

20 July 2022

Ref No: 111/2022/EWSS/CLOUD-BASE/RFB / A01

NOTICE TO BIDDERS

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A CLOUD-BASED MEETING MANAGEMENT SOLUTION FOR A PERIOD OF 60 MONTHS

ADDENDUM NO. 1

The following information is furnished in addition to or in amplification and substitution of matters contained in the bid documents issued in respect of the above-mentioned services.

1. Scope of Work: Software Licensing

Replace the table in paragraph 4.1.1 of the RFB document with the following:

#	License Category	Quantity
1	Administrator - Create, amend, lock, unlock & delete user accounts - Change user passwords - Create, amend & delete committees - Setup & amend agenda - Schedule & reschedule meetings - Load, archive & remove meeting documents - Create, amend & delete documents from reading room	5
2	End-user: Board of Directors, EXCO, and Management Committees - Download and read meeting documents - Able to make annotations to documents	50
3	Administration module: Backend web-based module for Committee Officers to create meetings, meeting agendas, upload meeting packs/documents, etc.	1
4	Software Assurance (5 years): Updates, patches, etc. implemented at no additional cost to TCTA.	1
5	Secure Sockets Layer (SSL) Security Certificate: TCTA requires a secure connection to the system.	1

2. Scope of Work: Compulsory Requirements

Replace items listed in item number 2 in "Table 1 – Compulsory Requirements" of the RFB under section 4.1.2.1. with the following:

Requirement	Proposed Solution Meets Requirement (Yes/No)	Substantiating Comment
2. The proposed solution/system (client module) must be compatible with the following mobile operating systems: • Microsoft Windows • Apple iOS • Android		

Yours faithfully

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PROCUREMENT MANAGER

