



Request for Proposals

For

**Cloud-Hosted Planning and Development System
Implementation and Support**

Request for Proposals No.: **P210111PD**

Issued: **January 12, 2021**

Submission Deadline: **February 16, 2021 at 14:00:00 local time**

Posted to: Alberta Purchasing Connection at www.purchasingconnection.ca
Parkland County website at www.parklandcounty.com/Bids

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposals (“RFP”) is an invitation by Parkland County (the “County”) to prospective proponents to submit proposals for the provision of planning and development workflow software implementation, licensing, and support and subscription services as further described in PART 4 – RFP Particulars (the “Deliverables”).

Parkland County is a rural municipality located immediately west of Edmonton. Covering an area of 242,595 hectares (599,500 acres), it is one of the largest in size and one of the highest populated of all rural municipalities in Alberta. Parkland County has grown to a community of over 30,000 people and has seen generations of families continue to enjoy country living.

For the purposes of this procurement process, the “County Contact” shall be:

County Contact: **Taha Rizvi, Procurement Specialist**

Email: **taha.rizvi@parklandcounty.com**

1.2 Type of Contract for Deliverables

The selected proponent will be requested to enter into negotiations for an agreement with Parkland County for the provision of the Deliverables in the form attached as Appendix A to the RFP. It is Parkland County’s intention to enter into the Form of Agreement based on that attached as Appendix A to the RFP with only one legal entity. The term of the agreement is to be for a period of 3 years with an option in favour of Parkland County to extend the agreement on the same terms and conditions for an additional term of up to 3 years.

1.3 No Guarantee of Volume of Work or Exclusivity of Contract

Parkland County makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. Parkland County may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

[End of Part 1]

PART 2 – EVALUATION OF PROPOSALS

2.1. Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

2.1.1 Timetable

Issue Date of RFP	January 12, 2021
Deadline for Questions	February 2, 2021 at 16:30 hrs local time
Deadline for Issuing Addenda	February 9, 2021
Submission Deadline	February 16, 2021 at 14:00:00 hrs local time
Rectification Period	Five Business Days from notification of Rectification
Anticipated Date for Issuance of Invitation to Commence Negotiations	March 2, 2021

The RFP timetable is tentative only and may be changed by Parkland County at any time.

2.1.2 Proposals Should Be Submitted in Prescribed Manner

Proponents are requested to submit their submission in the form prescribed herein by the Submission Deadline to the Parkland County Contact identified below in the manner set out below.

Proponents should submit one electronic copy (in PDF or Word format) by email to the County Contact.

Taha Rizvi, Procurement Specialist
Email: taha.rizvi@parklandcounty.com

Proposals are to be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent, and with the Submission Deadline.

2.1.3 Proposals Should Be Submitted on Time at Prescribed Location

A proponent may, at its option, email the County Contact prior to the Submission Deadline with details and anticipated arrival time of its response. In the event a response is not received as scheduled, the County may provide those proponents who have given such prior notice one additional Business Day to affect the delivery of their responses. The Submission Deadline shall be deemed to be adjusted accordingly for the purpose of accepting those responses. For the purposes of this Section, "Business Day" means any working day between 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, but excluding statutory and other holidays that the County has elected to be closed for business. Responses received after the Submission Deadline, without prior email notification as detailed above, will be rejected.

2.1.4 Amendment of Responses

Proponents may amend their responses prior to the Submission Deadline by submitting the amendment in an email prominently marked with the RFP title and number in the email subject line. The body should contain the full legal name and return email address of the proponent. Any amendment should clearly indicate which part of the response the amendment is intended to amend or replace.

2.1.5 Withdrawing Proposals

At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To affect a withdrawal, a notice of withdrawal must be emailed to the County Contact and must be signed by an authorized representative. Parkland County is under no obligation to return withdrawn proposals.

2.2 Stages of Proposal

Evaluation

Parkland County will conduct the evaluation of proposals in the following four stages:

2.2.1 Stage I

Stage I will consist of a review to determine which proposals comply with all the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that Parkland County issues its rectification notice to the proponent.

2.2.2 Stage II

Stage II will consist of a scoring by Parkland County of each qualified proposal based on the rated criteria in accordance with Part 4 – RFP Particulars – Section 4.3 (Rated Criteria).

2.2.3 Stage III

Stage III will consist of a scoring of the pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed. Proponents should refer to the Rate Bid Form in Part 4 – RFP Particulars – Section 4.4 (Evaluation of Pricing) and Appendix C – Rate Bid Form.

2.2.4 Stage IV

At the conclusion of Stage III, all scores from Stage II and Stage III will be added and the highest-ranking proponent(s) may be invited to participate in an interview process at Parkland County offices. Proponents are to ensure that the individual identified as the project lead in their submission is in attendance during the interview. Scores may be adjusted following the interview process and the highest scoring proponent will be selected for contract negotiations in accordance with Part 3.

2.3 Stage I – Mandatory Requirements, Submission and Rectification

2.3.1 Submission and Rectification Period

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Proponents submitting proposals that do not meet the mandatory requirements will be provided an opportunity within the Rectification Period to rectify any deficiencies.

2.3.2 Mandatory Forms

Each proposal must include the following forms:

- (a) **Submission Form (Appendix B)** completed and signed by an authorized representative of the proponent.
- (b) **Rate Bid Form (Appendix C)** completed according to the instructions contained in the form.
- (c) **Reference Form (Appendix D)** completed according to the instructions contained in the form.
- (d) **Solution Requirements (Appendix E)** completed according to the instructions contained in the form.

2.3.3 Other Mandatory Requirements

Not Applicable.

2.3.4 Rectification Period

Proposals satisfying the mandatory requirements during the Rectification Period will proceed to Stage II. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration.

2.4 Tie Score

In the event of a tie score, the selected proponent will be the highest scoring proponent in the rated criteria excluding price.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 County's Information in RFP Only an Estimate

Parkland County and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the work. It is the proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

3.1.4 Proponents Shall Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents shall promptly examine all the documents comprising the RFP, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the County Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the County Contact shall be deemed to be received once the email has entered into the County Contact's email inbox. No such communications are to be directed to anyone other than the County Contact. Parkland County is under no obligation to provide additional information.

It is the responsibility of the proponent to seek clarification from the County Contact on any matter it considers to be unclear. Parkland County shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If Parkland County, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by Parkland County. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, Parkland County may at its discretion extend the Submission Deadline for a reasonable amount of time.

3.2.4 Verify, Clarify and Supplement

When evaluating responses, Parkland County may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. Parkland County may revisit and re-evaluate the proponent's response or ranking based on any such information.

3.2.5 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

3.2.6 Proposal to Be Retained by Parkland County

Parkland County will not return the proposal, or any accompanying documentation submitted by a proponent.

3.2.7 Litigation

Pursuant to Parkland County *Council Policy C-AD35 – Impending Legal Action*, suppliers who have initiated legal proceedings against Parkland County are ineligible to submit a proposal in response to this RFP. For further information, please contact the County Contact.

3.3 Negotiations, Notification and Debriefing

3.3.1 Selection of Top-Ranked Proponent

The top-ranked proponent, as established under Part 2 – Evaluation of Proposals, will receive a written invitation to enter into direct contract negotiations with Parkland County.

3.3.2 Timeframe for Negotiations

Parkland County intends to conclude negotiations with the top-ranked proponent within 30 days commencing from the date Parkland County invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Submission Form (Appendix B) of the RFP Particulars, provide requested information in a timely fashion, and to conduct its negotiations expeditiously.

3.3.3 Process Rules for Negotiations

Any negotiations will be subject to the process rules contained in this Part 3 – Terms and Conditions of the RFP Process and the Submission Form (Appendix B) and will not constitute a legally binding offer to enter into a contract on the part of Parkland County or the proponent. Negotiations may include requests by Parkland County for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by Parkland County for improved pricing from the proponent.

3.3.4 Terms and Conditions

The terms and conditions found in the Form of Agreement (Appendix A) are to form the starting point for negotiations between Parkland County and the selected proponent.

3.3.5 Failure to Enter Into Agreement

Proponents should note that if the parties cannot execute a contract within the allotted 30 days, Parkland County may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in this Part 3 – Terms and Conditions of the RFP Process and the Submission Form (Appendix B), there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, Parkland County may elect to initiate concurrent negotiations with the next-best-ranked proponent. Once the above-noted timeframe lapses, Parkland County may discontinue further negotiations with the top-ranked proponent. This process shall continue until a contract is formalized, until there are no

more proponents remaining that are eligible for negotiations or until Parkland County elects to cancel the RFP process.

3.3.6 Notification to Other Proponents

Other proponents that may become eligible for contract negotiations may be so notified at the commencement of the negotiation process. Once a contract is executed between Parkland County and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

3.3.7 Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the County Contact and must be made within 30 days of notification of award.

3.3.8 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide written notice to the County Contact within 60 days of notification of the outcome of the RFP process, and Parkland County will respond in accordance with its procurement protest procedures. Proponents are advised that the County's protest procedures are separate and distinct from the dispute resolution process under applicable trade agreements. If a proponent wishes to dispute a matter or bring a complaint under an applicable trade agreement, the proponent must follow the process set out in the trade agreement, which may differ from the process described here.

3.4 Prohibited Communications and Confidential Information

3.4.1 Prohibited Proponent Communications

The proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B). For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

3.4.2 Proponent Not to Communicate with Media

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the County Contact.

3.4.3 Confidential Information of County

All information provided by or obtained from Parkland County in any form in connection with the RFP either before or after the issuance of the RFP

- (a) is the sole property of Parkland County and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract;
- (c) must not be disclosed without prior written authorization from Parkland County; and
- (d) shall be returned by the proponents to Parkland County immediately upon the request of Parkland County.

3.4.4 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Parkland County. The confidentiality of such information will be maintained by Parkland County, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to Parkland County's advisers retained for the purpose of evaluating or participating in

the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the County Contact.

3.4.5 Inappropriate Conduct

Parkland County may prohibit a supplier 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 proposals containing misrepresentations or any other inaccurate, misleading or incomplete information;
- (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or
- (c) any other conduct, situation or circumstance, as solely determined by Parkland County, that constitutes a Conflict of Interest.

Parkland County may also disqualify a proponent for any conduct, situation or circumstance that constitutes a Conflict of Interest in respect of this RFP process, as solely determined by Parkland County. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

3.5 Procurement Process Non-binding

3.5.1 No Contract A and No Claims

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

- (a) the RFP shall not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor Parkland County shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

3.5.2 No Contract until Execution of Written Agreement

The RFP process is intended to identify prospective proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and Parkland County by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.5.3 Non-binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

3.5.4 Disqualification for Misrepresentation

Parkland County may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

3.5.5 References and Past Performance

Parkland County's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with Parkland County or other institutions.

3.5.6. Cancellation

Parkland County may cancel or amend the RFP process without liability at any time.

3.6 Governing Law and Interpretation

3.6.1 Governing Law

The terms and conditions in this Part 3 – Terms and Conditions of the RFP Process

- (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
- (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

PART 4 – RFP PARTICULARS

4.1 THE DELIVERABLES

Parkland County requires software and implementation services for a new Planning and Development system.

4.1.1 Purpose

The purpose of the project is to automate planning and development processes through the configuration of a software system to serve as Planning & Development Services' core business application.

To support the County vision, *One Parkland: Powerfully Connected*, Planning and Development Services (PDS) is requesting proposals for the transition of planning and development processes to an integrated, electronic workflow system to facilitate online submissions, efficient internal processing, and accurate and timely reporting for all planning and development applications, permits and inspections.

The goal of the software system is to improve customer service and enhance consistency and transparency to residents and applicants by providing real-time tracking and workflow functionality for a seamless experience for internal and external customers. It will also include checks and balances to ensure all required prior decisions and applications are completed in sequence and aligned with legislated processes.

4.1.2 Background

Parkland County's planning and development process is managed by Planning and Development Services in collaboration with Engineering Services and Fire Services among other referral agencies.. In order to provide more predictable and consistent service, adopting an end-to-end service delivery approach that simplifies customer interactions and optimizes operations between the various departments a robust electronic integrated is required. Ideally, the software solution would be cloud hosted and include on-line permit submissions, workflow and portal functionality.

Parkland County Planning and Development Services Department is managed through five different work units which process over 3,000 applications and permits annually that are mandated, regulated or guided by legislation. The five work units consist of:

- Current Planning
- Development Planning
- Safety Codes
- Development Engineering
- Long Range Planning

When processing applications and permits, it is important that decisions made are consistent and transparent while maintaining customer service levels. Parkland County currently uses manual processes, shared drives, spreadsheets, and eSITE from Alberta Safety Codes Council to enter and manage permit and safety related data. Parkland County finds that these disparate systems and manual processes make it difficult to maintain consistency and transparency for permit related processing. As such, Parkland County has identified the need for an integrated, electronic system to facilitate online submissions, efficient internal processing, and accurate and timely reporting, for all planning and development applications, permits and inspections; software implementation services are also required to implement the new software system.

Planning and development processes include a wide range of application types including, but not limited to, the following:

- Statutory and non-statutory plans and related amendments, such as Municipal Development Plan, Area Structure Plans, Area Redevelopment Plans
- Land Use Bylaw amendments including Redistricting
- Subdivision, Development Agreements, Security, Off-site Levies, Municipal Reserve, Civic Addressing, Naming, Appeals
- Development Permits, Compliance Requests, Environmental Site Assessments, File Searches, Land Use Enforcement
- Subdivision and Development application referrals to internal departments including digital drawing review.
- Building, Electrical, Plumbing, Gas and Private Sewage Permits, Inspections, Compliance Monitoring, File Searches, Safety Codes Enforcement
- General Inquiries, Payments, Records Management

4.1.3 Scope of Work

The proponent should provide a complete solution including software, project planning, configuration and implementation services, conversion assistance, user training and support. The system should provide a workflow-automation solution that enables inter-departmental communication and collaboration. In addition, the system should allow for configuration tools to allow for customization of applications, workflow, letters, and business rules to reflect the business practices of Parkland County without relying on outside consultants or proponents.

The proponent shall deliver and perform the following:

- Provide a Planning and Permit Management solution that meets County's requirements (see Appendix E for details)
- Install, configure, and integrate the software solution
- Provide training and user guide documentation to the County
- Provide ongoing maintenance and technical support throughout the duration of the contract

The proposed software should have the below capabilities:

- Modernization and integration of Planning & Development processes, transitioning away from other legacy systems
- Ability to manage workflows and records related to:
 - development and Safety Codes permitting
 - electronic plans review including PDF markup capability
 - performance of field inspections
 - subdivision processes
 - statutory plan amendment and zoning processes
 - security deposit processing and tracking
 - response to Land Use Bylaw code enforcement issues
 - inspections with mobile upload functionality
 - system generated event notices such as expiring business licenses, permits
- Accessibility to both internal and external stakeholders
- Enabling public self-service features:
 - Checking on the status of a permit
 - Applying and paying for a permit or planning application
 - Upload documents, images and drawings
 - Request inspections
 - Access real-time plan review and inspection information
 - Access historical information
- Field mobility

- Real-time access by inspectors
- Real-time inspection report notifications
- Upload images and access approved plans from a smartphone or tablet.
- Integration with MS Office
- Integration with ESRI's ArcGIS to support mapping with access in the office, in the field and on-line.
- Comprehensive reporting, as well as, ad hoc reporting capabilities

4.1.4 Methodology

Proponents should provide details of their methodology including:

- (a) High-level implementation approach;
- (b) Work Breakdown Structure;
- (c) Parkland County resource requirements by phase; and
- (d) Project risks and proposed mitigation.

4.1.5 Responsibilities and Commitments

County Responsibilities

- Inform the proponent of any activity that may affect the project deliverables or deadlines
- Provide access to the necessary infrastructure
- Provide regular feedback to the proponent on emerging issues or concerns
- Conduct assessments and user acceptance testing of the solution
- Provide change management activities on the project

Proponent Responsibilities

Proponent is to include a process for managing the proposed software which includes the following:

- Communicate promptly with the Parkland County Program Manager regarding any issue or obstacle beyond the proponent's control that may hinder the proponent's resource's ability to complete the tasks and deliver the deliverables as outlined in the Statement of Work
- Assist the Parkland County Program Manager and resources in resolving issues that may arise during the performance of the work

4.2 MATERIAL DISCLOSURES

The material disclosures that apply to this RFP are set out below.

4.2.1 Format for Submittals

The Consultant shall submit one unbound original and electronic editable file of all draft deliverables one week prior to the due dates to Parkland County for review and comment. An electronic copy and one reproducible master of the final deliverables incorporating comments from the County are to be submitted by the due dates.

The Consultant shall ensure digital files are in Microsoft Office compatible format and editable. Hardcopy and digital documentation become the exclusive property of Parkland County upon payment of each invoice. Specific file format details will be provided to the Consultant.

4.2.2 Project Team

Project team members identified are to remain on the project until completion. Any changes in project team members will be subject to Parkland County's approval, and the Consultant shall ensure such changes do not negatively impact the quality of the deliverables and project timelines.

4.2.3 Project Schedule

Parkland County anticipates project start up to be March 2021 following award and contract execution with project conclusion by December 31, 2021. Proponents are to provide a project schedule based on this timeframe.

The pre-conditions of award that apply to this RFP are set out below.

4.2.4 Alberta Worker’s Compensation Board (WCB)

A current Alberta WCB Clearance Letter should be included in the proposal as evidence of such coverage and confirmation that the proponent’s account is in good standing. If the proponent does not have such coverage in place, the proponent will be required to obtain it within 10 days’ upon receiving notice of the intent to award.

4.2.5 Proof of Insurability

Proponents shall provide proof of insurability from a licensed insurer in accordance with the minimum requirements and limits set out in Appendix A. If the proponent does not have such coverage in place, the proponent will be required to obtain it within 10 business days’ upon receiving notice of the intent to award.

4.3 RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to Stage III of the evaluation process.

Rated Criteria Category	Points Scale	Minimum Threshold	Points Weighting	Total Available Points
Corporate Profile, Experience and References	0 to 5	3	X5	25
Consulting Team Qualifications	0 to 5	3	X4	20
Project Understanding and Proposed Methodology	0 to 5	3	X4	20
Project Management Approach	0 to 5	3	X2	10
Value Added Services	0 to 5	n/a	X1	5
Total Points [excluding price]				80
Stage III				
Pricing	N/A	N/A	N/A	20
Total Points				100

Points shall be awarded on a scoring scale of 0 to 5. Points could be modified depending upon reference checks and other independent information subsequently received and confirmed. Partial scores or scores not defined below will not be used. The range is defined as follows:

5	Fully exceeds expectations, proponent clearly understands the requirement, excellent probability of success
4	Somewhat exceeds expectations; high probability of success
3	Fully meets expectations; proponent has good understanding of requirement, negligible weakness or deficiencies good probability of success

2	Partially meets expectations; minor weakness or deficiencies, fair probability of success
1	Does not meet expectations or demonstrate understanding of the requirements, major weakness or deficiencies, low probability of success
0	Lack of response or complete misunderstanding of the requirements, no probability of success

4.3.1 Corporate Profile, Experience and References

This criterion will be evaluated as follows:

- (a) Demonstrated corporate suitability for providing the services relative to this RFP;
- (a) Demonstrated experience providing similar deliverables as described in this RFP, including the number of previous implementations of the software solution.
- (b) Demonstrated knowledge, skills and expertise offering software solutions to local governments;
- (b) Confirmation of the terms and conditions outlined in Appendix A Form of Agreement; and
- (c) References, preferably where services were provided in the last five (5) years and are similar to those requested in this RFP to clients having similar operating and/or technical environments to Parkland County, including:
 - i. Municipal government clients and/or clients with complex planning and development requirements
 - ii. Clients using the proponent's cloud solution

4.3.2 Consulting Team Qualifications

This criterion will be evaluated as follows:

- (a) Defined roles and responsibilities of the proponent and any of its agents, employees and subcontractors who will be involved in providing the deliverables;
- (b) Description of how the proponent plans on allocating project team resources and relevant respective expertise;
- (c) Project team member knowledge of and experience with implementing planning and development best practices;
- (d) Education, experience, and expertise of the proposed consulting team members including identification of similar project work as it correlates to their proposed role for this project; and
- (e) Demonstrated capacity of the proposed consulting team members.

4.3.3 Project Understanding and Proposed Methodology

This criterion will be evaluated as follows:

- (a) Demonstrated understanding of the project and the Scope of Work of this RFP;

- (b) Proposed methodology as outlined in Section 4.1.4 including tasks and milestones of how the proponent will carry out the Scope of Work and provide the deliverables;
- (c) Identification of challenges of this assignment and proposed mitigation measures, from the proponent's understanding, based on the information provided in this RFP;
- (d) Identification of any risks or considerations that the County may not have identified and suggested approaches for addressing them; and
- (e) Identification of proven methodologies or techniques successfully employed on past similar projects.
- (f) Identification of specific planning and development processing efficiencies the County can expect as a result of the Proponent's solution. Estimated efficiencies should be explained in detail including expected effort and/or cost reductions and categorized based on the area impacted.
- (g) Satisfaction of functional and non-functional requirements as detailed in Appendix E Solution Requirements Fit;
- (h) Pre-built integration framework that works specifically with ARCGIS.
- (i) Demonstrated fit with Parkland IT support capabilities/ ease of support; and
- (j) Demonstrated ability to support a mobile workforce.

4.3.4 Project Management Approach

This criterion will be evaluated as follows:

- (a) Project management approach and work breakdown structure;
- (b) Proposed work plan and project schedule in accordance with the timelines set out in Section 4.2.3 of Part 4 – RFP Particulars, identifying key tasks, milestones, and project deliverables;
- (c) Sequencing of tasks and project deliverables;
- (d) Allocation of tasks and resources in the proposed work plan; and
- (e) Ability to provide assurances that the identified qualified resources will be committed to the Parkland County implementation for the duration of the project;
- (f) Identification of meetings, resource requirements and skillset requirements for involvement of Parkland County staff.

4.3.5 Value Added Services

This criterion will be evaluated on the following:

- (a) Value added services offered by the proponent that are included in the pricing proposal and are no additional cost to the County; and;
- (b) Optional products and/or services available to Parkland County at an extra cost but having strong return on investment and business value to Parkland County.

4.4 EVALUATION OF PRICING

Proponents should review and complete the Rate Bid Form at Appendix C.

Pricing will be scored based on a relative pricing formula using the rates set out in the Rate Bid Form.

Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent's price for that category into the lowest bid price in that category. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ($120/120 \times 100 = 100\%$). A proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 \times 100 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 \times 100 = 50\%$).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$$

$$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$$

And so on, for each proposal.

4.5 PROPOSAL FORMAT

Proposals shall contain the following and should be organized in the following format using the sequence provided below to facilitate evaluation and to ensure each proposal receives full consideration.

1. **Letter of Transmittal** or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the proponent.
2. **Executive Summary** touching on pertinent points in the proposal you wish to highlight, including an overview of the project schedule and costs.
3. **Brief Corporate Profile** which includes organization size, structure, location, affiliates, and number of staff, company's history. Additionally, the number of years in operation and number of years providing similar services.
4. **Related Experience and Expertise** listing the proponent's related experience and expertise with similar projects within the past five years. The list shall be chronologically ordered, starting with the most recent.
5. **Project Team** details should include the following:
 - organization chart indicating how the proponent will structure their proposed project team;
 - a full description of each project team member's involvement on the project;
 - a resume or staff profile that lists education, training, certifications, employment history, and related experience on similar projects;
 - identification of past project experience the Consultant has with proposed sub-consultants
 - proposed project manager with a minimum of five years' experience managing similar projects;
 - a breakdown by percentage of the amount of time each proposed team member will spend on the project; and
 - address the capacity and commitment of the project team members.

6. **Project Understanding and Proposed Methodology** detailing the organization's ability to satisfy, at minimum, all aspects of the project as outlined in this RFP. In addition, proponents are required to review, in detail, Appendix A - Form of Agreement, to ensure that obligations and requirements under this section are also met.
7. **Work Plan and Project Schedule** for completing the scope of work for this RFP in accordance with the timelines identified above in Section 4.2.3 Project Schedule. Proponents are to include proposed timelines for required meetings with Parkland County staff for interviews to review project status and deliverables. Proposals should indicate anticipated meeting frequency and length.
8. **Pricing** shall be provided as outlined in Appendix C – Rate Bid Form of this RFP.
9. **Value Added Services** that the proponent can offer to the project should be clearly outlined in the proposal and at no additional cost to the County. Some examples of value-added services are:
 - Proven solutions or recommended approaches that could be considered.
 - Identification of potential risks that may arise relating to this County project and how the proponent would address these risks if they were the successful proponent.
 - Cost saving measures that may be considered for this project as well as measures that should be considered when making recommendations.
10. **Mandatory Forms** must be included in the proposal as follows:
 - Submission Form (Appendix B) completed and signed by an authorized representative of the proponent;
 - Rate Bid Form (Appendix C) completed; and
 - Reference Form (Appendix D) completed; and
 - Solution Requirements (Appendix E) completed in Excel.

APPENDIX A – FORM OF AGREEMENT

The Form of Agreement for Consulting Services covered in this RFP, and to be executed between Parkland County and the successful proponent, is attached hereto as Appendix "A" to this RFP and is subject to change from time to time. Although the final wording of the provisions may be subject to negotiation, proponents should be prepared to enter into an Agreement to include the provisions as described in Appendix "A".

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Parkland County and the selected proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Rate Bid Form	
Reference Form	
Solutions Requirement Fit	

Notice to proponents: There may be forms required in the RFP other than those set out above. See the Mandatory Requirements section of the RFP for a complete listing of mandatory forms.

4. Non-binding Price Estimates

The proponent has submitted its rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by Parkland County prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: _____ . Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

For the purposes of this section, the term "Conflict of Interest" means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of Parkland County in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest, and must explain why the proponent believes that the Conflict of Interest should not result in disqualification from the RFP process:

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of Parkland County and have ceased that employment within 12 months prior to the Submission Deadline:

Name of Individual:
Job Classification:
Department:
Last Date of Employment with Parkland County:
Name of Last Supervisor:
Brief Description of Individual's Job Functions:
Brief Description of Nature of Individual's Participation in the Preparation of the Proposal:

(Repeat above for each identified individual)

The proponent agrees that, upon request, the proponent shall provide Parkland County with additional information from each individual identified above in the form prescribed by Parkland County.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by Parkland County to Parkland County's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name and Title

Date

Date

I have authority to bind the proponent

APPENDIX C – RATE BID FORM

Proponents should complete the table below in addition to submitting a detailed cost breakdown in accordance with item (c) below.

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately; and
- (b) Rates quoted by the proponent shall be an all-inclusive fee and shall include all labour and material costs, all insurance costs, including any and all other overhead, including any fees or other charges required by law. Other than expenses expressly set out in item (d) below, there will be no reimbursement for additional expenses.
- (c) Expenses that will be reimbursed include project related travel costs, accommodation, rental vehicles, airfare, and meals. Such expenses will be reimbursed at cost with no mark-up and must be evidenced by receipts. All travel shall be economy class and all accommodation shall be standard, business class hotels. Proponents should estimate their related costs in their detailed cost breakdown.
- (d) All costs related to the project are to be included in a detailed project cost breakdown for each phase of the project. Breakdowns shall include at minimum:
 - listing of each project member and their associated fee per hour;
 - project fees (by staff member and by hours worked per task);
 - project disbursements by phase, or, where applicable, by individual task;
 - total fees and total disbursements for this RFP; and
 - GST identified separately.

Table A Core Modules – Implementation Costs (one-time)

Core Module	Brief Description of Service	Cost (Excluding GST)	Total (Excluding GST)
Property Information			
Permits & Inspections			
Code/Bylaw Enforcement			
Cashiering			
Electronic Plans Reviews			
Mobile Access			
Web Portal			
GIS Integration			
Microsoft 365 Add-Ins			
Total Implementation Costs for Table A (Excluding GST)			

Table B Core Modules – Annual Subscription Costs

Core Module	Maximum Concurrent Users	Licensing Fee per user (excluding GST)					Total for all years
		Year 1	Year 2	Year 3	Year 4	Year 5	
Property Information							
Permits & Inspections							
Code/Bylaw Enforcement							
Cashiering							
Electronic Plans Reviews							
Mobile							
Portal							
GIS Integration							
Microsoft 365 Add-Ins							
Total Software Subscription Costs (Excluding GST)							Total for Table B (Excluding GST):

TOTAL PRICE FOR TABLE B and C (Excluding GST):	
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OPTIONAL SCOPE/BID ITEM

Parkland County would like to digitize paper-based records currently stored in its local office. This comprises a primary file room which houses approximately 11 rows of files in 28 foot by 4 foot sections of combined documents, blueprints and drawings. There is a secondary file shelf that currently holds approximately 11 additional shelves of the same material. Below is a table with estimated document volumes.

Item	Volume	Unit Cost	Total
Small format scanning Black and White or Color - per image (Up to 11 x 17")	350,000		
Large format scanning Color - per image (Over 11 x 17")	5,000		
Total Cost (Excluding GST)			

As an optional bid item, Parkland County would accept bids to undertake the scope identified above.

APPENDIX D – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last 5 years. The references should be from municipal government or public sector clients.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX E – SOLUTION REQUIREMENTS

Attached as a separate electronic document. Proponents should note that this is a multi-tabulated document.