



Business & Financial Services Department
Telephone: 604-276-4097
Fax: 604-276-4162

June 7, 2010
File: 02-0775-50-3954/Vol 01

Dear Sir/ Madame,

Re: Request for Expressions of Interest 3954 EOI – Review of the City of Richmond Stores Operations – Questions and Answers

This notice includes items of clarification, forms part of the Expression of Interest and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Expressions of Interest:

I. Questions and Answers:

Q1. What is the City's desired timeline for completing the project? The City has indicated a June 2010 start time, when would you like the project completed?.

A1. Expect study to be complete by the end of the summer months

Q2. While we understand you have not asked for pricing at this time, is there a maximum budget for the scope of work? This will assist us in designing an appropriate work plan.

A2. Yes, but cannot publish it at this time. We are looking for qualifications at this stage

Q3. To what degree are changes to existing IT systems and/or new systems/decision support tools included in the review (i.e. reviewing system/technology functionality to support in-scope processes)

A3. Not the primary focus but they will play a part in any re-structuring.

Q4. Can you provide an estimate of the number of individuals to be involved in interviews (representatives from in-scope functions, internal clients etc.)

A4. Approximately 15 but this number can increase or decrease.

Q5. Distribution is in scope. Does Stores have a delivery fleet? If so, is delivery routing and transportation planning in scope?

A5. Not a fleet. One vehicle and yes a review of that requirement is in scope.

Yours truly,

A handwritten signature in black ink, appearing to read 'S. Dosanjh', written in a cursive style.

S Dosanjh for K.Gillis
Buyer II - Contracting Specialist
City of Richmond