

**REQUEST FOR PROPOSAL**  
**Website Rebuild – Design, Development & Content Management**  
**ADDENDUM NO. 2**

<b>Addendum Issue Date:</b>	May 29, 2026
<b>RFP Issue Date:</b>	April 10, 2026
<b>Addendum No. 1 Issue Date:</b>	May 7, 2026
<b>Proposal Due Date:</b>	<b>June 5, 2026 at 5:00 PM EST</b>
<b>Issued by:</b>	Dave Musonge, Procurement Admin. Assistant

## 1. Purpose of This Addendum

This Addendum No. 2 is issued to all prospective offerors and registered vendors in connection with the RFP for Website Rebuild – Design, Development & Content Management, originally issued on April 10, 2026, and amended by Addendum No. 1 dated May 7, 2026.

This Addendum:

- Corrects a discrepancy between Amendment 12 and Q79 in Addendum No. 1 regarding URL redirect strategy;
- Provides a screen capture of the current staff portal (Attachment D);
- Provides official responses to additional vendor questions (Q101–Q108); and
- Extends the proposal submission deadline to June 5, 2026 at 5:00 PM EST; and
- Confirms all other terms, deadlines, and conditions remain unchanged from the RFP and Addendum No. 1.

**This Addendum forms an integral part of the RFP. In the event of any conflict between this Addendum, Addendum No. 1, and the original RFP, this Addendum shall prevail.**

**The proposal submission deadline has been extended to June 5, 2026 at 5:00 PM EST.**

## 2. Amendments to the RFP

### **Amendment 26 – Correction: Q79 Response (URL Redirect Strategy)**

Instruction: The response to Q79 in Addendum No. 1 is inconsistent with Amendment 12. This amendment corrects the Q79 response to align with the position established in Amendment 12.

**In Section 3 (Official Responses to Vendor Questions), Q79, delete the existing response:**



~~Yes, SEO continuity is important. Vendors should include a URL redirect strategy in their technical proposal to ensure existing search rankings are preserved during the migration. See also Amendment 12.~~

**And insert:**

**There is no content migration for this project. CAM/ACSF will provide fresh, finalized content (see Amendment 4 and Amendment 12). Accordingly, a formal URL redirect strategy is not required. However, vendors may note in their proposal any SEO considerations they believe are relevant to launching a new site on an existing domain.**

## **Amendment 27 – NEW: Attachment D – Staff Portal Screen Capture**

Instruction: Add the following as a new attachment to the RFP after Attachment C.

**INSERT:**

**Attachment D – Staff Portal Screen Capture**

**A screen capture of the current staff portal is provided for vendor reference. Note that the staff portal will be integrated into the single WordPress site as part of this rebuild (see Amendment 4). Content strategy for the staff portal is a key deliverable and will be discussed during the discovery phase.**

## **Amendment 28 – Extension of Proposal Submission Deadline**

Instruction: The proposal submission deadline is extended. Delete the existing deadline wherever it appears in the RFP and Addendum No. 1 and replace with the following.

**The proposal submission deadline is extended from May 29, 2026 at 5:00 PM EST to June 5, 2026 at 5:00 PM EST. All other terms and conditions remain unchanged.**

### 3. Official Responses to Vendor Questions

The following questions were received from prospective vendors after the issuance of Addendum No. 1. All questions are anonymized. Where a response references an Amendment, it refers to Section 2 of Addendum No. 1 unless otherwise noted. Questions are numbered sequentially from Q101, continuing from Q100 in Addendum No. 1.

#### Questions & Responses

#	Question	Response
101	Could you please provide a screen capture of the staff portal?	A screen capture of the current staff portal is included as Attachment D to this Addendum. Note that the staff portal will be integrated into the single WordPress site as part of this rebuild (see Amendment 4 and Q37). Content strategy for the staff portal is a key deliverable and will be discussed during the discovery phase. See Q35 and Q38 for required elements.
102	Since membership lists are uploaded quarterly and there is a six-month grace period, how should the system handle status changes between uploads? For example, if a midwife renews provincially mid-cycle, does she wait until the next quarterly upload to regain portal access, or do staff adjust individual records as needed?	Records are adjusted as needed.
103	The staff portal was described as feeling like “homebase” for CAM staff. Six months after launch, how will CAM/ACSF know the portal has achieved that goal? Are there specific indicators such as daily active users, reduction in questions to the operations team, document library usage, or other metrics?	Success metrics for the staff portal will be defined collaboratively during the discovery phase. Vendors are encouraged to propose KPIs they believe are relevant based on the portal requirements described in Q35 and Q38.
104	Is this project moving to a single WordPress installation from the current multisite setup?	See Amendment 4 and Q37. This is not a multisite project. CAM/ACSF is moving to a single WordPress installation with role-based access management and conditional menus. See the Clarification for Items B, C & D in Amendment 4 for full details.
105	Is WCAG 2.1 AA compliance limited to the WordPress rebuild, or does it extend to existing third-party integrations that are being maintained?	WCAG 2.1 AA compliance applies to all content and functionality delivered as part of this project (the WordPress rebuild across all three environments). Third-party platforms maintained outside the scope of this project (e.g., Absorb LMS) are not subject to the vendor’s WCAG compliance obligations under this RFP

106	Does CAM/ACSF accept proposals from qualified vendors if all meetings are conducted via videoconference? If not, would a physical presence provided by a local partner in a consortium arrangement be sufficient to satisfy criterion M7?	Virtual meetings are expected to constitute the primary mode of engagement throughout the project. However, from time to time, the parties may mutually determine that an in-person meeting would facilitate project progress, such as during discovery workshops, requirements gathering, planning sessions, or other key project milestones. In such cases, the vendor shall make reasonable efforts to attend meetings at CAM/ACSF's Montreal office or another mutually agreed location, subject to reasonable advance notice and mutual agreement between the parties.
107	Will CAM/ACSF cover all associated travel expenses for vendors to attend meetings at the Montreal office? Additionally, can vendors propose guidelines for triggering in-person meetings for non-emergency and major milestone situations?	Travel expenses for vendor visits to CAM/ACSF's Montreal office are the vendor's responsibility unless otherwise agreed in the contract. Vendors should factor potential travel costs into their financial proposal. CAM/ACSF anticipates that in-person meetings will be limited to key project milestones (e.g., kickoff, major design reviews, launch readiness) and will be scheduled with a minimum of five (5) business days' notice as stated in M7. Day-to-day project communication is expected to be conducted virtually. Vendors may propose a meeting cadence in their project management plan; however, CAM/ACSF reserves the right to request in-person attendance at its discretion.
108	Can CAM/ACSF clarify its stance on requiring a URL redirect strategy? Amendment 12 states that 301 redirects are not required, but the response to Q79 states that vendors should include a URL redirect strategy for SEO continuity.	Amendment 12 is the authoritative position. The response to Q79 in Addendum No. 1 has been corrected by Amendment 26 in this Addendum. There is no content migration for this project; CAM/ACSF will provide fresh, finalized content. A formal URL redirect strategy is not required. See Amendment 12 and the corrected Q79 response in Amendment 26.

## 4. Confirmation of Unchanged Terms

Except as amended herein, all terms, conditions, specifications, evaluation criteria, and requirements of the original RFP dated April 10, 2026 and Addendum No. 1 dated May 7, 2026 remain unchanged and in full force and effect.

**The proposal submission deadline has been extended to June 5, 2026 at 5:00 PM EST.**

## 5. Acknowledgment of Receipt

Offerors must acknowledge receipt of this Addendum No. 2 in their proposal. Failure to acknowledge may result in a proposal being deemed non-compliant.



## **6. Contact Information**

**Dave Musonge, Procurement Administrative Assistant**

Canadian Association of Midwives / Association canadienne des sages-femmes

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Subject: Questions: Website Rebuild – Design, Development & Content Management

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**END OF ADDENDUM NO. 2**



## **ATTACHMENT D – STAFF PORTAL SCREEN CAPTURE**

## Welcome to CAM's Staff Portal

We are a small team of dedicated individuals committed to growing the profession of midwifery in Canada and around the world. We believe that our daily work and overall mission can best be accomplished by collaborating, contributing innovative and new ideas, and maintaining an open, honest and respectful work environment.

At CAM, everyone's work is valued at all levels. We work hard, enjoy what we do, and we have lots of fun along the way!

[Jump to CAM's Theory of Change!](#)

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# CAM ACSF

Midwives for everyone, everywhere  
Des sages-femmes pour tous, partout



## Theory of Change Review 2026

Canadian Association of Midwives 2026-2030

Photo credit: team T&C Inc



## Using Asana & Sharepoint



### Theory of Change 2026 – 2030

March 26, 2026

During the Staff Meeting on March 26, 2026, Tonia presented the new Theory of Change 2026 – 2030. CAM's new vision statement: A thriving midwifery workforce at the heart of health systems. And the new intended impact statement: By 2030, the Canadian Association of Midwives will have

### Project HC Forward & Project HC AIR

March 2, 2026

During the Staff Meeting on Feb 26, 2026, Frankie Pittson shared a presentation on the recently complete projects HC Forward and HC AIR. HC Forward's official title was: IBPOC Midwives Leading for Better Health Systems. HC AIR's Disposition Acti

### Manage Files with Asana and SharePoint

February 26, 2026

Here's a quick tutorial on how to manage files using Asana and Sharepoint. Using these tools together can help track who has provided their feedback so you know you can create the next version of your document.