



CIH Canada
30 DUNCAN STREET, SUITE 500
TORONTO, ON M5V 2C3

REQUEST FOR PROPOSALS #19-268-06 CIH CANADA

ASSOCIATION MANAGEMENT SERVICES

ADDENDUM #1

Date Issued:	Monday, February 11, 2019
Closing Date:	Tuesday, February 19, 2019 By 2:00 p.m. EST (Toronto time)

Please refer to RFP #19-268-06 – CIH Canada, Association Management Services, issued on January 28, 2019, and be advised of the following:

Responses to questions received are provided below:

1. As a national organization, are you open to responses from companies across Canada or only in Ontario?

Yes - organizations across Canada are invited to respond to this RFP.

2. Is the organization incorporated under the Canada Not-for-Profit Corporations Act?

No – it is incorporated under the Business Corporations Act (ON).

3. What software solution is currently used to manage membership?

Microsoft Dynamics.

While CIH Canada has access to the CRM (Dynamics) to view/manage Canada membership accounts, CIH (UK) is responsible for the data entry, updating and hosting of the CRM.

4. What financial accounting software is used?

Sage 50 (Canadian Edition)

5. What is the total annual budget of the organization?

The 2017 Audited Financial Statements and 2018 Budget will be released to proponents upon signing of the Non-Disclosure Agreement (NDA), attached as Schedule A. The printed name and company name on the NDA must be legible. The NDA shall be submitted via e-mail only to rfp@hscorp.ca.

6. As part of the procurement process, it would be helpful if HSC could release the business plan, 2017 audit and 2018 budget along with any additional relevant financial information.

The 2017 Audited Financial Statements and 2018 Budget will be released to proponents upon signing of the Non-Disclosure Agreement (NDA), attached as Schedule A. The printed name and company name on the NDA must be legible. The NDA shall be submitted via e-mail only to rfp@hscorp.ca.

**SCHEDULE A
NON-DISCLOSURE AGREEMENT**

Attached as a separate file.