



**2026**

**REQUEST FOR PROPOSAL RFP-2026IT-C13219**

**ADDENDUM #1**

**Development of a Records Management Structure in SharePoint**

**RFP Issue Date: February 4, 2026**

**Addendum Date: February 9, 2026**

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## **ADDENDUM #1**

TO ALL BIDDERS:

The following changes, additions or deletions are hereby made a part of the Invitation to Tender Documents for The County of Newell as full and completely as if the same were set forth therein. Please be sure to submit this addendum with your tender:

***Question:***

Has the County completed any strategic planning or roadmap exercises ahead of releasing this RFP?  
Clarification: Does the County have an incumbent consultant and/or any existing predetermined designs that are not mentioned in the RFP that may impact an approach to the project.

***Answer:***

No, the County does not have an incumbent consultant or any existing predetermined designs (related to the design of the SharePoint EDRMS). We do have a records management program which should inform the design of the SharePoint libraries. We are currently using another system for our EDRMS. This system has been in place for approximately 10 years. There is no expectation that the records be migrated within the scope of this project, but there is an expectation that the functionality currently provided in the existing EDRMS is provided in the SharePoint EDRMS. These expectations have been outlined within the RFP section 5.3 Key Deliverables. Added value functionality will be considered an asset to the submission.

End of Addendum 1