



**REGIONAL DISTRICT  
of Fraser-Fort George**

**REQUEST FOR PROPOSALS IT-20-01**

**MOBILE WIRELESS DEVICES**

**AND**

**DATA SERVICES**





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## 1.0 **INVITATION**

The Regional District of Fraser-Fort George (the “Regional District”) invites proposals from qualified suppliers for the supply, delivery, implementation and related support and maintenance of cellular phones and cellular services (the “Goods and Services”) for a three-year term. Proponents will be competent and capable of providing the Goods and Services and may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

## 2.0 **PURPOSE, OBJECTIVE AND INTENTION**

The Regional District is seeking to award a contract (the “Contract”) to a single proponent who can demonstrate the ability to deliver the Goods and Services and the following:

1. Reduced costs.
2. Cost certainty.
3. Refresh of the majority of devices within twelve (12) months from the date of Contract execution.
4. Improved ordering and provision of mobile devices and associated plans.
5. Consolidated invoices and invoice reconciliation.
6. A single administrative tool for monitoring and reporting purposes.
7. Improved security and security reporting for mobile devices.
8. Consistent data and voice service coverage areas.

## 3.0 **PROPOSAL DOCUMENTS**

Request for Proposal documents (this “RFP”) may be obtained on, or after, Tuesday, June 16, 2020:

- a) in a PDF (public document format) file format from the Regional District’s website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca); or
- b) on the BC Bid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents, amendments and/or addenda. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

**All questions relating to this RFP must be submitted by email to the Project Manager:**

Mathew Thomson, Technology Analyst  
Email: [mthomson@rdffg.bc.ca](mailto:mthomson@rdffg.bc.ca)

### 3.1 **Acknowledgement Letter**

Upon receipt of this RFP, a potential proponent will complete and sign the Acknowledgement Letter and email the signed Acknowledgement Letter to the Project Manager at [mthomson@rdffg.bc.ca](mailto:mthomson@rdffg.bc.ca).

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a proposal.

**Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and may be disqualified.**



#### 4.0 RFP SCHEDULE

- Release Date: Tuesday, June 16, 2020
- Inquiries Deadline: Thursday, June 25, 2020 at 4:00 p.m. local time
- Closing: Thursday, July 2, 2020 at 2:00 p.m. local time
- Proposal Evaluations: July 2 to July 7, 2020
- Award Date: Thursday, July 16, 2020

#### 5.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPONENTS

Only qualified and experienced proponents will be considered. The successful proponent will be expected to provide the Goods and Services in accordance with a standard care, skill, and diligence maintained by a company providing the Goods and Services as described herein.

##### 5.1 Regional District's Right to Reject Proposal

The Regional District reserves the right, at its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favorable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, at its sole discretion, reject or retain for its consideration proposals which are non-conforming because they do not contain the content or form required by this RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

##### 5.2 Conflict of Interest

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest on the part of a proponent. Without limitation, the Regional District reserves the discretion to reject any proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a proposal submitted by a proponent who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

**When submitting a proposal, the Proponent is required to complete, sign, and include with their Proposal Appendix "E" – Conflict of Interest Disclosure Statement.**

The Regional District reserves the right to reject any proposal submitted by a proponent who is, or whose principals are, at the time of proposal, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

##### 5.3 Errors, Omissions, Clarifications

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring explanations, interpretations or clarification on the meaning or intent of any part therein, should immediately request in written form, **by email**, clarification from the Project Manager at [mthomson@rdffg.bc.ca](mailto:mthomson@rdffg.bc.ca) **no later than Tuesday, June 23, 2020 at 4:00 p.m. local time** in order that addenda or amendments, if necessary, are available to all proponents in time to be considered for the preparation of their submission.

If the Regional District, at its sole discretion, determines that a clarification, addition, deletion, or revision of



this RFP is required then the Regional District will issue an addendum.

**All amendments and addenda, if any, issued for this RFP must be signed by the Proponent and included with their proposal submission and will form part of the Contract documents.**

The Regional District will not accept responsibility for any damages, costs or expenses incurred by a proponent in reliance on oral instructions. Any work done in preparation of a proposal after discovery of discrepancies, errors, or omissions in this RFP will be done at the Proponent's risk unless the discrepancy, error, or omission is reported to the Project Manager in accordance with this provision.

#### 5.4 Costs

The Regional District will not be responsible for any costs incurred by Proponents which result from the preparation or submission of documents pertaining to this RFP. The accuracy and completeness of the proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

#### 5.5 Waiver of Claims for Compensation

Except for a claim for the reasonable cost of preparation of its proposal, by submitting a proposal, each proponent irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

1. any actual or alleged unfairness on the part of the Regional District at any stage of the proposal process, including without limitation, any alleged unfairness in the evaluation of a proposal or award of a contract;
2. a decision by the Regional District not to award a contract to that proponent; or
3. the Regional District's award of a contract to a proponent whose proposal does not conform to the requirements of this RFP.

#### 5.6 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each proposal should clearly identify any information that is considered to be confidential or propriety information. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents, upon request by a proponent, subject to the *Freedom of Information and Protection of Privacy Act*.

#### 5.7 Rights of Waiver

A waiver, or any breach of provision of this RFP will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

### 6.0 PROPOSAL SUBMISSIONS

Proposals submitted by fax or not in the original Regional District format will **NOT** be accepted. Proposals may be submitted electronically or in paper format in accordance with the instructions below. Any proposal received after the closing date and time will be considered disqualified and will be returned to the Proponent.

Electronic submissions are to be attached to an email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The email subject line **MUST** read "RFP IT-20-01 Mobile Wireless Devices and



Data Services” up to **2:00 p.m. local time on Thursday, July 2, 2020.**

Sealed proposals (one (1) copy) will be received by the General Manager of Financial Services at the Regional District office, up to **2:00 p.m. local time on Thursday, July 2, 2020.** The following information **must be written on the outside of the sealed envelope containing the proposal submission, as well as on the outside of the delivery envelope/box (if sent by courier or other means of delivery):**

1. General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC, V2L 1P8
2. RFP IT-20-01 Mobile Wireless Devices and Data Services.
3. Responding Proponent’s name and address.

Submitting a proposal indicates acceptance of all the terms and conditions set out in this RFP, including those that are included in addenda.

To be considered, proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any proposal received by the Regional District that is unsigned will be rejected.

**Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.**

## 7.0 **PROPOSAL FORMAT**

Proponents are to respond in a similar manner. All appendices must be submitted on the same forms included in this RFP. The following format and sequence is to be followed in order to provide consistency in responses and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered, and each section should be divided by tabs.

- a) Title page including RFP title and number, Proponent’s name and address, telephone number, email address, and contact representative.
- b) One-page Letter of Introduction **SIGNED** by the authorized signatory of the Proponent which will bind the proposed statement(s) made in their Proposal.
- c) Table of Contents including page numbers.
- d) Executive Summary of the key features of the Proposal.
- e) Completed and signed Appendix “D” – Schedule of Prices.
- f) Completed and signed Appendix “E” – Conflict of Interest Disclosure Statement.
- g) Complete contact information for three (3) references.
- h) Customer Services and Support.
- i) Implementation/Deployment Plan.
- j) Statement of Undertaking.
- k) Comprehensive plan that includes allocation of Contractor and Regional District resources and a project timeline with key milestones.
- l) Estimate of Work effort of internal Regional District resources.
- m) Schedule of Project meetings and project status reporting.
- n) **All amendments and addenda, if any, issued for this RFP. Each amendment and addenda must be signed by the Proponent and included with their proposal submission and will form part of the Contract documents.**
- o) Additional information that the Proponent may choose to provide.



## 7.1 References and Experience

Proponents are to provide three (3) references that may be contacted for the purpose of confirming their ability to provide the Goods and Services. For each reference, please provide the company name, contact name, phone number, and email address.

## 7.2 Non-Compliance with RFP Requirements

Unless explicitly stated in a proposal, all proposals shall be assumed by the Regional District to be in full compliance with the RFP requirements without exception.

All items in the Proposal that are **not** in full compliance, or that vary from the specific RFP requirements, must be clearly identified in the Proposal as non-compliant and/or variant, and must include specific reference to the relevant section in this RFP and the precise nature of the variance or non-compliance.

Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, shall be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with proponent(s).

## 8.0 PROPOSAL EVALUATION AND SELECTION PROCESS

All proposals will be evaluated by the Regional District to assess the qualifications and capabilities of proponents to meet the minimum standards specified in this RFP.

The proposal evaluation through to the proponent selection will be based on the following process as deemed appropriate by the Regional District:

1. Initial proposal evaluation.
2. Follow up question(s) from the Regional District to proponent(s).
3. Interview(s) of selected proponent(s).
4. Follow-up interview of selected finalists(s).
5. Proposal scoring as per the criteria in this RFP and Section 8.2 Evaluation Criteria.
6. Recommendation of award to the Regional District Board.

**Note:** Whereas previous experience with the Regional District is not required and does not in any way confer an advantage, the Regional District's previous experience with a proponent may also be taken into consideration in its evaluation of proposals. The Regional District reserves the right to rely upon its records, references, and recollection in this regard. The Regional District may also obtain references other than those provided by the Proponent. With the exception of references as previously described, proposals will be evaluated solely on information contained within the Proponent's proposal submission.

## 8.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a successful Proponent (the "Contractor"). The list of criteria is not in any particular order of priority. The Regional District, at its sole discretion, will base the selection of the Contractor on a combination of the criteria below.





8.2 Evaluation Criteria

CRITERIA	SCORE OUT OF 100
<p><i>Experience and Qualifications:</i></p> <ul style="list-style-type: none"> <li>• Description of project team and their relevant/related project implementation experience, and technical and/or project certifications.</li> <li>• Description of the project team roles and responsibilities.</li> <li>• Description of three (3) recent implementations of similar size and scope.</li> </ul>	15%
<p><i>Service and Support:</i></p> <ul style="list-style-type: none"> <li>• Describe the different contact methods available (i.e.: phone, email, web, etc.) for service and support, and the availability of each method in terms of:               <ul style="list-style-type: none"> <li>– business hours' support; and</li> <li>– after hours' support.</li> </ul> </li> <li>• Describe the service levels and response times the Proponent will provide as it relates to:               <ul style="list-style-type: none"> <li>– device repairs; and</li> <li>– request fulfilment;</li> </ul> </li> <li>• Describe the process to escalate a service or support issue.</li> <li>• Describe the process to escalate a billing or reconciliation issue.</li> <li>• Cellular coverage and network speed.</li> </ul>	25%
<p><i>Value Added Systems and Services</i></p> <ul style="list-style-type: none"> <li>• Describe any additional systems, services or supports, not identified in this RFP that would benefit the Regional District.</li> <li>• Describe what value added support or services will be provided post implementation.</li> <li>• Provide a recommendation of an Administrative and Expense Management Tool. Recommendation details should include vendor name, product name, one-time purchase costs, annual maintenance costs, implementation costs, configuration and training costs.</li> <li>• Provide a recommendation of a security tool or service. Recommendation details should include vendor name, product name, one-time purchase costs, annual maintenance costs, implementation costs, configuration and training costs.</li> <li>• Provide a recommendation of an Audit tool or service. Recommendation details should include vendor name, product name, one-time purchase costs, annual maintenance costs, implementation costs, configuration and training costs.</li> <li>• Provide detailed timelines and key milestones along with identification of Regional District and Proponent resources and estimated resource allocations of Regional District and Proponent resources.</li> <li>• Provide recurring Project Update meetings coordinated/chaired by the Proponent.</li> <li>• Recurring Project Status Reports provided by the Proponent to the Regional District.</li> <li>• Provide payment schedule and options.</li> </ul>	30%
<p><i>Proposed Cost:</i></p> <ul style="list-style-type: none"> <li>• Pricing submissions should be in Canadian funds and include all termination fees and shipping costs that may be levied. PST and GST to be shown where applicable and to be itemized separately.</li> </ul>	30%
<b>TOTAL:</b>	<b>100%</b>



### 8.3 Initial Proponent Selection Process

As a result of the initial written proposal evaluation, the Regional District may, at its sole discretion, request oral presentations and enter into detailed discussions with initially selected proponents prior to preparing a short-list of qualified proponents.

The Regional District may, at its sole discretion, prepare a “short-list” of proponents which initially appear to have the necessary qualifications, based solely on the information contained in the written proposals and/or additional information that may be obtained by the Regional District. The Regional District will be under no obligation to obtain additional clarification from any proponent(s) prior to preparing an initial “short-list” or before entering into detailed discussions, or negotiations, with any proponent.

### 8.4 Selected Proponent Negotiations

The Regional District, at its sole discretion, reserves the right to enter into contract negotiations with a selected proponent, or proponents, based only on the evaluation of the written proposal(s), and/or an evaluation of the combination of the written proposals, oral presentations, product demonstrations, and/or detailed discussions.

The Regional District reserves the right to enter into negotiations with any proponent without requiring any other proponents to make a presentation or to enter into detailed discussions with the Regional District.

### 8.5 Termination of Negotiations and/or RFP Process

The Regional District reserves the right to terminate contract negotiations with any proponent, and to enter into contract negotiations with any other proponent(s) if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected proponent(s) will not be satisfactorily completed in the best interests of the Regional District.

The Regional District may, at its sole discretion, reject any or all proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

## 9.0 SCOPE OF WORK

The scope of the work for the Goods and Services is detailed in Appendix “A” – Scope of Work on page 13 and includes the minimum specifications.

Proponents may recommend changes or adjustments to the specifications outlined where the Proponent believes that such changes or adjustments will result in a better-quality product. In all cases, the Proponent should provide reasons for the recommended changes or adjustments to the RFP specifications.

Proponents, for all or any part, shall base their proposal on furnishing everything including all labour, materials, tools, equipment and all necessary supplies and incidentals required to fulfill the requirements. The Proponent, in their proposal, must state any deviation from these specifications.

### 9.1 Specifications Not Outlined

In terms of any of the specifications not detailed in this RFP, proponents are free to bid on the proposal as they choose, provided that the Proponent’s relevant specifications are detailed in the proposal response.



## 9.2 Compliance with Laws and Regulations

The Contractor will give all notices, obtain all licenses and permits and will comply with all laws applicable to provide the Goods and Services.

## 10.0 **CONTRACT**

### 10.1 Award of Contract

The Award of Contract is expected to be made not later than **Thursday, July 16, 2020**. All proponents will be advised in writing of the final results of the RFP evaluation process.

The Regional District, at its sole discretion, may delay the Award of Contract date as deemed appropriate by the Regional District.

### 10.2 Form of Contract

The Contract to provide the Goods and Services will be in the form of:

- a letter of proposal acceptance, purchase order, or other format as agreed upon by the Regional District and the Contractor;
- includes this RFP, all appendices, amendments and addenda; and
- Contractor's proposal submission.

### 10.3 Contract Duration

The Contract will begin on or before September 1<sup>st</sup>, 2020 at 12:01 am. and will stay in force until midnight August 31<sup>st</sup>, 2023. The Contract may be renewed on a period-by-period basis at the Regional District's discretion. Each period of renewal will be as per the terms of the Contract, to a maximum of two (2) years. Each extension will be for a one-year period and the total Contract duration will not exceed five (5) years.

### 10.4 Severability

All articles of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more articles herein are void; the validity of the remaining articles hereof will not be affected.

### 10.5 Laws of British Columbia

Any Contract resulting from this RFP will be governed by, and will be construed and interpreted in accordance with, all laws in effect in the Province of British Columbia.

### 10.6 Indemnity

The Contractor shall release, indemnify, defend and save harmless the Regional District, its officers, employees, servants, and agents of and from all claims, costs, losses, damages, actions, classes of action, expenses and costs arising out of or relating to the Contractor's breach of this Contract or the negligent acts or omissions of the Contractor or its employees, consultants or agents.

## 11.0 **CONTRACT PRICE**

All prices for the Goods and Services shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the proposal response and are to be listed separately from the contract price. Appendix "D" – Schedule of Prices must be completed and included in the proposal package.



## **12.0 DELIVERY**

The Contractor will be expected to have transferred all of the Goods and Services from the current supplier to the Contractor by August 31, 2020, with the exception of the device refresh as described in the Scope of Work.

### **12.1 Late Delivery**

The Contractor will be required to notify the Regional District if there is any change in the delivery date provided in the Contract and the reason behind the change in delivery date.

## **13.0 WARRANTY AND INSURANCE**

### **13.1 Warranties**

Proponents shall list the applicable standard warranties that are included in the contract price and document additional or extended warranties that are available together with any special provisions and applicable costs.

### **13.2 Manufacturer's Insurance**

The Contractor will be expected to satisfy the Regional District that sufficient insurance is provided to protect the Regional District's direct investment in the event the Goods and Services are damaged or destroyed prior to delivery.

## **APPENDIX “A” – SCOPE OF WORK AND MINIMUM SPECIFICATIONS**

### **CURRENT DEVICES**

Currently the Regional District manages service to 136 devices broken down as follows:

30 Data Only / Tablet devices that use data from the shared pool  
86 Smart Phones (Mix of Apple and Android devices)  
20 Voice / Text (no Data) cell phones.

The Regional District currently provides a shared service IT model to smaller municipalities in Northern BC and would likely be adding additional devices from organizations we provide service to. In the short term this could account for an additional 30-40 devices from two other municipalities.

### **MINIMUM SPECIFICATIONS**

The Proponent is expected to provide responses to the following deliverables:

#### 1. Customer Services and Support

- a) Identification of corporate account representatives that would be assigned to the Regional District and the roles and responsibilities of each.
- b) Identification of primary and secondary contact names, titles and contact information of any dealers or subcontractors who would be involved in providing support of devices and services to the Regional District.
- c) Identification of local support representatives within the Regional District.
- d) A description of support options that minimally include phone and email options. An online support portal or other electronic method to submit issues and/or questions is desired by the Regional District.
- e) A description of support hours, including after hours' support. At a minimum, the Regional District desires local support that matches its standard core business hours (8:00 a.m. to 5:00 p.m. local time), core business days (Monday to Friday).
- f) A description of support responses to issues and requests and the standard of service provided.
- g) Availability and description of a buyback program where the Proponent will pick up, securely wipe, recycle / donate Regional District devices. This would be at no cost and/or with residual device credits if available.
- h) A description of vendor conversion/retention credits that can be applied at the discretion of the Regional District.
  - a. Examples could include application of credits to the Regional District, a department or an individual. Indicate your ability to supply this service.
- i) A description of the employee purchase plan, with an expectation of beneficial pricing and services to Regional District employees and/or their families.
- j) A quarterly service review between the proponent and the Regional District, for the purposes of addressing service issues, updating the Regional District on emerging technologies or changing services, and providing recommendations and/or analysis to reduce costs and/or improve services.

#### 2. Device Refresh

Depending on the vendor, the Regional District would be looking to refresh a significant portion of its cellular fleet. In conjunction with the Regional District IT department, the Proponent will help prioritize the refresh of the devices based on Regional District standards and age/obsolescence of individual devices.



The Regional District would be looking for an initial pool of replacement devices chosen at discount rates that would not be attached to any plan. The Regional District would like to see provisions for early replacements at the new contract pricing each year as well as access to a number of no charge cancellations that do not require re-payment of a residual device balance.

3. Plans

- a) Provide a range of voice and data plan options and related costs. Including what services are included in each plan (i.e.: caller id, voice mail, text messaging, long distance, ...) as well as any time restrictions such as workday vs. evening and weekends.
- b) Plans should pool or otherwise aggregate data and voice plans, and other similar features, in order to reduce overage costs and simplify pool administration.
- c) Plans should include provisions to limit charges in case of unexpected consumption usage, such as a maximum charge, consumption alerts and/or automatic escalation to a more suitable plan.
- d) The Regional District prefers “per second” billing on voice plans.
- e) The Regional District prefers unlimited text messaging plans. The ability to add text messaging to “Data Only” plans for a set fee or no charge is a feature desired by the Regional District for our remote site monitoring devices.
- f) The Regional District is also interested in plans that exist independently of device costs (eg: Bring Your Own Device rate plans).
- g) The Regional District prefers no charge for device activations, number changes, cancellations, or other service charges.
- h) The Regional District requires the ability to place a percentage of lines in “vacation disconnect” or “suspended” mode, to retain numbers for long periods of inactivity.
- i) The Regional District requires the ability to retain subscriber numbers if a change in contractor occurs as a result of this RFP.

4. Administrative and Expense Management Tool

The Proponent is expected to provide a recommended Administrative and Expense Management tool that meets the identified requirements. The recommendation should also include related costs for implementation, annual support and maintenance and any other fees or services



5. Network Coverage and Availability

- a) A description of the cellular network coverage within the Regional District boundaries on a minimum of a 4G network. The Regional District requires superior cellular coverage within its major centers being the City of Prince George, Villages of Valemount and McBride and District of Mackenzie, as well as, within major Canadian urban cities and internationally. Additionally, we request the same coverage within our neighbouring regional district, the Regional District of Bulkley-Nechako and their major centres being the Village of Burns Lake, District of Vanderhoof, District of Fort St James, Town of Smithers and District of Houston.
- b) A description of roaming plans that would be available to the Regional District. The Regional District requires destination-specific time limited voice and data roaming plans to limit costs when travelling outside of Canada.
- c) A description of how the Contractor could prioritize Regional District cellular traffic during emergency operations. The Regional District is highly interested in priority network availability and access for any Regional District staff that would be involved in emergency operations and/or support.

6. Initial Device Rollout

1. The Regional District seeks an implementation plan that would begin transitioning the Regional District to the new services / devices within two (2) months from the execution of the Contract, and that transition would be completed within twelve (12) months.
2. The Regional District requests that data-only devices and associated plans be converted to the selected Proponent only in cases where the conversion is beneficial to the Regional District.
3. The Regional District requests that initial device replacement is at the discretion of the Regional District and may not involve all devices. Where the Regional District determines that a user's current device does not require replacement, the service will be moved to the new Proponent at "Bring Your Own Device" plan rates.



**APPENDIX “B” – ACKNOWLEDGEMENT LETTER**

The undersigned confirms that they have received the full set of RFP IT-20-01 documents and that they presently intend to  provide /  not provide a Proposal as requested.

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Signatory (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

Please return immediately to:

Mathew Thomson, Technology Analyst  
by email to: [mthomson@rdffg.bc.ca](mailto:mthomson@rdffg.bc.ca)



### **APPENDIX “C” – PROPOSAL CHECKLIST**

Before submitting your Proposal, check the following points:

- Is the Proposal complete?
  - Title page
  - One-page Letter of Introduction
  - Table of Contents
  - Executive Summary
  - Appendix “D” – Schedule of Prices
  - Appendix “E” – Conflict of Interest Disclosure Statement
  - References
  - Customer Services and Support
  - Implementation/Deployment Plan
  - Amendments and Addenda, if any
  - Additional information, if any
  - Statement of Undertaking
  - Comprehensive plan that includes allocation of Contractor and Regional District resources and a project timeline with key milestones.
  - Estimate of Work effort of internal Regional District resources.
  - Schedule of Project meetings and project status reporting.

**Note: The Proposal may be disqualified if ANY of the applicable foregoing points have not been complied with.**

Electronic submissions are to be attached to an email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The email subject line **MUST** read “RFP IT-20-01 Mobile Wireless Devices and Data Services”.

Sealed Proposals are to be clearly marked on the outside of the delivery envelope/box with:

- General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC, V2L 1P8
- RFP IT-20-01 – Mobile Wireless Devices and Data Services
- Proponent’s name and mailing address.

**APPENDIX "D" – SCHEDULE OF PRICES**

The contract price submitted below reflects the full cost, including taxes, in Canadian dollars for the Goods and Services as specified in RFP IT-20-01. This Schedule of Prices must be completed, signed and form part of the Proposal submitted.

Contract Price:	\$ _____
Licensing Fee(s):*	\$ _____
<b>Total Contract Price excluding taxes:</b>	<b>\$ _____</b>
GST:	\$ _____
PST:	\$ _____
<b>Total Contract Price including taxes:</b>	<b>\$ _____</b>

Costs to be specified but not included in the Contract Price for the following:

Other (please specify):

\_\_\_\_\_ \$ \_\_\_\_\_

\*Please provide licensing fee details (attach separate document if space below is insufficient):

\_\_\_\_\_  
\_\_\_\_\_

Provide nearest support center location: \_\_\_\_\_

Are you a GST Registrant?  Yes  No

If YES, Tax Registration Number: \_\_\_\_\_

If NO, please complete the following: Supplier qualifies as a small supplier under s. 148 of the legislation:  
 Yes  No

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Proponent

\_\_\_\_\_  
Name of Signatory (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

**APPENDIX “E” – CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**IT-20-01**

**MOBILE WIRELESS DEVICES AND DATA SERVICES**

Proponent Name: \_\_\_\_\_

The Proponent, including its officers, employees, and any person, or other entity working on behalf of, or in conjunction with, the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
  
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
  
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I certify that all statement made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Representing: Company Name

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed