



## REQUEST FOR PROPOSALS 2026-RFP-07 Bylaw Records Management System Software

**Date Issued:** June-4-26

**Invitation:**

Through this Request for Proposals, the City of Penticton invites Proposals for the supply of new software and implementation and support services for the institution of a new Records Management System (RMS) software for the City's Bylaw operations. The City seeks a software solution that can provide detailed labeling and tracking of calls/responses, dynamic reporting, complex relational tracking, modern data connections (including Application Programming Interfaces (APIs)), mobile compatibility, and integration with the City's Geographic Information System (GIS). Full detail of the system requirements is detailed in the Scope of Services Attachment A – Core Functional Requirements.

**Bid Submission:**

The Proposal together with all other attachments as identified in the RFP "*Submission of Proposals*", to be uploaded to the City's procurement portal at <https://pentiction.bonfirehub.ca/portal>. The City of Penticton reserves the right to accept or reject all or part of any submission/proposal, and to accept the submission/Proposal in total or in part, or to accept the submission/Proposal which it deems most favourable in the interest of the City of Penticton.

**2026-RFP-07 Timetable:**

**Closing Date and Time: July-7-26@ 2:00 pm.**

The RFP timetable is tentative only and may be changed by the City at any time. Bids received after the Submission Deadline will be rejected.

**Questions:**

Questions should be submitted through the Bonfire portal at <https://pentiction.bonfirehub.ca/portal>

**Addenda:**

It is the respondent's responsibility to check the portal for addenda(s). Only the successful bidder shall be notified, but inquiries are welcome. Results of award may be found at <https://www.pentiction.ca/business-building/bid-opportunities/open-bid-opportunities>