



# Request for Proposal

## Information Technology Services Contract

BC Broiler Hatching Egg Commission

All enquiries related to this Request for Proposal are to be directed, in writing, to the person below who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents.

BC Broiler Hatching Egg Commission  
180 – 32160 South Fraser Way  
Abbotsford, BC V2T 1W5

Attention: Joshua Crossett, CPA, CA  
Manager, Finance & Production  
Phone: (604) 854-4489  
Fax: (604) 850-1683  
Email: joshua@bcbhec.com

Proposals may be forwarded by mail, courier or by hand to the location as indicated under Contact Information. Proposals must not be sent by fax or email. Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the Request for Proposal Title. Proposals received after the designated date and time will not be accepted and will be returned unopened to the Proponent.

Three (3) copies of each proposal must be received no later than 2:00 PM Pacific Time, Tuesday, October 31, 2017 at the location below:

BC Broiler Hatching Egg Commission  
180 – 32160 South Fraser Way  
Abbotsford, BC V2T 1W5

### Proponent Section

A PERSON AUTHORIZED TO SIGN ON BEHALF OF THE PROPONENT, AND TO BIND THE PROPONENT TO STATEMENTS MADE IN RESPONSE TO THIS REQUEST FOR PROPOSAL, MUST COMPLETE AND SIGN THIS PROPONENT SECTION, LEAVING THE REST OTHERWISE UNALTERED, AND RETURN THE ORIGINAL WITH THE FIRST COPY OF THE PROPOSAL.

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal including the administrative section and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Legal Organization / Name of Proponent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Address of Proponent

## 1. Summary Requirement

### a. Scope of Services

*Appointment of an Information Technology Services Provider* – an Information Technology Services Provider will be contracted to provide information technology services to the BC Broiler Hatching Egg Commission.

The Information Technology Services Provider must provide overall maintenance and upkeep of the BC Broiler Hatching Egg Commission's technological requirements as follows:

- i. General maintenance and upkeep of hardware; including laptops, servers and other peripherals
- ii. Troubleshooting / diagnostic services
- iii. Website hosting and maintenance as required
- iv. Integration of BC Broiler Hatching Egg Commission software programs with server / database
- v. Maintenance of database software
- vi. Assessment of future technology needs and sourcing of providers

It is anticipated that the BC Broiler Hatching Egg Commission's technology (laptops, servers) will be fully owned by the BC Broiler Hatching Egg Commission over the contract term.

### b. Period of Contract

Three years, commencing December 1, 2017.

### c. Location of Work

All work related to the services in Section 1.a. will be performed at the office of BC Broiler Hatching Egg Commission and/or at the business premises of the Information Technology Services Provider.

## 2. Request for Proposal Process

### a. Receipt Confirmation Process

Proponents are advised to fill out and return the Proponent Section copy of the Request for Proposal to inform participation in the Request for Proposal process. All subsequent information regarding this Request for Proposal, including changes made to this document will be directed only to those Proponents who return the form. Subsequent information will be distributed by method authorized on the Receipt Confirmation Form.

### b. Enquiries

All enquires related to this Request for Proposal are to be directed, in writing, to the attention of the following individual:

Joshua Crossett, CPA, CA  
Manager, Finance & Production  
BC Broiler Hatching Egg Commission  
180 – 32160 South Fraser Way  
Abbotsford, BC V2T 1W5

Phone: (604) 854-4489  
Fax: (604) 850-1683  
Email: joshua@bcbhec.com

Enquiries must be made in writing either by regular mail, email or fax. Enquiries and responses will be recorded and may be distributed to all Proponents at the BC Broiler Hatching Egg Commission's discretion.

c. Closing Date

Three (3) hard copies of each proposal must be received by 2:00 PM Pacific Time, Tuesday, October 31, 2017 to the place specified on the cover page of this Request for Proposal.

Proposals must not be sent electronically or by fax. Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the Request for Proposal Title.

d. Late Proposals

Late proposals will not be accepted and will be returned unopened to the Proponent.

e. Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate, or other interests, may, in the BC Broiler Hatching Egg Commission's opinion, give rise to a conflict of interest in connection with this project.

f. Negotiation Delay

If a written contract cannot be negotiated within thirty (30) days of notification of the successful Proponent, the BC Broiler Hatching Egg Commission may, at its sole discretion at any time thereafter, terminate negotiations with the Proponent and either negotiate a contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the Proponents.

g. Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the Proponent using the Proponent Section of the Request for Proposal cover page.

h. Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the BC Broiler Hatching Egg Commission.

i. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the BC Broiler Hatching Egg Commission, if any. If the BC Broiler Hatching Egg Commission elects to reject all proposals, the BC Broiler Hatching Egg Commission will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

j. Proposal Validity

Proposals will be open for acceptance at least ninety (90) days after the closing date.

k. Debriefing

At the conclusion of the Request for Proposal process, all Proponents will be notified.

l. Currency and Taxes

Prices are to be quoted in Canadian dollars, inclusive of duty, where applicable, and exclusive of the Goods and Services Tax.

3. Proposal Evaluation and Award

a. Opening of Proposals

The proposals will be sealed until the deadline has passed, at which time the Manager, Finance & Production will open the sealed box and announce the name, address and bid of each potential Proponent to anyone present. No bids from potential Proponents are disqualified at the opening.

b. Evaluation of Proposals

The Finance Committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all mandatory criteria will then be assessed and scored against the desirable criteria. The BC Broiler Hatching Egg Commission's intent is to enter into a contract with the Proponent who has the highest overall ranking.

i. Qualifications and Experience

The Proponent must demonstrate that it is a duly incorporated company registered in the Province of British Columbia with certified and experienced information technology staff.

Please attach a copy of your incorporation certificates.

ii. Deliverables

See Section 1.a. – Scope of Services

iii. Mandatory and Desirable Criteria

Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet all mandatory criteria will then be assessed and scored against the desirable criteria. The BC Broiler Hatching Egg Commission's intent is to enter into a contract with the Proponent who has the highest overall ranking.

Please see Appendix A for an evaluation chart of mandatory and desirable criteria.

c. Awarding of Proposal

A contract award may be approved any time after the closing of tenders, but a Proponent is not bound to accept the award if it is offered after the specified tender acceptance period.

i. Contract Award

The Proponent is notified of the award and all conditions and changes by fax, letter, or sending a copy of the signed contract.

ii. Notification of Unsuccessful Companies or Individuals

The BC Broiler Hatching Egg Commission will advise all other Proponents of the name of the company that has been awarded the contract, in writing. If an unsuccessful Proponent requests, a meeting with the Finance Committee Chair may be scheduled to answer questions. The unsuccessful Proponent will only be provided with the name and price of the successful Proponent. If necessary, the Proponent may be advised of the weak areas of the bid while the details of the other bids will be kept confidential.

#### 4. Proposal Format

The following format and sequence should be followed in order to provide consistency in the Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered and must include:

- i. A table of contents including page numbers
- ii. A short (one or two page) summary of key features of the proposal
- iii. The body of the proposal, including:
  - a. Company profile outlining size of organization and brief history including experience with similar organizations and testimonials
  - b. Plan for meeting all requirements along with timelines for response expectations and number of onsite / remote hours included
  - c. Security protocols (firewalls, antivirus, etc.)
  - d. Additional ad hoc services able to be provided by the company
  - e. Price breakdown for the monthly billable services specified in Section 1.a. – Scope of Services

## Appendix A

<b>Mandatory Criteria – All proposals must:</b>	<b>Yes or No</b>
Be written in English	
Be accompanied by the cover page of the Request for Proposal and signed by an authorized person of the Proponent	
Be submitted in triplicate	
Be submitted in person, by mail, or by courier	
Include two professional references from current companies and/or corporate clients	
Includes resumes of key personnel, including owner/manager of the company	
Demonstrate relevant and significant previous experience	

<b>Desirable Criteria – Proposals that meet the mandatory criteria will be further assessed against the following:</b>	<b>Score</b>
<b>Proponent Qualifiers</b>	
Knowledge and applicable experience providing information technology services	30%
Timeliness of response to issues, tickets, etc.	20%
Ad hoc services available (e.g. Website development)	10%
Geographical proximity/accessibility of business operations	5%
<b>Proposal</b>	
Quality and clarity of proposal	5%
Management/organizational plan	5%
<b>Costs and Work Levels</b>	
Proponent and staff time commitment under the proposal	10%
Value of money	15%
<b>Total</b>	<b>100%</b>