



REQUEST FOR PROPOSALS

RFP No. 15-06-02

Energy Data Tracking Solution

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

Wednesday, August 5, 2015

(Closing date and time)

OBTAINING RFP DOCUMENTS

RFP documents are available for downloading from the City's website:

www.coquitlam.ca/BidOpportunities

ENQUIRIES

Questions are to be submitted in writing within 3 business days of the Closing date quoting the RFP name and number and sent to email: bid@coquitlam.ca

ADDENDA

Proponents are required to check the City's website for any updated information and addenda issued before the closing date at the following website address:

www.coquitlam.ca/BidOpportunities

The City reserves the right to accept or reject any or all Proposals and will not be responsible for any costs incurred by the Proponents in preparing a response.

D. Trudeau

Purchasing Manager

Date of Issue: July 14, 2015

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PROPOSAL SUBMISSION FORM

DEFINITIONS

“Services Agreement” “Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam.

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

1. REQUEST FOR PROPOSALS

1.1 Request

The City of Coquitlam requests proposals from professional qualified experienced Consultants to provide an **Energy Data Tracking Solution (EDTS)**.

The solution should provide the following high-level features and the ability to provide the following:

- **Corporate Energy and GHG** - track, and measure corporate energy and greenhouse gas (GHG) emissions;
- **Projects** - monitor and track energy performance of individual projects; lighting retrofits, new heating plants, etc.;
- **Portfolios** - monitor and track energy performance of portfolios; civic facilities, recreational facilities, traffic lighting, pump stations, etc.;
- **Fleet Fuel** - track, and measure fleet fuel consumption, costs, and greenhouse gas (GHG) emissions;
- **Multiple Users** - ability for multiple users to concurrently use the system;
- **Data Upload** - upload automated data directly from utility providers where applicable;
- **Notes & Comments** - ability for users to input notes/comments;
- **Reports** - customizable reports.

The City's preference is a web-based Software-as-a-Service (SaaS) model hosted by the service provider and will be considered under the following additional criteria:

- Must comply with British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA) requirements. Refer to <https://www.oipc.bc.ca> for more information.

1.2 Scope of Services

The scope of services for the **EDTS** implementation includes but is not limited to:

- initial software license for either a City-hosted or SaaS solution;
- initial set-up of 350 energy billing accounts;
- monthly data entry and verification of billing accuracy;
- working in conjunction with the City's technical and functional teams to establish baselines;
- end-user and administrator training, including training materials and documentation;

- on-going data analysis and technical support;
- maintenance and other related costs for the next 3 years.

1.3 Project Background

The City currently manually inputs energy consumption data from the utility billing into Excel spreadsheets for monitoring and tracking purposes.

This tracked data is used to:

- monitor and track site level and portfolio energy consumption, cost, and related GHG emissions;
- monitor performance and verify savings of individual energy efficiency projects;
- assess feasibility and plan for new projects;
- prepare charts and graphs for internal and external reports;
- report monthly, quarterly and annually to various stakeholders;
- report annually to the Province on the City's Climate Action commitments;
- communicate success to different levels of stakeholders including but not limited to City Council, Executive team, and the Public.

The 350 energy billing accounts are from BC Hydro (electricity) and FortisBC (natural gas). The majority of accounts are billed on a monthly basis; however, some are bi-monthly or quarterly.

2. INSTRUCTIONS TO PROPONENTS

2.1 Prices

All Prices shall be in Canadian Funds and shall remain **FIRM** for the supply, service, installation and maintenance for the initial three (3) year term.

2.2 Closing Date & Time

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

Wednesday, August 5, 2015

2.3 Instructions for Proposal Submission

Proposal submissions are to be uploaded through QFile, the City's file transfer service accessed at [website: http://qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

1. In the “Subject Field” enter: RFP 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.)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the City will not be liable for any damages associated with Proposals not received.

The City at its sole discretion, reserves the right to accept Proposals received after the Closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

2.4 Inquiries

Questions are to be submitted in writing 3 business days prior to the closing date and sent to email: bid@coquitlam.ca quoting the RFP name and number.

If a change or additional information is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date.

The City shall, determine at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

2.5 Addenda

Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website address:
<http://www.coquitlam.ca/BidOpportunities>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail.

2.6 Freedom of Information and Protection of Privacy

Proposals submitted become the property of the City and are subject to the Freedom of Information and Protection of Privacy Legislation of British Columbia and contents may be disclosed if required to do so, pursuant to the Act.

Upon submission of a proposal, Proponents agree the City may disclose the names of their company.

To request documentation confidentiality, Proponents must submit a covering letter with their Proposal, detailing the specifics of their confidentiality request.

2.7 General Information

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The City of Coquitlam reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

2.8 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

The City of Coquitlam reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a City purchase order (PO) will be placed for the provision of these services that will incorporate all related documents and correspondence.

2.9 No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

2.10 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

2.11 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City's elected or appointed officials or employees.

2.12 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

2.13 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

Corporate

- References and demonstrated experience with successful implementation(s) of similar size, scope and complexity
- Project Team – Roles and responsibilities and availability

Technical

- Reporting and data extraction capabilities of the software
- Functionality and suitability of proposed solution
- Implementation methodology, key deliverables and success factors
- Training strategy
- Support, maintenance and upgrade plans
- Proposed Schedule and “go live” date

Financial

- Total cost – Purchase, implementation costs, training costs, on-going software support and maintenance costs for 3 years

Value Added Benefits

- Sustainability value, i.e. environmental, financial/economic, social/ethical
- Value Added Services or Product Features

Demonstration

Short-listed Proponents will be required to provide a 90 minute demonstration of their proposed solution with time for questions and answers. This can be provided in-person or via a web conference.

The demonstration will be evaluated and the results will be included in the overall scoring.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

The evaluation will be confidential and no totals, scores or prices will be provided to any Proponent. However, upon submission of a Proposal, Proponents agree that the City may disclose the name of their company.

Should the City proceed with additional services in future phases, the City reserves the right to sole source with the successful Proponent, or invite select companies to submit proposals or, may issue a new Request for Proposals.

Based on the evaluation results, The City may also create a shortlist of one or more pre-qualified Consultant(s) that may be utilized for future similar projects based on community needs with budget approval. Submissions from the pre-qualified Consultant(s) will remain on file for a period of three (3) or more years or until such a time as the City may release a new request for Proposals. The City makes no representation of any kind as to the volume of projects. The City also reserves the right to implement a separate pre-qualification process where more specialized services or projects are involved.

2.14 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

2.15 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

3. AWARD OF CONTRACT

3.1 Notification of Award

The City will notify the successful Proponent (“Consultant”) in writing of its decision to award the project.

3.2 Indemnity

The Consultant shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Consultant, its agents, Sub-Consultants or employees in the execution of the work.

3.3 Insurance Requirements

The Consultant shall submit a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- The City of Coquitlam shall be named as additional insured;
- The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration;
- Such certificate shall be in the form of [Certificate of Insurance - Consultant Form](#).

The Consultant shall provide evidence of Comprehensive General Liability (CGL) Insurance satisfactory to the City in the amount of **TWO** MILLION DOLLARS (\$2,000,000.) inclusive per occurrence.

The Consultant’s Equipment Insurance covering all equipment owned or rented by the Consultant and its servants, Managers or employees against all risks of loss or damage with coverage sufficient to allow for immediate replacement and shall contain a Waiver of Subrogation against the City.

The Consultant shall ensure that all approved Sub-Consultants carry insurance in the form and limits specified in this clause.

3.4 Business Licence Requirement

City of Coquitlam By-law No. 49 requires that the Consultant have a current business license. For more information, please contact the City's License Department (Tel: 604-927-3085).

3.5 WorkSafeBC Coverage

The Consultant shall be in good standing with WorkSafeBC and provide a WorkSafeBC registration number.

3.6 Permits

The Consultant will provide and pay for all licenses and permits required to carry out the work.

3.7 Operations and Coordination of the Services

The Consultant agrees to coordinate the execution of the Works and Services with the City such that disruption of the work of all involved is minimized.

3.8 Advertisement

The Consultant will not advertise its relationship with the City without prior written authorization.

3.9 Warranty

The Consultant warrants that the Services and any products supplied with the services are free of all defects, deficiencies, and problems arising from workmanship for a period of one (1) year from the date of approved final completion.

3.10 Software & Information/Intellectual Property

The Consultant warrants clear title to materials supplied by them and warrants them free from defects and/or imperfections, and will indemnify, defend and hold the City harmless against any and all suits, claim demands and/or expenses, patent

litigation, infringement, material, builders', labour's liens, or any claims by third parties in or to the services/supplies mentioned and supplied.

It is also the Consultant's responsibility to ensure that the City has all licenses required to use any software that may be supplied by the Consultant pursuant to the contract.

Any and all information, reports, documents, data, computer software, or other items or any nature whatsoever, in any form, developed by the Consultant pursuant to this Contract whether completed or not, together with all designs or materials capable of intellectual property protection, prepared, developed or created by the Consultant, its employees or agents during the performance of and/or pursuant to this Agreement shall automatically become the exclusive property of the City.

The Consultant will execute any assignments of copyright required by the City to this provision effect. The Consultant will deliver all such property to the City forthwith upon demand by the City.

3.11 Sub Letting

The Consultant will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

3.12 Payment Schedule

Upon award, a City Purchase Order will be issued to the Consultant based on the proposal submitted, and as finally negotiated to complete the Services.

Invoices are to be submitted in .pdf format sent to the City's Finance Division, email: apinvoices@coquitlam.ca Attention: Accounts Payable, and must indicate the Project Name, the Purchase Order Number and the City's Project Manager's name. GST and PST are to be shown separately on the invoice.

Payment is made to the Consultant net 30 days after the invoice is received by the City and subject to approval.

Please be advised that, at any time, the City may request justification and supporting documentation for the hours of work or level of effort in the provision of the Services shown on an invoice.

Invoice amounts in excess of the Purchase Order will not be accepted. In case of extenuating circumstances, the City may approve additional costs for additional Services which will require written City approval before any additional Services are provided.

3.13 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and purchase the software and services of any other Consultant, if the successful Consultant:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

3.14 Cancellation

The contract may be cancelled by either party, without cause or penalty upon 30 days written notice.

The Consultant would be compensated for software and services that have been provided to the City at the time that cancellation notification is provided.

Within 10 days, the Consultant agrees to provide the City with all City data and intellectual property created as a result of the contract.

3.15 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation.

Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.

- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation in Metro Vancouver, British Columbia.



REQUEST FOR PROPOSALS

RFP No. 15-06-02

Energy Data Tracking System

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

Wednesday, August 5, 2015

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be uploaded through QFile, the City's file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

1. In the "Subject Field" enter: RFP 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)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3060 or fax 604-927-3035.

PROPOSAL SUBMISSION FORM

(Complete and return this section)

Submitted By: _____
Company Name

1. Price

Price for Supply & Implementation of EDMS Software		
Provide price for an implementation using the following example: <ul style="list-style-type: none"> • 5 named users with read/write access • 25 named users with read-only access • 350 energy billing accounts to be input on a monthly-basis <ul style="list-style-type: none"> ➤ Approx. 150 Traffic and Street Lighting accounts ➤ Approx. 200 accounts billed bi-monthly <p>Amounts stated above are estimates only and for evaluation purpose only.</p>		
	Description	Price (exclude PST & GST)
1-1.	Initial Software License Cost (if applicable)	\$
1-2.	Implementation & Configuration Services (if applicable)	\$
1-3.	Administrator and End-User Training	\$
1-4.	Software Support & Maintenance/Subscription for initial one (1) year term	\$
1-5.	Monthly pricing for Data Management Services, ie. data input, quality assurance, and data management	\$
	Total (exclude PST & GST)	\$
1-6.	Years 2 & 3 – Software Upgrades, Support & Maintenance/Subscription per year (if applicable)	\$
1-7.	Price for adding additional licenses/energy billing accounts in future years (specify license metric if applicable)	\$
1-8.	Hourly rate for additional professional consulting services	\$
1-9.	Advise if there would be any additional costs associated with the implementation of the solution.	\$
1-10.	Advise if there would be any additional costs associated with the on-going service and support.	\$
1-11.	Attach a proposed fee schedule to complete the scope of services required.	

- Award is subject to budget funds available and best overall value to the City.
- Proposals are to state if any additional work is required to be provided by the City.

2. EDTS Software and Support

Item	Description	Provide Details
2-1	Software Name and Version	
2-2	How is the software licensed? (Named-user, concurrent-user, server-based, etc.)	
2-3	How do we access support? (email, phone, web)	
2-4	What are the hours of availability and response time for support?	
2-5	What is the support period?	
2-6	What support services are chargeable during the support period?	
2-7	What support services are offered at no charge during the support period? Please describe these services.	
2-8	What is the browser compatibility of the software?	
2-9	Describe the process and frequency for providing upgrades and patches for the software.	
2-10	How are annual support & maintenance/subscription price increases determined? (if applicable) (ie. Locked in at purchase, capped at a percentage, tied to an index such as CPI, etc.)	

3. Functional and Technical Requirements

Item	Description	Requirement	Yes/ No	Additional Comments (e.g. How? Is it existing functionality or an Add-on?)	Price for Optional Add-on
Functional Requirements					
3-1	Software has visual, graphical, and mapping functions that can be tailored by the user.	Required			
3-2	Ability for users to add comments/notes to charts and reports.	Required			
3-3	Reporting can be scheduled and emailed to multiple users.	Preferred			
Technical Requirements					
3-4	Provide a secure online portal.	Required			
3-5	Ability to accept various file data formats for input. Please list format options.	Required			
3-6	Ability to export reports in common file formats. Please list export file options.	Required			
3-7	Must comply with BC Freedom of Information & Privacy Protection Act (FOIPPA)	Required			
3-8	Ability to store data for multiple fuel sources (Propane, Natural Gas, Electricity, Gasoline, Diesel, and Natural Gas (fleet)). Please list the supported fuel sources.	Required			
3-9	Ability to report GHG emissions following current Provincial conversion factors (updated annually).	Required			
3-10	Ability to import data from the City's existing City fleet fuel management system, Computrol.	Preferred			
3-11	Ability to customize public-facing dashboard to include instructions, disclaimers, logos, etc.	Preferred			
3-12	Ability for user to create customized reports.	Preferred			
3-13	Ability to access reports on mobile devices, including iOS, Android and Blackberry	Preferred			

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Proposal Submission Form

Item	Description	Requirement	Yes/ No	Additional Comments (e.g. How? Is it existing functionality or an Add-on?)	Price for Optional Add-on
3-14	Ability to restrict data and file access based on security levels	Preferred			
3-15	Ability to track and audit staff access to data and files	Preferred			

4. Software-as-a-Service (SaaS) Model

Please provide the following information.

Item	Description	Provide Details
4-1	Where is the solution and platform hosted (e.g. by proponent or 3rd party)? Note - solutions hosted outside Canada are subject to additional privacy regulations than Canada based solutions.	
4-2	How is the data protected?	
4-3	How is the data backed up?	
4-4	What controls are in place for intrusion detection, perimeter security, physical security and security patching?	
4-5	Who has access to the data?	
4-6	What policies are in place to detect, prevent and mitigate identity theft with respect to storing personal information?	
4-7	Have there been any instances of identity theft in the last two years? Please describe.	
4-8	How are security incidents and breaches reported internally and to clients?	
4-9	What is your high-level disaster recovery plan and how is client information protected in such an event?	
4-10	Who owns the data collected during and after the services have been terminated, or if the firm goes out of business?	
4-11	How will the City get its data back in the event the Consultant goes out of business?	

Item	Description	Provide Details
4-12	How are routine reviews of your security and disaster recovery environments undertaken?	
4-13	How is third-party verification of your security and disaster recovery environments undertaken?	
4-14	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.	

5. Project Implementation Methodology

Describe the implementation of the proposed solution, including but not limited to:

- the technical architecture of the proposed solution (attach diagrams where possible);
- list of project and implementation consultants to be used on the project including roles and responsibilities (attach resumes where possible);
- key deliverables, success factors and acceptance criteria

6. Training & Support Plan

Provide a description and duration of the training courses and one-on-one support that will be provided as part of the software implementation. Please describe the level of support during the contract term.

The City would prefer that all courses be conducted on-site at City Hall, 3000 Guildford Way, Coquitlam, B.C., Canada. This may include virtual classroom or “eLearning” technologies.

Training Course Title, Description and Location	Intended Audience (Reviewer, super-user, administrator, etc.)	Duration (hours/days)

7. Project Schedule

Summarize the major deliverables and high-level milestones for the implementation of the solution. The Proponent is to state when they will be available and ready to start this project.

The City anticipates the project will begin **September 2015 with completion by December 31, 2015 if possible.**

The City requests Proponents to provide a realistic schedule for completion should the project be awarded mid-September.

The implementation schedule will be considered in the evaluation.

Major Deliverables and Milestones	Start Date	Completion Date

8. Project Team Roles and Responsibilities including Sub-Consultants

We confirm the following project team including sub-consultants is available and will be utilized on this project:

Complete the table below or Proponents are invited to attach a level of effort table outlining the project team, and anticipated hours for each role.

Role and Responsibility	Name, Experience and Qualifications	Level of Involvement

The Consultant is responsible for ensuring that all Sub-Consultants comply with all terms and conditions described in this RFP.

9. Experience and References

Describe recent projects of similar size, scope and complexity that the Proponent has successfully completed within the last 5 years. If applicable, please list Municipal Government projects. The Proponent agrees that the City may contact the references provided.

Customer/Company Name:	
Contact Name and Title:	
Contact Telephone / Email:	
Project Name and Description:	
Completion Date:	
Approximate Value:	

Customer/Company Name:	
Contact Name and Title:	
Contact Telephone / Email:	
Project Name and Description:	
Completion Date:	
Approximate Value:	

Customer/Company Name:	
Contact Name and Title:	
Contact Telephone / Email:	
Project Name and Description:	
Completion Date:	
Approximate Value:	

10. Sustainability

Provide information on any initiatives, programs and product choices that the Proponent has implemented that could be considered an environmental, financial/economic, social/ethically sustainable value:

11. Value Added

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

12. Acceptance

The City requests that proposals remain open for acceptance for a period of not less than ninety (90) days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of: _____ days.

13. Addenda

We acknowledge receipt of the following Addenda related to this RFP and have incorporated the information in preparing this Proposal:

Addendum No.	Date Issued	Date Received

14. Authorization

We hereby submit our Proposal for the software and services as specified and undertake to carry out the services in accordance with all referenced Terms & Conditions of this RFP, and all Regulations applicable to this project.

Company Name:	
Address:	
Phone:	
GST:	
Contact Name and Title: <i>(for all communications related to this RFP --- please print)</i>	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

For the purpose of the Proposal submission, electronic signatures are accepted.