INFORMATION TECHNOLOGY

REQUEST FOR PROPOSALS

MICROSOFT EXCHANGE MIGRATION TO CLOUD AND OFFICE 365

NOVEMBER 2019

File #: 2019-151
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>1.0 INTRODUCTION AND PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>1.1 OVERVIEW</td>
<td>5</td>
</tr>
<tr>
<td>1.2 PURPOSE</td>
<td>6</td>
</tr>
<tr>
<td>2.0 REQUEST FOR PROPOSAL TERMS</td>
<td>7</td>
</tr>
<tr>
<td>2.1 DEFINITIONS</td>
<td>7</td>
</tr>
<tr>
<td>2.2 NO OBLIGATION TO PROCEED</td>
<td>7</td>
</tr>
<tr>
<td>2.3 CANCELLATION</td>
<td>8</td>
</tr>
<tr>
<td>2.4 CITY’S DECISION-MAKING</td>
<td>8</td>
</tr>
<tr>
<td>2.5 ENQUIRIES</td>
<td>8</td>
</tr>
<tr>
<td>2.6 ERRORS AND OMISSIONS</td>
<td>8</td>
</tr>
<tr>
<td>2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS</td>
<td>8</td>
</tr>
<tr>
<td>2.8 ELIGIBILITY</td>
<td>9</td>
</tr>
<tr>
<td>2.9 EVALUATION COMMITTEE</td>
<td>9</td>
</tr>
<tr>
<td>2.10 EVALUATION AND SELECTION</td>
<td>9</td>
</tr>
<tr>
<td>2.11 PROPOSAL CLARIFICATION</td>
<td>9</td>
</tr>
<tr>
<td>2.12 DEBRIEFING</td>
<td>9</td>
</tr>
<tr>
<td>2.13 SIGNED PROPOSALS</td>
<td>9</td>
</tr>
<tr>
<td>2.14 ALTERNATIVE SOLUTIONS</td>
<td>9</td>
</tr>
<tr>
<td>2.15 CHANGES TO PROPOSAL WORDING</td>
<td>10</td>
</tr>
<tr>
<td>2.16 IRREVOCABILITY OF PROPOSALS</td>
<td>10</td>
</tr>
<tr>
<td>2.17 COMPLETENESS OF PROPOSAL</td>
<td>10</td>
</tr>
<tr>
<td>2.18 SUB-CONTRACTING</td>
<td>10</td>
</tr>
<tr>
<td>2.19 ASSIGNMENT</td>
<td>10</td>
</tr>
<tr>
<td>2.20 CONFIDENTIALITY</td>
<td>11</td>
</tr>
</tbody>
</table>
2.21 CONFLICT OF INTEREST ................................................................. 11
2.22 LAWS OF PRINCE EDWARD ISLAND ........................................... 11
2.23 FINAL AGREEMENT .................................................................. 11
2.24 GRATUITIES ............................................................................. 11
2.25 INSURANCE AND WORKERS COMPENSATION .............................. 11
2.26 PERFORMANCE .......................................................................... 12
2.27 VALIDITY OF PROPOSALS ......................................................... 12
2.28 PROPOSED CONTRACT TERM ...................................................... 12

3.0 SCOPE OF WORK ........................................................................ 13
3.1 REQUIREMENTS AND SCOPE OF SERVICE ................................. 13
3.2 ANTICIPATED TIMEFRAMES ......................................................... 13

4.0 EVALUATION CRITERIA .............................................................. 14
4.1 EXPERIENCE AND QUALIFICATIONS – 30% ............................... 14
4.1.1 EXPERIENCE AND QUALIFICATIONS OF PROPONENT COMPANY ........................................ 14
4.1.2 EXPERTISE AND QUALIFICATIONS OF PERSONNEL ................................................................. 14
4.2 SERVICE, COMMUNICATION, REPORTS & RISK MANAGEMENT – 25% ........................................ 14
4.2.1 SERVICE .................................................................................. 14
4.3 REFERENCES - 15% ..................................................................... 15
4.4 FINANCIAL PROPOSAL EVALUATION -30% ................................... 15
1.0 INTRODUCTION AND PURPOSE

Proposals shall be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, “Microsoft Exchange Migration to Cloud and Office 365 Controller; 3rd Floor City Hall”. 199 Queen Street, Charlottetown, PE C1A 4B2, and must be received by the Controller before 2:00:00 pm local time on November 26, 2019. It is the responsibility of the bidder to deliver the sealed proposal to the 3rd floor of City Hall before the time indicated. Late proposals will not be accepted and will be returned to the Proponent.

Any addenda will be posted on the City of Charlottetown website at www.charlottetown.ca/tenders. Proponents are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

Two (2) copies of the submission document is required. No fax, email or electronic documents will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the proposal would be appreciated either included in the envelope noted above or e-mailed following the closing date and time. It is the proponent’s responsibility to ensure that the hard copies of their submission are received prior to the deadline noted above. There will be a public opening of proposals received immediately after closing. The selection of vendor resulting from this Request for Proposal, shall be done, upon approval by City Council, as soon as practical after proposal evaluations have been completed. Results of this Request for Proposal will be posted on the City’s awards webpage at www.charlottetown.ca/tenders.

This RFP creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse proponents for proposal preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary best serve the interest of the City. The decision on which tender best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Proponent’s current or past corporate or other interests may, in the City’s opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all tenders if none is considered to be satisfactory and, in that event, at its option, to call for additional tenders. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFP, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for Proposals was published.

The City’s evaluation may include information provided by the proponent’s references and may also consider the proponent’s past performance on previous contracts with the City or other institutions.
The City may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps deemed necessary to resolve the conflict. If, during the term of the contract, a conflict or risk of conflict of interest should arise, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City will pay the successful proponent via Electronic Funds Transfer. The successful proponent will be required to provide the necessary information for registration on the City’s payment system.

Any questions in respect of this Request for Proposals, please contact Stephen Wedlock, Controller at swedlock@charlottetown.ca. Questions must be received no less than three (3) business days before the closing date.

1.1 OVERVIEW
The City of Charlottetown is a flourishing community of over 36,094 people located on the south shore of Prince Edward Island. Charlottetown is the capital City of Prince Edward Island, and is called the "Birthplace of Confederation" after the historic 1864 Charlottetown Conference, which led to Confederation. City Hall is located at 199 Queen Street, Charlottetown, PE.

The City provides a full range of municipal services including general government, police protection, fire protection, planning and development, building inspection, environmental health, environmental development, transportation, and recreation and cultural services. The City also operates the Charlottetown Water and Sewer Utility.

A Mayor and ten Councillors govern the City and the administration of the City is under the direction of a Chief Administrative Officer. There are eight departmental managers including a Manager of Human Resources, Manager of Finance, Manager of Water and Sewer Utility, Manager of Parks and Recreation, Manager of Planning and Heritage, Manager of Public Works, a Chief of Police, and Fire Chief.

The City of Charlottetown has an appointed Human Resources, Communications, and Administration Committee who liaise and oversee the administration of Information Technology services. This committee consists of five individuals including a Chairperson, Vice-Chairperson, and three City Councillors, The Mayor, as well as the CAO. The CAO is the only non-voting member.
1.2 PURPOSE
It is the City’s intention to move all staff to a hosted Microsoft Exchange environment using Office 365 subscription from Microsoft. The successful bidder will assist City staff to develop a migration path from the current on premise Exchange Environment to Microsoft Azure, develop a deployment plan for Office 365 and assist with the migration until all mailboxes have been successfully migrated.
2.0 REQUEST FOR PROPOSAL TERMS
The City has formulated the terms and procedures set out in this RFP to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

2.1 DEFINITIONS
Throughout this Request for Proposal, terminology is used as follows:

a) “City” means The City of Charlottetown.
b) “Administrator” means the person or persons designated within the bylaws of the City as responsible for giving direction to or negotiating with a potential or successful proponent.
c) “Agreement” means the written agreement, consisting of the agreement documents signed between the City and the successful proponent pursuant to this RFP and the successful proposal.
d) “Agreement Documents” means the instructions to proponents, scope of service, addenda, response to the RFP, and the acceptance of proposal together with all subsequently negotiated agreements, written amendments, modifications, and supplements to such documents and all written authorizations signed by the administrator(s) amending, deleting, or adding to the contract.
e) “Contract” means the written agreement or Purchase Order resulting from this Request for Proposal, in accordance with this Request for Proposal.
f) “Contractor” means a successful Proponent to this Request for Proposal who enters into a written Contract with the City.
g) “Must”, “mandatory”, “required”, or “shall” means a requirement that must be met in order for a proposal to receive consideration.
h) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
i) “Proposal” means the Proponent’s response to this “Request for Proposal”.
j) “Requirements” means those services described in the Scope of Service section of this RFP.
k) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.2 NO OBLIGATION TO PROCEED
Though the City fully intends at this time to proceed through the RFP, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City.
2.3 CANCELLATION
The RFP may be cancelled in whole or in part without penalty, when, in the opinion of the City:

i. There has been a substantial change in the requirements after this RFP has been issued;

ii. Information has been received by the City, after issuance of this RFP, that the City feels substantially alters the specified procurement;

iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or;

iv. The City, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

The City of Charlottetown may cancel this RFP, reject all proposals, or seek to acquire the subject of this RFP through a new RFP or by other means.

The City reserves the right to cancel any request for tender at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' [sic] own forces.

2.4 CITY’S DECISION-MAKING
The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion.

2.5 ENQUIRIES
The City has endeavored to provide complete, correct information and estimates to enable proponents to properly assess and determine the scope and complexity of the work required to submit a response to this RFP. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Proposal are to be directed, in writing, by email, to the City Controller, Stephen Wedlock, (swedlock@charlottetown.ca). Information obtained from any other source is not official and should not be relied upon. The City will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at the City’s option by way of an addendum. Any enquiries regarding this Request for Proposal must be submitted at least three (3) working days prior to the closing date. Any enquiries submitted after this date may remain unanswered.

2.6 ERRORS AND OMISSIONS
Any ambiguities, inconsistencies, uncertainties or other errors related to this document of which any proponent may become aware should be directed, in writing, to the Controller, Stephen Wedlock (swedlock@charlottetown.ca). If necessary, response to such items shall be made by way of an addendum, which will be posted, serially, on the tender page of the City’s website.

2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS
The City of Charlottetown reserves the right to modify the terms of this Request for Proposal by way of an addendum at any time prior to closing, at its sole discretion.
2.8 ELIGIBILITY
Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the City’s opinion, give rise to a conflict of interest in connection with this RFP.

2.9 EVALUATION COMMITTEE
Evaluation of proposals will be by a committee formed by the City.

2.10 EVALUATION AND SELECTION
Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The City’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and have agreed that the decision of the Evaluation Team will be final and binding.

2.11 PROPOSAL CLARIFICATION
The City reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of the City, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with the City on any such inquiry, and to provide, at the Proponent’s own expense, any such clarification and/or verification as requested by the City. Inquiries made of one or more proponents for the above purpose will not obligate the City to clarify or seek further information from any or all other proponents.

2.12 DEBRIEFING
Unsuccessful Proponents may request a debriefing meeting with the City.

2.13 SIGNED PROPOSALS
The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. All proponents who operate through an incorporated company shall affix their corporate seal to the submission documents in addition to the authorized signature.

2.14 ALTERNATIVE SOLUTIONS
If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

If alternative solutions are offered, which, in the Proponent’s opinion may be advantageous to the City, economic or otherwise, please submit the information in the same format as a separate proposal. This alternative should clearly enumerate the advantages as well as any associated cost implications. Please indicate that it is an alternative to the initial submission and not a replacement by writing “Alternative Submission #” on the envelope as well as in the document itself.
2.15 CHANGES TO PROPOSAL WORDING
The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

2.16 IRREVOCABILITY OF PROPOSALS
A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to the City. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as “Resubmission #” along with the name of the Request for Proposal and to the attention of the Controller, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful and the City should decide to proceed, the Proponent will enter into a contract with the City of Charlottetown by either signing a contract document or accepting a Purchase Order issued by the City.

2.17 COMPLETENESS OF PROPOSAL
By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Proponent at no charge.

2.18 SUB-CONTRACTING
a) Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.

b) Sub-contracting to any firm or individual who’s current or past corporate or other interests may, in the City’s opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the City.

2.19 ASSIGNMENT
This RFP and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall
assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

2.20 CONFIDENTIALITY
The successful proponent agrees not to release or, in any way, cause to release any confidential information of the City of Charlottetown unless an appropriate official of the City has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Proposal as confidential, to use such information only for purposes of responding to this Request for Proposal, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in the City’s reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by the City to evaluate the Proponents creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that it may gain access to through this RFP in accordance with the requirements of privacy laws, and in a manner consistent with the City’s published privacy policies, as amended from time to time.

2.21 CONFLICT OF INTEREST
Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the successful proponent will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

2.22 LAWS OF PRINCE EDWARD ISLAND
This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

2.23 FINAL AGREEMENT
This solicitation does not contain all terms and conditions necessary for conducting business with the City of Charlottetown.

2.24 GRATUITIES
The City of Charlottetown may, by written notice to a proponent, cancel any contract if it is found by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

2.25 INSURANCE AND WORKERS COMPENSATION
The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services
provided to and on behalf of the City of Charlottetown (City) and the amount of coverage shall be not less than two Million dollars ($2,000,000.00) per occurrence and to indemnify and save harmless the City in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold the City harmless and indemnified for all such damages and claims for damages. A Certificate of General Liability Insurance covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than two million dollars ($2,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the City will be furnished. Such insurance shall have the City as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the City. The City requires an advance 30-day notice should the policy be cancelled or changed in any manner. The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than $2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured-retention / deductible shall not exceed $10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit. A City licensed to conduct business in the Province of Prince Edward Island shall underwrite the policy. The undersigned is required to have in place adequate coverage and be in good standing with the Workers Compensation Board of Prince Edward Island during the term of provision of all services to the City of Charlottetown. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the City of Charlottetown. The Company awarded this tender will be required to provide proof that their Company complies with all the provisions of the PEI Occupational Health and Safety Act. During the progress of the awarded work, Companies will be required, on the request of the City, to provide written verification that their work is in compliance.

2.26 PERFORMANCE
The City has the right to cancel agreements based on performance with the City as the sole judge of that performance.

2.27 VALIDITY OF PROPOSALS
All Proposals must remain valid and open for acceptance by the City for a period of sixty (60) days’ after the closing date. This period may be extended if requested by the City and agreed to by the Proponent in writing.

2.28 PROPOSED CONTRACT TERM
The proposed term of this agreement shall be for a period of 5 years from date of award.
3.0 SCOPE OF WORK

3.1 REQUIREMENTS AND SCOPE OF SERVICE

The City of Charlottetown invites proposals to provide the following:

The City is looking at the following components to fulfill the new Office 365 (O365) applications requirement and the migration to a new Exchange environment. In addition, your detailed technical document and solution plan will provide a thorough and seamless plan for the migration of mailboxes and O365 deployment.

1) Proposed costing for Office 365 Business Premium for approximately 160 users (Annual subscription)
2) Proposed costing for Office 365 E3 for approximately 20 users (Annual Subscription)
3) Proposed costing for Office 365 Business Essentials for approx. 70 users. (E-Mail enabled only, Annual subscription)
4) Migration plan and cost to move on premise users from Exchange 2010 to Microsoft Azure
5) Cost for shared mailboxes, mail enabled service accounts, resource mailboxes and Distribution Groups. (Annual subscription)
6) Cost associated (if applicable) for single sign on to City Active Directory.
7) Cost associated (if applicable) to ensure Active sync (or equivalent) connection for all mobile devices to the Exchange environment.
8) Review Active Directory and Exchange environment and configuration that may impede successful migration of mail to hosted solution or single sign on for users to new Exchange environment.
9) Assist with Domain Verification and Office 365 registration
10) Assist with updating all DNS entries including MX records for O365.
11) Create and configure Exchange environment on cloud in preparation for migration.
12) Enable self-administrative ability for City IT Department to create or remove e-mail accounts and supply training for this portal.

3.2 ANTICIPATED TIMEFRAMES

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Charlottetown.

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<thead>
<tr>
<th>Event</th>
<th>Anticipated Dates</th>
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<tbody>
<tr>
<td>Request for Proposal issued</td>
<td>November 12, 2019</td>
</tr>
<tr>
<td>Last Date for Submission of Questions</td>
<td>November 21, 2019</td>
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<tr>
<td>Request for Proposal closes</td>
<td>November 26, 2019</td>
</tr>
<tr>
<td>Review of Proposals</td>
<td>Nov. 26 – Dec. 6, 2019</td>
</tr>
<tr>
<td>Contract Award</td>
<td>December 9, 2019</td>
</tr>
</tbody>
</table>
4.0 EVALUATION CRITERIA
The following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this RFP (not in any order). Please follow the section layout below when preparing your response. Additional information may be provided in appendices. The City reserves the right to prioritize and weigh the importance of each criterion confidentially.

4.1 EXPERIENCE AND QUALIFICATIONS – 30%

4.1.1 EXPERIENCE AND QUALIFICATIONS OF PROPOSTENT COMPANY
Provide a description of your firm, including the following:

a) A general statement of specialization and expertise.
b) The size of the firm nationwide and of the account office in terms of staff and clients.
c) How many years has your company been conducting business as a Microsoft Certified Solution Provider? (Please provide a brief history of your company).
d) Years of local experience in providing the identified services to similar corporate clients - provide list of the municipalities and risk managed accounts which are currently serviced locally. If you include previous clients, please identify this in the list.

4.1.2 EXPERTISE AND QUALIFICATIONS OF PERSONNEL
The Proponent shall provide:

a) an organizational description and/or chart showing the staffing and lines of authority for the key personnel to be used in providing the services, including account executives who would interact with the City
b) the name of the individual within your firm that is proposed to have overall responsibility for the City’s account (account executive), the name of the alternate to that person, and their ability to access the capabilities of the firm
c) the names, education, certifications and qualifications (or resumes) of staff proposed to offer service to the City
d) association memberships, board or like memberships
e) summary of experience these personnel have provided to local and regional governments
f) names of any subcontractors or agents (other than employees) proposed to be used, including details of services to be contracted.

4.2 SERVICE, COMMUNICATION, REPORTS & RISK MANAGEMENT – 25%

4.2.1 SERVICE
Outline how you would structure your service and team for this account from a day-to-day, yearly and project basis.

a) Your proposal should include your servicing plan of action should your firm be selected as the service provider for the City’s account, and the timeframes to perform these functions. (Please provide a Gantt Chart detailing proposed milestones and timing of service.)
b) Describe any special expertise or experience that your firm may have in providing similar services including the range of services available.
c) Outline your service philosophy and provide standard response times and additional costs, if any, for the services described.
d) How the “account manager” and team will maintain high quality service to the City in consideration of other commitments by the “account executive” and team.
e) An overview of the current commitments of the “account manager” proposed to be assigned to the City including total number of clients served and total number of municipal clients served.

4.3 REFERENCES - 15%
Proponents are asked to submit contact names and telephone numbers of four existing clients and four former clients of the local office of a similar size and/or complexity to the City. Any or all references provided by Proponent may be contacted by members of the review committee to confirm the information provided in the proposal and the nature and quality of the services provided.

4.4 FINANCIAL PROPOSAL EVALUATION -30%
1. Quotation Price (PLEASE REFER TO SECTION 3.1 TO PROVIDE DETAILED COSTING FOR EACH ITEM LISTED)
   - Points shall be awarded on the following basis
     60 points for the Lowest Proposed Price
     56 points for all Proposed Price < or = 110% of the Lowest Proposed Price
     52 points for all Proposed Price < or = 115% of the Lowest Proposed Price
     48 points for all Proposed Price < or = 120% of the Lowest Proposed Price
     44 points for all Proposed Price < or = 125% of the Lowest Proposed Price
     40 points for all Proposed Price < or = 130% of the Lowest Proposed Price
     36 points for all Proposed Price < or = 135% of the Lowest Proposed Price
     32 points for all Proposed Price < or = 140% of the Lowest Proposed Price
     28 points for all Proposed Price < or = 145% of the Lowest Proposed Price
     24 points for all Proposed Price < or = 150% of the Lowest Proposed Price
     20 points for all Proposed Price < or = 160% of the Lowest Proposed Price
     16 points for all Proposed Price < or = 170% of the Lowest Proposed Price
     12 points for all Proposed Price < or = 180% of the Lowest Proposed Price
     8 points for all Proposed Price < or = 190% of the Lowest Proposed Price
     4 points for all Proposed Price < or = 200% of the Lowest Proposed Price
     0 points for all Proposed Price more than twice the Lowest Proposed Price
Points awarded for the financial portion of the proposal shall be prorated for a score out of 30. This score will then be added to the scores for the other evaluation sections for a total score out of 100.
PROONENT INFORMATION SHEET:
Please include this form at the front of the submission.

Proponent (Firm) Name:______________________________________________________

Address:_________________________________________________________________

City: ___________________________ Province:_______________________________

Telephone No.:____________________ Fax No.:_____________________________

E-mail address: ____________________________

Website:______________________________

Contact Person:________________________

Title:______________________________ Telephone No.: ______________________

NAME (Please print) _______________________ TITLE (Please print) _______________________

AUTHORIZED SIGNATURE ______________________ DATE ____________________

(Affix Corporate Seal)