

PART 1 - ADDENDUM

1.5 TITLE

- .1 This Addendum shall be known as:

Addendum #3
RFP-040-25 Space Management Software

- .2 The Date of the Addendum is Thursday, November 06, 2025

1.6 PRECEDENCE

- .1 This amendment to the bid documents is effective immediately.
- .2 This Addendum shall form an integral part of the original bid documents and is to be read in conjunction therewith.
- .3 The Addendum shall take precedence over previously issued bid documents with which it may prove to be at variance.

1.7 GENERAL

- .1 The General Conditions shall govern all phases of the Work covered by this Addendum.
- .2 Acknowledge receipt of this addendum in the Tender and Acceptance form.

1.8 PURPOSE

- .1 The purpose of the Addendum is to inform bidders of the changes, deletions and additions to be added to the bid documents.

1.9 CHANGES TO SPECIFICATIONS/REQUIREMENTS

- .1 Please refer to section 1.2 Implementation Plan of the Requirements in the RFP. The date of operation independence has been changed. **The new date required for operation independence is now July 31, 2026.**

1.10 CHANGES IN GENERAL

- .1 The following are questions received and the applicable answers.

1. Question: Do you have polylined drawings for all of your plans?

Answer: Some of the floor plans contain polylines, none are connected to a database. Proponents to assume they will need to add review all plans and add polylines as required.

2. Question: Regarding the scope of the project, we would like clarification on what Memorial University is seeking with this RFP, from page 21, Appendix 1, paragraph one outlines that this, "...is to select, procure, and implement, a cloud-based enterprise solution to support space management at Memorial University." While paragraph 3 outlines that, "The project will be by documenting business requirements and issuing an RFP to explore available options", can you please confirm if there which is accurate for this RFP? Will there be another RFP to follow?

Answer: The intent of paragraph 1 is as stated. It is "the goal of the proposed project is to select, procure, and implement a cloud-based enterprise solution to support space management at Memorial University. This solution will replace the current in-house system to address the needs and requirements "contained in the RFP document. For clarification, there will not be a second RFP issued. The intent of this statement is to illustrate how Memorial University intends to administer this procurement process.

3. Question: Has Memorial University seen demonstrations from space management softer vendors in the past year?

Answer: No, not in 2025. Memorial University has seen demonstrations for several Space Management software in the previous years

4. Question: What data is the business team looking to track for each of the rooms they are responsible for?

Answer: Memorial University have a requirement to track the following space related data, including but not limited to the below list:

- i. Campus Locations
- ii. Building Location
- iii. Room ID
- iv. Room Type
- v. Room Contact
- vi. Departmental Allocation
- vii. Faculty Allocation
- viii. Room Size
- ix. VP allocation as it relates to the organizational structure of the University

5. Question: Can you please provide examples of key reports that the business team would be looking to get out of their space management system?

Answer: Memorial will need to access reports for any of the above referenced data. An example of a possible report request is: provide a list of all classrooms occupied by a particular department. The report must include the square footage and contact information for each room identified as a classroom, as well as a floor plan showing each room identified. The space data is required to be dynamic in nature to allow multi faceted reporting across all data fields.

6. Clarification: We noticed some numbers missing in various sections and wanted to confirm that those have been omitted on purpose from the RFP. Missing Numbers: 2.2.2, 2.2.3, 2.3.1,2.3.2, 2.4.2, 2.5.2, 2.5.6, and 2.5.8.

Answer: Yes, in Reference to Appendix A – Specifications & Scope, in the Requirements table, the following numbers have been omitted from the table: 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.4.2, 2.5.2, 2.5.6, and 2.5.8

7. Question: In regard to requirement 2.1.3 the 2nd bullet, can Memorial expand on these requirements. In particular, the updating of the space data by department, and the levels of space ownership, seems to imply something about space utilization tracking by department. Is this correct?

Answer: Answer: Departmental Administrators will require authorized access to provide edits/updates to their space ownership. For example, an Administrator for a Department will require access to their assigned space data and have the ability to edit information pertaining to their space (i.e. ownership, access, contact, This is the mechanism by which the space data will be updated over time. This ensure as occupants are assigned space, it is captured at the earliest time possible. Additionally, as staff move between departments or new space is assigned, it can be tracked appropriately. Proponent to provide detail on how the system can manage permissions for various Administrators.

8. In Reference to Appendix A – Specifications & Scope, in the Requirements table, delete statements 3.6.3, 5, 6 & 7 and replace with the following requirements:

3.6.3 Can the Proponent generate reports as required? Is there a fee? – If there are addition fees, these fees must be included in the Pricing Form A – Other.

3.6.5 Does the Proponent charge a fee to export data upon termination of the contract? – If there are addition fees, these fees must be outlined and included in the Pricing Form A – Other.

3.6.6 Does the Proponent charge a fee to purge data upon termination of the contract? – If there are addition fees, these fees must outlined and be included in the Pricing Form A – Other.

3.6.7. Does the Proponent charge a fee for eDiscovery/Information Access Requests? – If there are addition fees, these fees must outlined and be included in the Pricing Form A – Other

9. Question: The University stated that "proponents should submit one (1) email submission as a single file in PDF format," does this include any documents that proponents may want to submit as supplemental information?

Answer: The email submission, including all documents and supplemental information, is preferred to be submitted as one (1) email submission. If the document is larger than 15mb, multiple submissions can be submitted provided they are clearly identified. IF multiple submissions are required, please label as required and number of submissions (i.e. 1 of 2.pdf, 2 of 2).

10. Question: Should Vendors provide responses in the document titled, "RFP-040-25 FINAL(PDF).pdf" or should vendors extract the functional requirements tables into a new document? If the tables should be extracted, please provide a document that is not password protected. If this is not possible, please confirm it is ok for Vendors to use their own format.

Answer: Vendors are permitted to extract the tables for the use in their own document; however, all tables must match those as they appear in the RFP with same numbering format.

11. Question: Should the Appendices B,C, and E be submitted as separate documents? Or should they be combined with the Functional Criteria and Response document? In either case, please provide documents that are not password protected.

Answer: It is preferred that all submittals, including all documents, are to be submitted as one (1) pdf document as specified in Part 1 – Submission Instructions. Memorial does not provide unprotected documents, however the vendor can extract and use the Appendices as required.

12. Question: What type of information would be most helpful for you to view on a floor plan?

Answer: Memorial would need show all of the physical construction information provided in the building floor plans (i.e. Memorial's layering standards), including customizable data from the reports managed in the data system.

13. Question: How are drawing changes currently handled?

Answer: Currently, one person is responsible for updating all floor plan drawings, as changes occur.

14. Question: Is the university's 5.6 million square feet of space polylined?

Answer: See answer to Question #1.

15. Question: Does the university have a centralized space management department responsible for maintaining space inventory?

Answer: Yes. Memorial has a Space Planning team that oversees space inventory, evaluates and responds to space requests, promotes effective allocation of space and manages the implementation of Memorial's space policy.

16. Question: In reference to requirement 2.1.3, is the university looking for a space audit/survey solution that enables unit staff to update space data and have it reviewed by the department administrator and/or space management team before updating the database?

Answer: Yes.

17. Question: Does the university assign multiple departments to a room or space based on percentage split?

Answer: Yes.

18. Question: Does the university assign one or multiple functional uses to a room (by percentage) to accurately reflect activities in that space?

Answer: Yes.

19. Question: Is the university looking to track Principal Investigator (PI) and grant assignments to specific spaces?

Answer: Yes.

20. Question: Are there any space classification standards (e.g., FICM or BOMA) that the university intends to track in the new system?

Answer: No, not at this time. Memorial would work with and a successful vendor to develop an acceptable set of standards.

21. Question: Is there a requirement to view equipment within a space and its ownership (e.g., fume hoods, boilers)? Or will this data reside in TMA? If so, is there an intent to import that data into the new system?

Answer: No, equipment data will reside and be monitored in TMA.

22. Question: Is the university looking to track space occupancy for both personnel and departments?

Answer: Yes.

23. Question: Is there a requirement to manage the space request process in the new system? If so, is there a current procedure for requesting additional space for new activities or would you be looking for best practice workflows?

Answer: There is a procedure in place to currently manage request for new space; however, we are interested in best practice workflows. Memorial would be interested in reviewing costs associated with this feature as an add-on service if it is not included in the base package.

24. Does the university have Revit files that need to be loaded into the system during implementation? If so, how many and type of information you would like to be imported?

Answer: All plans exist in AutoCad (.dwg) and a small portion in both AutoCad (.dwg) and Revit (.rvt) formats.

25. Question: Does the university have a Business Intelligence (BI) tool for reporting?

Answer: No, not at this time.

26. Question: In reference to Requirement #2.5.4: Comment on the ability to send automated emails to administrators concerning the compilation and access of reports.
Please provide what information the Administrator(s) would be interested in receiving via email, specific to the compilation and access of reports.

Answer: Report requirements are as outlined in 2.5 Post Administration (Reporting) of the RFP. Administrators would need to receive notifications on submission deadlines for the compilation of reports.

27. Question: Please provide a user count for the Space Management Module (power users):

*Examples of Space Management Module users are:

- CAD Specialists: users who will manage import of CAD drawings in to the system such that assets can be viewed on floorplans.
- BIM Specialists: users who will manage import of BIM models in to the system such that assets can be viewed on floorplans.
- Space/Floorplan Managers: users who will manage the AutoCAD floorplans and data represented on them in the system.

Answer: 2 – 1 Manager and 1 Cad Specialist. Currently, one person is responsible for updating all floor plan data, as changes occur. Memorial does not anticipate any changes being made by multiple people on a concurrent basis. Once a Space Management system is setup, Memorial anticipates taking full ownership of future updates to floor plans. Currently Memorial does not utilize BIM models, however we will not rule out its use in the future.

28. Question: Please provide a user count for System Administrators: _____

- System Administrators: users who will configure and support the system.

Answer: Please refer to 2.2.4 Space Data Update Form Features in the Requirements of the RFP.

29. Question: *"The solution must be able to accept AutoCAD and Revit (.dwg/.rvt) files without third party rework and directly from Memorial's staff."*

Beyond simply displaying floor plans (i.e., not just a flat picture), what specific data/functionality must the proposed solution extract, interpret, or leverage directly from the native AutoCAD (.dwg) and Revit (.rvt) file data?

Answer: At this time, all building floor plans are 2D only.

30. Question: Does the new space management system need to actually *work with* the smart data inside the AutoCAD and Revit files?

Answer: No.

31. Question: Are U.S. base companies eligible to submit a proposal for this RFP?

Answer: Yes, U.S. base companies are eligible to submit a proposal for this RFP.

32. Question: What is the Wi-Fi AP provider for the University?

Answer: The vast majority are Cisco

33. Question: Is it your intention to monitor all 5.6M GSF of space, or are you planning on pairing back to only measure ASF or even highlight spaces?

Answer: Memorial has the responsibility to monitor all 5.6m of space.

34. Question: What type of granularity are you looking for in terms of occupancy reporting? Building, Floor, Zone, or Room level?

Answer: Please refer to Question #4.

35. Question: What are the most important data visualizations and data integrations for this project?

Answer: Please see question #4.

36. Question: Please confirm whether only Space Management functionality is in scope, or if optional modules (e.g., move management, asset management, space utilization) can be quoted as optional future enhancements.

Answer: Memorial is currently only requesting space management functionality; however, we are interested in best practice workflows. Memorial would be interested in reviewing costs associated with optional features as an add-on service.

37. Question: Does Memorial intend the system to track occupant-level data (faculty/staff assignments) or only space characteristics and utilization?

Answer: Yes, Memorial intends for the system to also track occupant-level data (i.e. personnel assigned to a specific space).

38. Question: Will Memorial provide AutoCad/Revit floor plans for all campuses, and are the standardized by naming convention and layer structure?

Answer: Memorial's AutoCad building plans currently have a standardized layer template that is used. All plans exist in AutoCad (.dwg) and a small portion in both AutoCad (.dwg) and Revit (.rvt) formats.

39. Question: Does Memorial require space classification standards such as FICM or CAUBO for reporting consistency?

Answer: No, not at this time.

40. Question: Will the University require historical space data migration from the existing legacy system?

Answer: In addition to the existing building plans, Memorial currently has historical space data in excel and TMA format. These can be provided to integrate into the new system.

41. Question: How many faculties/departments are expected to update their space data annually?

Answer: All of Memorial's faculties, schools and departments are required to update their space data annually. As per 2.2 Space Data Update From Features in the Requirements of the RFP, we should allow for approximately 200 users.

42. Question: Should the system handle both owned and leased spaces, including shared-space allocations?

Answer: Yes.

43. Question: Is a multilingual interface (English/French) or reporting output required?

Answer: The reporting output is only required to be in English at this time.

44. Question: Please clarify the integration scope with TMA (Maintenance Management) — is it a one-way or two-way synchronization?

Answer: Please refer to 2.1.3 General System Access in the Requirements of the RFP.

45. Question: Does Memorial expect real-time API integration with TMA, or scheduled data exports/imports?

Answer: Schedule data exports/imports would be preferred.

46. Question: For Hyland OnBase, should integration support document linking, metadata sharing, or both?

Answer: The Vendor should identify what kind of integration is possible.

47. Question: Will Memorial expect future integration with ERP, HR, Finance or scheduling systems?

Answer: Memorial is only currently requesting space management functionality; however, we are interested in best practice workflows. Memorial would be interested in reviewing costs associated with optional features as an add-on service.

48. Question: For authentication, please confirm if Azure AD is mandatory or if SAML 2.0 / CANARIE CAF-FIM federation must also be supported.

Answer: The vendor should answer what kind of authentication integration is possible/supported.

49. Question: Will a data dictionary or sample schema from the existing system be made available for migration planning?

Answer: See question #40.

50. Question: Please confirm if an estimated project budget range exists or can be disclosed.

Answer: Memorial has secured funding for the proposed project. Memorial does not wish to disclose the estimated budget at this time.

51. Question: Will the University accept a SaaS subscription model only, or are perpetual/on-premises solutions also acceptable?

Answer: SaaS only.

52. Question: Please confirm that the target go-live date remains June 30, 2026.

Answer: The go live date has be changed to **July 31, 2026**.

53. Question: Will the implementation be university-wide or phased by campus?

Answer: The implementation will be university-wide.

54. Question: Please confirm that non-Canadian vendors are eligible to participate.

Answer: Yes, non-Canadian vendors are eligible to participate.

55. Question: Please confirm the intended data hierarchy (Campus → Building → Floor → Room → Department/Occupant).

Answer: The intended data hierarchy is Campus → Building → Floor → Room → Department/Occupant; however, the solution must be flexible and customizable for the user.

56. Question: Should the system support room type/function classifications (e.d. classroom, lab, office) and utilization tracking?

Answer: The system is required to identify support room type and function classifications; however, it is not a requirement to provide utilization tracking. We are interested in best practice workflows; therefore, Memorial would be interested in reviewing costs associated with optional features as an add-on service.

57. Question: Will the university require management of assignable vs. non-assignable space?

Answer: Yes, Memorial has the requirement to manage both assignable and non-assignable space.

58. Question: The RFP specifies acceptance of AutoCAD/Revit (.dwg/.rvt) files without third-party rework. Please clarify whether AutoCAD/Revit will remain the primary mapping layer, or if Memorial is open to a digital 2.5D/3D or interactive map environment that ingests CAD/BIM files while maintaining coordinate accuracy and attributes.

Answer: All plans currently exist in Autcad and a small portion in both AutoCad and Revit formats. Memorial is only looking for a solution that will use AutoCad/Revit as the primary mapping layer.

59. Question: Will Memorial provide a standardized CAD layer template or naming convention to ensure consistency across buildings?

Answer: Yes. Memorials building plans currently have a standardized layer template that is used.

60. Question: Should the system offer interactive map features such as zoom, color-coded overlays, and data pop-ups for non-technical users?

Answer: Yes.

61. Questions: Would Memorial consider or prefer a digital twin platform that extends beyond CAD visualization to include interactive dashboards and analytics?

Answer: Yes, Memorial will consider this as an option.

62. Questions: How many distinct user roles are expected (admin, department editor, viewer, etc.)?

Answer: 200 total users; however, Memorial has not identified an exact quantity of user roles. We have identified 3 Distinct user Roles: System Administrators, Administrators, & Viewers. Memorial would like to work with the successful Vendor to confirm best practices and user roles.

63. Question: Should departmental users be restricted to their own areas or able to view aggregated data?

Answer: Please refer to 2.5 Post Administration (Reporting) in the RFP.

64. Question: Is temporary or guest access for auditors required?

Answer: No, guest access for auditors will not be required.

65. Question: Should the system provide automated email reminders and configurable notification templates?

Answer: Yes.

66. Question: Would Memorial be open to considering a broader scalable SaaS platform that can expand beyond space management to support:
- Parking, workspace, and asset tracking;
 - Digital twin visualization;
 - Indoor navigation or engagement analytics — if these modules are offered as optional future phases under the same architecture?

If yes, should vendors provide optional pricing and descriptions for these extended modules or restrict proposals strictly to space management?

Answer: Memorial is only currently requesting space management functionality; however, we are interested in best practice workflows. Memorial would be interested in reviewing costs associated with optional features as an add-on service.

67. Question: Will Memorial sign a Mutual Non Disclosure Agreement regarding the HECVAT?

Answer: Memorial can review and sign a Mutual Non Disclosure Agreement regarding the HECVAT and any other security relate information.

END OF ADDENDUM

PART 1 - ADDENDUM

1.1 TITLE

- .1 This Addendum shall be known as:

Addendum #2
RFP-040-25 Space Management Software

- .2 The Date of the Addendum is Friday, October 31, 2025

1.2 PRECEDENCE

- .1 This amendment to the bid documents is effective immediately.
- .2 This Addendum shall form an integral part of the original bid documents and is to be read in conjunction therewith.
- .3 The Addendum shall take precedence over previously issued bid documents with which it may prove to be at variance.

1.3 GENERAL

- .1 The General Conditions shall govern all phases of the Work covered by this Addendum.
- .2 Acknowledge receipt of this addendum in the Tender and Acceptance form.

1.4 PURPOSE

- .1 The purpose of the Addendum is to inform bidders of the changes, deletions and additions to be added to the bid documents.

1.5 CHANGES IN GENERAL

- .1 No changes in General. The tender deadline for receipt of tenders has changed. **The new deadline is 3:00pm. on Thursday, November 13, 2025. The new Opening Date & Time is November 13, 2025 @ 3:30pm, NDT, Via Conference Line: 1-416-915-6530 (toll free). The new access code is 2773-089-3514**

1.6 CHANGES TO SPECIFICATION

- .1 No changes to Specification.

1.7 CHANGES TO DRAWINGS

- .1 No changes to drawing.

END OF ADDENDUM

PART 1 - ADDENDUM

1.1 TITLE

- .1 This Addendum shall be known as:

Addendum #1
RFP-040-25 Space Management Software

- .2 The Date of the Addendum is Tuesday, October 28, 2025

1.2 PRECEDENCE

- .1 This amendment to the bid documents is effective immediately.
- .2 This Addendum shall form an integral part of the original bid documents and is to be read in conjunction therewith.
- .3 The Addendum shall take precedence over previously issued bid documents with which it may prove to be at variance.

1.3 GENERAL

- .1 The General Conditions shall govern all phases of the Work covered by this Addendum.
- .2 Acknowledge receipt of this addendum in the Tender and Acceptance form.

1.4 PURPOSE

- .1 The purpose of the Addendum is to inform bidders of the changes, deletions and additions to be added to the bid documents.

1.5 CHANGES IN GENERAL

- .1 No changes in General. The tender deadline for receipt of tenders has changed. **The new deadline is 3 p.m. on Thursday, November 06, 2025. The new Opening Date & Time is November 6, 2025 @ 3:30PM, NDT, Via Conference Line: 1-416-915-6530 (toll free). The New access code is 2772-067-6983**

1.6 CHANGES TO SPECIFICATION

- .1 No changes to Specification.

1.7 CHANGES TO DRAWINGS

- .1 No changes to drawing.

END OF ADDENDUM