



The Children's Aid Society of Ottawa | La Société de l'aide à l'enfance d'Ottawa

Request for Proposal

For:

Provision of Ultrabooks

February 6, 2015

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Section A
Information for Proponents
And
General Conditions

SECTION A - INFORMATION FOR PROPONENTS AND GENERAL CONDITIONS

1. Proposal Submission

Sealed proposals are to be addressed to:

**The Children's Aid Society of Ottawa
1602 Telesat Court
Ottawa Ont
K1B 1B1
ATTENTION: Supervisor, Information Technology, Confidential**

To be marked: Provision of Ultrabooks

and are to be received no later than: February 20th, 2015 @ Noon

Oral, or tenders submitted by facsimile or modifications to this proposal document will not be considered. All blank spaces on forms shall be fully filled in. In addition a proposal that is conditional, illegible, unbalanced, obscure or contains additions not called for, reservations, interlineations, erasures, alterations, or irregularities, of any kind, or that does not comply strictly with the terms and conditions of the proposal documents will not be considered.

Signatures shall be longhand and executed by the principal duly authorized to make contracts.

2. Bid Opening

The Society will open all proposals and conduct an evaluation of the proposals, as per Article 15, prior to February 23rd, 2015 at 5:00pm. The lowest or any bid will not necessarily be accepted.

The Society has established the following procedure for handling irregular bids:

IRREGULARITIES CONTAINED IN BIDS

IRREGULARITY	RESPONSE
Late Bids	Automatic rejection not read publicly and returned unopened to the bidder.
Unsealed Envelopes	Automatic rejection
Incomplete, illegible or obscure bids or bids which contain additions not called for, erasures, alterations, errors or irregularities of any kind.	May be rejected as informal
Documents, in which all necessary Addenda have not been acknowledged.	Automatic rejection
Failure to attend mandatory site visit.	Automatic rejection
Failure to include signature of the person authorized to bind the Tenderer.	Automatic rejection
Conditions placed by the Tenderer on the Total Contract Price.	Automatic rejection
Bids Containing Minor Mathematical Errors	<p>If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly</p> <p>If both the unit price and the total price are left blank, then both shall be considered as zero.</p> <p>If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity.</p> <p>If the total price is left blank for a lump sum item, it shall be considered as zero.</p> <p>If the Tender contains an error in addition and/or subtraction and/or transcription in the approved tender documentation format requested (i.e. not the additional supporting documentation supplied), the error shall be corrected and the corrected total contract price shall govern.</p> <p>Tenders containing prices which appear to be so unbalanced as to likely affect the interests of the Society adversely may be rejected.</p>

3. **Enquires / Addenda**

Questions arising as to the meaning or intent of the proposal documents shall be submitted in writing to Supervisor, Information Technology at least three (3) working days before the tender closing; (rob.cunningham@casott.on.ca). Answers to questions and any amendments to the proposal will be communicated in the form of an addendum to all bidders. Any such addenda will form part of the proposal documents. (Addenda)

4. **Proponent's Ability and Experience**

Firms submitting bids shall be actually engaged in the type of work required by the Statement of Work and shall be able to refer to work of a similar character performed by them. The tenderer shall furnish evidence satisfactory to the Society of the proponents experience and familiarity with work of the character specified and the proponents financial ability to execute properly the proposed work to completion within the specified time.

5. **Bid In Force**

Price will be guaranteed for 60 days from the bid tender opening.

6. **Contract Commencement and Duration**

All work must be completed prior to March 31st, 2015.

14. **Dispute Resolution**

In cases of dispute as to whether or not a product or service meets the accepted terms of the agreement, the joint decision of the Director of Finance and Administration or their designate and the Supervisor of Information Technology or their designate shall be final and binding on all parties.

15. **Basis for Evaluation of Proposals**

Proposals will be evaluated on the basis of the information provided. Below is a description of evaluation criteria and points to be used in selection of the Consultant.

Item 1 – Completeness of Submission

Proposals will be evaluated on the basis of all information provided by the Vendor. Each proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

Item 2 – Vendor Profile

1. General Overview including:
 - a. Experience and credentials of the firm including how many years in business.
 - b. Company's Mission Statement
 - c. List affiliations with any other organizations and accreditations.
 - d. Letter of reference from the manufacturer of the ultrabook product
 - e. Listing names of the managers or the company's principal(s)
 - f. Details of the company organizational structure including number of employees and relationships
2. Ability to meet schedule
 - a. Statement regarding ability of company to meet projected schedule as specified in the RFP.

Item 3 – Acquisition and Delivery Plan

1. Include a description of the internal processes used for timely delivery of final product, configured as per SOW.

Item 4 – Proponents Qualifications

1. Vendors Project Leader:
 - a. Identify the individual who will serve as Project Leader and confirm that for the duration of the project, the named individual will:
 - i. Be responsible for delivery of service to the project
 - ii. Attend all meetings as the primary representative of their respective organizations, and
 - iii. Shall only be substituted with the prior written concurrence of the Society.
2. Vendors Support capabilities
 - a. Provide confirmation of ability to provide next business day on site support to CASO facilities in the Ottawa area.
3. Include a minimum of three references for projects of a similar nature and scope and where clients are using the next business day on site support option.

16. **Evaluation Criteria & Weighting**

ITEM	EVALUATION CRITERIA	EVALUATION POINTS
1	Completeness of Submission	5
2	Vendor Pprofile <ul style="list-style-type: none">• Experience & credentials of firm• Ability to meet schedule	5 15
3	Acquisition and delivery plan <ul style="list-style-type: none">• Scope of services to be provided• Method of approach/Workplan	5 10
4	Proponent Qualifications <ul style="list-style-type: none">• Similar Projects• Project Leader• References	10
5	Cost	50
	TOTAL	100

Cost evaluation is determined as follows:

Lowest Bid

Bid (A, B,C etc) x 50 = points awarded

17. **Presentation and Interview**

The Society reserves the right to interview any or all of the proponents that submit a proposal to provide the evaluation team with additional insight into the proponent's ability to meet the requirements as requested in the RFP.

18. **Debriefing**

Unsuccessful proponents are entitled to a debriefing. The Society allows unsuccessful proponents 60 calendar days following the contract award notification date to request a debriefing.

INTENTIONALLY LEFT BLANK

Section B

Form of Proposal

Form of Proposal
for
Provision of Ultrabooks
1602 Telesat Court

THE CHILDREN'S AID SOCIETY OF OTTAWA

c/o The Supervisor, Information Technology
1602 Telesat Court
Ottawa, Ontario K1B 1B1

I/We have examined and reviewed the Information for Proponents and General Conditions, (pages 3 - 8), the conditions on the site, the Specifications and Details as applicable to the proposal and all Addenda thereto, as acknowledged hereinafter:

for: **Provision of Ultrabooks – 1602 Telesat Court, Ottawa**

and thereby offer to complete the work for the sum of: \$í í í í í í í í

1. SCHEDULE OF PRICES:

Item	Description	Amount (+HST)
1	Hardware requirements as per SOW	
2	Services	
	TOTAL PRICE	

TOTAL PRICE: \$ _____ + HST
 (Transfer this amount to Section C, Article 4)

2. I/We acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our tender. (Insert number and date of Addenda, if any.)

Addendum # 1 dated:

Addendum # 2 dated:

Addendum # 3 dated:

3. If this proposal is accepted, I/we will execute the Form of Agreement within ten (10) working days of being notified to do so in writing by the Supervisor, Information Technology

4. I/We have completed the Schedule of Prices and have indicated the Total Price

5. I/We permit the Society to contact the references provided in Section A Article 15 Item 4 (ii) in order to provide our past performance record.

Name of Proponent:

Address:

Phone:

Email address:

Authorized Signature
(If signing on behalf of a limited company,
I have the authority to bind the corporation)

Witness

Name

Witness

Title

(Affix corporate seal here)

Section C

Form of Agreement

Form of Agreement

THIS AGREEMENT made in duplicate this 11 day of 11 11 2015.

BETWEEN

THE CHILDREN'S AID SOCIETY OF OTTAWA

(the Society)

-OF THE FIRST PART -

AND:

11 11 11 11 11 11 11 11 11 11 11 11 11 11 11

(the Proponent)

- OF THE SECOND PART -

WITNESSETH

That the Society and the Proponent in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

Article 1 - The Work

- a) A general description of the work is : Provision of Ultrabooks, (the Work)
- b) The vendor shall, except as otherwise specifically provided, at its own expense, provide all and any kind of labour, machinery, materials, appliances, articles, and things necessary for the due execution of all the Work set out in this contract, and deliver the Work complete in every particular way to the Society within the time specified in the contract documents.

Article 2 - Contract Documents

The contract documents consist of the following:

- a) Information for Proponents and General Conditions
 - b) Form of Tender
 - c) Form of Agreement
 - d) Statement of Work
 - e) Addenda (if applicable)
- (Contract Documents)

The Proponent agrees to be bound by the conditions set out in each of the Contract Documents as if they were individually set out in this Agreement.

Article 3 - Contract Documents order of Precedence

In the case of any inconsistency or conflict between the provisions of this agreement or any other document written, the provisions of such documents shall take precedence and govern in the following order, namely:

- 1) This Form of Agreement
- 2) Addenda (if applicable)
- 3) Information for Tenders and General Conditions
- 4) Statement of Work
- 5) Form of Tender

Article 4 - Contract Price

The Total Tender Price \$11111.11, plus HST, in Canadian funds, which price shall be subject to adjustments as may be required in accordance with the provisions of the Contract Documents. This sum shall be specifically for the Procurement of Ultrabooks.

Article 5 - Notification of Addresses

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other, it shall be deemed sufficiently given or made if mailed by registered mail or delivered by hand in writing to such party at the following address:

The Society:
 The Children's Aid Society of Ottawa
 1602 Telesat Court
 Ottawa, Ont K1B 1B1
 Attn: Supervisor, Information Technology

The Proponent:
 1111111111
 1111111111
 1111111111
 Attn:

Article 6 - No Implied Contract

No implied contract of any kind whatsoever by or on behalf of the Society shall arise or be implied from anything in this contract contained, nor from any position or situation of the parties at any time, it being clearly understood that the express covenants and agreements herein contained made by the Society shall be the only covenants and agreements upon which any rights against the Society may be founded.

Article 7 - Vendors Declaration

The vendor declares that the tendering for the Work and in entering into this contract the vendor has either investigated the character of the Work and all local conditions that might affect the vendors tender or acceptance of the Work, or that not having so investigated, the vendor is willing to assume and does hereby assume all risk conditions arising or developing in the course of the Work which might or could make the Work, or any items thereof, more expensive in character, or more onerous to fulfill, than was contemplated or known when the tender was made or the contract signed. The vendor also declares that the vendor did not and does not rely upon information furnished by any methods whatsoever, by the Society or its officers or employees, being aware that any information from those sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the Society.

Article 8 - Bankruptcy or Insolvency

If the Proponent becomes bankrupt, either by way of assignment or by way of a receiving order, or if the Proponent becomes insolvent, the Society may, at its option, immediately employ another Proponent to complete the contract and the Society shall have a claim against the Proponent or its estate for any additional cost over and above the original contract price, necessary to complete the contract and to remedy any defects.

Article 9 - Bribery and Collusion

Should a Proponent or any of their agents give or offer any gratuity to or attempt to bribe any member of the Society, or attempt to commit fraud, the Society shall be at liberty to reject the Proponent's submission or cancel the contract forthwith, and to rely upon the sureties as provided for. The Proponent acknowledges that no person, firm or corporation other than the one whose signature or of whose proper officers and seal is attached below, has any interest in this bid.

The Proponent further acknowledges that their bid is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a bid for the same work and is in all respects fair and without collusion or fraud.

Article 10 - Commencement

All work must be completed by March 31st, 2015.

Article 11 - Specifications and Details

The vendor covenants and agrees to adhere to the Statement of Work as per Section D.

Article 10 - Authorized Signatures

This contract shall apply to and be binding on the parties hereto and their designates, administrators, executors and assigns and each of them.

IN WITNESS WHEREOF the parties hereto set their hands and seals the day and year first above written or cause their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

VENDOR:

THE CHILDREN'S AID SOCIETY OF OTTAWA

Signing officer for the vendor

W. J. Walsh, C.P.A, C.A.
Director, Finance and Administration

Print Name

Date

Date

Section D

Specifications & Statement of Work

Overview:

The Children's Aid Society of Ottawa (CASO) wishes to acquire 320 Ultrabooks.

In this regard, CASO has decided to undertake the Provision of Ultrabooks project for the delivery of laptops and services to CASO.

The objectives of this project are to:

1. Procure 320 Ultrabooks and accessories as per the technical specifications identified in appendix A.
2. Ensure that all Ultrabooks have the latest image provided by CASO installed, and meets all of CASO's requirements.
3. Ensure that all Ultrabooks are barcoded with an Agency provided barcode sticker.

Description of Deliverables:

Supply of Laptops and Accessories:

1. 320 Ultrabooks, as per Appendix A, prepared as follows:
 - a. CASO approved image installed (see services below)
 - b. Asset tag as supplied by CASO applied
 - c. Mobile Broadband card and drivers installed
2. Three year on-site next business day parts and labour warranty.

Services and Delivery:

1. Master image as prepared by CASO applied to test unit for CASO confirmation/signoff prior to being applied to 320 Ultrabooks.
2. Ensure all Ultrabooks are prepared, shipped and delivered F.O.B. to CASO facilities at 1602 Telesat Court, Ottawa.
3. Provide CASO with an electronic copy listing the serial numbers and asset tags for all systems.

Appendix A ó Hardware Specifications

Brand:	HP
Model:	Elitebook 840 G1
Product #:	G2Q02UP#ABA or equivalent
Display:	14ö
Processor:	Intel Core i5-4200U
Memory:	4 GB
Graphics:	Intel HD Graphics
Storage:	320 GB HDD
Bluetooth:	Yes
Wifi Adapter:	Intel Dual Band Wireless-N 7260
Mobile Broadband:	HP hs3110 HSPA+ (Card installed, drivers installed) Must be compatible with Rogers, Bell and Telus networks in Canada.
Keyboard:	Backlit
Battery:	HP 3 Cell Battery
OS:	Windows 7 Professional 64 bit (custom image provided by CASOTT to be pre-installed)

Additional Services (required):

3 year on site (Ottawa location) next business day warranty (parts and labour)

All Ultrabooks to be tagged with customer asset tags

Mobile broadband card referenced above to be installed with drivers

Electronic copy of serial numbers and asset tag numbers