NOTICE OF
REQUEST FOR PROPOSAL (RFP)

RFP #26-92-FIN
Workday Application Maintenance Services (AMS) Partner

Bid Submission:
Proposal together with all other files as identified in the RFP to be uploaded to the City of Vernon procurement portal (Bonfire).

RFP Timetable:

Event:	Date:
Issue Date of this RFP	Thursday, October 29, 2026
Deadline for Questions	**Tuesday, November 24, 2026, 2:00pm PCT**
Last Day for Issue of Addenda	Tuesday, December 1, 2026
RFP Closing Date and Time:	**Tuesday, December 8, 2026, 2:00pm PCT**
Notice of Award Date (estimated)	Week of December 15th

The RFP timetable is tentative only, and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted. All times in the RFP are listed as local time.

Contact:
Romona Marshall, Manager, Procurement Services

Any questions regarding the project are to be directed through the Procurement Portal – Euna Procurement (Bonfire) in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

This notice of Request for Proposals (the "RFP") is issued by The Corporation of the City of Vernon in British Columbia, Canada (the "City") to prospective proponents to submit proposals for the provision of **Workday Application Maintenance Services (AMS)** as further described in the RFP documents.

The Workday Partner should have experience with Canadian Municipality requirements and taxation and extensive knowledge and experience in the following corporate functions - Human Capital Management (HCM), Finance, Payroll, Time Tracking, Benefits and Adaptive Planning. The Proponent will supplement the City's internal resources and capacity with Workday-certified experts to ensure the platform continues to meet the City's operational and strategic needs. This may include ongoing support, assist with release management, provide functional and technical expertise, and contribute to a long-term roadmap for platform improvement.

The RFP documents have been posted and are available for download at:

URL: **https://vernon.bonfirehub.ca/portal**

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal which it deems most favourable in the interest of the City of Vernon.