



Request for Proposal RFP 2021-015

For

ASSET MANAGEMENT SOFTWARE

Important RFP Dates:

RFP issued: Thursday June 17, 2021

Last date for questions: Monday, July 12, 2021
12:00:00 pm Local Time

RFP closes: Wednesday, July 21, 2021
12:00:00 pm Local Time

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified proponents to provide professional services to supply and install software that will maintain our tangible assets, as well as provide an efficient tool for capital planning and analysis, to be used in conjunction with our Asset Management Plan for long range planning.

Professional Fees

Pricing should include an itemized breakdown of software license fees, implementation fees, staff training charges, additional costs for customization (if required), annual support, maintenance costs and any discounts offered. The cost for additional or implementation services should be quoted separately on a per hour or per day basis.

** the quoted prices must be in Canadian Funds and shall include all HST applicable duly noted on a separate line from the quoted prices.

Proposal Submission

Proponents are to provide two (2) hard copies of their proposal in a sealed package, clearly identified as to the contents and addressed to:

Kim Seguin Treasurer,
Township of Perry
1695 Emsdale Road
Emsdale, ON P0A 1J0

Proposals are to be received at the municipal administration office by **no later than 12:00 noon local time on July 21, 2021**. Use of the attached submission label is required.

Proposals received after the above date and time will not be considered and will not be returned. Fax or electronic (email) submissions will NOT be accepted.

The Township will open bids publicly beginning at 12:30 p.m. on Wednesday, July 21, 2021, through an electronic video conference which can be accessed via,

GotoMeeting please join the meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/773199429>

You can also dial in using your phone.

Canada: +1 (647) 497-9391

Access Code: 773-199-429

Charges

All basic background information from the Township will be provided at no cost.

All expenses incurred in the preparation and submission of the proposals shall be borne by the Proponent. No payment will be made for any proposals received or for any other effort required of or made by the Proponent prior to the commencement of work defined by the proposal approved by the Township.

Acceptance and Award Procedures

All those who submit a proposal represent that they have read, understand and accept the terms and conditions of the Request for Proposal in full. The Township of Perry reserves the right to accept any proposal in whole or in part that they deem most fully meets the selection criteria or not to accept any or all proposals without liability on the part of the issuer and without stating reason.

The Township of Perry will not be held responsible for any cost(s), liabilities, expenses, loss or damages incurred, sustained or suffered by any Proponent associated with preparing and submitting the proposal for this project by reason of acceptance or the non-acceptance by the Township of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

The selection and award of any recommended proposal is subject to approval by the Council of the Township of Perry and the successful vendor will be notified in writing within thirty (30) days of the proposal closing.

Rejection of Proposal

The Township of Perry reserves the right to reject any or all proposals and to waive formalities as the interests of the Township may require without reasons.

Notwithstanding and without restricting the generality of the statement above, the Township will not be required to award and accept a proposal:

- When only one (1) proposal has been received in response to this RFP;
- Based on price (i.e. the lowest price not necessarily accepted);
- Where the lowest quotation by a vendor substantially exceeds the estimated cost of the project;
- When all proposals received fail to comply with the specifications or proposal terms and conditions;
- Where a change in the scope of work or specifications is required; and/or
- Where the proposal documents do not state a definite work schedule and a submitted proposal is based on an unreasonable work schedule.

Payment

The successful consultant shall be reimbursed upon completion based on the agreed price for the actual work completed and time spent on the project. Invoices are to include supporting documentation.

Proposal Validity Terms

Proposals shall remain valid and open for acceptance by the Township of Perry for a period of one hundred and twenty (120) days following the deadline for receipt of proposals.

Errors & Omissions

The Township of Perry will not be held liable for any errors or omissions in any part of this Request for Proposal (RFP). While the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Township nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a consultant find omissions from or discrepancies in any of the proposal documents or should the consultant be in doubt as to the meaning of any part of such documents, the vendor should notify Kim Seguin, Treasurer in writing (email) at treasurer@townshipofperry.ca, without delay. If the Township of Perry considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued and posted on the Township's website (www.townshipofperry.ca) and on www.biddingo.com.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

Protection of Work or Property

The successful candidate will provide continuous and adequate protection of all work from damage and will protect the Township of Perry's property from injury or damage arising from or in connection with this work. The successful candidate will make good any such damage or injury.

Regulation, Compliance & Legislation

The successful candidate will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation and are produced in conformity with Web Content Accessibility Guidelines 2.0 Level AA and shall be provided in accessible Word, Excel and PDF formats as applicable.

Freedom of Information (FIPPA)

The information submitted in response to this RFP will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purpose stated in the Request for Proposal. Proponents should clearly indicate in their submission which parts, if any, are exempt from disclosure under the regulations of the Municipal Freedom of Information and Protection of Privacy Act.

Any personal information required on the proposal form is received under the authority of the Township of Perry. This information will be an integral component of the quote submission. All written proposals received by the Township shall immediately become the property of the Township and will become a public record once a proposal is accepted by the Township of Perry and a contract is signed. All information contained in the proposal will be available to the public including personal information.

Proponent Qualifications and References

General Considerations

The Township of Perry reserves the right to require proponents to produce any of the following:

- i) Financial and corporate information
- ii) Valid WSIB Clearance Certificate and other certificates and documentation proving health and safety compliance
- iii) Additional assurances or protections as deemed necessary by the Township of Perry.

Insurance Requirements

- iv) Commercial General Liability - underwritten by an insurer, licensed to conduct business in the Province of Ontario for a limit of not less than two million dollars (\$2,000,000) for bodily injury, death and damage to property. The Policy shall include an extension for a standard provincial and territorial form of non-owned automobile policy and shall include but not be limited to:
 - Name the owner as an additional insured
 - Cross-liability and severability of interest
 - Blanket Contractual
 - Products and Completed Operations
 - Premises and Operations Liability
 - Personal Injury Liability
 - Contingent Employers Liability
 - Owners and Contractors Protective

- v) Professional Liability – the contractor shall obtain and maintain, at its own expense, until the expiry or termination of this contract, professional liability insurance providing coverage for acts, errors and omissions arising from their professional services performed under this contract. The policy SIR/Deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. This policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Township of Perry. The policy shall be renewed for three (3) years after the contract has terminated and evidence of the renewal is to be provided annually. If the policy is to be cancelled or non-renewed, 90 days notice must be provided to the Township of Perry. The Township of Perry has the right to request that an Extended Reporting Endorsement be purchased by the contractor at the contractor's sole expense.
- vi) Data Liability – the contractor shall obtain and maintain, at its own expense, until the expiry or termination of this contract, Data Liability/Network Security coverage underwritten by an insurer licensed to conduct business in the Province of Ontario and able to respond to but not be limited to the following occurrences:
- Privacy violations as a result but not limited to unauthorized access to or discrimination of private information; failure to properly handle, manager, store, destroy or control personal information and include the failure to comply with privacy laws and their respective regulations regarding the collection, access, transmission, use and accuracy. Coverage shall extend to include the costs associated with notification of affected parties, regardless if required by stature as well as any fines or penalties or costs imposed as a result of the breach including defense of any regulatory action involving a breach of privacy.
 - Network security to protect against incidents arising from system security failures such as, but not limited to, unauthorized access, theft or destruction of data, electronic security breaches, denial of service, spread of virus within the Contractor's computer network or other third party computer information systems and will further include expenses related to third party computer forensics.
 - Data Breach expenses including crisis management and credit monitoring expenses related to electronic and non-electronic breaches.

This coverage shall be maintained continuously during the term of the contract and for an additional two (2) years after the termination or expiration of the contract. If the policy is to be cancelled or non-renewed, 90 days notice must be provided to the Township of Perry. The Township of Perry has the right to request that an Extended Reporting Endorsement be purchased by the contractor at the contractor's sole expense.

Proponent Overview

Proponents are to provide an overview of their organization and evidence that their company can complete the RFP requirements as set forth in this RFP citing recent projects of similar scope and similar technologies and include particulars such as full legal company name, year the business was established, number of people currently employed and most recent annual report, if a public company.

Proponents' Member Qualifications

Upon acceptance of a proposal, proponents are asked to provide a complete list of the personnel that will be assigned to the project including a description of their background and qualifications.

Proponents' References

Upon acceptance of a proposal, proponents are asked to provide a minimum of three (3) references which involved projects undertaken of similar scope to that in this RFP and include information such as company name, contact person, contact telephone number and dates of service.

Indemnification and Hold Harmless

The Contractor shall defend, indemnify and save harmless the Township of Perry, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including, but not limited to, bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Contractor, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this contract. This indemnify shall be in addition to and not in lieu of any insurance to be provided by the Contractor in accordance with this contract, and shall survive this Contract.

The Contractor agrees to defend, indemnify and save harmless the Township of Perry from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Contractor's status with the Workplace Safety & Insurance Board (WSIB). This indemnity shall be in addition to and not in lieu of any proof of WSIB status, and compliance to be provided by the Contractor in accordance with this Contract, and shall survive this contract.

Evaluation Criteria

Submissions will be evaluated based on the following criteria and matrix but not necessarily in the order presented:

Category	Weighting	
Overall impression of the proposal	10%	reviewing quality and depth of proposal
Respondent qualifications	20%	considering experience and qualification of team members
User Experience and Ease of Use	20%	demonstration of software
Proposed Approach	10%	review approach for work plan, timelines and deliverables
Professional Fees	40%	
Total	100%	

The Township of Perry reserves the right to cancel this RFP at any time, for any reason, prior to an official contract being signed.

Contact Information

Questions regarding this proposal must be directed to Kim Seguin, Treasurer. Only written questions will be responded to and issued as addendums to this RFP. Any such clarifications or addenda shall become part of the RFP. No interpretation or clarification of the meaning or intent of any part of this RFP will be made orally to any respondent. All questions must be submitted by Monday, July 12, 2021. Questions should be emailed to treasurer@townshipofperry.ca. Contact with any other township officials is not permitted and will be considered grounds for disqualification from the selection process.

Municipality: Township of Perry RFP Submission Sheet

Proponent Name: _____

Address: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

Initial Fees

Software Licensing Fees	\$
Implementation Fees	\$
Staff Training Fees	\$
Total Cost	\$
HST	\$
Grand Total	\$

Annual Fees

Software Licensing Fees	\$
Annual Support Fees	\$
Maintenance Fees	\$

Outline any additional fees or costs for customization of the software.

	\$
	\$
	\$

I have read and agree with the terms and conditions of this Request for Proposal:

Company Representative (Print): _____

Signature of Representative: _____

Date: _____

Requirements for the Software in relation to the Township Assets

Specifications for TCA Registry

i)	Maintain an asset inventory that can hold an undetermined number of assets	Y	N
ii)	Allow for the searching of assets on a functional and departmental basis and by estimated replacement dates	Y	N
iii)	Allow assets to be grouped or connected with other related assets without needing to be set up in more than one area	Y	N
iv)	Allow for the useful life of an asset to be input based on each asset category	Y	N
v)	Allow the remaining useful life of an asset to be adjusted based on condition information and inspection results	Y	N
vi)	Allow for betterments and additions to an existing asset which will adjust the useful life information, without affecting past amortization	Y	N
vii)	Allow for assignment of unique asset identification numbers to be assigned to each asset	Y	N
viii)	Allow for assignment of established levels of service by asset category to individual assets	Y	N
ix)	Allow for assets to be assigned a priority rating based on the established levels of service and other user inputs, such as traffic counts for a linear (road) asset	Y	N
x)	Establish an asset hierarchy structure which includes asset class, category, sub-category, asset name and/or description, useful life, threshold, and method of depreciation	Y	N
xi)	Calculate amortization based on the straight-line method or any other method as outlined by our Asset Management Policy	Y	N
xii)	Software must be able to estimate future replacement costs of assets using inflation factors, historical costs and the estimated replacement dates	Y	N
xiii)	Software must be able to establish the consequence of failure of an asset based on the condition rating of the asset, as well as the established risk metrics, levels of service and asset priority ratings	Y	N
xiv)	Software must have capability to attach documents related to the asset such as invoices, pictures, and resident complaints	Y	N
xv)	Software must be able to maintain a database of all changes, inspections, evaluations, and general information of all assets during the asset life cycle	Y	N

Specifications – Capital Planning & Analysis

i)	Offer project life cycle management renewal/replacement scenarios	Y	N
ii)	Offer capital renewal costing	Y	N
iii)	Allow for asset and equipment condition assessment	Y	N
iv)	Be able to track debt schedules (as required)	Y	N
v)	Be able to track reserve accounts and balances	Y	N

General Provisions

- | | | | |
|-------|--|---|---|
| i) | Provide initial training for municipal staff for software application and ongoing support as required. | Y | N |
| ii) | Provide a secure and confidential web-based solution | Y | N |
| iii) | Allow for multiple users | Y | N |
| iv) | Provide for information security via access restrictions based on approved levels of access | Y | N |
| v) | Software must have the ability to import the existing information which is available in Excel format without the need to key asset information again | Y | N |
| vi) | Software must be able to supply user friendly reports that comply with PS3150 Requirements | Y | N |
| vii) | Software provides for an Internal web hosted solution (on Township's server) | Y | N |
| viii) | Software provides for an external web hosted solution (on vendor's server) | Y | N |

Additional Information

- i) A demonstration of the software will be required which will be scheduled and conducted virtually after the submission closing. Provide a required time allotment and potential dates available between July 22, 2021, and July 28, 2021.
- ii) Please provide an overview of how the asset management software works for the end user noting any particular features that may be advantageous to the Township.

Attach this sheet to the front of your envelope/package submission

RFP/Tender to be returned to:

**The Corporation of the Township of Perry 1695 Emsdale Road, PO Box 70
Emsdale, Ontario P0A 1J0**

**RFP 2021-015
Asset Management Software**

Bidder's Name: _____

Address: _____

Email address: _____

For Township Use Only	
Date Stamp	
Time Received	Employee Signature

NOTE: This address label/sheet must be affixed to the front of your sealed RFP/Tender envelope/package submission. The Township will not be held responsible for envelopes or packages that are not labeled.