

**NOTICE OF PLANNED PROCUREMENT**

**This Notice of Planned Procurement is to advise potential Suppliers that the City of Windsor plans to conduct a procurement process as described below.**

**Proposal Documents will be posted as soon as available, with complete information, and will act as a Notice of Intended Procurement.**

<b>Procurement Name:</b>	Enterprise Resource Planning (ERP) Solution, Implementation and Support
<b>Procurement Number:</b>	22-26
<b>Estimated Date of RFP Posting:</b>	January 20, 2026, or shortly thereafter.
<b>Posting Location:</b>	Biddingo.com
<b>Description of Procurement:</b>	<p>This Notice of Planned Procurement is to advise potential suppliers that the Corporation of the City of Windsor (“City”) intends to issue a Negotiated Request for Proposals (“NRFP”) seeking submissions from prospective eligible Proponents for a new cloud-based ERP Solution that includes licensing, implementation, testing, training, maintenance and support services. Once implemented, the ERP Solution will provide an integrated platform for Financial Management, Human Resources Management, Property Tax Management, Inventory Management and Police Time and Attendance functions to replace the City’s incumbent system and legacy applications.</p> <p>The eligible Proponent must be a single legal entity that, if selected, intends to negotiate and enter into the implementation and support services contract with the City. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one (1) of those entities as the “Proponent”. The Proponent must be the entity that will be responsible for the implementation of the ERP Solution and, at the City’s option, may be retained to provide and manage post-implementation support services.</p> <p>The City will not accept proposals from suspended entities or individuals. If the Proponent or any of the Proponent’s proposed subcontractors or other third party vendors, including any of their affiliates, officers or shareholders (together “Proponent and Related Parties”), have been suspended from participating in the City’s procurement processes at the time of the Submission Deadline, the Proposal may be rejected. Potential Proponents are advised to check to ensure that none of their intended subcontractors are suspended. Potential Proponents are also advised to confirm that Proponent and Related Parties are not suspended and failure to do so is at the Proponent’s risk.</p> <p>All Proponents must have a vendor account with the City’s electronic bidding system at <a href="http://www.biddingo.com">www.biddingo.com</a> (the “Bidding System”) and must be registered as a plan taker for this opportunity. This will enable the Proponent to download the solicitation document, to receive addenda email notifications, download addenda and submit their Proposal electronically through the Bidding System. The City will not accept delivery of Proposals through any other means.</p> <p>This NRFP is subject to the City’s Purchasing By-Law.</p>