



PURCHASING SECTION
13450 – 104th Avenue, Surrey, B.C. V3T 1V8
Tel: 604-590-7274 Fax: 604-599-0956
E-mail: purchasing@surrey.ca

ADDENDUM NO. 1

REQUEST FOR INFORMATION (RFI) NO.: 1220-050-2016-004
TITLE: LABOUR SCHEDULING
ADDENDUM ISSUE DATE: JULY 27, 2016
CLOSING DATE: PREFER TO RECEIVE RESPONSES ON OR BEFORE AUGUST 31, 2016

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications to the RFI for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages in total.

Q.1. How many systems does the City of Surrey use?

A.1. The City uses several systems but not all systems may be required to be required to work with the labour scheduling system.

Q.2. Which systems does the City of Surrey use?

A.2. Microsoft Excel, Schedule Pro, CrewSheet (CityWorks application), Telestaff and some other mobile applications.

Q.3. How many staff does each system manage?

A.3. Some applications service 20-30 staff; other applications service 300 staff. Most of the departments use Microsoft Excel.

Q.4. Is there a preference for the City to continue to use any or some of the existing systems (including spreadsheets)?

A.4. The City does not wish to dictate any path at this point. We wish to remain open to all ideas on how best to handle our needs.

Q.5. Should a potential solution eliminate the need for existing systems or accommodate their existence?

A.5. The City wishes to see how potential solutions will meet our needs, this will dictate if certain current solutions will continue to be used.

Q.6. For licensing purposes, how many employees will be using the scheduling system?

A.6. This is unknown at this time.

Q.7. For licensing purposes, how many employees will need advanced shift scheduling functionality?

A.7. This is unknown at this time.

Q.8. If anything, what does the City of Surrey currently use for asset management software?

A.8. The Information Technology Department uses Altiris. For equipment inventory management including the City's vehicle fleet to small tools are tracked/managed inside of our existing fleet maintenance system (AssetWorks). AssetWorks is integrated with Financial Management System by Agresso and CityWorks.

Q.9. If anything, what does the organization currently use for 311 service request tracking/performance measurement software?

A.9. Surrey Request Application and Report A Problem which is a problem website (found on our website) and Backend in CityWorks.

END OF ADDENDUM

All Addenda will become part of the RFI Documents.
