



PROCUREMENT SERVICES

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ADDENDUM No. 2

REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENTS No.:	1220-060-2024-007
TITLE:	ARTIFICIAL INTELLIGENCE SERVICES
ADDENDUM ISSUE DATE:	AUGUST 8, 2024
REVISED CLOSING DATE:	PREFER TO RECEIVE SUBMISSION ON OR BEFORE AUGUST 27, 2024.

INFORMATION FOR APPLICANTS

Applicants are advised that Addendum No. 2 to 1220-060-2024-007 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Applicants 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 Applicants or any sub-contractor not being familiar with this addendum. This Addendum No. 2 contains three (3) pages.

QUESTIONS AND ANSWERS:

- Q1.** Could you please provide detailed information about the evaluation criteria that will be used to assess the applications?
- A1.** **The City considers the overall best value in determining the award of Standing Offer Agreement.**
- Q2.** Would the City of Surrey be open to amending the RFA to explicitly state that both the Application and any "other terms" mutually agreed upon in writing by both parties would take precedence over the Order in the order of precedence?
- A2.** **Applicants can list requested amendments in the "Requested Departures / Alternative(s)" section on Item 13 of Schedule B – Applications for a Standing Offer Agreement.**

- Q3.** In response to Item 11 of Schedule B – Application for a Standing Offer Agreement, we seek clarification on what is meant by "acquiring." Does this pertain to licensing, hardware procurement, or other forms of acquisition?
- A3.** **Schedule B, Item 11 does not pertain to licensing or hardware procurement. As outlined in Schedule A, Section 4, Suggested Roles, the listed key roles reflect the City's current understanding of needs. If the applicant identifies additional roles that could contribute to our AI program, please include in Schedule B, Item 11, along with a detailed description and justification for their inclusion. If the applicant does not currently provide the key roles identified in Schedule A, Section 4, Suggested Roles and needs to acquire personnel to fulfill these roles, this requirement should also be specified in Schedule B, Item 11.**
- Q4.** The RFA-SOA states that the result of this RFA will be a standing offer agreement on an "as and when required" basis. The application form (Schedule B, Page 2) asks for the names of consultants qualified to provide the required services. Given the "as and when required" nature of the standing offer, how should we address the potential unavailability of these named consultants at the time of a service call-up or requisition? Are named consultants necessarily needed in this case, or is it sufficient to provide resumes to demonstrate our expertise? Should we present resumes of consultants who are currently available, or should we include information about our most qualified AI consultants, even if they may not be available at the moment?
- A4.** **The City requires the names, backgrounds, and experiences of all key personnel and sub-consultants that may be used by the Applicants. This information helps the City evaluate all Applications. After reviewing all submissions, the City will select preferred Applicants for the project. Preferred Applicants will be contacted each time the City initiates a purchase order for a project under the SOA. Upon contact, the preferred Applicants must confirm the availability of the key personnel and sub-consultants listed in their Application to work on the project.**
- Q5.** Section 6 of the Application Form (Schedule B, Page 3) vendor experience, reputation and resources, but provides very limited space to present that. Are we to just add as much as needed (within reason of course) to present info to the above?
- A5.** **The Applicants can use the spaces provided and/or attach additional pages, if necessary.**
- Q6.** Under section 8 (Page 3) application form (Schedule B): it requires key personnel that would provide the services and present only one place to provide such info.
- A6.** **The Applicants can use the spaces provided and/or attach additional pages, if necessary.**
- Q7.** What is meant by "Key Personnel"? The vendor admin personnel (i.e. engagement admin assigned as contacts to the City) or the consultants that would actually provide AI services?
- A7.** **The Suggested Roles outlined in Schedule A, Section 4 represent the key personnel for the project. However, the City welcomes Applicants' expertise and insights if they believe additional roles could contribute to the City's AI program.**
- Q8.** How do we provide multiple names? And How do we present their experience in the limited space allocated, especially for AI Consultants?
- A8.** **The Applicants can use the spaces provided and/or attach additional pages, if necessary.**
- Q9.** Can we provide individual resumes? And if so, how? as the RFA restricts submission to one PDF file?

A9. The Applicants can attach resume as additional pages on one submission.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -