

City of Coquitlam

Request for Proposals
RFP No. 18-10-05

Desktop and Laptop Computers

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SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 18-10-05 Desktop and Laptop Computers
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms to supply and deploy Desktop and Laptop Computers and provide ongoing maintenance, repair and support services.
Closing Date and Time	2:00 pm local time Thursday, December 13, 2018
Instructions for Proposal Submission	Proposals 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 <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFP Number and Name 2. Add consolidated files in .pdf format and attach Appendix A in XLS Format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) Phone 604-927-3060 should assistance be required. The City reserves the right to accept proposals received after the closing date and time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date 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: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the closing date and time.
Terms and Conditions of Contract	City of Coquitlam Terms and Conditions of Purchase are posted on the City’s website and will apply to the contract awarded as a result of this RFP.

DEFINITIONS

“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. The City of Coquitlam Terms and Conditions of Purchase are posted on the City’s website and will apply to the contract.

“City” means City of Coquitlam.

“ICT” means City’s Information Communications and Technology department.

“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.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Vendor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Vendor” 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.

“Work” “Works” shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Vendor.

“Workstation” “Workstation” is defined as a system with single and/or dual monitors, keyboard, mouse and if required a docking station. All systems must support Windows 10.

1. INTRODUCTION

1.1 Project Description

The City of Coquitlam (“City”) requests Proposals from experienced qualified Vendors to provide:

- Supply, delivery and installation of approximately **850 new Workstations** at various City locations.
- Enterprise system management to support the workstation environment.
- Inventory, inspection, data removal and packaging of existing systems and monitors.
- Ongoing service and support.

A Workstation is defined as a system with single and/or dual monitors, keyboard, mouse and if required, a docking station. All systems must support Windows 10.

The City requires supply of:

(1) Three classes of systems:

Class of System	Requirement
Small form factor	A typical desktop computer for general use
Laptop	A typical laptop with docking station for general use
Advanced	A system to handle high level graphical and technical needs. Examples of use are Esri GIS, AutoCAD, Adobe Creative Suite

Final quantities of each class will be determined during deployment planning.

(2) A minimum of 24 inch wide screen monitor suitable for:

Usage	Requirement
Standard user in a cubicle	No speakers or webcam
Standard user in an office	Speakers, webcam and microphone
Graphics design user	High resolution
Electronic plan review user	High Resolution and large format. Example of use is Bluebeam Revu
CAD/GIS	High resolution

All Parts must meet or exceed OEM specifications.

All existing surplus equipment must be inventoried, inspected, cleaned, data permanently removed and crated for shipping to auction. Proponents may include alternative sustainable disposal options in their proposal.

1.2 Standard Model and Preferred Vendor

This RFP will be used to establish a City **Standard and a Preferred Vendor** for supply of equipment for the term of the contract if similar equipment is required on an “as needed and when requested” basis.

1.3 Timelines

The City is seeking to rapidly deploy the new **Workstations** in an 8 week window, ideally in **April/May of 2019**. The City will develop and provide a new Windows 10 desktop image and associated applications to be loaded during the deployment.

The City is seeking a Vendor to ensure the long term viability of the equipment by entering into a service and support agreement for the life of the computer hardware.

The City intends to award to a Proponent who submits a proposal which, in the sole opinion of the City, represents best overall value.

1.4 Term of Contract

The initial term of the contract shall be three years with option to extend for additional terms subject to mutual agreement of price, delivery and service.

1.5 Price and Delivery

All prices must be quoted in Canadian currency and must include delivery, freight prepaid, FOB: to

City of Coquitlam
Attention: ICT Department
3000 Guildford Way
Coquitlam BC V3B 7N2

1.6 Current Computer Count and Locations

	Location	Count
1	Austin Fire Hall	8
2	Austin Service Centre – Works Yard West	140
3	City Centre Aquatic Centre - CCAC	9
4	City Hall	379
5	East Zone Works Yard	3
6	Glen Pine Pavilion	12
7	Innovation Centre	32
8	Mariner Fire Hall	6
9	Pinetree Community Centre	19
10	Poirier – Dogwood Seniors Centre	12
11	Poirier – Admin Building	21
12	Poirier – Community Centre	6
13	Poirier – Sport and Leisure Complex - PSLC	34
14	RCMP Coquitlam Detachment	39
15	Remote site and spare inventory	100
16	Town Centre Fire Hall	39
	Total	859

Current equipment to be replaced

Description	Count
Lenovo M92P	673
Lenovo M93P	92
Lenovo E31	81
Lenovo P310	10
Toshiba Ultra	82
24” monitor with speakers and camera	361
24” monitor with no speakers or camera	690

Note: Approximately 30% of the systems are configured with dual monitors.

Quantities stated are not a guarantee or commitment of volume and actual order quantities may vary.

2. INSTRUCTIONS TO PROPONENTS

2.1 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

2.2 Extension of Offer

The Vendor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Vendor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the Vendor to the City of Coquitlam with possibly minor changes negotiated.

This condition is intended to be means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Vendor.

3. EVALUATION AND SELECTION

3.1 Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Vendor Experience, Capacity and Resources – 20 points

- Qualifications, experience, and demonstrated performance working on projects of similar size, scope and complexity and successfully completed recent projects.

Technical Requirements – 40 points

- Product Specifications
- Enterprise systems management application
- Functional and User Assessment
- Warranty

Methodology – 20 points

- Deployment and disposition
- Schedule
- Customer Service and quality assurance

Price – 30 points

- Unit prices
- Deployment price
- Total price

Sustainability and Value Added Benefits – 15 points

- Sustainable benefits
- Value added benefits

And, upon selection of one or more lead proponent(s):

- Sample Workstations will be requested for functional and user assessment
- References may be contacted

The City reserves the right to not evaluation proposals that are incomplete and missing information. Unit prices, rates or scores will not be provided to any Proponents. Upon award the City may disclose names of proponents and total award price.

3.2 Submit Samples of Workstations for Evaluation

Highest ranked proponents will be contacted and requested to provide samples of the Workstation(s) being proposed. Deliveries shall be clearly labeled with the company name and contact information and delivered to the City Hall – ICT department:

City of Coquitlam
3000 Guildford Way
Coquitlam, B.C. V3B 7N2
Attn: Darren Browett (ICT)

Upon completion of the evaluation, product samples will be available for pick-up at no cost to the City. Proponents are responsible for all shipping and delivery charges to and from the City. The City will not be liable for any loss or damage that may occur to the product sample during the evaluation and testing process.

3.3 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 to meet budget) 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.

3.4 Acceptance of Proposals

The City 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 reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent.

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 purchase order will be placed for the provision of these goods and services.

4. GENERAL CONDITIONS OF CONTRACT

4.1 Terms and Conditions of Contract

Award will be confirmed by issue of a City Purchase Order (PO) incorporating the information contained in this RFP.

The City of Coquitlam [Terms and Conditions of Purchase](#) will apply to this contract and are published on the City's website. The City's Terms and Conditions of Purchase, the accepted proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

The following general conditions will also apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

4.2 Warranty

The Vendor shall guarantee that equipment and products supplied are free of all defects and deficiencies for a minimum period of **three (3) years**, with option for additional extended warranty for years 4 and 5, from the date of delivery.

Replacement for the duration of the warranty shall be at no cost to the City of Coquitlam.

4.3 CSA Approved

Equipment and products shall be equal to or higher than national standard codes and where applicable be CSA approved. The goods shall be of the best quality if no quality is specified.

4.4 Substitution

The substitution of product and/or materials will not be accepted unless it conforms to the City specifications and is equal or better in performance, durability, availability and value. A substitution must be authorized in writing by the City before it is provided.

4.5 Non-exclusivity

The contract does not entitle any Vendor exclusive rights for the supply of goods or provision of services.

4.6 Payments – Invoicing

The City will pay Vendors for successful receipt of goods and equipment and services provided.

- a) All invoices should be submitted in .pdf format sent to email:
apinvoices@coquitlam.ca
- b) Invoices shall include the City Purchase Order number as provided.
- c) The Vendor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Vendor and the City.
- d) Invoices shall show PST and GST separately.

City of Coquitlam
RFP No. 18-10-05 – Desktop and Laptop Computers
Schedule 1 – Sample Desktop Rollout Checklist

Old PC Number: _____ Username: _____
 New PC/:Laptop Number: _____ Tech Name: _____
 New Monitor Number(s): _____ / _____ ICT Tech Name: _____

	On OLD PC
1 <input type="checkbox"/>	Copy OLD PC number to the top of this check list from Yellow Spec Sheet and attach together
2 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Logon to COQUITLAM domain as the user. _ IF user is not present, see onsite ICT Staff to reset password to “rollout” or call support desk x3600 to reset
3 <input type="checkbox"/>	Outlook PST files and paths: <ul style="list-style-type: none"> _ Launch Outlook and go to File – Data File Management. _ Highlight PST file and click settings. _ Copy full path of the file and paste it to WordPad or Notepad (do not use MS Word). _ Once all PST paths are recorded, save the file as “email info.doc or txt” to the X: drive _ Do a search for all *.pst files in the users profile and copy them to the X: drive _ Note that user may not have any PST files at all.
4 <input type="checkbox"/>	Check <fileshare> for appdata and favorites If not, manually copy the following directories to the x: drive <ul style="list-style-type: none"> _ Location: c:\Documents and Settings\”username”\Application Data – Copy to X: drive _ Location: c:\Documents and Settings\”username”\favorites - copy to x: drive
5 <input type="checkbox"/>	Check that user has copied the following directories onto the X: drive for backup. <ul style="list-style-type: none"> _ C:\Documents and Settings\”username”\My Documents _ C:\Documents and Settings\”username”\Desktop Note: Users may have already done some of this, however, if the files are not there, copy them to x: drive
6 <input type="checkbox"/>	IF the user has Seiko label printer: - Go into C:\Documents and Settings\All Users\Documents\Smart Label Printer\labels.sll and copy to X: drive
7 <input type="checkbox"/>	Write down (on space provided on Yellow form) the default printer used by user (The printer name should contain a colour e.g. chm_plndv_pink) NOTE: If user is around, ask user if they would like any other printers installed and note down in Other Printers Required, otherwise, ignore all other printers other than the default.
8 <input type="checkbox"/>	Remove any USB Flash Drives, DVD’s, CD’s or external drives/peripherals from PC.
9 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Shutdown Windows and dismantle old PC & monitor. _ IF there are special ergonomic keyboards or mice, re-use for new PC and return new keyboard & mouse to ICT. _ IF the network cable connector is broken, please inform ICT _ Call over the cleanup crew to clean the area before setting up new computer _ Keep Velcro tie-straps for re-use

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RFP No. 18-10-05 – Desktop and Laptop Computers
Schedule 1 – Sample Desktop Rollout Checklist

	On NEW PC
10 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Use same desk location for PC, monitor, mouse, and keyboard. Use extensions if required. _ New PC's and monitors should already have asset tags. _ Assemble PCs and Monitors _ Write down Asset Tag and Serial numbers onto the Yellow Spec sheet AND this Checklist.
11 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Connect monitor and all previous peripherals, cables and network cables _ Use Velcro tie-straps to tie down cables at the back. Make it neat.
13 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Turn On PC _ When prompted enter PC number (for joining to domain) _ When prompted enter Password (to be provided) _ SCCM task sequence deployment should start _ When complete (approx 10 min) you should see "Deployment Complete" _ Hit Esc _ Reboot PC
14 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Logon as rollout2019
15 <input type="checkbox"/>	<p>If user has a Seiko or Brothers label maker, install the software Also, install any other peripherals or driver software required. Location of Drivers: \\backup\netcd\win7_drivers\seiko or brothers</p>
16 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Logoff from rollout2019 account and logon as user.
17 <input type="checkbox"/>	<p>Login as User Install default printer (see step 6 for printer name):</p> <ul style="list-style-type: none"> _ Start → Run, type \\printers5\ and find printer and double click _ When printer queue pops up, go to Printer menu and choose "Set As Default Printer"
18 <input type="checkbox"/>	<ul style="list-style-type: none"> _ Check X: drive for any PST files: _ Create a directory called 'My Email' under My Documents. _ Copy all PST files from the X:drive to 'My Email'.
19 <input type="checkbox"/>	<p>Launch Outlook:</p> <ul style="list-style-type: none"> _ If that user has local pst files, you will be prompted with a message to re-attach the local PST files _ Navigate to the My Email directory and select the pst file you copied over from the x:drive and click OK
	<p>Spot check the following in Outlook:</p> <ul style="list-style-type: none"> _ Go into File >> Options >> Mail >> Signature – check they were automatically copied over. _ Go into a new email message and in the To field input any letter to test that the nk2 file copied over to the users profile. Check %userprofile% <p>Check %appdata%.</p>
20 <input type="checkbox"/>	<p>Launch IE and check that the user's favorites migrated successfully. Log off User.</p>

City of Coquitlam
RFP No. 18-10-05 – Desktop and Laptop Computers
Schedule 1 – Sample Desktop Rollout Checklist

21 <input type="checkbox"/>	<ul style="list-style-type: none">_ Locate ICT onsite staff_ Advise ICT onsite staff If you had to reset user’s password,_ Get on-site ICT staff to sign off and give them the Yellow Spec Sheet._ ICT Onsite Staff: Complete third party software install, add to AD deployment groups and leave the Coquitlam Mouse Pad with new PC for user.
22 <input type="checkbox"/>	<ul style="list-style-type: none">_ Package old PC if possible (if boxes are available write Asset tag number on outside of box, in case it needs to be found again)
23 <input type="checkbox"/>	<ul style="list-style-type: none">_ Package old monitor using box from the new one (check your manual for instructions)_ Deliver old pc and monitor to truck for secure wipe.

Technician Signoff: _____ **ICT Signoff:** _____

Date: _____ **User Signoff:** _____

**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-10-05**

Desktop and Laptop Computers

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

Thursday, December 13, 2018
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal 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: RFP Number and Name
2. Add consolidated files in .pdf format and attach [Appendix A in XLS Format](#) and Send (Ensure your web browser remains open until you receive two emails from Qfile to confirm upload is complete.)

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

Proposal Submission Form

Complete and return this Proposal Submission Form and
[Appendix A – Hardware and Support Submission Form](#)

Submitted by: _____

(company name)

1. PRICE

All prices must be quoted in Canadian currency and include delivery freight prepaid FOB: to City of Coquitlam, ICT department, 3000 Guildford Way, Coquitlam BC V3B 7N2, or any other City locations which would specified at time of placing the order.

Using the workbook entitled [Appendix A - Desktop and Laptop Computers - Equipment Submission](#), proponents must complete and submit with their proposal:

1. A worksheet per system type
2. A worksheet per monitor type
3. System pricing worksheet
4. Deployment pricing worksheet
5. Support worksheet

2. MANUFACTURERS LOCATIONS

The City requires that all systems be identical. Identify location of manufacturing facilities for all Workstation components.

3. COMPUTER DELIVERY LEAD TIME

What is the standard lead time for commonly ordered desktop computers, monitors and laptops?

4. WARRANTY

The City is requiring a minimum **three (3) year** parts and labour warranty, with an option for one year or two year additional extended warranty. Proposal must include full description of warranty for the equipment proposed and associated accessories.

Please provide a summary of the manufacturer/distributor warranty information for new equipment purchases. (Detailed warranty information by Manufacturer may be provided separately)

Provide an overview of the manufacturer/distributor warranty for MRO Maintenance & Repair Services.

5. CUSTOMER SERVICE AND QUALITY ASSURANCE

Describe the service and support strategies to achieve successful completion of the deployment and disposition.

6. LOGISTIC SERVICES

#	Detailed Requirement	Demonstrate Detailed Compliance
7.1	Proponent will work with the City of finalize the appropriate hardware that is to be ordered. NOTE: Units (together with all required cables) will be ordered and imaged with a single City of Coquitlam developed/installed image on a single domain. Units will be packed and ready for deployment upon receipt.	
7.2	Provide secure location to receive and store units until deployment.	
7.3	Describe/provide/confirm how the proponent will provide asset deployment confirmation records following the completion of deployment. The records must be provided in a comma delimited file. The structure of the csv file is : Asset Tag, Make, Model, Serial Number, Username, Telephone Extension	
7.4	Packaging and secure shipping of units to location of deployment. (See section 1.7)	

7. PC DEPLOYMENT SERVICES

#	Detailed Requirement	Demonstrate Detailed Compliance
8.1	Provide a detailed deployment schedule of work and methodology to be used to ensure a successful deployment.	
8.2	Provide outline of the handling and removal of all packaging of the new units.	
8.3	Provide experienced technicians on-site during all scheduled deployments.	
8.4	Follow deployment instructions for providing and connecting a new Unit (Refer to Schedule 1 – Sample Desktop Rollout Checklist)	
8.5	Proponent should report any faulty units so a replacement can be promptly provided.	
8.6	Receive and tracking of user acceptance of deployed units from the user or the on-site ICT Deployment Coordinator. The format of sign-off can be discussed and agreed upon between the Successful Proponent and the City before deployment.	
8.7	Provide deployed daily asset reports for all Units including Serial number and model, reconciled against Asset reports required in Section 7.3.	
8.8	Receive confirmation and sign off from on-site ICT Deployment Coordinator that the planned units have been successfully deployed before leaving the location. The format of sign-off can be discussed and agreed upon between the Successful Proponent and the City before deployment.	
8.9	Participate in a pilot to test the process and benchmark timing by using steps 8.1 through 8.8 above at a small location to be mutually agreed upon with City and the successful proponent.	

8. PC DECOMMISSION SERVICES

#	Detailed Requirement	Demonstrate Detailed Compliance
9.1	Secure decommissioning of City image and all related City applications and/or data with a DoD 3 pass wipe or other agreed upon wipe process.	
9.2	Provide the City with a detailed description and certification of the process used to ensure a secure wipe of Units as per DoD standards and best practices.	
9.3	Proposal of a scenario that would provide the opportunity to recoup a financial return to the City through the recycle or resale of the wiped Units.	

9. PROJECT MANAGEMENT SERVICES

#	Detailed Requirement	Demonstrate Detailed Compliance
10.1	Oversee and manage project scope, timeline and provided resources through all requirements in this RFP and agreed to project objectives	
10.2	Detailed deployment schedule management	
10.3	Weekly Status Reporting, raising any risks or issues.	
10.4	Attend status meetings with the City project team on a weekly basis or a scenario requiring discussion and/or escalation.	
10.5	Include Proposal of deployment checklist/user sign off process named in Objective 8.4 above.	
10.7	Manage Project Risk Management including corresponding impacts and mitigation strategies.	
10.8	Manage Issue Management and escalation path for the City required escalations.	

10. RESPONSIBILITIES OF THE CITY

It is acknowledged that this work must be conducted jointly between the City and the successful proponent. To that end, the City commits to the following:

1. A complete single image using Windows 10 Pro x64 that is ready for deployment.
2. If required, a secured centralized storage area that can be used for pre-staging of units.
3. A secured staging and/or storage area will be provided at each location the day before the deployment **(See Section 1.7)**.
4. Provide a schedule for deployment clear of blackout dates save and except for statutory holidays.
5. The City will be available for any consultations or escalations regarding decommissioning and disposal throughout the course of the project.
6. The City will provide an assigned ICT Project Manager to assist and facilitate project industry standard project management requirements, not limited to the following: overseeing City resources, assisting with planning and managing the deployment schedule, act as the point of contact to internal resources/clients and provide an escalation point to the successful proponent.
7. Supply an ICT Deployment coordinator to work with and serve as the internal point of contact for the deployment teams.
8. The City will be responsible for the installation of third-party software.

11. PROJECT TEAM AND KEY ACCOUNT PERSONNEL

Personnel responsible for the provision of services are:

	Name and Title	Role and Responsibility	Email and Phone
1.			
2.			
3.			
4.			
5.			

12. SUBCONTRACTORS and SUPPLIERS

The following subcontractors and suppliers will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

	Type of Service / Supply	Company Name
1.		
2.		
3.		
4.		
5.		

9. EXPERIENCE AND REFERENCES

Proponents shall be proficient in supplying the goods and performing the services requested and have successfully completed contracts similar size, scope and complexity preferably in the last two years.

Upon submission of a proposal, proponents agree the City may contact references provided. Information obtained from references will not be disclosed or discussed with any proponents.

Supply Contract Description	
Year of Supply	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Supply Contract Description	
Year of Supply	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Supply Contract Description	
Year of Supply	
Company	
Contact Person	
Telephone and Email	
Contract Value	

13. SUSTAINABLE PRACTICES AND SOCIAL RESPONSIBILITY

Provide information on any corporate initiatives, programs and products that the Proponent has implemented that could be considered environmental, ethical, of sustainable value that would directly benefit the City.

What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, people with disabilities and women, or procure goods and services from local small and medium-sized businesses or social enterprises?

14. VALUE ADDED BENEFITS

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:

15. CONFLICT OF INTEREST DECLARATION

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

16. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

17. Authorization

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP. We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Terms and Conditions of Purchase](#)

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

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 RFP, electronic signatures will be accepted.