

City of Coquitlam

Request for Proposals
RFP No. 18-06-05

IBM Maximo Licensing and Services

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 18-06-05 IBM Maximo Licensing and Services
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms to provide IBM Maximo Licensing and Services and to shortlist companies to provide related services for three or more years.
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 responsible 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
Closing Date and Time	2:00 pm local time Tuesday, September 18, 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"> In the “Subject Field” enter: RFP Number and Name Add files in .pdf 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.
Participation	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
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.
Terms and Conditions of Contract	City of Coquitlam Terms and Conditions of Purchase

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.

“City” means City of Coquitlam.

“Vendor” means the person(s), firm(s) or corporation(s) appointed 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 “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.

“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.

1. REQUEST FOR PROPOSALS

1.1 Request

The City of Coquitlam (**City**) requests proposals to prequalify vendor(s) for **IBM Maximo Licensing and Services** for a 3 or more year term.

The City currently owns licenses for the following IBM Maximo software systems:

- IBM Maximo Asset Management
- IBM Maximo Spatial Asset Management
- IBM Maximo Enterprise Adapter for Oracle Application Server
- IBM SmartCloud Control Desk

In addition to prequalifying vendors for future IBM Maximo services and license purchases, the City wishes to initially purchase and convert the following IBM Maximo licenses:

- Purchase twenty-five (25) new IBM Maximo Asset Management Limited Use Authorized User licenses
- Purchase one (1) new IBM SmartCloud Control Desk Authorized User license
- Convert ninety (90) existing IBM Maximo Asset Management Express Use Authorized User to concurrent user licenses

The City's IBM Passport Advantage Site Number is **3221383**.

2. **EVALUATION**

2.1 Evaluation

The criteria for evaluation of the Proposals include, but are not limited to the following:

- a) Price – 50 points
- b) Professional Services Offerings – 20 points
- c) Experience and References – 20 points
- d) Value Added Benefits – 8 points
- e) Sustainable Benefits – 2 points

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. Proposals will be evaluated in comparison to other proposals.

The Evaluation Committee, may, at its sole discretion, request interviews with the highest ranked Proponent(s) to present their proposal. Information obtained from interviews will be scored to complete the evaluation.

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

Upon submission of a Proposal, Proponents agree that the City may disclose the names of Proponents that submit Proposals in response to this RFP and the total amount of the contract award. However, no totals, scores or unit prices will be provided to any Proponent.

2.2 Negotiation

The City reserve the right, prior to contract award, to negotiate changes to the scope of the work or to the contract documents (including pricing) with the Proponent or any one or more Proponents, proposing the “best value” without having the duty to advise any other Proponent or to allow them to vary their proposal as a result of changes to the scope of the work 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 that are not awarded the contract.

2.3 Pre-Qualification of Vendors

Through this process, the City will select Vendors to provide IBM Maximo Licensing and Services on an as needed when requested basis for 3 or more years or until the City issues a new RFP.

The City does not guarantee the volume of future licenses or services required.

At its sole discretion, the City reserves the right to add or remove Vendors at any time.

3. **AWARD**

3.1 Notification of Award

The City will notify the successful Proponent (“Vendor”) in writing of their decision to award the purchase of the initial licenses by issuance of a City Purchase Order (“PO”).

The City of Coquitlam [Terms and Conditions of Purchase](#) are posted on the City’s website and will apply to this contract.



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-06-05

IBM Maximo Licensing and Services

Proposals should be received on or before 2:00 pm local time
Tuesday, September 18, 2018
(Closing date and time)

Proposal Submission Instructions

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 files in .pdf format and 'Send'
(Ensure your web browser remains open until you receive two emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the submission process.

For assistance, phone 604-927-3060.

PROPOSAL SUBMISSION FORM

(Complete and return this section)

Submitted By: _____
(Company name)

1. Price

Prices shall be in Canadian dollars and will remain in effect for the initial license purchase as stated below.

For Items 3 and 6 below, in the “Qty” field, provide the resulting number of Express Concurrent User Licenses the City will receive after the conversion.

Item	Description	Part # (if applicable)	Qty	Unit Price (exclude PST/GST)	Extended Price (exclude PST/GST)
1.	New IBM Maximo Asset Management Limited Use Authorized User Licenses		25	\$	\$
2.	New IBM SmartCloud Control Desk Authorized User License		1	\$	\$
3.	Conversion of 90 existing IBM Maximo Asset Management Express User Authorized User Licenses to Concurrent User Licenses			\$	\$
4.	Annual Subscription & Support (S&S) for IBM Maximo Asset Management Limited Use Authorized User Licenses		25	\$	\$
5.	Annual Subscription & Support (S&S) for IBM SmartCloud Control Desk Authorized User License		1	\$	\$
6.	Annual Subscription & Support (S&S) for conversion of IBM Maximo Asset Management Express User Authorized User Licenses to Concurrent User Licenses			\$	\$
7.	Provide a list hourly rates for professional services offered			\$ \$	\$

2. Professional Services Offerings

Provide a description of the IBM Maximo professional services that your company offers.

3. Value Added Benefits

The City encourages creative solutions/proposal responses. Describe any additional opportunities or added value services that would assist or be of benefit to the City.

4. Sustainable Practices & Initiatives

Describe all initiatives, policies or programs that illustrate your firm’s efforts towards sustainable practises and responsibility in providing the services that would provide benefit to the City.

(Social/Ethical, Environmental, Economic/Financial)

5. Experience and References

List clients for which your company currently provides IBM Maximo professional and/or license purchase services. Upon submission of a proposal, proponents agree that the City may contact the references provided to confirm successful work on other contracts. Information obtained from references will not be discussed or disclosed with any proponents.

Company	
Reference Contact Name	
Telephone / Email	
Description of Services	
Contract Value	
Start and End Date	

Company	
Reference Contact Name	
Telephone / Email	
Description of Services	
Contract Value	
Start and End Date	

Company	
Reference Contact Name	
Telephone / Email	
Description of Services	
Contract Value	
Start and End Date	

6. Contact for Account Representative

Provide the name of designated account representative(s).

	Name and Title	Phone and Email
1.		
2.		

7. Addenda

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

Addendum No.	Date Issued

8. 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.