



**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY SOLICITOR**

**ALEX VUCINIC**

**Manager of Purchasing**

**Elaine Castellan**

**Purchasing Supervisor**

**(519) 255-6272**

**TELEPHONE NUMBER**

**ADDENDUM NO. 1**

**CORPORATE PAYMENT CARD INDUSTRY (PCI) COMPLIANCE CONSULTANT  
RFP NO. 50-19**

**April 9, 2019**

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

**QUESTIONS AND ANSWERS:**

1. In the above mentioned RFP, page 27 – Appendix “B” Schedule 1 – Reference Information, Please clarify what you are referring to as “Size”?  
Are you looking for the contract value, etc.?

**Q1 – References** (APPENDIX “B” – SUBMISSION CONTENTS (Section 5), and APPENDIX “B” – SCHEDULE 1 REFERENCE INFORMATION)

At least 2 present and 2 past references must be provided with the submission. “Present” references are those that the proponent has worked with during the last 12 months, and “past” references are those that the proponent has worked with during the last 5 years. These references should be in relation to the information provided as part of the experience requested in Section 3.

The “Size” column in APPENDIX “B” – SCHEDULE 1 REFERENCE INFORMATION pertains to the population that the reference serves.

2. We deal with the City of Toronto, and many other Public Sector clients such as Government of BC, Yukon, Nova Scotia, Labrador Newfoundland, etc.  
As well as Municipal services such as Metrolinx and PRESTO (Toronto Transit).

Would this be taken into consideration, or are you insisting on 4 Municipal entities?

**Q2 – Experience** (APPENDIX “B” – SUBMISSION CONTENTS (Section 3))

The successful proponent is required to have experience in a municipal and/or government environment. Other relevant experience may include other levels of government and/or other similar sectors such as Universities and Colleges. Comparable municipalities are considered to have populations which are over 100,000. Comparable structures must include not only direct

operating departments (distinctly different services being delivered to the public) but also a variety of agencies, boards and/or commissions.

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

***END OF ADDENDUM NO. 1***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

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I hereby acknowledge receipt of Addendum No. 1 to Proposal No. 50-19 (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**