

Request for Supplier Qualifications (RFSQ)

RFSQ # SQ220-2022-01

For Vendors of Record (VOR) for IT Hardware,
Accessories and Supplies

ISSUE DATE:	Thursday January 13, 2022
DEADLINE FOR PROPONENT ENQUIRIES	Wednesday February 2, 2022 no later than 5pm ET (local Toronto time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Thursday February 3, 2022
PROPOSAL SUBMISSION DEADLINE	Thursday February 10, 2022 no later than 3:00pm ET (Toronto Local Time)

DISCLAIMER

The Canadian Partnership Against Cancer holds no responsibility for all warranties and conditions with regard to electronic files and any contents thereof. The Partnership makes no guarantee or representation that electronic files are error-free, nor compatible with recipient's systems, nor free from viruses. The Partnership will not be held responsible for any problems or injuries that arise including, but not limited to, the reliability or safety, of the use of its electronic files, in whole or in part.

About the Canadian Partnership Against Cancer

As the steward of the *Canadian Strategy for Cancer Control*, the Partnership works with partners to reduce the burden of cancer on Canadians. Our partner network – cancer agencies, health system leaders and experts, and people affected by cancer – brings a wide variety of expertise to every aspect of our work. After 10 years of collaboration, we are accelerating work that improves the effectiveness and efficiency of the cancer control system, aligning shared priorities and mobilizing positive change across the cancer continuum.

From 2017-2022, our work is organized under five themes in our Strategic Plan: quality, equity, seamless patient experience, maximize data impact, sustainable system. The Partnership continues to support the work of the collective cancer community in achieving our shared 30-year goals: a future in which fewer people get cancer, fewer die from cancer and those living with the disease have a better quality of life. The Partnership was created by the federal government in 2006 to move the Strategy into action and receives ongoing funding from Health Canada to continue leading the Strategy with partners from across Canada. Visit www.partnershipagainstcancer.ca.

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1.0 BACKGROUND AND OBJECTIVE

This RFSQ is issued by the Canadian Partnership Against Cancer (“Partnership”), with the possibility of other Pan-Canadian Health Organizations (“PCHOs”) entities within Canada, having the ability to access the successful prequalified vendors (“Successful Proponents”) for their organizations. Upon mutual consent, the Successful Proponent(s) shall extend the terms and conditions (including pricing – Appendix B) of this RFSQ to the members of the PCHO organizations noted below, known as the other “Potential Participating PCHOs” who may choose to leverage this procurement process. These PCHOs work together to improve efficiencies within healthcare, which also includes identifying areas that are primed for collaboration. All are not-for-profit corporations funded by Health Canada.

- Canadian Agency for Drugs and Technologies in Health (CADTH): <http://www.cadth.ca/en>
- Mental Health Commission of Canada (MHCC): <http://www.mentalhealthcommission.ca/English>
- Canadian Center on Substance Abuse (CCSA): <http://www.ccsa.ca/Eng/Pages/Home.aspx>
- Healthcare Excellence Canada (HEC), previously from the amalgamation of the Canadian Patient Safety Institute (CPSI) and the Canadian Foundation for Healthcare Improvement (CFHI): <http://www.healthcareexcellence.ca/en>

As part of its commitment to diversity, equity, inclusion, and reconciliation, the Participating PCHOs invite and welcome participation from all qualified suppliers/vendors including those owned by Indigenous Peoples, womenLGBTQS2+ individuals, and other minorities.

The Partnership invites prospective suppliers to submit Proposals to this RFSQ for the supply of Information Technology (IT) Hardware, Accessories, Supplies and Services on an as-and-when required basis in accordance with the terms and conditions of this RFSQ document. The purpose of this RFSQ is to establish a list of qualified suppliers, commonly known as a Vendors of Record (VOR). Recently, the Partnership has joined the Ontario Education Collaborative Marketplace (OECM), as an existing prequalified vendor.

The primary goal of the VOR list is to enhance and increase availability and efficiency of the Partnership’s IT-related technology procurement process by:

- Offering state-of-the-art technology at competitive prices (including but not limited to Laptops, Work-from-Home equipment, Video Conferencing solutions) that improve the efficiency and productivity of a collaborative work experience.
- Establishing strong partnerships with suppliers that have high-quality products and high standards of customer service and support.

Selected Proponents will be pre-qualified to provide the Goods and Services for a period of three (3) years, less a day, with an option to extend and/or renew based on the same Terms and Conditions for an additional, two (2) year Term at the Partnership’s discretion.

2.0 TIMELINES

RFSQ Timeline:

ISSUE DATE:	Thursday January 13, 2022
DEADLINE FOR PROPONENT ENQUIRIES	Wednesday February 2, 2022 no later than 5pm ET (local Toronto time)
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3.0 SUPPLY ARRANGEMENTS

For requirements valued at less than \$50,000, excluding of applicable taxes, the Partnership may use any of the prequalified Proponent(s) without going through a competitive process, since this falls within the Partnership's approved procurement policy for single sourcing.

For requirements valued at more than \$50,000, yet less than \$100,000, excluding applicable taxes, three (3) prequalified vendors will be invited to submit a quote outlining their ability to meet the timelines described.

Over the \$100,000 threshold all prequalified vendors will be invited to participate. The Partnership will not engage Proponents outside of the prequalified Proponents for procurements within this dollar range unless the prequalified Proponents are unable to provide the required goods with desired availability.

4.0 REQUIREMENTS

- i. Prequalified vendors will work with the IT Service Manager by procuring and proactively maintaining inventory for the Partnership as listed below.
 - Prices must be competitive and consistent no matter of buying volume.
 - All equipment must be new (Not recycled, refurbished, etc.)
 - Equipment must be purchased from authorized Canadian distributors
 - All pricing must be submitted in Canadian funds

- ii. In addition, prequalified vendors may be asked to provide additional value-added services including but not limited to the following:
 - Video Conference Solution Installation, Maintenance and Support;
 - Offsite Storage of procured inventory, available to be delivered, when needed;
 - Electronic Resale & Recycling;

- Same day delivery, as required;
- Online ordering and ability to check inventory; and
- Guidance of new and upcoming technology solutions that may benefit the Partnership.

The Partnership Standard Technology List*

*Standard equipment list subject to change

Standard Laptop Configuration	<p>Lenovo X Series – X13 (Current)</p> <ul style="list-style-type: none"> • 13” Business grade • Processor: i7 • Ram: 16gb • HDD: 256gb SSD (minimum) • Connectivity: 4G/LTE (Required) • Warranty: Lenovo 3 Year Depot (minimum)
Standard Accessories	<ul style="list-style-type: none"> • Lenovo Dual DisplayPort/HDMI Pro Dock • Lenovo 23” LED Monitor (x2 Office / x1 WFH) • Logitech 1080p Web Cam • Logitech Unified Mouse / Keyboard • Poly Headsets • Brother B&W Laser Printer (Work from Home Equipment) • Brother MFP Printers (Work from Home Equipment)
Video Conferencing Equipment	<ul style="list-style-type: none"> • Large Rooms – Crestron System/Kramer AV equipment • Medium Rooms – Microsoft Surface Hubs • Small Rooms – Lenovo Smart Hubs • Phone Rooms – Poly CCX500 Microsoft Teams IP Phones
Apple Supplies	<ul style="list-style-type: none"> • iPhone XR Phones (purchased through Carrier) • iPad (Board Members) • iPhone Headphones • iPhone/iPad Charging Blocks • iPhone/iPad Charging Cables • iPhone Cases • iPad Smart Keyboard / Cases
Standard Supplies	<ul style="list-style-type: none"> • Network Cables (CAT 6 – 3’/6’/15’/25’) • Video Cables (HDMI / DisplayPort / Mini DisplayPort) • Video Dongles/Adapters • Printer Toner • Lenovo Power Adapters
Optional External Partner Equipment	<ul style="list-style-type: none"> • Surface Pro 7+ - 12.3" - Core i5 1135G7 - 16 GB RAM - 256 GB SSD

	<ul style="list-style-type: none"> • Microsoft Complete Accident Protection - extended service agreement • Microsoft Surface Pro Smart Keyboard - with trackpad – QWERTY • Microsoft Surface Dock 2 • Microsoft Survey Sleeve (Case)
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Proposal submissions should include:

- i. Cover letter introducing your company, company structure and ownership;
- ii. Location and years of operation;
- iii. Identify the main contact(s) that will manage the work with the Partnership;
- iv. Three (3) key references. References should be from customers within the last three (3) years, included with Appendix A;
- v. A sample of current pricing of Lenovo X13 Laptop, as specified above and % of markup from distribution channel of Original Equipment Manufacturer (OEM) included with Appendix B; and
- vi. The Proponents Terms and Conditions (T&Cs) for the purchase of goods with warranty.

5.0 PROCESS

The Partnership may pre-qualify up to four (4) Prequalified Vendors.

If the Partnership decides that additional Proponents are needed, an amendment to this RFSQ will be posted and new Proponents will have the opportunity to submit the required documents to be pre-qualified. This will have no impact on the Proponents that are already prequalified.

The Partnership retains the right to negotiate with Proponents on any procurement. Proponents may be removed from the prequalified vendor list for any of the following reasons:

- I. Intentionally submitting misleading or false information
- II. Not declaring any known conflict of interest
- III. Failing to meet all the qualifications requirements and the Partnership’s terms and conditions
- IV. The Partnership has documented at least three instances of poor client satisfaction for services that were provided by the contracted Proponent
- V. Depending on the severity (e.g., sexual harassment, verbal abuse) the Partnership may remove a Proponent after one incident.

6.0 PROPOSAL EVALUATION

Proposals will be reviewed in two stages. The first stage involves meeting the Mandatory Requirements.

Stage 1 Mandatory Evaluation

At Stage 1 each Proposal will “Pass” or “Fail”, in whole or in part, based on whether or not it meets the Mandatory Proposal Requirements. Proposals that do not comply substantially with all of the Mandatory Proposal Requirements may, subject to the express and implied reserved rights of the Partnership, be disqualified and not be evaluated further.

Stage 2 Service Offering Evaluation

The second stage involves reviewing submissions based on the evaluation criteria and weightings identified below.

Submissions will be reviewed based on the evaluation criteria and weightings identified below.

Criteria	Weighting
Qualifications and experience of the Proponent organization <ul style="list-style-type: none"> - Proposal shows evidence that the Proponent is stable in terms of billings, longevity and client roster - Proposed resourcing is adequate; team roles are well considered with a logical reporting structure and clear indication of how the Partnership’s account would be serviced - The Proponent shows evidence of a focus on Diversity, Equity and Inclusion (DEI) within the Proponent’s organization, such as: <ul style="list-style-type: none"> o Strategies to ensure full and equitable participation of First Nations, Inuit and Métis and underserved populations (e.g., racialized communities, LGBTQ2S+ individuals, people living in rural and remote communities, people with low income, recent immigrants, and others); and o Collaboration with organizations that serve First Nations, Inuit and Métis and underserved populations (e.g., racialized communities, LGBTQ2S+ individuals, people living in rural and remote communities, people with low income, recent immigrants, and others). 	25%
Quality of the Value-added Services Provided <ul style="list-style-type: none"> • List of value-added services available, above and beyond what was listed in Section 4. 	25%
<i>Stage 3 Price/cost models</i>	
Price /cost models* <ul style="list-style-type: none"> • Current sample price of Lenovo X13 laptop as specified in Section 4 and % of markup from distribution channel of Original Equipment Manufacturer (OEM) 	50%
Total	100%



The top scoring Proponents may be invited to make a presentation to demonstrate their firm's professional services and capabilities in support of the Partnership's mandate and strategic objectives. Proponents may be required to clarify and/or expand on information contained in the written Proposals.

7.0 SUBMISSION INSTRUCTIONS

Proponents should submit their Proposals in one document.

Proponents must submit the Proposal in electronic copy in Microsoft Word format or portable document format (PDF), by e-mail to the e-mail address shown below before the Proposal Submission Deadline.

E-mail: procurement@partnershipagainstcancer.ca

Proposals submitted in any other manner may not be accepted.

8.0 NO CONTRACTUAL OR LEGAL OBLIGATIONS

The RFSQ document is not intended to constitute, or be interpreted as, a call for tenders or proposals, and the submission of a Response is not intended to create any contractual or other legal obligations or duties whatsoever owed to any Proponent or Potential Proponent by the Partnership. Without restricting the generality of the foregoing, no contractual relations shall exist between Partnership and any Proponent as a result of this RFSQ until the execution of an Agreement/Contract with that Proponent, except for any waivers, releases, exclusions or limitations of liability, confidentiality and/or indemnity obligations or other covenants or agreements made, given or accepted by Proponent in the Form of Response or otherwise in connection with this RFSQ process.

9.0 COMMUNICATIONS DURING RFSQ PROCESS

All communications related to this RFSQ are to be in writing, should indicate the RFSQ # SQ220-2022-01, and should be directed only to the Procurement Contact designated in Section 7.0 Submission Instructions of this RFSQ.

The Partnership shall answer all requests for clarification by a written Question and Answer Series. The Partnership may also issue written clarifications on its own initiative, as it deems necessary, by way of written Addendum. All Question and Answer Series and Addenda shall be made available on the Partnership's website, Biddingo and on MERX. The Partnership shall not be responsible for any instructions or information given to any Proponent or Potential Proponent unless given through a written Question and Answer Series or by written Addendum.

10.0 RIGHT TO AMEND OR TERMINATE RFSQ PROCESS

The Partnership may not award a Contract/Agreement under this process and reserves the right to amend by Addendum any term of the RFSQ Documents or to terminate this RFSQ process at any time, without an explanation.

11.0 NO GUARANTEE OF VOLUME OF WORK OR EXCLUSIVITY OF AGREEMENT

The Partnership makes no guarantee of the value or volume of work to be assigned to any Proponent. Any Agreement executed with a selected Proponent will not be an exclusive contract for the provision of the described services and deliverables. The Partnership may contract with others for the same or similar services and deliverables to those described in this RFSQ or may obtain the same or similar services and deliverables internally.

12.0 RFSQ RESPONSE PREPARATION COSTS

The Partnership is not responsible to pay any costs or expenses incurred by any Proponent or Potential Proponent in preparing its Response or otherwise in participating in this RFSQ process. The participation in this RFSQ process is at Proponent's or Potential Proponent's sole risk and cost.

13.0 DISCLOSURE OF INFORMATION

Any confidential information supplied to the Partnership may be disclosed by the organization where it is obliged to do so under the Freedom of Information and Privacy Protection Act (FIPPA), by an order of a court or tribunal or otherwise required at law.

14.0 TERMS AND CONDITIONS

All provisions of this RFSQ and all resulting agreements from the second phase of this process is subject to the successful Proponent's T&Cs, as provided in the Proposal.

APPENDIX A – Reference Form

Each Proponent must provide references from three (3) different clients or work (excluding the Partnership) to whom each candidate proposed for a key role has provided services within the last three (3) years in a role similar to that set out in your submission.

Please include in your submission a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.

Name of Candidate:

Proposed Role:

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX B – Submission Form

The Proponent must not amend this Form in any way other than by providing the requested information. This form must be completed, signed and submitted as part of the Proponent's Proposal.

To the Canadian Partnership Against Cancer:

1. Proponent Information

The full legal name of the Proponent is: _____

Any other relevant name under which the Proponent carries on business is:

The jurisdiction under which the Proponent is governed is: _____

The name, address, telephone, facsimile number and e-mail address of the contact person for the Proponent is:

The Proponent is:

Proponents must select one of the following choices.

- an individual {Provide HST/GST #}
- a sole proprietorship {Provide HST/GST #}
- a corporation {Provide HST/GST #} _____
- a partnership {Provide HST/GST #}
- a joint venture {Provide HST/GST #}
- an incorporated consortium {Provide HST/GST #}
- a consortium that is a partnership {Provide HST/GST #}
- other legally recognized entity: {Specify type, provide HST/GST # or state "N/A".}

The Proponent has carefully examined the RFSQ documents and has a clear and comprehensive knowledge of the Deliverables required under the RFSQ. By making this submission, the Proponent agrees and consents to the terms, conditions and provisions of the RFSQ.

2. Forms

(a) The Proponent encloses herewith as part of the Proposal, the mandatory forms set out below:

MANDATORY FORMS:	Yes	Page
Reference Form (Appendix A)		
Submission Form (Appendix B)		

3. Addenda

The Proponent is deemed to have read and accepted all Addenda issued by the Partnership prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Addenda. The Proponent confirms that it has received the following Addenda:

{List Addenda numbers or, if no Addenda were issued, state "None".}

4. Conflict of Interest

The Proponent, by submitting the Proposal, confirms that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in this Form of Offer. Where the Partnership discovers a Proponent’s failure to disclose all actual or potential Conflicts of Interest, the Partnership may disqualify the Proponent or terminate any Agreement awarded to that Proponent as a result of this procurement process.

Conflict of Interest includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFSQ 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 information in the preparation of its Proposal that is confidential to the Partnership and not available to other Proponents;
 - ii. communicating with any person with a view to influencing preferred treatment in the RFSQ process; or
 - iii. engaging in conduct that compromises or could be seen to compromise the integrity of the RFSQ process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations under the Agreement, 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 judgment; or
 - ii. could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

Proponents must choose one of the following two options.

- The Proponent declares that: (1) there was no Conflict of Interest in preparing its Proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFSQ.

OR

- 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 RFSQ. The details of the actual or potential Conflict of Interest are as follows:

5. 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 the Partnership to its advisers retained for the purpose of evaluating or participating in the evaluation of this Proposal.

6. Execution of Agreement

The Proponent understands that, in the event its Proposal is selected by the Partnership, in whole or in part, the Proponent agrees to finalize and execute an Agreement incorporating the terms and conditions (T&Cs) set out in the Proponents' T&Cs to the RFSQ, as the second phase of the engagement.

I confirm that this Submission Form has been completed with no changes to the text provided in the RFSQ.

Please provide the following pricing information. All prices quoted in response to the RFSQ shall be firm, shall be in Canadian dollars, excluding taxes.

The Partnership reserves the right to clarify any information provided to fully understand potential cost impacts associated with a Proposal.

Please fill out the chart below to identify your availability for goods identified Section 4.0 Requirement.

The Partnership Standard Technology List

Standard Laptop Configuration	Lenovo X Series – X13 (Current) <ul style="list-style-type: none"> • 13” Business grade • Processor: i7 • Ram: 16gb • HDD: 256gb SSD (minimum) • Connectivity: 4G/LTE (Required) • Warranty: Lenovo 3 Year Depot (minimum) 	<u>Sample Pricing</u>	<u>% of markup from distribution channel of Original Equipment Manufacturer (OEM)</u>
Standard Accessories	<ul style="list-style-type: none"> • Lenovo Dual DisplayPort/HDMI Pro Dock • Lenovo 23” LED Monitor (x2 Office / x1 WFH) • Logitech 1080p Web Cam • Logitech Unified Mouse / Keyboard • Poly Headsets • Brother B&W Laser Printer (Work from Home Equipment) • Brother MFP Printers (Work from Home Equipment) 	•	•
Video Conferencing Equipment	<ul style="list-style-type: none"> • Large Rooms – Crestron System/Kramer AV equipment • Medium Rooms – Microsoft Surface Hubs • Small Rooms – Lenovo Smart Hubs • Phone Rooms – Poly CCX500 Microsoft Teams IP Phones 	•	•
Apple Supplies	<ul style="list-style-type: none"> • iPhone XR Phones (purchased through Carrier) • iPad (Board Members) • iPhone Headphones • iPhone/iPad Charging Blocks • iPhone/iPad Charging Cables • iPhone Cases • iPad Smart Keyboard / Cases 	•	•
Standard Supplies	<ul style="list-style-type: none"> • Network Cables (CAT 6 – 3’/6’/15’/25’) • Video Cables (HDMI / DisplayPort / Mini DisplayPort) • Video Dongles/Adapters • Printer Toner • Lenovo Power Adapters 	•	•
Optional External Partner Equipment	<ul style="list-style-type: none"> • Surface Pro 7+ - 12.3" - Core i5 1135G7 - 16 GB RAM - 256 GB SSD • Microsoft Complete Accident Protection - extended service agreement 	•	•

	<ul style="list-style-type: none"> • Microsoft Surface Pro Smart Keyboard - with trackpad – QWERTY • Microsoft Surface Dock 2 • Microsoft Survey Sleeve (Case) 		
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Signature of Witness:	Signature of Proponent representative:
Name of Witness:	Name and Title of Proponent representative:
	Date: I have authority to bind the Proponent.