



## REQUEST FOR STATEMENTS OF QUALIFICATIONS No. 25-046

### Enterprise Resource Planning Consulting Services

#### Questions and Answers No. 1

Issued: January 9, 2026

**Closing Date & Time: on or before 3:00 PM Pacific Time on Jan 22, 2026**

The purpose of this addendum is to address supplementary questions received from interested parties. The RDN intends to negotiate the scope of work, timeline, and fees with the identified lead proponent, and none of the answers here should be construed to fetter this process.

#### Questions and Answers

1. Please confirm the anticipated project start date and the expected duration of the advisory engagement within the stated 3–6 month timeframe.

**[RDN Response]** The start date and duration will be determined to achieve best results, with a general intent of retaining the desired go-live date by end of 2027.

2. Does the advisory scope include current-state business process documentation, or is it limited to future-state requirements definition and procurement planning?

**[RDN Response]** We will be relying on the selected partner to help assess whether including additional current state documentation in the scope of work will be required to achieve a successful result.

3. Is change management, organizational readiness, and training strategy development expected to form part of the advisory scope?

**[RDN Response]** These will be determined during negotiation of the scope, though it is expected that some of these will be shared responsibilities or assigned to the system integrator.

4. Is the RDN seeking guidance toward a single integrated ERP/HRIS platform, or is a best-of-breed, multi-vendor solution considered equally viable?

**[RDN Response]** This is not yet determined, and assisting the RDN with this decision will form part of the work of the successful proponent.

5. Does the RDN anticipate issuing one consolidated RFP for ERP/HRIS and implementation services, or separate RFPs?

**[RDN Response]** This is not yet determined, and assisting the RDN with this decision will form part of the work of the successful proponent.

6. Could you please indicate if an estimated budget range or maximum funding limit has been approved for this engagement? This will help ensure our solution design, resourcing, and pricing are aligned with client expectations. ?

**[RDN Response]** Please note that this is an RFSQ and your response does not require that a solution or pricing be provided. This engagement has not been budgeted separately from the overall ERP implementation, and the scope, approach and cost will be negotiated with the lead proponent based on best outcomes.

7. Can the RDN describe the project governance structure, including executive sponsorship and decision-making authority?

**[RDN Response]** The project charter and plan are not yet in place, and will be determined based the approach determined in consultation with the successful proponent. We anticipate that the sponsor will likely be the Chief Administrative Officer or General Manager of Corporate Services, and the steering committee to comprise the Chief Financial Officer, Chief Human Resources Officer and Chief Technology Officer.

8. What level of time commitment is anticipated from internal Finance, HR, and operational subject-matter experts during the advisory engagement?

**[RDN Response]** We will be relying on the negotiation and project initiation process to assist in determining this.

9. Does the RDN have a preferred delivery approach for the advisory engagement (on-site, hybrid, or remote)?

**[RDN Response]** No.

10. Can offshore delivery be considered for specific non-client-facing roles (e.g., development, testing, documentation), provided all privacy, data protection, and security standards are met? Understanding this will help us determine if a blended delivery model is acceptable.

**[RDN Response]** Proponents able to supply fully Canadian approaches will be preferred, as this reduces our oversight requirements related to personal information.

11. Can remote delivery from Canada be considered for specific non-client-facing roles (e.g., development, testing, documentation), provided all privacy, data protection, and security standards are met? Understanding this will help us determine if a blended delivery model is acceptable.

**[RDN Response]** Yes.

12. Are there any mandatory on-site or Canadian residency requirements for proposed advisory team members?

**[RDN Response]** No.

13. Please confirm the anticipated contract duration and any potential extension or renewal options.

**[RDN Response]** This will be determined mutually with the lead proponent.

14. Could you kindly provide an indication of the expected project duration, major phases, or key milestones to support accurate planning, effort estimation, and pricing alignment?

**[RDN Response]** This will be determined mutually with the lead proponent.

15. Please confirm the anticipated contract duration and any potential extension or renewal options.

**[RDN Response]** This will be determined mutually with the lead proponent.

16. Could we please have a 2-week extension on the RFP submission to ensure we provide the most comprehensive and competitive proposal?

**[RDN Response]** An extension is not anticipated at this time, and a final determination will be made prior to January 15. Please note that this is an RFSQ, not an RFP.

17. We would like to confirm the expectation for our involvement once the RFP development and scoring advice (templates and approaches) have been provided to you. Is it the Regional District of Nanaimo's desire to have the selected partner be included and participate in the review of the submissions from vendors, and/or be included in the orals and demonstrations?

If so, we believe, based on our experience with previous assessments that the targeted timeline of 3 to 6 months with award of the RFP completed by mid 2026 is extremely aggressive. Is RDN open to a discussion regarding timelines based on our previous experience with other clients?

**[RDN Response]** These items are all subject to discussion and mutual determination with the lead proponent.

18. We would also like to confirm the meaning behind the word "renewal" when used in the following sentence. "The Regional District of Nanaimo intends to select a qualified firm to assist in planning for the **renewal** of our **existing financial systems** and introduction of a human resources information system" Is the intent to revise/update the existing financial system or replace it? Our understanding was the latter.

**[RDN Response]** We anticipate that this will result in the replacement of the existing financial and budgeting systems.

End of Q&A No.1