Coquitlam

City of Coquitlam

Request for Expressions of Interest
RFEI No. 21-022

Intranet Modernization

Issue Date: June 10, 2021

RFEI Reference	**RFEI No. 21-022** **Intranet Modernization**
Overview of the Opportunity	The purpose of this RFEI is to invite Submissions for the modernization of the City's Intranet as generally set out in this RFEI.
RFEI Closing Date	**2:00 PM local time local time** **Friday July 9, 2021**
Obtaining RFEI Documents	The RFEI Document is available for downloading from the City of Coquitlam's website: www.coquitlam.ca/Bid-Opportunities
Instructions for Submission	Applications are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid 1. **In the "Subject Field" enter:** RFEI Number and Name 2. **Add file in PDF format and Send** (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to the correct email: bid@coquitlam.ca) Or sent by email to: bid@coquitlam.ca referencing the RFEI number and name. Phone 604-927-3037 should assistance be required.
Questions	Questions are to be submitted in writing quoting the RFEI number and name sent to email: bid@coquitlam.ca
Addenda	Respondents should check the City's website for any updated information and addenda issued at the following website: www.coquitlam.ca/Bid-Opportunities
Instructions to Applicants	The guidelines for participation that will apply to this RFEI are posted on the City's website: Instructions to Proponents

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DEFINITIONS

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

"City" means the City of Coquitlam.

"Consultant" means the firm that the City selects to implement and provide on-going support for the intranet software.

"Contract" means a contract between the City and a firm selected to undertake the Services as described in Section 6 of this RFEI.

"Preferred Respondent" means a Respondent selected by the evaluation team to participate in a subsequent RFP process or enter into negotiations for a Contract.

"Respondent" means an entity that submits a response to this RFEI.

"RFEI" means this Request for Expression of Interest.

"Services" means and includes anything and everything required to be done by the successful Respondent for the fulfillment and completion of the Contract as described in this RFEI.

"Submission" means a response submitted for evaluation in response to this RFEI.

1   REQUEST FOR EXPRESSIONS OF INTEREST

1.1   <u>Purpose</u>

The purpose of this RFEI is to:

a) invite Submissions from Respondents that describe the desire, relevant expertise, capability and resources of the Respondent for the successful provisioning of an intranet solution as generally set out in this RFEI; and

b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, if the City elects to continue to Stage 2.

1.2   <u>Process</u>

This RFEI is the first stage of a potential two stage process.

Stage 1: - Respondent Identification and Prequalification

It is the intent of the City to utilize this RFEI to generate information on potential solutions and indications of interest in the project. From those who have expressed an interest and rank high on the Stage 1 Evaluation Criteria, the City will create a shortlist of Respondents that the City identifies to have the expertise, capabilities, and resources to successfully provision an intranet solution that meets the needs and requirements of the City.

Stage 2: - Request for Proposal or Direct Negotiations

Respondents shortlisted as per Stage 1 may be invited to participate in Stage 2, Request for Proposals – Intranet Modernization.

All interested parties should recognize that this RFEI does not guarantee that a Request for Proposal will be issued following this RFEI.

The City reserves the right to directly negotiate with one or more Respondents during the two (2) year period from the completion date of Stage 1.

The City reserves the right at any time and at its sole discretion to cancel this process for any reason in its entirety.

1.3   <u>Obtaining RFEI Documents</u>

RFEI Documents are available for downloading from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities

Printing of RFEI documents is the sole responsibility of the Respondents.

1.4   <u>Evaluation Criteria</u>

The evaluation of Submissions will be undertaken on behalf of the City by an evaluation team. The evaluation team may consult with others including City staff members, third party consultants and references, as the evaluation team may in its discretion decide is required. The evaluation team will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services in order to determine the Submission which is most advantageous to the City using the following criteria:

Corporate – 20 points

- Recent demonstrated successful municipal (or similar type organization) experience with implementation of an intranet solution of similar size, scope, and complexity.
- Qualified and experienced project team
- Ability to conform to legislated requirements and City policies and procedures such as the Freedom of Information and Protection of Privacy Act and City records policies

Technical – 25 points

- Software functionality and suitability, and integration with existing City of Coquitlam systems
- Proven implementation methodology, plan and schedule, key deliverables and success factors
- Proven training strategy
- Ability to meet a majority of requested features
- Quality assurance, support, maintenance and upgrade plans

Financial – 30 points

- Total Price to include purchase cost, implementation costs, training costs, ongoing software support, maintenance and/or subscription costs for a specified time period.

Demonstration – 25 points

- Short-listed Respondents will be required to provide a demonstration of their proposed intranet solution
- The demonstration to assess functionality and ease of use will be evaluated and the results will be included in the overall scoring

The evaluation team will not be limited to the criteria referred to above, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. All criteria considered will be applied evenly and fairly to all Submissions.

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

The Submission and résumés provide Respondents with the opportunity to demonstrate their strength in the above criteria.

1.5 Negotiation

The City may negotiate directly with the highest ranked Respondent or request further revised price proposals from one or more of the selected Respondents to provide the Services, at time of confirming all defined options that will meet the City's needs.

2   SCOPE OF SERVICES

2.1   Project Background

The City of Coquitlam's current intranet solution was first implemented in 2004 and can no longer keep up with newer technology advancements. This existing intranet is used as a centralized repository for internal communication and information. Some of the main uses of the intranet include:

- Internal team, event, and training calendars
- Bulletin boards to post important staff updates and information
- Staff contact information listings
- Links to internal policies and procedures
- Training course scheduling
- Department-specific information and resource pages to group content that is either used internally by that department or by other departments needing service from that department
- Links to internal applications
- Links to external sites
- Staff organization charts

These uses are core functions to the City and would need to be present in any new solution.

A snapshot of the current intranet home page can be found in Attachment 1.

2.2   Business Needs

The City requires an intranet solution that can continue to function as a centralized gathering place for internal City information and resources. It will need to be capable of growing with the City and accommodating upwards of 2,000 users and 500 pages. In addition to this, it will need to be capable of supporting over eight unique departments and many more divisions, each with unique use cases. Each of these departments and divisions will require individual intranet pages where they can curate information relevant to their business needs, including customer service information that may be needed by other departments. Additionally, it should be capable of providing unique pages to support corporate training, social activities, individual events, ongoing programs, projects, and others as needed.

2.3   System Requirements

In addition to the features outlined in Section 2.1, the new intranet solution should provide some or all of the following high-level features:

- Improved Search Functionality
- Personal Dashboards that allow users to prioritize content that is relevant to them
- Improved Look and Feel (UI)
- Integration with document management systems such as OpenText eDOCS
- Integration with AD and/or SSO solutions

- Notifications to users when important information is posted
- Ability to track how many users have seen important posts
- Expertise Search that allows users to search the staff directory for internal expertise on specific topics or software
- Ability to create polls, surveys, and forms for workflows
- Preventative measures to reduce stale content
- Mobile Functionality
- FAQs/Wikis for frequently-accessed information and organizational knowledge
- Management centre showing staff analytics and reports
- Targeted posts seen only by select groups
- Automatically pull in City news updates from the City website, City social media and other sources
- Integration with Microsoft Teams
- Easily customizable pages
- Accessible API to allow for custom integrations
- Web content accessibility features

Both on premise and cloud-hosted solutions will be considered. If a cloud-hosted solution is proposed, it **MUST** comply with British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA) requirements. These requirements can be found at: https://www.oipc.bc.ca.

2.4   Scope of Services

The successful Respondent ("Consultant") for the anticipated RFP that would follow in Stage 2 would facilitate the installation and configuration of the software, training and support of staff during installation and throughout all future software updates, and migration of information from the existing intranet to the new solution.

The Services for the Intranet solution implementation includes but is not limited to:

- Initial software licence for either an on premise or cloud-hosted solution.
- Professional services for design, implementation, configuration, and project management working in conjunction with the City's technical and functional teams.
- Migration of data from the existing intranet solution to the new solution.
- End user and administrator training, including training materials and documentation.
- On-going software support, maintenance and/or subscription costs for a specified time period.
- Integration with the City's existing systems such as OpenText eDOCS Corporate Enterprise Document Management System, Peoplesoft, and Microsoft Teams.

Respondents are expected to include detailed information on how they will be able to meet the City's needs, as well as information on any functionality of their solution that would be of use to the City but has not been identified here.

2.5   Timelines

Depending on the results of the RFEI, the City may issue an RFP in early 2022 with the intent of implementing a solution in 2022.

The following are the estimated schedule dates for the stages of this RFEI:

Evaluation and Selection of Shortlisted Respondents: July 2021

Demonstrations: July - September 2021

The proposed schedule is an estimated timeline and may change at the discretion of the City.

APPENDIX A

PRIVACY PROTECTION SCHEDULE

PRIVACY PROTECTION SCHEDULE

This Schedule forms part of the agreement between _____ (the "Public Body") and _____ (the "Contractor") respecting _____ (the "Agreement").

Definitions

1. In this Schedule,
   (a) "**access**" means disclosure by the provision of access;
   (b) "**Act**" means the *Freedom of Information and Protection of Privacy Act* (British Columbia), as amended from time to time;
   (c) "**contact information**" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
   (d) "**personal information**" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Public Body and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
   (a) enable the Public Body to comply with its statutory obligations under the Act with respect to personal information; and
   (b) ensure that, as a service provider, the Contractor is aware of and complies with its statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

4. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.

5. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
   (a) the purpose for collecting it;
   (b) the legal authority for collecting it; and
   (c) the title, business address and business telephone number of the person designated by the Public Body to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Public Body to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Public Body, the Contractor must promptly advise the person to make the request to the Public Body unless the Agreement expressly requires the Contractor to provide such access and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 business days of receiving a written direction from the Public Body to correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.

(Version: June 20, 2008)

9. When issuing a written direction under section 8, the Public Body must advise the Contractor of the date the correction request to which the direction relates was received by the Public Body in order that the Contractor may comply with section 10.

10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Public Body, the Contractor disclosed the information being corrected or annotated.

11. If the Contractor receives a request for correction of personal information from a person other than the Public Body, the Contractor must promptly advise the person to make the request to the Public Body and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Public Body otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Public Body in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Public Body otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Public Body otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Public Body if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

17. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in its custody or under its control the Contractor:
    (a) receives a foreign demand for disclosure;
    (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
    (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure
    the Contractor must immediately notify the Public Body and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in its custody or under its control, the Contractor must immediately notify the Public Body. In this section, the phrase "unauthorized disclosure

of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Public Body may have under the Agreement or under statute, the Public Body may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to its management of personal information or its compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
    (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
    (b) any direction given by the Public Body under this Schedule.

22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Public Body of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Public Body may have under the Agreement or otherwise at law, the Public Body may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the
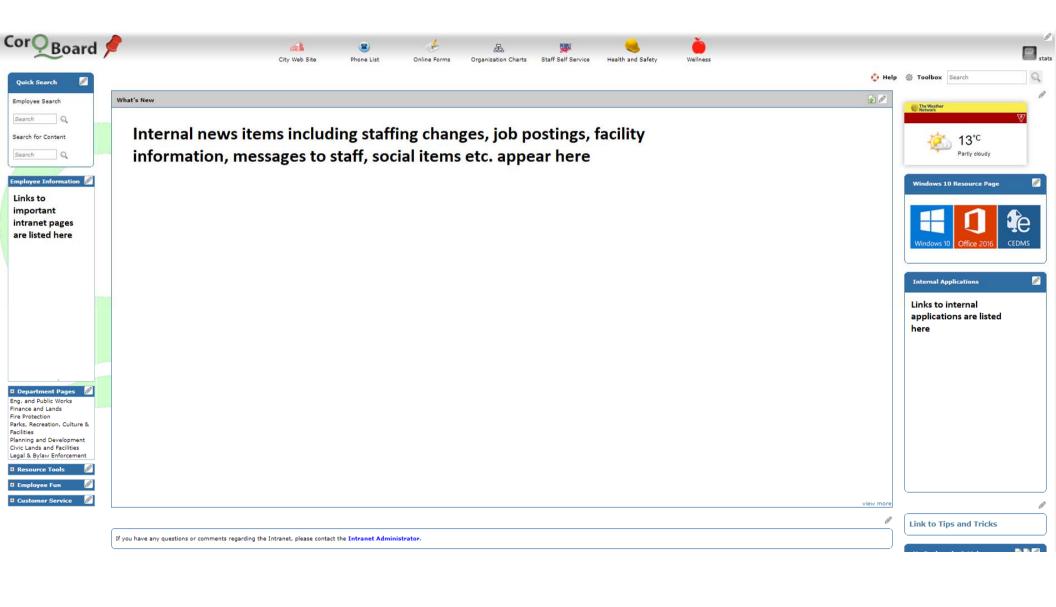
Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.

26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.

27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

28. If a provision of the Agreement (including any direction given by the Public Body under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.

29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.

30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

APPENDIX B

CURRENT HOMEPAGE EXAMPLE

Cor Board

Help   Toolbox   Search

Quick Search

Employee Search

Search

Search for Content

Search

Employee Information

Links to important intranet pages are listed here

Department Pages
Eng. and Public Works
Finance and Lands
Fire Protection
Parks, Recreation, Culture & Facilities
Planning and Development
Civic Lands and Facilities
Legal & Bylaw Enforcement

Resource Tools

Employee Fun

Customer Service

What's New

Internal news items including staffing changes, job postings, facility information, messages to staff, social items etc. appear here

view more

The Weather Network

13°C
Partly cloudy

Windows 10 Resource Page

Windows 10   Office 2016   CEDMS

Internal Applications

Links to internal applications are listed here

Link to Tips and Tricks

If you have any questions or comments regarding the Intranet, please contact the **Intranet Administrator**.

Coquitlam

REQUEST FOR EXPRESSIONS OF INTEREST

RFEI No. 21-022

Intranet Modernization

Submissions will be received on or before 2:00 pm local time on:

Friday, July 9, 2021
("Closing Date and Time")

INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1.   **In the "Subject Field"** enter: RFEI Number and Name
2.   **Add files in .pdf format and "Send"**
      (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.

SUBMISSION FORM
Complete and return this section

Submitted by: _____
                        (company name

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1. **CORPORATE PROFILE**

   Respondent is to provide the following information.

	Corporate	
a)	Registered Business Name	
b)	Operating Business Name	
c)	Location and address of Head Office	
d)	Number of Years in Business	
e)	Number of Employees	

2. **PROJECT UNDERSTANDING**

   Provide a detailed narrative as to the Respondent's understanding of the project objectives, outcomes and vision:

3. **PRICE**

   Respondent is to provide pricing estimate for evaluation purposes. All Prices to be stated in Canadian (CDN funds

Provide price for implementation for 1000 - 2000 users and 500 pages		
NAME OF SOFTWARE:		
Item	Description	Price (exclude PST & GST)
a)	Initial Software License Cost	$
b)	Implementation & Configuration Services (incl. travel expenses if applicable)	$
c)	Integration Services (incl. travel expenses if applicable)	$

d)	Administrator and End-User Training	$
e)	Software Support, Maintenance and/or Subscription for initial one (1) year term	$
f)	**Total** (exclude PST & GST)	$
g)	**Subsequent Years – Example: Years 2 through 5 –** Software Upgrades, Support, Maintenance and/or Subscription – Price per year Year 2 Year 3 Year 4 Year 5	$ $ $ $
h)	Price for adding additional licences in future years (specify licence metric)	$
i)	Hourly rate for additional professional consulting services	$
j)	Advise if there would be any additional costs associated with the software or services (describe below)	$

4. **SOFTWARE AND SUPPORT**

Item	Description	Provide Details
a)	Software Name and Version	
b)	Provide **Technical details** concerning software functionality, how it will meet the City's business needs and system requirements as outlined in **Sections 2.2 and 2.3,** and how it would integrate with the City's current systems (attach specifications)	
c)	**How is the software licensed**? (Named-user, concurrent-user, server-based, etc.)	
d)	**Support** - How do we access support? (email, phone, web)	
e)	What are the hours of availability and response time for support?	
f)	What support services are chargeable during the support period?	
g)	What support services are non-chargeable during the support period?	

h)	**Upgrades and Patches** - Describe the process and frequency for providing upgrades and patches for the software.	
i)	**Price Drivers** - How are annual support, maintenance and/or subscription price increases determined? (Locked in at purchase, capped at a percentage, tied to an index such as CPI, etc.)	
j)	Confirm your company will be able to provide a Privacy Impact Assessment (PIA) upon request by the City	
k)	Confirm your company is willing to enter into an agreement with the City containing our standard privacy, security and records management language – see Appendix A	

5. **SOFTWARE-AS-A-SERVICE (SAAS) MODEL**

If a hosted or SaaS model is being proposed, please provide the following information.

	Description	**Provide Details**
a)	Where is the solution and platform hosted (e.g. by Respondent or 3rd party)? Note: solutions hosted outside Canada are subject to additional privacy regulations than Canada based solutions.	
b)	How is the data protected?	
c)	How is the data backed up and where is the data backed up?	
d)	What controls are in place for intrusion detection, perimeter security, physical security and security patching?	
e)	Who has access to the data and why and where are they (physically) located?	
f)	What policies are in place to detect, prevent and mitigate data theft?	

g)	Have there been any instances of data theft in the last two years? Please describe.	
h)	How are security incidents and breaches reported internally and to clients?	
i)	What is your high-level disaster recovery plan and how is client information protected in such an event?	
j)	Who owns the data collected during and after the services have been terminated, or if the firm goes out of business?	
k)	How will the City get its data back in the event the Consultant goes out of business?	
l)	How are routine reviews of your security and disaster recovery environments undertaken?	
m)	How is third-party verification of your security and disaster recovery environments undertaken?	
n)	What is your Service Level Agreement (SLA) and associated terms, including performance and latency targets? (Please attach) If applicable, provide information on recommended infrastructure to reach these targets.	
o)	Do you share customer data with any third-parties?	
p)	What information is collected from users when they visit your site and why (i.e. IP addresses, device IDs…)	
q)	Do you host your own cloud or will you be using another company to provide a hosting solution? If yes, please provide name of said company.	

6. FUNCTIONAL REQUIREMENTS

	Description		Detailed Description of Functionality	Additional Cost for Functionality if Applicable
a)	Capable of scaling to over 2000 users.			
b)	Provides customizable pages that can be owned and managed by select user groups			
c)	Provides a centralized bulletin board or equivalent for important organizational news.			
d)	Provides an accessible API that allows the City to create custom integrations.			
e)	Allows for group or activity-specific calendars.			
f)	Capable of pulling contact information from the City's Peoplesoft environment and displaying it in a directory			
g)	Provides comprehensive organization chart capabilities			
h)	Provides intelligent search capabilities that return relevant information.			
i)	Capable of integrating with Active Directory			
j)	Provides personalized customization on a per-user basis			
k)	Provides easy access from mobile devices			
l)	Provides notification functionality so that users don't miss important posts			
m)	Capable of creating polls, surveys, and forms to support workflows			
n)	Capable of providing scheduling and sign-up for training courses			

o)	Provides web content accessibility features			
p)	Provides video hosting capabilities			
q)	Does your platform allow for customized consent mechanisms? If yes, how is consent tracked and how long are the records maintained?			

7. METHODOLOGY

Outline the methodology for a successful software implementation including the integration to the City's current technology. Describe the key deliverables, success factors and acceptance criteria.

8. TRAINING

Provide detailed information for end user and administrator training, including training format, materials, and duration.

9. TIMELINES

Include projected schedules and timeline required to implement the software.

10. KEY PERSONNEL

List key personnel that would be involved in the project.

Name	Role and Responsibility	Years with Firm	Qualifications and Experience

11. SUB –CONSULTANTS

Provide information on the sub-consultants that would be utilized on the project.

Sub-Consultant	Tasks	Relevant Experience	Qualifications

12. EXAMPLES OF SUCCESSFUL PROJECTS – RECENT EXPERIENCE AND REFERENCES

Experience should include recent contracts similar in size, scope and complexity to the City of Coquitlam.

By submitting a response, Respondents authorize the City to verify information provided to confirm client satisfaction and demonstrated success. The City will not discuss or disclose information provided with any Respondent.

CLIENT	
Project Start and End Date	
Approximate Value	
Reference Contact	
Telephone / Email	

CLIENT	
Project Start and End Date	
Approximate Value	
Reference Contact	
Telephone / Email	
CLIENT	
Project Start and End Date	
Approximate Value	
Reference Contact	
Telephone / Email	

13. SUSTAINABLE BENEFITS

Briefly describe your company's social, economic and environmental initiatives, innovations, and practices and how those would benefit the City.

14. VALUE ADDED BENEFITS

What other information is not requested here but which you think the City should consider in evaluating your company?

Provide information on what makes your company innovative, what is your competitive advantage, and what other services your company provides that would assist or be of benefit to the City:

15. CONFLICT OF INTEREST DECLARATION

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials and employees:

16. ADDENDA

We acknowledge receipt of the following addenda related to this RFEI and have incorporated the information received in preparing this submission:

Addendum	Date Issued

17. AUTHORIZATION

We hereby submit our Submission in response to this RFEI and agree to the rules of participation as outlined in the RFEI and the Instructions to Proponents.

The signature is an authorized person of the organization and declares the statements made in their Submission are true and accurate.

For the purpose of this RFEI, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: **Name and Title of Individual *for communication related to this RFEI* (please print)**	
Contact Email:	
Name & Title of Authorized Signatory: **(please print)**	
Signature:	
Date:	