

City of Coquitlam

Request for Proposals

RFP No. 22-008

IBM Software Subscription and Support
Renewal

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 22-008 IBM Software Subscription and Support Renewal
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of IBM Software Subscription and Support Renewal .
Closing Date and Time	2:00 pm local time Wednesday, November 02, 2022
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 files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3060 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
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.
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: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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.

“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.

“City” “Owner” means City of Coquitlam;

“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 Purpose

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

1.2 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.

1.3 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.

1.4 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, transportation, 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.

1.5 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.

1.6 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Financial and Value Added	80
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
- References
- Manufacture Authorization

Financial and Value Added

- Price
- Value Added / Sustainable benefits

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 reserves the right to cancel the RFP.

1.7 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](#)

1.8 Term

The initial term of the Contract is one (1) year 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 below, 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 Software Subscription and Support Renewal**.

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 Michelle Doak at email: doakm@ca.ibm.com or (289) 333-7016 to confirm IBM pricing.

3.2 Manufacturer-Authorized

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



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 22-008

IBM Software Subscription and Support Renewal

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

Wednesday, November 02, 2022

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are 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 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.

Legal Name of Proponent	
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 Stand 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 succesful 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. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
ii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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:

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	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

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

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

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

3.

FINANCIAL

a) **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):

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	E0NW5LL	80	\$	\$
Maximo					
7.	IBM Maximo Enterprise Adapter for Oracle Applications Server	E03ZCLL	1	\$	\$
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	\$	\$
12.	IBM Maximo Enterprise Adapter for Oracle Applications Server 01-Jul-2023 to 31-Dec-2023	E03ZCLL	1	\$	\$
Maximo Spatial					
13.	IBM Maximo Spatial Asset Management Install	E0AVYLL	2	\$	\$
14.	IBM Maximo Spatial Asset Management Authorized User	E0AVZLL	12	\$	\$

Control Desk					
15.	IBM Control Desk Authorized User	EOCVILL	4	\$	\$
16.	IBM Control Desk Concurrent User	EOCVLLL	5	\$	\$
17.	IBM Control Desk Concurrent User 01-Jul-2023 to 31-Dec-2023	EOCVLLL	10	\$	\$
18.	IBM Control Desk Concurrent User 01-Aug-2023 to 31-Dec-2023	EOCVLLL	1	\$	\$
License Metric Tool					
19.	IBM License Metric Tool Per Establishment	E027NLL	1	\$	\$
Total					\$

b) VALUE ADD
 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

c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY
 a) 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

Attention Purchasing Manager:

4. **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.
5. **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.
6. **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.

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