

City of Coquitlam

Request for Proposals

RFP No. 24-099

IBM Subscription & Support Renewal
and Maximo License Conversion

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KEY DATES

RFP Issue Date	Friday, November 8, 2024
Deadline for Questions	2:00 PM (local time) Tuesday, November 26, 2024
Deadline for Issuing Addenda	Wednesday, November 27, 2024
Submission Deadline	2:00 PM (local time) Friday, November 29, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-099 IBM Subscription & Support Renewal and Maximo License Conversion
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of IBM Subscription & Support Renewal and Maximo License Conversion .
Instructions for Proposal Submission	Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid 1. In the "Subject Field" enter: RFP Number and Name 2. Add files and "Send Files" (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 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: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“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;

“Contractor” 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 “Contractor” 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.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

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

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

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

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

1. INSTRUCTIONS TO PROPONENTS

1.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́m (HUN-kuh-MEE-num) word kʷikʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the ǵíćə́y (kat-zee), and other Coast Salish Peoples.

1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of IBM Software Subscription and Support Renewal and Maximo License Conversion.

1.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.6. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically

consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

1.7. Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	10
Sustainable Benefits and Social Responsibility	5
Financial	85
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- Sub-contractors
- Key Personnel on project team, qualifications and experience

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Financial

- Price

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

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

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

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8. Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- b) A City of Coquiltam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.9. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the

accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3. SCOPE OF SERVICES

3.1. Scope

The City of Coquitlam (City) requests proposals for IBM Subscription & Support Renewal and Maximo License Conversion. The City will be considering both the IBM Maximo Subscription & Support Renewal and the IBM Maximo AppPoints Conversion. The selected solution will be based on its alignment with the City's needs and the value it provides to the organization.

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

- IBM Cognos Analytics
- IBM Cognos Enterprise Planning
- IBM Maximo Asset Management
- IBM Maximo Spatial Asset Management
- IBM Control Desk

Refer to the Proposal submission form for the City's current software license quantities and part numbers. The City's IBM Passport Advantage Site Number is **3221383**. Please contact Caty Abadjian at email: caty@ca.ibm.com or (905) 316-0085 to confirm IBM pricing.

3.2. Manufacturer-Authorized

Contractor must be authorized by IBM where such authorization is granted by IBM. The relationship with IBM must be direct and not indirect through a third party.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-099

IBM Subscription & Support Renewal and Maximo License Conversion

Proposals will be received as per the date and time specified in the [Key Dates Section](#) of the RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the “Subject Field” enter: RFP Number and Name

2. Add files and “Send Files”

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

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

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

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.

i. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
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As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

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

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

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

d) MANUFACTURE AUTHORIZATION - Provide as an attachment a letter from IBM that you are authorized to renew subscription:

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3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

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II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

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III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

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IV. What policies does your organization have to support reconciliation with indigenous peoples:

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4. FINANCIAL

a) Category Shortlist - Proponent is to indicate the categories which they are applying for			
Category	Description	YES	NO
1	Category 1 – IBM Cognos - Quantities identified below are firm.		
2	Category 2 – IBM Maximo Quantities identified below are firm.		
3	Category 3 – IBM Maximo AppPoints Conversion (Application Suite and Maximo IT) Quantities identified for AppPoints represent an initial needs estimate and these numbers could change. Shortlisted proponents will be asked to perform an AppPoint assessment to provide the City with a more precise fit.		

b) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

Category 1 – IBM Cognos					
Item	Description	Part #	Qty	Unit Price (exclude PST/GST)	Extended Price (exclude PST/GST)
Cognos Analytics					
1	IBM Cognos Analytics Explorer Authorized User	E0K2DLL	10	\$	\$
2	IBM Cognos Analytics Administrator Authorized User	E0K30LL	2	\$	\$
3	IBM Cognos Analytics User Authorized User	E0K32LL	389	\$	\$
Cognos Enterprise Planning					
4	IBM Cognos Enterprise Planning Manager Authorized User	E064ULL	1	\$	\$
5	IBM Cognos Enterprise Planning Modeler Authorized User	E064VLL	10	\$	\$
6	IBM Cognos Enterprise Planning User Authorized User	E0NW5L L	80	\$	\$
Category 1 Total					\$

Category 2 – IBM Maximo					
IBM Maximo					
7	IBM Maximo Enterprise Adapter for Oracle Applications Server	E03ZCLL	2	\$	\$
8	IBM Maximo Asset Management Limited Use Authorized User	E0AUTLL	147	\$	\$
9	IBM Maximo Asset Management Authorized User	E0AUULL	74	\$	\$
10	IBM Maximo Asset Management Express Use Authorized User	E0ED7LL	54	\$	\$
11	IBM Maximo Asset Management Express Use Concurrent User	E0LM7LL	30	\$	\$
IBM Maximo Spatial					
12	IBM Maximo Spatial Asset Management Install	E0AVYLL	2	\$	\$
13	IBM Maximo Spatial Asset Management Authorized User	E0AVZLL	12	\$	\$
IBM Control Desk					
14	IBM Control Desk Authorized User	E0CVILL	4	\$	\$
15	IBM Control Desk Concurrent User	E0CVLLL	16	\$	\$
IBM License Metric Tool					
16	IBM License Metric Tool Per Establishment	E027NLL	1	\$	\$
Category 2 Total					\$

Category 3 – IBM Maximo AppPoints Conversion (Application Suite and Maximo IT)					
IBM Maximo Application Suite					
17	IBM Maximo Application Suite per AppPoint from Eligible Programs Trade Up Licence + SW Subscription & Support 12 Months	D29HYLL	974	\$	\$
18	IBM Maximo Application Suite per AppPoint Annual SW Subscription & Support Renewal	E0R1HLL	974	\$	\$
IBM Maximo IT					
19	IBM Maximo IT per AppPoint from Eligible Programs Trade Up Licence + SW Subscription & Support 12 Months	D0GL1ZX	172	\$	\$
20	IBM Maximo IT per AppPoint Annual SW Subscription & Support Renewal	E0GKGZX	172	\$	\$
Category 3 Total					\$

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
7. **I/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

This Proposal is submitted this ___day of _____, 20____.

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

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