

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 25-054**

**e-Procurement Software Tool**

**Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.**

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be returned in Microsoft Word / Microsoft Excel 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:** RFP 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.)

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

|  |  |
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| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **MANDATORY REQUIREMENTS**

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| 1. Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated: | |
| 1. Privacy Protection Schedule (PPS)   Proponent MUST agree to the City’s PPS. | |
| **🗆 Yes** | **🗆 No** |

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| 1. Privacy Impact Assessment (PIA)   Proponent MUST provide a PIA. |

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| **🗆 Yes** | **🗆 No** |

1. **DEPARTURES**

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| 1. **CONTRACT -** I/We have reviewed the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) and would be prepared to enter into in an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any): | |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any): |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business: |
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| 1. Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision: |
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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| 1. Describe the Proponent’s current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads: |
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| 1. **REFERENCES –** Proponent shall be capable and competent of performing the Services requested and successfully delivered contracts of similar size, scope and complexity with other public sector organizations. 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 pages, if necessary): | |
| **Reference No. 1** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |

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| **Reference No. 2** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |
| **Reference No. 3** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups: |
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses: |
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| 1. What policies does your organization have to support reconciliation with indigenous peoples: |
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1. **TECHNICAL**

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| 1. **APPROACH and METHODOLOGY** |
| 1. **Summarize** the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work. |
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| 1. **Software Capabilities & Compliance**  * Describe how your solution supports multiple procurement formats (RFP, ITT, RFQ, RFIQ, NOI, EOI, etc.) * Outline how the system facilitates collaborative editing and version control of RFx documents. * Explain the role-based access controls for different user types (City staff, evaluators, vendors). |
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| 1. **Vendor Management & Bid Submission**  * Explain the vendor registration process, including self-registration and profile management. * How does your system ensure secure online submission of bids and supporting documents? * Describe how automated notifications and addendum distribution function in your platform. |
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| 1. **Evaluation & Reporting**  * Explain the built-in evaluation module, including scoring customization and weighting. * How does your system handle evaluation team assignments and notifications? * Provide examples of reporting capabilities for plan holders, evaluation tracking, bid history, and procurement **analytics**. |
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| 1. **Implementation & Onboarding**  * Provide a proposed implementation timeline, including configuration, testing, and go-live. * Describe the data migration process for historical procurement records (if applicable). * What level of integration is possible with existing financial, ERP, or document management systems? * Which electronic signature software tools are supported by the platform?? |
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| 1. **Training & Support**  * Detail the training provided for City staff and vendors, including available formats (in-person, virtual, on-demand). * Explain the ongoing support structure, including help desk availability, SLAs, and escalation process. * Do you provide user manuals and system documentation? |
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| 1. **Security & Compliance**  * Describe the security measures in place to protect procurement data and vendor submissions. * How does your system handle audit logging and administrative controls? * Confirm compliance with **FIPPA and other relevant data protection regulations**. |
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| 1. **Maintenance & Future Enhancements**  * Describe the process for system updates, patches, and security enhancements. * How often are system updates released, and how is downtime communicated to users. |
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| 1. **Other**  * Describe how bid submissions and evaluation documents are saved within the solution including the retention period * Integration with corporate Document Management Software for file retention * Provide individual file size limitations for uploading to an opportunity * Provide total file size limitations (if applicable) for each opportunity * See **Appendix C – Non-Functional Requirements and Technology Questionnaire** |
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| 1. **RESPONSE TIME:**   Indicate Response time in hours for Urgent & Non-Urgent issues: | |
| **Urgent:** |  |
| **Non-Urgent:** |  |

1. **FINANCIAL**

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| * 1. **PRICE -** Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST): | | | |
| **ITEM** | **SCOPE OF WORK** | **Unit of Measure** | **PRICE** (exclude GST) |
|  | Software | Each | $ |
|  | Implementation | Each | $ |
|  | Subscription fees (provide breakdown if fees differ by role) | Each | $ |
|  | Training | Each | $ |
|  | Ongoing maintenance or any recurring costs e.g. subscription for customer support | Each | $ |
|  | Single Sign-On (SSO) integration | Each | $ |
|  | Other not Listed: |  | $ |
| **Total** | | | **$** |

**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Proposal in response to the RFP.
2. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**This Proposal** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

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

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| **Legal Name of Company** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |