



BOMA Enspire (formerly Deep Retrofit Challenge)
Program Administration Service Provider RFP Addendum - I

Date Issued: September 26, 2024

This addendum forms part of the Request for Proposal for the Program Administration Service Provider for the BOMA Enspire Program (formerly known as BOMA Deep Retrofit Challenge).

The purpose of this addendum is to:

1. Update the program name
2. Extend the proposal submission deadline
3. Revise key dates in the RFP process
4. Adjust subsequent timelines to maintain the program launch date

All other terms and conditions of the original RFP remain unchanged, unless explicitly modified in this addendum.

Modifications to the RFP:

1. Program Name Update:

The program previously referred to as "BOMA Deep Retrofit Challenge" is now officially named "BOMA Enspire" program. All references to the program name in the RFP should be considered updated accordingly.

2. Revised RFP Process Timeline:

The following dates in Section 6.1 of the RFP are revised as follows:

Activity	Original Date	Revised Date
Proposal Submission Deadline	September 30, 2024, 5:00 PM EDT	October 7, 2024, 5:00 PM EDT
Proposal Evaluation and Shortlisting	September 30 - October 4, 2024	October 8 - 11, 2024
Proponent Presentations and Interviews	October 7-10, 2024	October 15-18, 2024
Final Selection, Contract Negotiation	October 11 - 21, 2024	October 21 - 29, 2024



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Contract Award and Signing	October 22, 2024	October 30, 2024
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3. Revised Program Initiation and Planning Timeline:

The following dates in Section 6.2 of the RFP are revised as follows:

Activity	Original Date	Revised Date
Kick-off Meeting	October 23, 2024	November 4, 2024
Detailed Program Design and Planning	End of November, 2024	End of November, 2024
Program Materials Development	End of December, 2024	End of December, 2024
Trade Ally Recruitment and Onboarding	January 2025	January, 2025
Requirements Discussions For Technology Platform and Testing	October - January 2024	November, 2024 - January, 2025

4. Program Launch and Implementation:

The dates in Section 6.3 remain as originally stated in the RFP, especially the following dates:

- a. Program Soft Launch: January 13, 2025
- b. Full Program Launch: January 15, 2025

5. Program Quarters and Invoicing Dates:

The dates in Section 6.4 of the RFP remain unchanged.

Proponents must acknowledge receipt of this addendum in their proposal submission.

For any questions regarding this addendum, please contact the BOMA Canada Team at rfp@bomacanada.ca.



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Disclaimer:

This addendum is issued by BOMA Canada for the BOMA Enspire Program Administration Service Provider RFP. The information contained herein supplements and/or supersedes the information in the original RFP document.

BOMA Canada reserves the right to make additional modifications to the RFP as necessary and will communicate any further changes to all proponents. In case of any discrepancy between this addendum and the original RFP, the information in this addendum shall take precedence.

Proponents are responsible for ensuring they have received all addenda and considering the information provided in their proposals.