

City of Coquitlam

Request for Information and Qualification

RFIQ No. 25-062

Web Application Firewall – Stage 1

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## APPENDIX A – NON DISCLOSURE AGREEMENT

### [SUBMISSION SUBMISSION FORM](#)

**1 KEY DATES**

<b>RFIQ Issue Date</b>	<b>Tuesday, April 8, 2025</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFIQ name and number.	<b>2:00 PM (local time)</b> <b>Thursday, April 24, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Friday, April 25, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Tuesday, April 29, 2025</b>

**2 RFIQ REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements and guidelines for this RFIQ, are available on the City's website [here](#).

To be eligible for the award, the City may require only the **successful Respondent** to have the following in place before providing any Goods or Services. The requirements that may apply to this RFIQ, listed in order of precedence are:

- Instructions to Respondents

**These items are not required as part of this RFIQ Submission but will be required prior to entering into an agreement with the City for Services with the successful Respondent.**

### 3 DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

**“City”** means the City of Coquitlam.

**“Contract”** means a formal written contract between the City and a Consulting firm selected to undertake Services.

**“Consultant(s)”** mean those firms that the City has selected to provide professional and technical consulting services relating to planning & design of projects and/or project categories identified in this RFIQ.

**“Preferred Respondent”** means a Respondent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

**“Respondent”** means an entity that submits a response to this RFIQ.

**“RFIQ”** means this Request for Information and Qualifications.

**“Services”** means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this RFIQ.

**“Submission”** means a response submitted for evaluation in response to this RFIQ.

## 4 INSTRUCTIONS TO RESPONDENTS

### 4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmiḥə́h (HUN-kuh-MEE-num) word kʷikʷə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́ləm traditional and ancestral lands, including those parts that were historically shared with the ǵícəy (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The City intends to create a shortlist of qualified Respondents capable of delivering a, cloud-based **Web Application Firewall – Stage 1** (WAF) solution, who may be invited to participate in Stage 2.

Respondents must have experience delivering WAF solutions, cloud web application, and API protection to public-sector or enterprise clients.

Respondents who are Platinum, gold or equivalent partnership with the solution being proposed is preferred and must submit their partnership level certificate as part of the submission.

The solution must demonstrate alignment with the Open Web Application Security Project (OWASP) top 10, and security frameworks such as ISO 27001, and SOC 2, PCI DSS and support data residency requirements in accordance with applicable legislation.

Detailed technical specifications will be provided at Stage 2.

### 4.3 Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City’s experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

## 5 SELECTION PROCESS

### 5.1 Process

The purpose of this RFIQ stage is to confirm the legitimacy and qualifications of each Respondent to ensure alignment with the City's standards. This stage is designed to uphold the integrity of the procurement process and protect access to sensitive information.

Respondents who fail to submit **Response Confirmation Form and Appendix A - Non-Disclosure Agreement** or do not meet the verification requirements outlined in this RFIQ Submission Form may be deemed ineligible to advance to the Request for Proposal (RFP) stage.

Details pertaining to the RFP will be emailed directly to qualified Respondents approximately 1-2 weeks after the deadline for the submission of this Submission Form and **Appendix A – Non Disclosure Agreement**, as stated in the Key Dates section of this RFIQ.

#### Stage 1: - Request for Information and Qualifications

It is the intent of the City to utilize this RFIQ to invite qualified respondents who are interested in, and who have the expertise, experience, resources and knowledge to perform Services as described in this RFIQ.

The City will review the Submissions and rank them based on the evaluation criteria outlined in this RFIQ. The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

The evaluation of the Submissions will be based solely on the contents of the Submissions, reference checks, the City's past experience with the Respondent, and any clarifications provided in writing in response to the questions asked by the City. The City reserves the right to directly negotiate with one or more Respondents during Stage 1.

Based on the evaluation results, the City will create a shortlist of Preferred Respondents to be invited to Stage 2 – Request for Proposal.

#### Stage 2: - Request for Proposals

The Preferred Respondents shortlisted in Stage 1 may be invited to participate in Stage 2, an invite-only Request for Proposals (RFP), where detailed information and financial pricing will be requested. All interested parties should recognize that participation in this RFIQ does not guarantee an invitation to Stage 2 or that an RFP will be issued. The City reserves the right to directly negotiate with one or more Respondents within two (2) years of Stage 1 completion. Evaluations will be confidential, and no totals or scores will be released. The City also reserves the right, at its sole discretion, to cancel this process at any time and for any reason.

### 5.2 Evaluation Criteria

- a) Mandatory Criteria (Pass/Fail)  
Sign **Appendix A – Non Disclosure Agreement** without modifications.
- b) Instructions for Submission and Attachment Referencing  
The City uses Microsoft Word to streamline the transfer of Respondent information into an evaluation document. Responses on the Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant

information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

c) Submission Format and Content Authenticity

Lower scores may be assigned if Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format and does not exceed 50 pages
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Submission to be original and directly aligned with the requirements outlined in this RFIQ. Submission containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Respondents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Submission lacking sufficient detail and originality may result in a lower evaluation score.

d) Evaluation Criteria and Points Allocation

Each Submission will be evaluated based on the following criteria:

Submission Evaluation Summary	Maximum Points to be Awarded
<a href="#">Corporate</a>	100
<b>Total</b>	<b>100</b>

e) The criteria for evaluation of the Submission may include, but is not limited to:

**Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Staff qualifications and experience
- Key Personnel on project team, qualifications and experience

f) Submission Comparison

These criteria will be used to determine best overall value to the City. Submissions will be compared to select one or more that are most advantageous.

g) Reference Checks and Interviews

Upon selection of one or more lead Respondent(s):

- References may be contacted

- Interviews may be conducted
- Demonstrations may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Respondents.

h) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

i) Submission Compliance and Rejection

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected.

The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFIQ.

Where only one Submission is received, the City may reject such and re-issue the RFIQ on a selected basis.

j) Disclosure of Information

Respondents agree the City may disclose names of Respondents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.





City of Coquitlam

## SUBMISSION FORM

RFIQ No. 25-062

### Web Application Firewall – Stage 1

Submissions will be received as per date and time in Key Dates Section

#### **INSTRUCTIONS FOR SUBMISSION**

Submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the "Subject Field" enter:** RFIQ Number and Name

**2. Add files and "Send Files"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**1. MANDATORY REQUIREMENT**

Respondents MUST provide the following Mandatory Requirements for their Submission to be evaluated:

Non-Disclosure Agreement
<input type="checkbox"/> Confirm Non-Disclosure Agreement is attached.

**2. CORPORATE**

<b>1. Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):</b>
<b>i. Provide an overview of the Respondent’s organizational background, including history, mission, vision, corporate structure, and years in business:</b>
<b>ii. Provide a detailed narrative as to the Respondent’s understanding of the project objectives, outcomes and vision:</b>
<b>iii. Describe your organization’s experience delivering managed WAF solutions to public-sector or enterprise clients.:</b>
<b>iv. Describe the Respondent’s current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:</b>

<b>2. REFERENCES</b> – Respondent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional	
<b>Reference No. 1</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number and Email:
<b>Reference No. 2</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number and Email:
<b>Reference No. 3</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number and Email:

<b>3. KEY PERSONNEL</b> – Respondent proposes the following key personnel for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.				
LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
(use the spaces provided and/or attach additional pages/resumes, if necessary. Maximum 2 pages each resume)				

**Attention Purchasing Manager:**

3. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Submission in response to the RFIQ.
4. **I/We** agree to the rules of participation outlined in the **Instructions to Respondents** (per section 2 of RFIQ).
5. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

**This Submission** is submitted this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Respondent and have duly read all documents.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.