that does not include all three required components described above may be deemed non-compliant and excluded from further evaluation at the City's discretion.

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

6. [p.5 · 2.1 Submission Instructions – Method of Transmission] (format, medium)

Individual email submissions should not exceed 50 MB.

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

7. [p.5 · Closing Date] (submission, high)

The time of receipt will be determined by the timestamp of the email as received in the advisor's inbox.

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

8. [p.5 · 2.1 Submission Instructions – Closing Date] (submission, high)

Proposals received after the Submission Deadline will be deemed late and will not be accepted or evaluated.

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

9. [p.5 · 2.2 Inquiries] (submission, medium)

Any addendum issued in this manner will form part of this RFP, and Proponents are responsible for accounting for its content in their submission.

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

10. [p.11 · 4.1 Scope of the Solution] (other, high)

Proponents are required to propose a solution that covers these core areas (minus the optional areas), minimizing the number of separate systems and custom integrations required to operate day-to-day.

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

11. [p.11 · 4.1 Scope of the Solution] (other, high)

Further, the City requires Proponents to propose a cloud-based (SaaS) solution. On-premise or self-hosted deployments will not be considered.

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

12. [p.13 · 4.3 Scope of Implementation Services Provided] (personnel, high)

The Proponent must assign a dedicated project manager to lead planning, scheduling, and coordination across all phases, supported by a defined governance structure with clear escalation paths, regular status reporting, and risk and issue tracking throughout the engagement.

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

13. [p.13 · 4.3 Scope of Implementation Services Provided] (other, medium)

The Proponent must provide a data migration strategy covering data mapping, transformation, cleansing guidance, loading, and reconciliation, as well as a plan for validating migrated data prior to cutover.

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

14. [p.13 · 4.3 Scope of Implementation Services Provided] (other, medium)

The Proponent must provide hands-on support during and immediately after go-live, including defined go/no-go criteria, issue triage and resolution, and a stabilization period to address defects before transitioning to standard support.

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

15. [p.13 · 4.3 Scope of Implementation Services Provided] (other, medium)

Following stabilization, the Proponent (or software vendor) must provide ongoing support under a defined service level agreement, covering defect resolution, system updates, and, for cloud-hosted solutions, hosting and infrastructure management.

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

16. [p.14 · 5.1 Evaluation Approach / Stage 1] (submission, high)

Proposals are reviewed against the mandatory requirements outlined in the ERP Requirements Form. Proposals that are not deemed to meet all mandatory requirements will not proceed to further evaluation.

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

17. [p.14 · 5.2 Stage 1 – Mandatory Requirements] (submission, high)

The City will confirm all required submission components identified in Section 2 of this document are complete.

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

18. [p.17 · 5.8 Requirements of Successful Bidder] (other, high)

The successful Bidder must be able to meet and prove the following qualifications. These qualifications will be reviewed and confirmed with the successful Proponent at the time of contract award, and are not required to be demonstrated as part of the Proposal submission:

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

19. [p.17 · 5.8 Requirements of Successful Bidder] (certification, high)

All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License.

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

20. [p.17 · 5.8 Requirements of Successful Bidder] (certification, high)

The Business License must be issued before operations begin.

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

21. [p.17 · 5.8 Requirements of Successful Bidder] (certification, high)

Must meet all legislated requirements for the Scope of Work being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,

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

22. [p.17 · 5.8 Requirements of Successful Bidder] (insurance, high)

Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00).

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

23. [p.18 · 6. Terms and Conditions] (format, high)

Financial considerations, including fees and pricing, must be submitted in a separate pricing form.

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

24. [p.18 · 6. Terms and Conditions] (submission, high)

The Proposal must not be restricted by any statement added or by a covering letter.

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

25. [p.18 · 6. Terms and Conditions] (submission, medium)

Adjustments to a Proposal already submitted will not be considered.

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

26. [p.18 · 6. Terms and Conditions] (submission, high)

The Proposal must be signed in the space provided on the Bid Form with the signature of a signing officer of the Bidder.

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

27. [p.18 · 6. Terms and Conditions] (submission, high)

If a joint Proposal is submitted, it must be signed and addressed on behalf of the Lead Bidder.

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

28. [p.18 · 6. Terms and Conditions] (financial, high)

Pricing provided in the proposal is to be quoted in Canadian Funds.

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

29. [p.18 · 6. Terms and Conditions] (submission, high)

The Proposal shall be open and irrevocable for 180 calendar days from the Proposal closing time and date, and prices quoted are to remain firm for at least 180 days from receipt of the proposal.

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

30. [p.20] (other, low)

City determination of the successful Proposal shall be final.

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

31. [p.20] (other, low)

The conditions outlined herein shall be part of the RFP.

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

32. [p.20 · Terms and Conditions / p.21] (submission, high)

Each Proponent must disclose, as part of its Proposal, any circumstance that gives rise to an actual, potential, or perceived conflict of interest in relation to this RFP or the resulting engagement.

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

33. [p.21 · Appendix A: Bid Form] (submission, high)

This Bid Form must be completed, signed, and included as a cover page for the submission to be accepted by the City of Prince Albert.

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

34. [p.21 · Appendix A: Bid Form] (submission, high)

It must be signed by an individual authorized to legally bind the Proponent.

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

35. [p.22 · Appendix B: Vendor Questions] (format, high)

Proponents must respond to each of the following questions as part of their Proposed Solution Narrative.

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

36. [p.22 · Appendix B: Vendor Questions, Question 3] (experience, medium)

Provide three references for client organizations of similar size and scope where comparable services were delivered within the last five years, including contact information, project dates, modules implemented, and contract value.

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

37. [p.22 · Appendix B: Vendor Questions, Question 4] (personnel, medium)

Provide resumes for all personnel proposed for this engagement, including subcontractors, identifying each person's role, location, and relevant Canadian municipal ERP experience.

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