

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

REQUEST FOR PROPOSALS

RFP 2022-22

Enhanced Vehicle Tracking and Reporting

Date issued: 6/10/2022

Question Deadline: 6/24/2022

Closing Date and Time: 7/8/2022 at 1:00 pm

TABLE OF CONTENTS

ARTICLE I	TERMS AND CONDITIONS OF THE PROCUREMENT PROCESS	4
	Definitions	4
	Information in RFP is only an Estimate	6
	Incorporated Appendices	7
	Procurement Representative	7
	Proponents to Follow Instructions	7
	Language	7
	No Incorporation by Reference	7
	RFP Timetable	8
	Submission of Proposals	8
	No Amendment to Forms	8
	Joint Submission	9
	Participating Entities	9
	Proposal Withdrawal	9
	Questions/Enquiries	9
	Addenda	9
	Solicitation of DNSSAB Staff and Board Members	10
	Political Letters of Reference and other Representations	10
	Influence	10
	No Collusion	10
	Conflict of Interest	10
	Procurement Process Non-binding	11
	Proponent Pricing Information	11
	Non-Exclusive	11
	Errors and Omissions	11
	Cost of Proposals	12
	No Claim	12
	Ownership and Disclosure of Proposal Documentation	12
	Ownership of DNSSAB Provided Data	12
	Confidentiality of DNSSAB Provided Data	12
	Publicity	12
	Applicable Law	12
	Trade Agreements	13
	Deemed Acceptance	13
	Appeal of Decision	13
ARTICLE II	SCOPE OF WORK	14
	Need	14
	Proponent Expectations	14
	Solution Requirements	14
	Solution Preferences	15
	Service Expectations	15
	Accessibility Standards	16
	Environmentally Responsible	16
	Defective, Damaged or Unsuitable Goods and/or Services	16
ARTICLE III	PROCESS FOR THE DETERMINATION OF THE PREFERRED PROPONENT(S)	17
	Multi-Stage Evaluation Process	17
	Stage I: Mandatory Requirements	17
	Stage II: Experience Evaluation	18
	Stage III: Scope Evaluation	18
	Stage IV: Price Evaluation	18
	Stage V: Presentation Evaluation	18

	Stage VI: Reference Evaluation	19
	Stage VII: Cumulative Ranking	19
	Tie Bids	20
	Clarifications	20
	Disqualification of Proposals	20
	Rectification	21
ARTICLE IV	PROCESS FOR THE SELECTION OF THE SUCCESSFUL PROPONENT(S)	22
	Right to Accept	22
	Selection of Multiple Proponents	22
	Past Performance or Past Conduct	22
	Negotiations	23
	Failure or Default of Proponent	23
	Right to Reject and Cancel	23
ARTICLE V	AFTER SELECTION	24
	Selection Notifications	24
	Non-Award Notifications	24
	Contract Award	24
ARTICLE VI	DEBRIEF	25
	Rules for Debriefings	25
	Procurement Protest	25
APPENDIX A	NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS	26
APPENDIX B	STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM	27
APPENDIX C	STAGE I - PARTICIPATING ENTITY SUBMISSION FORM	30
APPENDIX D	STAGE I - EVALUATION FORM	31
APPENDIX E	STAGE II - EXPERIENCE SUBMISSION FORM	32
APPENDIX F	STAGE II – EVALUATION FORM	33
APPENDIX G	STAGE III - SCOPE SUBMISSION FORM	34
APPENDIX H	STAGE III – EVALUATION FORM	36
APPENDIX I	STAGE IV – PRICING SUBMISSION FORM	37
APPENDIX J	STAGE IV – EVALUATION FORM	38
APPENDIX K	STAGE V – PRESENTATION EVALUATION	39
APPENDIX L	STAGE VI – REFERENCES SUBMISSION FORM	40
APPENDIX M	STAGE VI - EVALUATION FORM	41
APPENDIX N	STAGE VII – CUMULATIVE SCORING SHEET	42

THESE INSTRUCTIONS DEFINE YOUR OBLIGATIONS AND LIMIT YOUR RIGHTS. READ CAREFULLY.

Article I. TERMS AND CONDITIONS OF THE PROCUREMENT PROCESS

This Request for Proposals ("RFP") is an invitation by The District of Nipissing Social Services Administration Board to Companies or a consortium of Companies to submit a Proposal to qualify, in accordance with the Process For The Determination Of The Preferred Proponent(s) (see Article III), and the Process for the Selection of the Successful Proponent (see Article IV), as the non-exclusive Vendor for the Scope of Work requested in Article II.

Section 1.01 Definitions

In this RFP, Appendices, and any Addendum forming part thereof, words and expressions parenthetically defined shall have the meaning therein provided; however, all capitalized terms noted below shall have the following meanings regardless:

"Addenda" means a document made available by the Procurement Representative, which amends or clarifies the RFP document.

"AODA" means the Accessibility for Ontarians with Disability Act, 2005, S.O. 2005, Chapter 11, as may be amended from time to time and all regulations thereunder.

"Board" means the District of Nipissing Social Services Administration Board.

"Business Day" means Monday to Friday inclusive, except statutory or civic holidays observed in the Province of Ontario and by DNSSAB.

"Business Hours" means 8:30 a.m. to 4:30 p.m. on a Business Day.

"CAO" means the Chief Administrative Officer of the District of Nipissing Social Services Administration Board or designate.

"Closing Date" means the date and time as set out in the RFP Timetable wherein the submission of a Proposal is due.

"Company" means any person, entity, corporation, or business.

"Confidential Information" means information that may have economic value from not being generally known and/or is subject of efforts that are reasonable under the circumstances to maintain its secrecy; may include information contained in formulas, patterns, compilations, programs, methods, techniques, processes, products, services, devices, mechanism and any type of Personal Information.

"Conflict of Interest" includes situations wherein a Proponent (including members of his or her family) and/or any person associated with a Proposal:

- a) can benefit financially from his or her involvement;
- b) can gain an unfair advantage or engages in conduct, directly or indirectly that, may give it an unfair advantage in relation to the selection of a Preferred/Successful Proponent;
- c) where its other commitments, relationships or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; and/or
- d) where it could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

"Contract" means the agreement, in writing, governing the performance of the Scope of Work and may include the terms and conditions contemplated by this RFP.

"DNSSAB" means District of Nipissing Social Services Administration Board and any other government or Company or Board on behalf of which DNSSAB is acting. For the purposes of this RFP, DNSSAB shall mean the entity negotiating and awarding the Contract.

"Evaluation Committee" means the relevant representation from DNSSAB, as selected by DNSSAB, which may include ad hoc consultants, that evaluate Proposals and recommends, to DNSSAB, a Preferred Proponent. The Evaluation Committee does not have the authority to bind DNSSAB.

"FIPPA" means the Freedom of Information and Protection of Privacy Act, R.S.O. 1990 C. F.11, as may be amended from time to time and all regulations thereunder.

"Include", "includes" and "including" denotes that the subsequent list is not exhaustive.

"May/should" denotes permissive (not mandatory).

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as may be amended from time to time and all regulations thereunder.

"Must/shall/will" denotes imperative (mandatory). Proposals not satisfying compulsory (mandatory) requirements will be non-compliant and may not be considered further at DNSSAB's sole discretion.

"Opposing Party," means a Proponent who has an outstanding, unresolved claim or legal proceeding against DNSSAB or a Proponent against whom the DNSSAB has an outstanding, unresolved claim or legal proceeding.

"Participating Entity/ies" includes any other entities other than the Proponent who is included in the Proposal as either a partner, consultant, sub-consultant, contractor, sub-contractor, subsidiary, distributor, dealer, and/or reseller necessary for the provision of the Proponent's Proposal for the requested goods and/or services.

"Party or Parties" means DNSSAB and/or the Proponent, as the context may require.

"Personal Information" means any information about an identifiable individual which is required to be protected pursuant to MFIPPA or any other laws (including regulations and common law) pertaining to the protection of personal, health, or insurance information.

"Personnel" means board members, employees, partners, shareholders, directors, officers, agents, assigns, representatives, contractors, subcontractors, sub-service providers, consultants, sub-consultants, temporary agencies, volunteers or anyone for whom at law a Party is responsible for in connection with or in any way related to the delivery and/or performance of obligations under this RFP and/or Contract.

"PHIPA" means the Personal Health Information Protection Act, 2004, SO 2004, c. 3, as may be amended from time to time and all regulations thereunder.

"PIPEDA" means the Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5), as may be amended from time to time and all regulations thereunder.

"Preferred Proponent" means the Proponent(s) short-listed by the Evaluation Committee, who is then recommended to DNSSAB.

"Price or Pricing" means the charges, fees, and/or quotes provided by the Proponent in its Proposal as the actual cost for its Solution.

"Procurement Representative" means the representative of DNSSAB, designated by DNSSAB, who is the primary contact person regarding this RFP, particularly its procurement aspects.

"Proponent" means a legal entity, being a person, partnership, firm or corporation that has obtained official procurement documents for the purpose of submitting or who has submitted a Proposal in response to this RFP. Proponent includes any entity affiliated or related to the Proponent (including any entity with the same directing mind as the Proponent) as determined by DNSSAB.

"Proposal" means the submitted information, documents and/or forms as requested by DNSSAB under Article III which are provided and/or completed by a Proponent as a response to DNSSAB's request for the goods and/or services specified in the RFP.

"Qualified Proposal" means a Proposal and/or Proponent in compliance with Article III.

"Responsible Proponent" means a Proponent who can fully perform the contract requirements and has the integrity and reliability to assure performance of the contractual obligations.

"RFP" means the document describing the goods and/or services to be purchased and the terms upon which the goods and/or services are to be purchased and includes, without limitation, those documents referenced in the RFP and such Addenda as may be issued by DNSSAB from time to time.

"Scope of Work" means the goods and/or services to be provided by the Vendor pursuant to Article II of this RFP and in any subsequent Contract.

"Solution(s)" means the proposed activity(s), good(s), service(s), program(s) and/or deliverable(s) which will address the specific need(s), requirement(s), and/or expectation(s) of DNSSAB as outlined in Article II.

"Successful Proponent" means the Proponent(s) selected by DNSSAB for contract negotiations.

"Vendor" means the Proponent(s) with an executed Contract for the services and/or goods requested through this RFP.

"WSIA" means the Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sch. A, as may be amended from time to time and all regulations thereunder.

"WSIB" means Workplace Safety and Insurance Board.

Section 1.02 Information in RFP Only an Estimate

DNSSAB makes no representation, warranty, or guarantee regarding the accuracy of the information contained in this RFP or issued by Addenda. Any quantities shown or data contained in this RFP or provided by way of Addenda are estimates and guidelines only and are for the sole purpose of indicating to Proponents the general scale and scope of the work.

The Proponent's responsibility is to obtain all the information necessary to prepare a Proposal in response to this RFP. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in the RFP.

Section 1.03 Incorporated Appendices

The following Appendices shall be deemed to be incorporated herein by reference:

- APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS
- APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM
- APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM
- APPENDIX D: STAGE I - EVALUATION FORM
- APPENDIX E: STAGE II - EXPERIENCE SUBMISSION FORM
- APPENDIX F: STAGE II – EVALUATION FORM
- APPENDIX G: STAGE III - SCOPE SUBMISSION FORM
- APPENDIX H: STAGE III – EVALUATION FORM
- APPENDIX I: STAGE IV – PRICING SUBMISSION FORM
- APPENDIX J: STAGE IV – EVALUATION FORM
- APPENDIX K: STAGE V – PRESENTATION EVALUATION
- APPENDIX L: STAGE VI – REFERENCES SUBMISSION FORM
- APPENDIX M: STAGE VI - EVALUATION FORM
- APPENDIX N: STAGE VII – CUMULATIVE SCORING SHEET

To the extent that any provision of an Appendix conflicts with the terms and conditions of this RFP, the terms and conditions of this RFP shall control unless the RFP or Appendix expressly and specifically states requirements of a different manner.

Section 1.04 Procurement Representative

The Procurement Representative is a member of the Evaluation Committee, who is a non-voting member. The Procurement Representative's role is to ensure the Evaluation Committee and Proponent(s) comply with DNSSAB's Purchasing Policy #CORP-01. The Procurement Representative acts as the sole representative to whom each Evaluation Committee member and/or Proponent(s) can contact for questions, concerns, or clarifications concerning the procurement documents and/or processes. For this RFP, DNSSAB's Contract & Purchasing Specialist is the Procurement Representative, who can be contacted by email at dnsab.contracts@dnsab.ca. Proponent(s) must only contact the Procurement Representative by email for all communication concerning this RFP.

Section 1.05 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the appropriate section numbers of this RFP.

Section 1.06 Language

This RFP, Addendum and Proposals are to be drawn up in the English language. If the RFP, Addendum, and/or Proposals are provided and/or translated into another language, then the English-language version of the RFP, Addendum, and/or Proposal takes precedence over any other version.

Section 1.07 No Incorporation by Reference

The entire content of the Proponent's Proposal must be submitted in a fixed form and in the order and manner requested. The content of websites or reference to external documents and links will not be considered part of a Proposal.

Section 1.08 RFP Timetable

ITEM	DATE	TIME
Issue Date	6/10/2022	6:00 p.m.
Deadline for Questions	6/24/2022	4:00 p.m.
Deadline for Issuing Addenda	6/30/2022	4:00 p.m.
Closing Date	7/8/2022	1:00 p.m.

All proposals received at or after 1:01 p.m. on 7/8/2022 will not be accepted.

Proponents are cautioned that the timing of their submission is based on when the Proposal is received, not when a Proposal is submitted by a Proponent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors. For the reasons above, DNSSAB recommends that Proponents allow sufficient time to email their submission and resolve any issues that may arise. The Closing Date shall be determined by DNSSAB's web clock.

Proponents should contact the Procurement Representative at least twenty-four (24) hours before the deadline if they encounter any problems.

The Procurement Representative will send a confirmation email to the Proponent advising that a Proposal was submitted successfully. If Proponents do not receive a confirmation email, they should contact the Procurement Representative immediately. The Proponent must assume full responsibility for receipt of the Proposal by the deadline.

Section 1.09 Submission of Proposals

Proponents must submit each of the following components of their Proposal as five (5) separate pdf file attachments as follows:

- a) As one (1) pdf file: A response to Stage I (see Section 3.02)
- b) As one (1) pdf file: A Response to Stage II (See Section 3.03)
- c) As one (1) pdf file: A Response to Stage III (See Section 3.04)
- d) As one (1) pdf file: A Response to Stage V (See Section 3.05)
- e) As one (1) pdf file: A Response to Stage VI (See Section 3.07)

Proposals must be submitted electronically to dnssab.contracts@dnssab.ca.

The submission email should note "RFP 2022-22: Enhanced Vehicle Tracking and Reporting" as the subject line and include the following in the body of the email:

- i. Proponent's Name
- ii. Proponent's Company
- iii. Proponent's Address

Section 1.10 No Amendment to Forms

Other than inserting the information as requested on each form as set out in this RFP, Proponents may not make any changes to any of the form(s). Any Proposal containing any such changes or altered form(s), whether on the face of the form or elsewhere in their Proposal, may be disqualified.

Section 1.11 Joint Submission

Joint submissions from two (2) or more Proponents are to be submitted as a single Proposal coordinated and submitted by the lead Proponent with the required information. The lead Proponent shall act as the Vendor in all contractual obligations of any resulting award.

Section 1.12 Participating Entities

Unless otherwise stipulated in this RFP or any Addendum thereto, the Proponent is expected to be the sole source of responsibility for all goods and/or services. If a Proponent includes goods and/or services from a partner, sub-consultant, sub-contractor and/or uses distributors, dealers and/or resellers to supply the goods and/or services, the Proponent must identify all included in the Proposal. The Proponent must also address how the Participating Entity will provide the goods and/or services (i.e., describe the breakdown of responsibility within the network for the provision of goods and/or services).

Proponents shall indicate the name and addresses of all nominated Participating Entities that it proposes to use in the provision of the Scope of Work contemplated by this RFP using *APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM*. DNSSAB reserves the right to reject any Participating Entity so nominated, without penalty or liability to DNSSAB of any kind whatsoever.

No change shall be made to the list and responsibilities of the nominated Participating Entities after the Closing Date of the RFP, without the prior written approval of DNSSAB and only on such terms and conditions as DNSSAB, in the exercise of an absolute discretion, may require.

Section 1.13 Proposal Withdrawal

A Proposal may be withdrawn at any time by emailing dnssab.contracts@dnssab.ca. A Proponent who has withdrawn its Proposal may submit a new Proposal, but only by or before the RFP's Closing Date.

Section 1.14 Questions/Enquiries

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by emailing the Procurement Representative on or before the Deadline for Questions. No such communications are to be directed to anyone other than the Procurement Representative.

DNSSAB is under no obligation to provide additional information. DNSSAB is not responsible for any information provided by or obtained from any source other than the Procurement Representative. It is the responsibility of the Proponent to seek clarification from the Procurement Representative on any matter it considers unclear. DNSSAB is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

The Procurement Representative, at their discretion, shall determine whether the query requires a response, and such responses will be made available to all known Proponents through the DNSSAB website (www.dnssab.ca) and will be incorporated into and form part of the RFP as an Addendum.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

Section 1.15 Addenda

DNSSAB may issue Addenda during the procurement process until the Deadline for Issuing Addenda. Each Addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP.

Proponents are responsible for obtaining all Addenda issued by DNSSAB. All Addenda will be posted on DNSSAB's website and will not be delivered by any means to Proponents. Proponents should check the DNSSAB website (www.dnssab.ca) prior to submitting their Proposal up until the Deadline for Issuing Addenda in the event additional Addendums are issued.

In *APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM*, Proponents are required to confirm their receipt of all addenda by setting out the number of Addendum they have received and reviewed in the space provided. Proposals that do not contain evidence of all Addenda's receipt will be deemed incomplete and may not be accepted, at DNSSAB's discretion.

If DNSSAB determines that it is necessary to issue an Addendum after the Deadline for Issuing Addenda, DNSSAB may extend the Closing Date for a reasonable period of time.

Section 1.16 Solicitation of DNSSAB Staff and Board Members

With the exception of the Procurement Representative, and except as otherwise specified by DNSSAB, Proponents shall not contact or communicate with any individuals working for or associated with DNSSAB in relation to this RFP. Any Proponent that DNSSAB determines to circumvent or subvert this process may be disqualified at DNSSAB's absolute discretion.

Section 1.17 Political Letters of Reference and other Representations

Letters of reference from elected individuals at any level of government and other such representations will not be accepted as part of the Proposal submission nor will they be given any weight in the deliberations about the relative merits of Proposals and the ultimate determination of the Preferred and/or Successful Proponent.

Section 1.18 Influence

No person, partnership, firm, corporation, or Proponent shall attempt in any way, directly or indirectly, either in private or in public, to influence the outcome of any DNSSAB evaluation or Proposal acceptance. The Proposal of any person, corporation or Proponent that attempts to influence the outcome of any DNSSAB purchasing process will be disqualified.

Section 1.19 No Collusion

Under Canadian law, a Proponent's Proposal must be prepared separately and independently, without conspiracy, collusion or fraud. Therefore, no Proponent may discuss or communicate directly or indirectly the preparation or contents of its Proposal with any other Proponent or the agent or representative of any other Proponent, unless it is with regards to a joint submission. If DNSSAB discovers there has been a breach at any time, DNSSAB reserves the right to disqualify the Proposal or terminate any ensuing Contract.

Section 1.20 Conflict of Interest

In its Proposal, the Proponent must disclose to DNSSAB any actual or potential Conflict of Interest that might compromise its position and/or performance. If such a Conflict of Interest does exist, DNSSAB may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any DNSSAB employee/personnel or DNSSAB Board member having a financial interest in the Company and its nature. If such an interest exists or arises, DNSSAB may, at its discretion, refuse to consider the Proposal or withhold the Contract award until the matter is resolved to DNSSAB's sole satisfaction.

Section 1.21 Procurement Process Non-binding

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- a) This RFP will not give rise to any Contract A–based tendering law duties or other legal obligations arising out of any process contract or collateral contract.
- b) Neither the Proponent nor DNSSAB will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract or failure to award a contract.
- c) This RFP makes no guarantee of the value or volume of work to be assigned.
- d) This RFP does not create a legal relationship or obligation until the execution of a written Contract which has been mutually endorsed.

Section 1.22 Proponent Pricing Information

While the Pricing information provided in Proposals will be non-binding prior to the execution of a written Contract, such information will be assessed during the evaluation of the Proposals and the ranking of Proponents and therefore each Proponent should be prepared to honour their Pricing for ninety (90) days after the Closing Date. Any inaccurate, misleading or incomplete information, including withdrawn or altered Pricing, could adversely impact any evaluation or ranking when DNSSAB decides to enter into a Contract; therefore, DNSSAB reserves the right to reject said Proposal as incomplete or obscure.

The legislation and regulations governing the workplace in Ontario, including without limitation, Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)), Immigration and Refugee Protection Act (SC 2001, c. 27), Employment Standards Act, 2000, S.O. 2000, c. 41, Employer Health Tax Act, R.S.O. 1990, c. E.11, Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A, Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A may change at any time and may impact upon Proponent's pricing. In submitting its Proposal, each Proponent hereby acknowledges that it has considered any proposed changes to legislation and regulations, and any impact such changes, if any, may have on its Pricing. Proponents are advised that DNSSAB will not entertain requests to change Pricing in any subsequent contract based on changes to the minimum wage or other legislative or regulatory amendments made under any statute. It is each Proponent's obligation to operate according to all applicable laws at all times. Therefore, each Proponent assumes all risk and responsibility for cost increases due to legislative and regulatory changes.

Section 1.23 Non-Exclusive

This RFP will not be an exclusive Contract for the provision of the described goods and/or services as DNSSAB reserves the right to contract with others for goods and/or services of the same or similar nature and/or DNSSAB may obtain such goods and/or services internally.

Section 1.24 Errors and Omissions

No term or conditions within this RFP will be construed against or interpreted to the disadvantage of DNSSAB as DNSSAB has drafted the RFP. If there is any inconsistency or conflict in the RFP, the Proponent must notify DNSSAB prior to the Closing Date; if notification is provided after the Closing Date, DNSSAB reserves the right to include or reject the notification.

At no time shall the Proponent take advantage of any apparent error or omission in the RFP. Any work not specified which is necessary for the proper performance and completion of any part of the Scope of Work contemplated, which may be implied as included in the Scope of Work, shall be part of this RFP as if it had been specified and shall not be construed as a variation in the Scope of Work to be quoted, and shall be deemed as include in all Proponent's Pricing.

Section 1.25 Cost of Proposals

Preparation and submission of a Proposal in response to this RFP is voluntary; costs associated with a Proposal's preparation and submission and any associated meetings, negotiations, presentations, and/or discussions with DNSSAB are solely that of the Proponent submitting the Proposal.

Section 1.26 No Claim

DNSSAB will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

Section 1.27 Ownership and Disclosure of Proposal Documentation

The documentation comprising any Proposal submitted in response to the RFP, along with all correspondence, documentation and information provided to DNSSAB by any Proponent in connection with or arising out of this RFP, once received by DNSSAB:

- a) Shall become the property of DNSSAB.
- b) Will not be returned to the Proponent.
- c) Shall become subject to MFIPPA and may be released under that Act.

Because of MFIPPA, Proponents are advised to identify any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. At a minimum, each Proponent's name, along with the Proposal's total cost, Pricing and/or Cumulative Score may be made public.

Section 1.28 Ownership of DNSSAB Provided Data

All correspondence, documentation and information provided by the Procurement Representative to any Proponent in connection with or arising out of this RFP is and shall remain the property of DNSSAB and must not be used for any purpose other than replying to this RFP and fulfilling any subsequent Contract.

Section 1.29 Confidentiality of DNSSAB Provided Data

Proponents shall not disclose any RFP documents to any third party without the prior express written consent of DNSSAB but may disclose RFP documents to its employees and potential sub-contractors on a need-to-know basis for the limited purpose of helping the Proponent consider or prepare a Proposal.

Section 1.30 Publicity

The Proponent, its affiliates, associates, third-party service providers, and sub-contractors shall not make any public comment, respond to questions in a public forum, release for publication any information, or carry out any activities to either criticize DNSSAB, another Proponent or Proposal or to promote publicly or advertise their qualifications, interest in or participation in the RFP, without prior written permission from DNSSAB.

Section 1.31 Applicable Law

This RFP shall be governed and construed in accordance with the laws of the Province of Ontario, the federal laws of Canada applicable therein, and applicable DNSSAB by-laws and policies.

Section 1.32 Trade Agreements

Proponents should note that procurements falling within the scope of Chapter five (5) of the Canadian Free Trade Agreement (CFTA) or Chapter 19 of the Canada European Union: Comprehensive Economic and Trade Agreement (CETA) or Chapter 13 of the Canada-United States-Mexico Agreement (CUSMA) are subject to that trade agreement but that the rights and obligations of the parties will be governed by the specific terms and conditions contained within this RFP.

Section 1.33 Deemed Acceptance

By responding to this RFP, Proponents agree to accept all terms and conditions, incorporated this RFP into their Proposal, and agree to abide by any decision of DNSSAB, including the evaluation of Proponent's qualifications, as final. By submitting a Proposal, the Proponent also confirms that it has received, or has had the opportunity to obtain, independent legal advice in connection with Proponent's RFP review and Proposal preparation, and has read this RFP in its entirety, understands its content, and is submitting its Proposal freely and voluntarily (without duress or undue influence from any party) with full capacity and authority to do so.

Section 1.34 Appeal of Decision

There shall be no appeal of DNSSAB decisions concerning the RFP. DNSSAB decisions are final and binding.

Article II. SCOPE OF WORK

DNSSAB is in the process of moving to directly delivering Paramedic Services were once the services were contracted out to third parties. DNSSAB will be delivering Paramedic Services to over 83,150 residents across a 17,000 square kilometers area within the District of Nipissing (See APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS). DNSSAB Paramedic Services operates from five (5) stations located within Sturgeon Falls, North Bay, Mattawa, Temagami, and Whitney, with transportation to a number of health facilities within and outside the District. In 2021, DNSSAB responded to approximately 24,000 requests for service throughout the District. DNSSAB's current in-vehicle technology consists of: Panasonic ToughBook or Dell fully ruggedized laptops; Garmin GPS devices; FleetNet Provincial Radio Systems; Smartphone; LifePack 15 defibrillators onboard Paramedic vehicles; Ministry of Health Locator software Version 5.0; and Interdev iMedic. Please note that hardware installation for all vehicles will occur at 1715 Seymour Street, North Bay, ON P1A 0C6.

Section 2.01 Need

DNSSAB is requesting Proposals from qualified and experienced Companies or a consortium of Companies for Solutions for an enhanced vehicle tracking and reporting systems for a fleet of sixteen (16) ambulances, two (2) Paramedic Response Units and five (5) Community Paramedicine vehicles. Essentially, DNSSAB is seeking a Solution that can provide integrated, real-time tracking along with a reporting suite that provides data beyond just tracking vehicle positioning. Through a series of proactive and real-time reports, any Solution proposed should not only provide the required safety tracking options but offers comprehensive vehicle and operator performance measures that will allow DNSSAB to improve overall effectiveness and efficiency of its fleet.

Section 2.02 Proponent Expectations

DNSSAB expects a Proponent to:

- a) have relevant policies and procedures around financial accountability, environmental sustainability, accessibility, and confidentiality.
- b) have the relevant qualifications, experience and/or expertise in delivering goods and/or services of same or similar nature, especially with other Paramedic Services clients.
- c) have successfully completed projects of the same or similar magnitude as what has been proposed.
- d) provide details on the project team including names, qualification and contact details for each member.

Section 2.03 Solution Requirements

DNSSAB requires a Solution that:

- a) is proven and tested technology (no demo version).
- b) is compatible with any paramedic vehicle approved for use in Ontario.
- c) meets MOH Central Ambulance Communications Centre (CACC) product satisfaction standards.
- d) can read and report odometer readings directly from the vehicle's OEM OBDI system.

Section 2.04 Solution Preferences

DNSSAB prefers a Solution which:

- a) can supply steady hotspot connectivity (modem and SIM card) and in-vehicle wireless network connectivity for data transfer (i.e., email and text).
- b) can prevent data loss during cellular connectivity interruptions.
- c) can collect vehicle data (i.e., RPM, engine status, engine fault codes, operating and idle time, CO2 production rates, electrical system, battery levels, etc.).
- d) provide real-time (second by second) vehicle status tracking, reporting, and notification (i.e., GPS-AVL, speed, collision, vehicle call, warning system, fuel levels, engine and interior temperature, shore line, parking brake, etc.).

- e) has a customizable reporting suite/dashboard (i.e., duration per site, vehicle positioning, driver report cards, violation thresholds, and an interactive video over map for all data points, etc.).
- f) has customizable violation levels that trigger notifications and reports to specific staff and management by audio, email and/or text.
- g) has a driver identification system with driver ID tracking and driver safety reports.
- h) has event analysis reporting, with a costing methodology, suitable for legal proceedings.
- i) has a strong security system that proactively prevents cyber-intrusions.

Section 2.05 Service Expectations

DNSSAB expects the Proponent to outline:

- a) a four (4) week project schedule with details on all activities and key milestones from award to go-live date (i.e., installation, set-up, and go-live).
- b) the complete installation process including how the Solution will be implemented, configured and tested. The expectation is that the system's testing will be done in conjunction with DNSSAB's staff. The test process will include end-to-end testing of the system (under real-life working conditions) if it works on DNSSAB's IT infrastructure and the Solution is configured to produce the desired results.
- c) the technical details of each hardware component that will be installed (include the environmental factors under which the device will operate properly, such as: water resistance, temperature, and relative humidity).
- d) the Solution's warranty and which options and/or accessories are included in its Pricing or additional to its Pricing.
- e) how it will ensure historical data, documents, and information are migrated into the new Solution.
- f) if the solution includes licensing software options for each type of user, ongoing support, maintenance (schedule, tickets and escalation policy), and upgrades throughout the contract term.
- g) its customer service, troubleshooting/service response times (i.e., contact person/department, 24/7, local agents, toll free telephone numbers - live agents, and dedicated email contact).
- h) how it will supply comprehensive training to core group of DNSSAB's staff within a train the trainer approach; ensure to include copies of your proposed schedule and instructional methods, content, and materials.
- i) the data processing policies, procedures and/or protocols which will secure DNSSAB's confidential data and personal information while still allowing DNSSAB to access information through multiple devices at all times (i.e., the proposed data processing agreement).
- j) the proposed end of contract process that will ensure DNSSAB retains access and control of its data, documents and information.

Section 2.06 Accessibility Standards

Pursuant to Ontario Regulation 191/11 passed under the Accessibility for Ontarians with Disabilities Act, 2005, DNSSAB is required to incorporate accessibility designs, criteria and features when procuring or acquiring goods and/or services, except where it is not practicable to do so. When determining which Proposal will result in an award DNSSAB may, in its sole discretion and without limiting any of its other express or implied rights regarding the discretion to make an award, consider whether the goods and/or services to be provided incorporate accessibility designs, criteria and features.

Section 2.07 Environmentally Responsible

Goods and/or services considered environmentally responsible are preferred. Proponents should propose environmentally responsible goods and/or services regardless if DNSSAB has directly called for green goods and/or services.

Section 2.08 Defective, Damaged or Unsuitable Goods and/or Services

Any good and/or service requested under this RFP, which is later found to be defective, flawed, damaged, does not meet accepted specifications and/or is unsuitable for their intended use, shall be returned to the Vendor forthwith. Such goods and/or services will be subject to replacement or 100% refund of the purchased price, at DNSSAB's discretion. All returned items are to be picked up at the Vendor's own expense.

The Vendor shall be responsible for all damages caused by faulty workmanship, defective materials, flaws, or other such reason by which their failure or the failure for whom those are responsible. The Vendor will agree to hold DNSSAB safe and harmless from any such property damage; or claims by individuals or third parties; including any legal costs incurred by DNSSAB in connection therewith on a solicitor/client basis.

Article III. PROCESS FOR THE DETERMINATION OF THE PREFERRED PROPONENT(S)

Each Proponent and/or Proposal, which has not been disqualified by the Evaluation Committee under Section 3.11, will be evaluated by each member of the Evaluation Committee through a multi-stage evaluation process that will determine the Preferred Proponent(s).

Section 3.01 Multi-Stage Evaluation Process

Each Qualified Proposal will be evaluated in seven (7) stages as follows:

- a) At Stage I, each Proposal and Proponent is evaluated on a pass/fail basis according to the *Mandatory Requirements* as outlined in Section 3.02.
- b) At Stage II, eligible Proponents who have met Section 3.02 requirements, and have submitted a complete Experience Submission Form, will have their responses evaluated by the Evaluation Committee to determine the Proponent's *Experience Score* as outlined in Section 3.03.
- c) At Stage III, eligible Proponents who have met Section 3.03 requirements and have submitted a complete Scope Submission Form, will have their responses reviewed to determine the Proponent's *Scope Score* as outlined in Section 3.04;
- d) At Stage IV, eligible Proponents who have met Section 3.04 requirements and have submitted a complete Pricing Submission Form, will have their responses reviewed to determine the Proponent's *Pricing Score* as outlined in Section 3.05;
- e) At Stage V, eligible Proponents who have met Section 3.05 requirements will present their Proposal to the Evaluation Committee who will then determine the Proponent's *Presentation Score* as outlined in Section 3.06.
- f) At Stage VI, eligible Proponents who met Section 3.06 requirements, and have submitted a complete Reference Submission Form, will have their references contacted to determine the Proponent's *Reference Score* as outlined in Section 3.07.
- g) At Stage VII, eligible Proponent who have met Section 3.07 requirements will have their Experience Score, Scope Score, Pricing Score, Presentation Score and Reference Score totaled together to determine each Proponent's *Cumulative Score* as outlined in Section 3.07.

To ensure accurate/optimal scores, the Proponent should include sufficient detailed information that addresses each evaluation criteria, as evaluations are based on the information provided by the Proponent. Proponents shall assume that DNSSAB has no prior knowledge of their area of operation, experience or understanding of their Solution and will base the evaluation on the information presented.

Section 3.02 Stage I: Mandatory Requirements

Each Proponent is required to submit a complete *APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM* and *APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM* to be considered for Stage I review.

Each *APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM* and *APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM* submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in *APPENDIX D: STAGE I - EVALUATION FORM*.

Stage I will be evaluated on a pass/fail basis as to whether the Proponent meets all Mandatory Requirements of this RFP. Proponents who do not achieve a 'pass' for all of the Mandatory Requirements will not move forward to Stage II and will be given no further consideration.

Section 3.03 Stage II: Experience Evaluation

Only those Proponents who have satisfied Stage I requirements will be considered for Stage II. Proponents must have submitted a complete APPENDIX E: STAGE II - EXPERIENCE SUBMISSION FORM to be considered for Stage II evaluation.

Proponent's *APPENDIX E: STAGE II - EXPERIENCE SUBMISSION FORM* will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in *APPENDIX F: STAGE II – EVALUATION FORM*. Once each Evaluation Committee member has evaluated each Proponent(s)' *APPENDIX E: STAGE II - EXPERIENCE SUBMISSION FORM*, the Evaluation Committee will combine each Evaluation Committee member's score to determine the Proponent's Experience Score ("Experience Score").

Only those Proponents with an Experience Score of 60% or greater will be eligible to participate in Stage III; Proponent(s) who have not received an Experience Score of 60% or greater will be given no further consideration

Section 3.04 Stage III: Scope Evaluation

Only those Proponents who have satisfied Stage II requirements will be considered for Stage III. Eligible Proponents must have submitted a complete APPENDIX G: STAGE III - SCOPE SUBMISSION FORM to be considered for Stage III evaluation.

Proponent's *APPENDIX G: STAGE III - SCOPE SUBMISSION FORM* will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in *APPENDIX H: STAGE III – EVALUATION FORM*. Once each Evaluation Committee member has evaluated each Proponent(s)' *APPENDIX G: STAGE III - SCOPE SUBMISSION FORM*, the Evaluation Committee will combine each Evaluation Committee member's score to determine the Proponent's Scope Score ("Scope Score").

Only those Proponents with a Scope Score of 60% or greater will be eligible to participate in Stage IV; Proponent(s) who have not received a Scope Score of 60% or greater will be given no further consideration

Section 3.05 Stage IV - Price Evaluation

Only those Proponents who have satisfied Stage III requirements will be considered for Stage IV. Eligible Proponents must have submitted a complete *APPENDIX I: STAGE IV – PRICING SUBMISSION FORM* to be considered for Stage V evaluation.

Proponent's *APPENDIX I: STAGE IV – PRICING SUBMISSION FORM* will be tabulated by the Procurement Representative using the RFP Price Evaluator formula(s) outlined in *APPENDIX I: STAGE IV – EVALUATION FORM*. Once the Procurement Representative has tabulated each Proponent(s)' RFP Price Evaluator, the Evaluation Committee will determine the Proponent's Pricing Score ("Pricing Score") using the scoring outlined within *APPENDIX J: STAGE IV – EVALUATION FORM*.

Only those Proponents with a Pricing Score of 50 points or greater will be eligible to participate in Stage V; Proponent(s) who have not received a Pricing Score of 50 points or greater will be given no further consideration.

Section 3.06 Stage V - Presentation Evaluation

Only those Proponents who have satisfied Stage IV requirements will be considered for Stage V. Eligible Proponents will be required to provide a presentation that exhibits, demonstrates and/or answer questions about the information, material and Solution (s) contained in their Proposal.

The Proponent's representative(s) invited to present is expected to be thoroughly versed and knowledgeable with respect to the requirements of the RFP and the contents of its Proposal and must have the authority to make decisions and commitments with respect to matters discussed at the presentation, which may be included in the Contract. The presentation can take place via video conferencing or in-person in North Bay. All costs associated with a presentation, including transportation to and from for the Proponent's representative(s), shall be the Proponent's responsibility.

Stage IV will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in *APPENDIX K: STAGE V – PRESENTATION EVALUATION*. Once each Evaluation Committee member has evaluated each Proponent(s)' presentation, the Evaluation Committee will combine each member's score to determine the Proponent's Presentation Score ("Presentation Score").

Only those Proponents with a Presentation Score of 60% or greater will be eligible to participate in Stage VI; Proponent(s) who have not received a Presentation Score of 60% or greater will be given no further consideration.

Section 3.07 Stage VI - Reference Evaluation

Only those Proponents who have satisfied Stage V requirements will be considered for Stage VI. Eligible Proponents must have submitted a complete *APPENDIX L: STAGE VI – REFERENCES SUBMISSION FORM* to be considered for Stage VI evaluation.

The Procurement Representative will conduct all reference checks. Stage VI will be evaluated using the scoring outlined in *APPENDIX M: STAGE VI - EVALUATION FORM*. After all reference checks have been completed, the Procurement Representative will combine the scores from each reference for each Proponent to determine the Proponent's overall Reference Score ("Reference Score").

Please note that the Procurement Representative will only make two (2) attempts to contact your reference(s) – once by email and the second by phone, if necessary (if there has been no response to the initial email inquiry within two Business Days). If there is no reply or response from the reference after two (2) Business Days, from the initial email, this reference will be allocated a score of zero (0) points.

Only those Proponents with a Reference Score of 60% or greater will be eligible to participate in Stage VII; Proponent(s) who have not received a Reference Score of 60% or greater will be given no further consideration.

Section 3.08 Stage VII - Cumulative Ranking

At Stage VII, the Evaluation Committee will combine each eligible Proponent's Experience Score, Scope Score, Presentation Score, Pricing Score, and Reference Score to determine the Proponent's weighted cumulative score ("Cumulative Score") as outlined in *APPENDIX N: STAGE VII – CUMULATIVE SCORING SHEET* and based on the following weighted score averages:

SCORE	WEIGHT
Experience Score	10%
Scope Score	30%
Pricing Score	30%
Presentation Score	20%
Reference Score	10%
Cumulative Score	100%

This Cumulative Score will provide the Evaluation Committee with its final ranking of the Proponent(s), which will then inform the Evaluation Committee as to their recommendation(s) for a Preferred Proponent (s). The Preferred Proponent(s) will be submitted to the DNSSAB for final approval and determination of the Successful Proponent(s) in accordance with Article IV.

Section 3.09 Tie Proposals

If two or more Cumulative Scores are equal, the Evaluation Committee will offer an opportunity to the tied Proponents to re-bid.

If a tie persists, the Evaluation Committee may give preference to a Proponent on one or more of the following factors:

- a) Delivery date/launch date
- b) Documented service record
- c) Past performance record with DNSSAB

If the above does not break the tie, the Procurement Representative, in conjunction with the Director of Corporate Services or designate, will conduct a lottery draw to determine the Preferred Proponent(s). The Procurement Representative will schedule a meeting and inform the Proponents involved of the situation. Proponents will be asked to sign a Tie Bid Declaration Form to verify their participation in resolving the tie bid situation and waive any legal rights they may pursue due to participating or not participating in the process.

Those opting not to participate will forfeit their opportunity to continue and will not participate further in the process, be given no further consideration, and have no legal rights against DNSSAB.

The respective Proponents will be requested to participate in a fair and open draw process as follows:

- a) Each Proponent's name will be placed in a container.
- b) The Director of Corporate Services or designate will draw one name from the container.
- c) The Proponent whose name is drawn will be recommended as the Preferred Proponent.
- d) The result is recorded on the Tie Bid Declaration Form, copies of which will be provided to each Proponent.

Section 3.10 Clarifications

During the evaluation process, and at its sole discretion, the Evaluation Committee may request clarification from a Proponent of any aspect of a Proposal to assist the Evaluation Committee's interpretation and evaluation of a Proposal, including requesting additional information on Pricing breakdown. The Evaluation Committee reserves the right to consider and rely on such further information and clarifications in evaluating a Proposal and selecting a Preferred Proponent(s). It shall not be considered as an alteration of a Proposal nor be constituted as negotiation or re-negotiation.

The right to clarify does not impose upon the Evaluation Committee a requirement to clarify any part of a Proposal where the Proposal is deficient (i.e., where the Proponent did not respond), inconsistent, or otherwise not acceptable in any aspect. All requests for clarification and responses will be conducted through the Procurement Representative and shall be in writing. Any such request does not constitute an acceptance of a Proposal.

Section 3.11 Disqualification of Proposals

Proponents may be excluded from eligibility to submit, or a submitted Proposal may be summarily rejected, where the Evaluation Committee, in their sole, final, binding opinion, has determined that either the Proponent or Proposal, as per the context, fits the circumstances of one or more of the following disqualification items:

- a) Proposal is one of two or more Proposals submitted by the same Proponent, whether under the same or different names or whether as multiple options within a Proposal; Proposal will be disqualified unless additional Proposal(s) make it clear that the work in the extra Proposal (s) is a 'joint' submission with another Company.
- b) Proponent did not attend the mandatory site meeting (if applicable).
- c) Proposal was submitted and received after the Closing Date.
- d) Proposal is submitted in any way other than electronically through an email to dnssab.contracts@dnssab.ca.
- e) Proposal was submitted by a Proponent that colluded with one or more other Proponents.
- f) Proposal was submitted by a Proponent that has a Conflict of Interest.
- g) Proposal was submitted by a Proponent that is not a Responsible Proponent.
- h) Proposal was submitted by a Proponent that is an Opposing Party.
- i) Proposal was submitted by a Proponent that proposes an Opposing Party as a Participating Entity.
- j) Proposal was submitted by a Proponent that is not at arm's length from an Opposing Party.
- k) Proposal is incomplete, conditional, illegible, obscure or limited in any way.
- l) Proposal prices appear to be as unreasonable and/or unbalanced as to likely affect the interest of DNSSAB adversely.
- m) Proposal is executed by a person who does not have the authority to bind the Proponent's Company.
- n) Proposal was submitted by a Proponent, or any person on behalf of a Proponent, who has initiated communication about this RFP after it was issued and before it is terminated or before one or more Contracts are entered in respect to this RFP, which are its subject, with any member on any one of the Board; an employee of DNSSAB other than the Procurement Representative, and/or Media.
- o) The Proposal contains a limitation or qualification on the DNSSAB'S right to publicly disclose the Proponent's name and, if applicable, any Proposal Price and/or Cumulative Score.
- p) Proponent's past performance or past conduct during a previous procurement process and/or contract that resulted in higher ultimate costs, unsatisfactory results/performance, difficulties, and/or did not provide the best value to DNSSAB.

By responding to this RFP, Proponents will be deemed to have agreed that any decision by the Evaluation Committee to disqualify a Proposal will be final and binding.

Section 3.12 Rectification

If a Proponent or Proposal is deemed to be non-compliant with any item noted in Section 3.11 and/or has failed to satisfy all of the Mandatory Requirements noted in Section 3.02, the Evaluation Committee may issue a rectification notice identifying the deficiencies and providing the Proponent with an opportunity to rectify the deficiencies within three (3) Business Days. The three (3) Business Day period commences from when the Evaluation Committee issues a rectification notice to the Proponent.

If the Proponent fails to rectify within the three (3) Business Days, the Proponent and the Proposal shall be disqualified.

Article IV. PROCESS FOR THE SELECTION OF THE SUCCESSFUL PROPONENT(S)

Section 4.01 Right to Accept

Once DNSSAB receives from the Evaluation Committee its recommendation for Preferred Proponent(s), DNSSAB reserves the right to select a Successful Proponent, who, in its opinion, has submitted a Proposal that:

- a) Meets DNSSAB's requirements under this RFP, and
- b) In is DNSSAB's best interest, and
- c) Which provides the best overall value to DNSSAB.

Any Successful Proponent will not necessarily be the Proponent(s) who:

- a) Had been recommended as a Preferred Proponent(s); and/or
- b) Had the highest Cumulative Score; and/or
- c) Had the lowest RFP Price Evaluator; and/or
- d) Had complied with the Mandatory Requirements of this RFP.

For greater clarity, the recommendation of a Preferred Proponent(s) by the Evaluation Committee will not oblige the DNSSAB to negotiate or execute a contract with the Preferred Proponent(s).

Section 4.02 Selection of Multiple Proponents

DNSSAB also reserves the right to select either one (1) Proponent or multiple Proponent(s) for the entire Scope of Work and/or on any division of the Scope of Work, based on DNSSAB's sole discretion, all without liability.

Section 4.03 Past Performance or Past Conduct

DNSSAB reserves the right to thoroughly review all Proponent(s) and/or Proposal(s), which review may include and be influenced by, without limitation, any of the following:

- a) The Proponent(s) illegal or unethical conduct during a prior procurement process or Contract.
- b) The refusal of the Proponent to honour its submitted Pricing or other commitments during a prior procurement process or Contract.
- c) The Proponent has not complied with and/or satisfactorily performed the requirements of a previous Contract.
- d) A negative review from references provided by Proponents and those obtained by DNSSAB independently.
- e) Unsatisfactory past completion history (including completion of the full contract term, late or extended completion of the contract and late delivery of goods and services) of contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- f) Litigation and claims history of the Proponent (including previous, existing or potential litigation with any member of DNSSAB or others and construction liens filled by Proponent or subcontractors).
- g) Delivery of incorrect services on contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- h) Problematic and/or difficult customer service and responsiveness on contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- i) History of bidding unrealistic Pricing during a prior procurement process between any member of DNSSAB and Proponent, and/or Proponent and third parties.

DNSSAB reserve the right to reject a Proposal after it reviews any of the above if, in DNSSAB's sole opinion, the Proponent and/or Proposal may result in higher ultimate costs, other difficulties or unsatisfactory results and/or would not provide the best value to DNSSAB.

Section 4.04 Negotiations

DNSSAB retains its absolute discretion to negotiate with any Proponent(s), and such process can continue with any other Proponent(s) until an executed Contract or DNSSAB cancels this RFP. DNSSAB shall incur no liability if it exercises its right to negotiate, and Proponent(s) agree that DNSSAB has full authority to choose whom it can negotiate with.

DNSSAB shall have the right, but not the obligation, to negotiate on such matter(s) as it chooses with a Proponent(s). For clarity, DNSSAB may, during negotiations, adjust, refine, reprioritize or rewrite the Scope of the Work, funding/pricing/budget amounts, and any other terms and conditions it deems necessary.

If DNSSAB, in its sole and absolute discretion, is of the view that there is no reasonable prospect of concluding a Contract with a Proponent, DNSSAB may terminate the negotiations with the Proponent and negotiate a Contract with another Proponent or cancel the RFP process and not enter into a Contract with any of the Proponents.

Section 4.05 Failure or Default of Successful Proponent

If the Successful Proponent, for any reason, fails or defaults in respect of any matter or thing that is an obligation of the Proponent under the terms of the RFP, DNSSAB may disqualify the Successful Proponent from the RFP and may, at its option:

- a) Consider that the Successful Proponent has withdrawn any offer made or abandoned the Contract if the offer has been accepted, after which the acceptance, if any, of DNSSAB shall be null and void.
- b) Consider that the Successful Proponent has abandoned any Contract and requires the Successful Proponent to pay DNSSAB the difference between its Proposal and any other Proposals which DNSSAB accepts if the latter is for a greater amount.
- c) Consider that the Successful Proponent has abandoned any Contract and requires the Proponent to pay DNSSAB any costs which DNSSAB may incur because of the Proponent's failure or default.
- d) Consider that the Successful Proponent has abandoned any Contract wherein the Proponent shall indemnify and save harmless DNSSAB, its officers, employees and agents from all loss, damages, liability, costs, charges, and expenses howsoever suffered, incurred or sustained as a result of such default or failure of the Proponent.

The Successful Proponent shall be ineligible to submit a new Proposal for any RFP or bid that DNSSAB is required to reissue due to the Successful Proponent's failure or default or where DNSSAB deems that the Successful Proponent has abandoned the Contract.

Section 4.06 Right to Reject and Cancel

DNSSAB retains the right to reject any or all Proposals, even if there is only one received, and cancel this RFP, at any time, either before or after the receipt and review of Proposals.

Following the cancellation of the RFP, DNSSAB reserves the right to proceed, without limitation and as it determines in its sole discretion, all without liability, as follows:

- a) negotiate with one or more Proponent(s) for the same or similar Scope of Work; and/or
- b) negotiate with any other person, Company, Company and/or entity for the same or similar Scope of Work; and/or
- c) issue a new RFP for the same or similar Scope of Work on the same or modified terms.

Article VI. AFTER SELECTION**Section 6.01 Selection Notifications**

Once DNSSAB has selected a Successful Proponent, it will send an electronic notification asking the Successful Proponent to commence contract negotiations. DNSSAB makes no commitment to the Successful Proponent until a Contract has been executed between DNSSAB and the Successful Proponent. The Successful Proponent acknowledges that the commencement of any discussion or negotiations for a Contract does not create any contractual obligations between members of DNSSAB and the Successful Proponent.

Section 6.02 Non-Award Notifications

Non-award letters will be issued electronically to all unsuccessful Proponents once the contract award procedures with the Successful Proponent have been fulfilled.

Section 6.03 Contract Award

The Successful Proponent(s) may enter into a formal Contract with DNSSAB for a three (3) year term, with the option, at DNSSAB's discretion, of up to two (2) additional one-year extensions.

The Contract's award and/or extension is subject to the receipt of sufficient funding, budgetary approval, appropriate staff, and CAO/Board approval. If exercised, there shall be no Contract extension beyond the second one-year extension option.

Article VIII. DEBRIEF

For all competitive procurements, Proponents who participate in the procurement process are entitled to request a debriefing within sixty (60) days following the issuance of the non-award letters. The Procurement Representative will schedule a meeting with each Proponent separately and inform each Proponent involved of the date and time for their debrief meeting. At the meeting, the Procurement Representative or designate will introduce and describe the process that will occur, including what type of information will be shared. At the debrief, a Proponent is entitled to the following information:

- a) Their final evaluation score
- b) Their evaluation ranking (i.e. third of five proposals)
- c) Which evaluation stage(s) under Article III they were considered for.
- d) The final evaluation score of the Successful Proponent
- e) The name of the Successful Proponent (organization/company name)
- f) The strengths of their Proposal (non-evaluative items only)
- g) The areas of weakness within their Proposal (non-evaluative items only)

Debriefings requested beyond sixty (60) days shall be at the discretion of the Procurement Representative but are not required.

Section 8.01 Rules for Debriefings

- a) A debriefing must be attended by the Procurement Representative and at least one other Evaluation Committee member.
- b) Proponents are not entitled to see individual scores for each evaluation section; they are only permitted to know their final evaluation score.
- c) Questions unrelated to the evaluation or selection process will not be responded to during the debriefing and noted as out of scope.
- d) Questions or comments concerning other Proponents will not be discussed during a debrief process. If a Proponent makes a request for information related to confidential third-party organization proprietary information subject to the mandatory third-party exemption under the MFIPPA, they will be advised that a formal Freedom of Information (FOI) request can be submitted to the DNSSAB or NDHC Freedom of Information and Privacy representative.

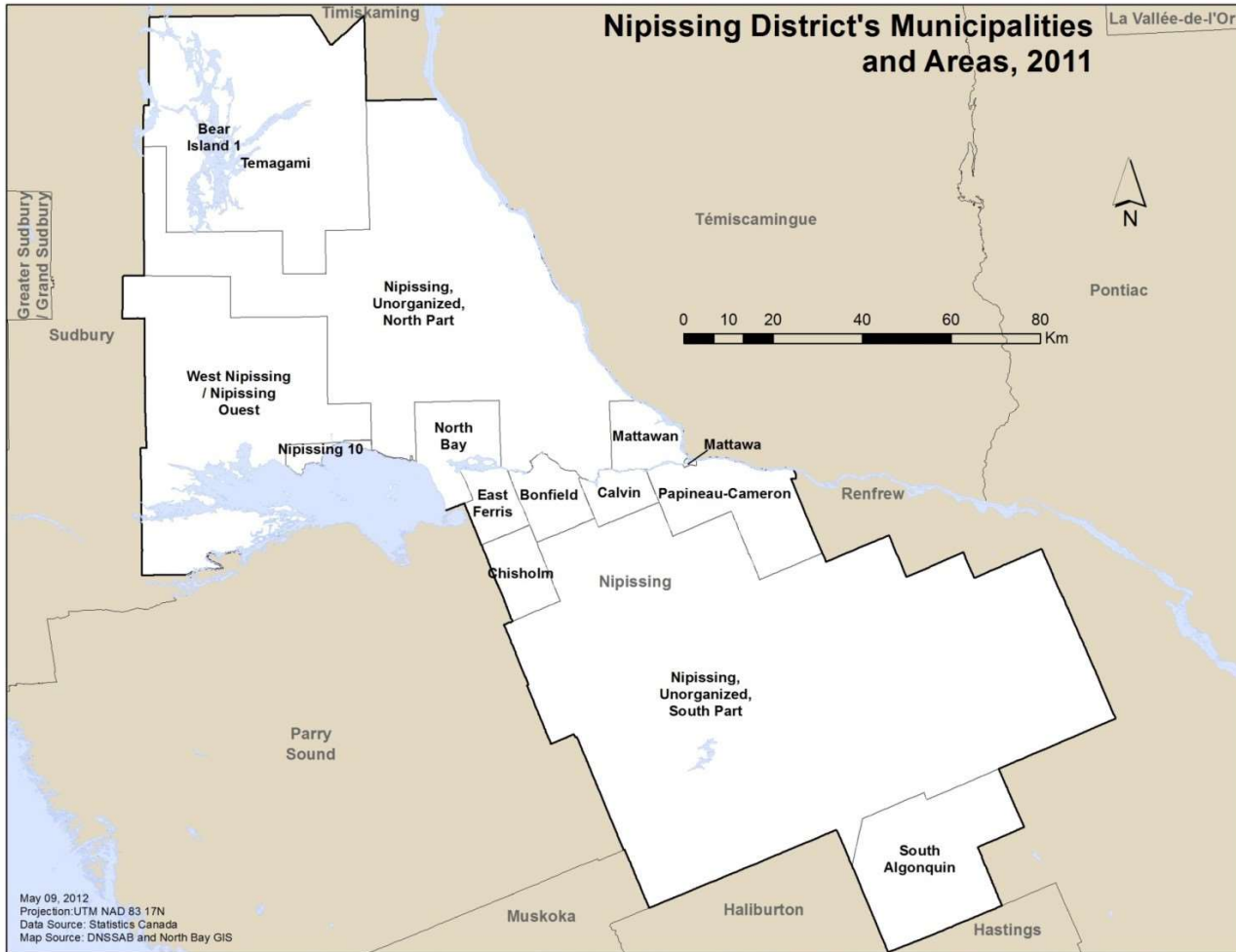
Section 8.02 Procurement Protest

A Proponent with a concern relating to the procurement process must follow the below-outlined process. It is not appropriate to contact members of the DNSSAB Board before following the process for addressing a concern. If any Proponent voices a concern, regarding a procurement process they are involved in, they will document their concern in writing and submit it to the Procurement Representative. The Procurement Representative shall respond to the Proponent in writing within fourteen (14) Business Days.

If the concern cannot be resolved to the Proponent's satisfaction, it shall be escalated to the Director of Corporate Services or designate. The Director of Corporate Services or designate will review the concern and respond in writing to the Proponent as required/appropriate within thirty (30) Business Days. The response may be provided during a debriefing process. Verbal follow-up and communication may be required to complete the response. If a face-to-face meeting is requested/required, the Director of Corporate Services or designate will arrange the meeting at a mutually convenient time, including the Procurement Representative.

If the Proponent is not satisfied with the response from the Director of Corporate Services, the issue will be referred to the CAO. The CAO may meet with the Proponent or review the Proponent's concerns presented in writing at the CAO's sole discretion. The decision of the CAO is final.

APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS



APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM

Proponent Information

Proponent's Company (s): _____

Proponent's Address: _____

Proponent's Contact Person: _____

Contact Email _____

Contact Phone _____

Acknowledgment of Addendums

We acknowledge receipt of _____ addendums; and agree that the addendum/addenda form part of the RFP.

Proponent's Declaration

Please initial beside each statement with which you agree. For DNSSAB's purpose, only those Proponents who have accepted (initialed) each statement of the Proponent's Declaration will be considered; failure to agree to any statement will disqualify your Proposal.

I/WE have read, reviewed and understand all terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

I/WE agree to be bound by the terms and conditions contained in the RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

I/WE agree to provide all goods and/or services outlined in this RFP, its Appendices, and/or any Addendum, including but not limited to the Scope of Work, Pricing and other specifications, within the terms and conditions as defined herein.

I/WE declare that the Proposal submitted has been made entirely in accordance with the terms and conditions outlined in this RFP, the Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

I/WE declare that this Proposal is the only Proposal submitted. No other Proposal was submitted under the same or different names or as multiple options within the same Proposal.

I/WE declare that any potential and/or actual conflict of interest has been disclosed to DNSSAB.

I/WE declare that this Proposal was submitted by a Proponent with the capacity to contract (not a minor and of sound mind)

I/WE declare that this Proposal was submitted by a Proponent (and all Participating Entities) who is not an Opposing Party in a legal action against DNSSAB.

I/WE declare that this Proposal is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Company, firm or persons making a submission and is in all respects fair and without collusion for fraud.

I/WE declare that the undersigned is empowered by the Proponent to negotiate all matters with DNSSAB's representatives relative to this Proposal and any future Contract, and the person named below has the authority to submit this Proposal on behalf of the Corporation, Company, Company, or Partnership.

I/WE declare that no persons associated with the Proposal have initiated communication about this RFP after it was issued and before the Closing Date or before one or more contracts are entered in respect of the Scope of Work, which is its subject, with any member of the DNSSAB Board, DNSSAB Staff, and/or the media.

I/WE declare that no person associated with the Proposal has been convicted of a criminal offence, including but not limited to fraud or theft.

I/WE declare that no person associated with the Proposal has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, DNSSAB employees, or the general public.

I/WE declare that no person associated with the Proposal has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

I/WE declare that if any future Contract is to be negotiated with DNSSAB regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

I/WE, including Non-Resident Proponent, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws, which in any way pertain to the Scope of Work outlined in this RFP or to the employee of the Proponent.

I/We, including Non-Resident Proponents, shall charge applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the goods and/or services completed by this RFP will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all work shall be in compliance with the Act's regulations.

I/WE agree to hold DNSSAB safe and harmless from any property damage; or claims by individuals or third parties; including any legal costs incurred by DNSSAB in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services.

Proposal Requirements

Please ensure to answer all questions below as either a Yes or No based on your Solution. Please note that if any question has an answer of No, the Proposal may be disqualified.

YES	NO	I/WE can confirm that the solution proposed:
<input type="checkbox"/>	<input type="checkbox"/>	is proven and tested technology (no demo version)
<input type="checkbox"/>	<input type="checkbox"/>	is compatible with any paramedic vehicle approved for use in Ontario
<input type="checkbox"/>	<input type="checkbox"/>	meets MOH Central Ambulance Communications Centre (CACC) product satisfaction standards
<input type="checkbox"/>	<input type="checkbox"/>	can read and report odometer readings directly from the vehicle's OEM OBDI system

Required Documents

Proponents are required to submit each of the following document(s) with this form. Failure to provide the required documentation will result in disqualification, and your Proposal will receive no further consideration.

YES	NO	I/WE have submitted:
<input type="checkbox"/>	<input type="checkbox"/>	a copy of a current Business License (which confirms five or more years of business).
<input type="checkbox"/>	<input type="checkbox"/>	verification of General Liability (Damage and Liability) Insurance coverage of at least \$5 000 000.00.

I/WE have submitted a current and valid copy of our Letter of Good Standing (Schedule 1 and/or Schedule 2) from the Workplace Safety and Insurance Board or verification of employer's liability insurance or submission of a letter of Good Standing from WSIB that confirms status as Independent Operator status along with an identification number.

Completed by:

Company

Authorized Signature

Name

Title

APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM

Participating Entity agreements made by the Proponent will not release the Proponent from any obligation to DNSSAB concerning the performance of its obligations under the Contract. DNSSAB will not be responsible for payment to the Proponent's Participating Entities if the Proponent defaults on its responsibilities. It is the responsibility of the Proponent to communicate this information to its Participating Entities.

Proponent's Declaration

Please initial beside the statement which best describes how Participating Entities are associated with your Proposal:

- Yes** If Participating Entities are associated with this Proposal, provide details using the table below.
- No** If by own forces, state so here (initial)

If Yes above, provide a list of all subcontractors you will be using to undertake the work (add as many rows as necessary)

Type	Responsibility	Company Name and Address	Contact Person
<input type="checkbox"/> Partner <input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other _____			
<input type="checkbox"/> Partner <input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other _____			
<input type="checkbox"/> Partner <input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other _____			

Completed by:

_____ Company

_____ Authorized Signature

_____ Name

_____ Title

APPENDIX D: STAGE I - EVALUATION FORM

	PASS	FAIL
APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgment of Addendums	<input type="checkbox"/>	<input type="checkbox"/>
Proponent's Declaration	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM	<input type="checkbox"/>	<input type="checkbox"/>

Mandatory Requirements	Proponent's	Need	%
			Pass

Must receive a Pass to be considered for Stage II

Decision Form

- Accept the Proposal
- Disqualify the Proposal (has at least one fail)
- Send Rectification Request (see below)

Details of Rectification Request	Date Sent	Date Due

Reviewed by:

Name _____

Date _____

APPENDIX E: STAGE II - EXPERIENCE SUBMISSION FORM

All Proponents must provide details about their Company, partnerships, and history providing same or similar goods and/or services. If you deem a question to be not applicable to you, you must explain or outline why it is so. Please see *APPENDIX F: STAGE II – EVALUATION FORM* for the evaluation form being used to assess your responses.

1. Please provide a brief history of your agency; include details of your Company’s purpose, strategic plans, and organizational structure.

2. Please outline the have relevant policies and procedures around financial accountability, environmental sustainability, accessibility, and confidentiality;ensure to include any relevant documentation that will support your response.

3. Please outline the have the relevant qualifications, experience and/or expertise in delivering goods and/or services of same or similar nature, especially with other Paramedic Services clients;ensure to include any relevant documentation that will support your response

4. Please outline the have successfully completed projects of the same or similar magnitude as what has been proposed;ensure to include any relevant documentation that will support your response

5. Please outline the provide details on the project team including names, qualification and contact details for each member;ensure to include any relevant documentation that will support your response

Completed by:

Company

Authorized Signature

Name

Title

APPENDIX F: STAGE II – EVALUATION FORM

SCORING LEGEND

Score	Definition	
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

	Exceeds	Meets	Did Not	No Response
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Experience Score	Proponent's Points	Total Points	%
		/ 18 * (# of Evaluators)	
Must receive a combined score of 60% or greater to participate in Stage III.			

Evaluated by:

Name

Date

APPENDIX G: STAGE III - SCOPE SUBMISSION FORM

All Proponents must provide a detailed response to the Scope of Work by fully answering each of the questions noted below. If you deem a question to be not applicable to you, you must explain or outline why it is so. Please see *APPENDIX H: STAGE III – EVALUATION FORM* for the evaluation form being used to assess your responses.

1. At a high level, describe how your Solution will allow DNSSAB to meet its current and future needs.

2. Please confirm, with specific details, if your Solution can supply steady hotspot connectivity (modem and SIM card) and in-vehicle wireless network connectivity for data transfer (i.e., email and text); ensure to incorporate any visuals/screenshots to complement your response.

3. Please confirm, with specific details, if your Solution can prevent data loss during cellular connectivity interruptions; ensure to incorporate any visuals/screenshots to complement your response.

4. Please confirm, with specific details, if your Solution can collect vehicle data (i.e., RPM, engine status, engine fault codes, operating and idle time, CO2 production rates, electrical system, battery levels, etc.); ensure to incorporate any visuals/screenshots to complement your response.

5. Please confirm, with specific details, if your Solution provide real-time (second by second) vehicle status tracking, reporting, and notification (i.e., GPS-AVL, speed, collision, vehicle call, warning system, fuel levels, engine and interior temperature, shore line, parking brake, etc.); ensure to incorporate any visuals/screenshots to complement your response.

6. Please confirm, with specific details, if your Solution has a customizable reporting suite/dashboard (i.e., duration per site, vehicle positioning, driver report cards, violation thresholds, and an interactive video over map for all data points, etc.); ensure to incorporate any visuals/screenshots to complement your response.

7. Please confirm, with specific details, if your Solution has customizable violation levels that trigger notifications and reports to specific staff and management by audio, email and/or text; ensure to incorporate any visuals/screenshots to complement your response.

8. Please confirm, with specific details, if your Solution has a driver identification system with driver ID tracking and driver safety reports; ensure to incorporate any visuals/screenshots to complement your response.

9. Please confirm, with specific details, if your Solution has event analysis reporting, with a costing methodology, suitable for legal proceedings; ensure to incorporate any visuals/screenshots to complement your response.

10. Please confirm, with specific details, if your Solution has a strong security system that proactively prevents cyber-intrusions; ensure to incorporate any visuals/screenshots to complement your response.

11. Please confirm, with specific details, your four (4) week project schedule with details on all activities and key milestones from award to go-live date (i.e., installation, set-up, and go-live); ensure to incorporate any visuals/screenshots to complement your response.

12. Please confirm, with specific details, the complete installation process including how the Solution will be implemented, configured and tested. The expectation is that the system's testing will be done in conjunction with DNSSAB's staff. The test process will include end-to-end testing of the system (under real-life working conditions) if it works on DNSSAB's IT infrastructure and the Solution is configured to produce the desired results; ensure to incorporate any visuals/screenshots to complement your response.

13. Please confirm, with specific details, the technical details of each hardware component that will be installed (include the environmental factors under which the device will operate properly, such as: water resistance, temperature, and relative humidity); ensure to incorporate any visuals/screenshots to complement your response.

14. Please confirm, with specific details, the Solution's warranty and which options and/or accessories are included in its Pricing or additional to its Pricing; ensure to incorporate any visuals/screenshots to complement your response.

15. Please confirm, with specific details how historical data, documents, and information are migrated into the new Solution; ensure to incorporate any visuals/screenshots to complement your response.

16. Please confirm, with specific details, your licensing options (i.e., for each type of user), ongoing support, maintenance (i.e., schedule, tickets and escalation policy), and upgrades throughout the contract term; ensure to incorporate any visuals/screenshots to complement your response.

17. Please confirm, with specific details, your customer service, troubleshooting/service response times (i.e., contact person/department, 24/7, local agents, toll free telephone numbers - live agents, and dedicated email contact); ensure to incorporate any visuals/screenshots to complement your response.

18. Please confirm, with specific details, how you will supply comprehensive training to core group of DNSSAB's staff within a train the trainer approach; ensure to include copies of your proposed schedule and instructional methods, content, and materials; ensure to incorporate any visuals/screenshots to complement your response.

19. Please confirm, with specific details, your data processing policies, procedures and/or protocols which will secure DNSSAB's confidential data and personal information while still allowing DNSSAB to access information through multiple devices at all times (i.e., the proposed data processing agreement); ensure to incorporate any visuals/screenshots to complement your response.

20. Please confirm, with specific details, your proposed end of contract process that will ensure DNSSAB retains access and control of its data, documents and information; ensure to incorporate any visuals/screenshots to complement your response.

21. Please confirm, with specific details, if your Solution has incorporated accessibility designs, criteria and features in accordance with Ontario Regulation 191/11; please feel free to incorporate visuals/screenshots of your solution.

22. Please confirm, with specific details, if your Solution can be considered environmentally responsible; please feel free to incorporate visuals/screenshots of your solution.

23. Please confirm, with specific details, any value add components of your Solution, creative opportunities for cost savings, or innovative goods and/or services within your Solution that would benefit DNSSAB; please feel free to incorporate visuals/screenshots of your solution

Completed by:

Company

Authorized Signature

Name

Title

APPENDIX H: STAGE III – EVALUATION FORM

SCORING LEGEND

	Score	Definition
	3	Exceeds Provided a response that exceeded expectations.
	2	Meets Provided a response that meets expectations.
	1	Did Not Provided a response that did not meet expectations.
	0	No Response Did not provide an appropriate response/or no response at all provided.

	Exceeds	Meets	Did Not	No Response
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Proponent's Points	Total Points	%
Proposal Score		/ 69 * (# of Evaluators)	
Must receive a combined score of 60% or greater to participate in Stage IV.			

Evaluated by:

Name

Date

APPENDIX I: STAGE IV – PRICING SUBMISSION FORM

Provide a detailed breakdown of all costs associated with your Solution. All costs must be fully itemized and complete (no estimates). All costs must be in Canadian dollars with H.S.T. excluded. All costs submitted shall be considered firm for the length of any Contract, including for any renewal term(s).

One-Time Costs

Price Item	Type	Unit Price	Office Use
Hardware	One-time cost (Per unit)		(Unit Price *23) = Price
Installation	One-time cost (Per unit)		(Unit Price *23) = Price
SIM Card	One-time cost (Per unit)		(Unit Price *23) = Price
Software (select the most appropriate)	One-time cost (Lump sum)		(Unit Price *1) = Price
	One-time cost (Per unit)		(Unit Price *23) = Price
Training	One-time cost (Lump Sum)		(Unit Price *1) = Price

Annual Costs

Price Item	Type	Unit Price	Office Use
Software (select the most appropriate)	Annual cost (Lump Sum)		(Unit Price *1) = Price
	Annual cost (Per unit)		(Unit Price *23) = Price
Hosting (select the most appropriate)	Annual cost (Lump Sum)		(Unit Price *1) = Price
	Annual cost (Per unit)		(Unit Price *23) = Price
Service & Support (select the most appropriate)	Annual cost (Lump Sum)		(Unit Price *1) = Price
	Annual cost (Per unit)		(Unit Price *23) = Price
Data Plan (AVL + WiFi: 5GB)	Annual cost (per unit)		(Unit Price *23) = Price
Yearly Price Increase	Percentage (%)		

Completed by:

Company

Authorized Signature

Name

Title

APPENDIX J: STAGE IV – EVALUATION FORM

RFP Price Evaluator Formula:

One-time Price = Hardware price + Installation price + SIM Card price + Software price + Training price

Year 1 Price = Software price + Hosting price + Service & Support price + Data Plan price

*Year 2 Price = Year 1 Price + (Year 1 Price * Yearly Price Increase%)*

*Year 3 Price = Year 2 Price + (Year 2 Price * Yearly Price Increase%)*

*Optional Year 4 Price = Year 3 Price + (Year 3 Price * Yearly Price Increase%)*

*Optional Year 5 Price = Optional Year 4 Price + (Optional Year 4 Price * Yearly Price Increase%)*

RFP Price Evaluator = One Time Price + Year 1 Price + Year 2 Price + Year 3 Price + Optional Year 4 Price + Optional Year 5 Price

SCORING LEGEND

Points		Definition
100	Lowest	Lowest RFP Price Evaluator.
75	Low	1 to 10% higher than the lowest RFP Price Evaluator amount
50	Average	11% to 20% higher than the lowest RFP Price Evaluator amount
25	High	21% to 30% higher than the lowest RFP Price Evaluator amount
0	Highest	31%+ higher than the lowest RFP Price Evaluator amount

Pricing Score	Proponent's RFP Price Evaluator	Lowest RFP Price Evaluator	% (from Lowest RFP Price Evaluator Amount)	Proponent's Points

Must receive a minimum of 50 points or greater to participate in Stage V.

Evaluated by:

Name

Date

APPENDIX K: STAGE V – PRESENTATION EVALUATION

SCORING SCALE

Score	Name	Definition
4	Strongly Agree	The evaluator strongly agreed with the statement.
3	Agree	The evaluator agreed with the statement.
2	Neutral	The evaluator had a neutral opinion with the statement.
1	Disagree	The evaluator disagreed with the statement.
0	Strongly Disagree	The evaluator strongly disagreed with the statement.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Overall impression of the proposed good and/or service as presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter clearly described the proposed Solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter conveyed that the company has the capacity (staff) and professionalism (experience and expertise) necessary to deliver its Solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter brought credible Solutions that can address DNSSAB's needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter fully outlined how and why the Pricing was determined and that DNSSAB has received a competitive pricing model in comparison to other institutions of same or similar nature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter gave a detailed outline of the implementation plan and noted the risks involved and mitigation plans prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter provided a clear walkthrough of the Solution that demonstrates the accessibility, responsiveness, and benefits of the proposed good and/or service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter showed that the company has a realistic wind-down or transition plan upon the expiration of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESULTS

Presentation Score	Proponent's Points	Total Points	%
			/ 32
Must receive a combined score of 60% or greater to participate in Stage VI.			

Evaluated by:

Name

Date

APPENDIX L: STAGE VI – REFERENCES SUBMISSION FORM

Please provide a minimum of three (3) unique references from companies (DNSSAB excluded) for whom you have supplied, installed, and/or supported within the same or similar scope and magnitude of work requested in this RFP within the past five (5) years.

Description	Reference No. 1	Reference No. 2	Reference No. 3
Has the Reference been Informed?			
Reference's Company			
Reference's Full Name			
Reference's Job Title			
Reference's Email Address			
Reference's phone number and extension			
Value of Goods and/or Services provided (\$)			
Date work commenced (month & year)			
Date work ended (month & year)			
Description of goods and/or services provided			

Completed by:

 Company

 Authorized Signature

 Name

 Title

APPENDIX M: STAGE VI - EVALUATION FORM**SCORING SCALE**

Score	Definition
4	Very satisfied The referee was very satisfied with Proponent
3	Satisfied The referee was satisfied with Proponent
2	Neither The referee was neither satisfied nor dissatisfied with Proponent
1	Dissatisfied The referee was dissatisfied with Proponent
0	Very dissatisfied The referee was very dissatisfied with Proponent

REFERENCE EVALUATION CRITERIA	Very satisfied	Satisfied	Neither	Dissatisfied	Very dissatisfied
Question about the experience with company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about the goods and/or service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reference Score	Proponent's Points	Total Points	%
Reference 1		/28	
Reference 2		/28	
Reference 3		/28	
Total		/84	
<i>Must receive a combined score of 60% or greater to participate in Stage VII</i>			

Evaluated by:

Name _____

Date _____

APPENDIX N: STAGE VII – CUMULATIVE SCORING SHEET

	EVALUATION RESULTS			WEIGHTED SCORE	
	Available Points	Proponent's Points	Proponent's %	Weighted %	Proponent's Weighted Score
Experience Score	/ 15 * (# of Evaluators)		Proponent's Point's / Available Points	10%	(Proponents % * Weighted %)
Scope Score	/ 69 * (# of Evaluators)		Proponent's Point's / Available Points	30%	(Proponents % * Weighted %)
Pricing Score	/ 100		Proponent's Point's / Available Points	30%	(Proponents % * Weighted %)
Presentation Score	/ 32 * (# of Evaluators)		Proponent's Point's / Available Points	20%	(Proponents % * Weighted %)
Reference Score	/ 84		Proponent's Point's / Available Points	10%	(Proponents % * Weighted %)
Cumulative Score					

Prepared by:

Name

Date

End of Document