



Request for Supplier Qualifications
For
Information Technology Services: Staff Augmentation and General Consulting Services

Request for Supplier Qualifications No.: **26.0118**

Issued: **October 2, 2026**

Submission Deadline: **October 28, 2026 14:00:00 PM local time**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1 Invitation to Respondents	3
1.2 RFSQ Contact	4
1.3 Prequalification Process	4
1.4 RFSQ Timetable	5
1.5 Submission Instructions	5
PART 2 – EVALUATION AND SELECTION	7
2.1 Stages of Evaluation	7
2.2 Stage I – Mandatory Submission Requirements	7
2.3 Stage II – Mandatory Technical Requirements and Non-Price Rated Evaluation Criteria	7
2.4 Stage III – Pricing (if applicable)	7
2.5 Ranking and Selection	8
2.6 Notification of Selected Respondents	8
2.7 Invitational Second-Stage Competitive Process (Lowest Price)	8
PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS	9
3.1 General Information and Instructions	9
3.2 Communication after Issuance of RFSQ	10
3.3 Notification and Debriefing	10
3.4 Conflict of Interest and Prohibited Conduct	11
3.5 Confidential Information	13
3.6 Procurement Process Non-Binding	14
3.7 Governing Law and Interpretation	14
APPENDIX A – RFSQ PARTICULARS	15
A. THE DELIVERABLES	15
B. MATERIAL DISCLOSURES	15
C. MANDATORY SUBMISSION REQUIREMENTS	16
D. MANDATORY TECHNICAL REQUIREMENTS	16
E. PRE-CONDITIONS OF SELECTION	16
F. EVALUATION CRITERIA	16
G. PRICE EVALUATION METHOD	17

ATTACHMENT 1 – MASTER FRAMEWORK AGREEMENT

ATTACHMENT 2 – SUBMISSION FORM

ATTACHMENT 3 – PRICING FORM

ATTACHMENT 4 – RATED CRITERIA EVALUATION FORM

ATTACHMENT 5 – INFORMATION TECHNOLOGY STANDARDS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Supplier Qualifications (“RFSQ”) is an invitation by Strathcona County (the “County”) to prospective respondents to qualify for eligibility to provide **Information Technology Services: Staff Augmentation and General Consulting Services**, as further described in Section A of the RFSQ Particulars (Appendix A) (the “Deliverables”).

The County’s Information Technology Services (ITS) department requires support on various projects on a temporary, as-needed, basis from time to time to augment the capacity and ability of their staff. The type of support is defined into the following 2 service areas (each a “Service Area”):

- A. Staff Augmentation; and
- B. General Consulting.

The County is seeking 4 qualified suppliers for each Service Area with expertise and capacity to assist with or provide resources as needs arise. For clarity, a respondent may be selected for more than one Service Area.

Respondents are asked to identify in their submission response which Service Area they wish to respond to and be considered for (refer to the Workbook Instructions in the Rated Criteria Evaluation Form (Attachment 4) for additional instructions). Respondents are permitted to respond to one or both Service Areas within the same submission. Evaluations for each Service Area will be conducted independently.

Each selected qualified supplier of this RFSQ will be invited to enter into a Master Framework Agreement (Attachment 1) and may be invited to participate in second-stage procurement processes for the procurement of the Deliverables that may arise during the term of the Master Framework Agreement (refer to section 2.7 of Evaluation and Selection (Part 2)).

1.1.2 Respondent must be Single Entity

The respondent must be a single legal entity that, if selected, intends to enter into the Master Framework Agreement described below in section 1.3. If the response is being submitted jointly by two (2) or more separate entities, the response must identify only one of those entities as the “respondent”. The respondent will be responsible for the performance of the Deliverables pursuant to any agreement awarded during the term of the Master Framework Agreement.

1.1.3 Bidding System Registration

All respondents must have a vendor account with the County’s electronic bidding system at <https://strathcona.bonfirehub.ca> and must be registered as a plan taker for this opportunity. This will enable the respondent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their response electronically through the bidding system.

1.2 RFSQ Contact

To contact the County in relation to this RFSQ, respondents must initiate the communication electronically through the bidding system. The County will not accept any respondent's communications by any other means, except as specifically stated in this RFSQ.

For the purposes of this procurement process, the "RFSQ Contact" will be:

Assad Baker, Procurement Advisor

assad.baker@strathcona.ca

Respondents should only contact the RFSQ Contact where specifically instructed to in this RFSQ. All other communication in relation to this RFSQ, up to and including the submission of the response, must be through the bidding system, as described above.

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the County, other than the RFSQ Contact, concerning matters regarding this RFSQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's response.

1.3 Prequalification Process and Master Framework Agreement

Responses will be evaluated in accordance with the evaluation process set out in Part 2 of this RFSQ. Based on the evaluation of responses, selected respondents will be invited to enter into a Master Framework Agreement for Roster Framework in the form set out in Attachment 1 (the "Master Framework Agreement"), which will govern the potential subsequent provision of the Deliverables. The term of the Master Framework Agreement is to be for a period of **3 years**.

Upon execution of the Master Framework Agreement, the respondent will be included on the roster of qualified suppliers (the "Qualified Supplier Roster") for the Service Area for which the respondent was selected. During the term of the Master Framework Agreement, the County may invite the qualified suppliers on the Qualified Supplier Roster to participate in invitational second-stage procurement processes for the provision of certain Deliverables. For clarity, a qualified supplier will only be eligible for second-stage procurement processes for Deliverables of each Service Area for which the respondent was selected. If selected to provide such Deliverables, the qualified supplier will provide them in accordance with the general terms and conditions contained in the Master Framework Agreement and any specific terms and conditions included in the Service Schedule for such Deliverables.

The County may periodically require all qualified suppliers on the Qualified Supplier Roster to provide documentation for reassessment of their qualifications. The reassessment will be based on the same requirements and evaluation process set out in this RFSQ. Qualified suppliers that do not continue to satisfy the qualification requirements set out in this RFSQ will be removed from the Qualified Supplier Roster.

Qualified suppliers that fail to perform Deliverables awarded through an invitational second-stage procurement processes in a satisfactory manner may be removed from the Qualified Supplier Roster. Qualified suppliers may also be removed from the Qualified Supplier Roster for reasons of conflict of interest or unethical conduct.

Qualified suppliers that are removed from the Qualified Supplier Roster will not be eligible to re-qualify for inclusion on the Qualified Supplier Roster. The Master Framework Agreement will remain in effect in accordance with its provisions or until such time as the qualified supplier is removed from the Qualified Supplier Roster.

1.4 RFSQ Timetable

1.4.1 Key Dates

Issue Date of RFSQ	October 2, 2026
Deadline for Questions	October 15, 2026 14:00:00 PM local time
Deadline for Issuing Addenda	October 22, 2026 14:00:00 PM local time
Submission Deadline	October 28, 2026 14:00:00 PM local time
Rectification Period	2 business days
Anticipated Execution of Master Framework Agreement	January 2026

The RFSQ timetable is tentative only and may be changed by the County at any time.

1.4.2 Site Visit / Pre-Response Meeting (if applicable)

N/A

1.5 Submission Instructions

1.5.1 Submission of Responses

Responses must be submitted electronically through the bidding system at:

<https://strathcona.bonfirehub.ca>

Submissions by other methods will not be accepted.

In the event of any technical issues, respondents should contact the bidding system's technical support.

1.5.2 Responses to be Submitted on Time

Responses must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of responses shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Respondents are cautioned that the timing of submission is based on when the response is received by the bidding system, not when a response is submitted by a respondent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, respondents should plan to submit responses well in advance of the Submission Deadline to avoid submitting late due to technical issues. Respondents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the respondent advising when the response was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately.

1.5.3 Responses to be Submitted in Prescribed Format

Response materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

1.5.4 Amendment of Responses

Respondents may amend their responses prior to the Submission Deadline. However, the respondent is solely responsible for ensuring that the amended response is received by the bidding system by the Submission Deadline.

1.5.5 Withdrawal of Responses

At any time throughout the RFSQ process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted response. Prior to the Submission Deadline, respondents may withdraw a submitted response through the bidding system. To withdraw a response after the Submission Deadline, a notice of withdrawal must be sent to the RFSQ Contact and must be signed by an authorized representative of the respondent.

[End of Part 1]

PART 2 – EVALUATION AND SELECTION

2.1 Stages of Evaluation

The County will conduct the evaluation of responses in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which responses comply with all of the mandatory submission requirements. If a response fails to satisfy all of the mandatory submission requirements, the County will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its response will be rejected. The Rectification Period will begin to run from the date and time that the County issues a rectification notice to the respondent. The mandatory submission requirements are set out in Section C of the RFSQ Particulars (Appendix A).

2.3 Stage II – Mandatory Technical Requirements and Non-Price Rated Evaluation Criteria

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The County will review the responses to determine whether the mandatory technical requirements as set out in Section D of the RFSQ Particulars (Appendix A) have been met. If a response fails to satisfy all of the mandatory technical requirements, the County will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. If the respondent fails to satisfy the mandatory technical requirements within the Rectification Period, its response will be rejected. The Rectification Period will begin to run from the date and time that the County issues a rectification notice to the respondent.

2.3.2 Non-Price Rated Evaluation Criteria

By Service Area, the County will evaluate each qualified response on the basis of the non-price rated evaluation criteria as set out under Evaluation Criteria in Section F of the RFSQ Particulars (Appendix A).

2.4 Stage III – Pricing (if applicable)

If applicable, Stage III will consist of a scoring of the submitted pricing information of each qualified response in accordance with the price evaluation method set out in Section G of the RFSQ Particulars (Appendix A). The evaluation of price will be undertaken after the evaluation of the mandatory submission requirements and the mandatory technical requirements and non-price rated evaluation criteria has been completed.

If the County has established a maximum pricing threshold for this procurement in Section G of the RFSQ Particulars (Appendix A), then responses with pricing exceeding that maximum pricing threshold will be rejected. Despite anything else in this RFSQ, if the pricing in a response exceeds

that maximum pricing threshold then that pricing cannot be rectified so as to result in pricing that no longer exceeds that maximum pricing threshold. For greater clarity, the County will not issue the respondent a rectification notice to provide the respondent an opportunity to rectify pricing so that it no longer exceed that maximum pricing threshold.

In the event that a respondent's pricing appears to be abnormally low in relation to the Deliverables, the County may require the respondent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the respondent is unable to satisfactorily account for the abnormally low pricing, the County may reject the response. The County may also reject any response that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the agreement, offset by understated pricing for Deliverables to be provided or completed later in the agreement.

2.5 Ranking and Selection

Based on the evaluation of the responses, the top 4 ranked respondents in each Service Area that meet all Minimum Threshold(s), if any, set out in the Rated Evaluation Criteria table in section F of the RFSQ Particulars (Appendix A) will be selected to enter into a Master Framework Agreement for inclusion on the applicable Qualified Supplier Roster for each Service Area for which the respondent is selected for eligibility to participate in invitational second-stage procurement processes for the procurement of the Deliverables of such applicable Service Area. For clarity, In the event of a tie, the selected respondent will be determined by way of coin toss.

2.6 Notification of Selected Respondents

Subject to the process rules contained in the Terms and Conditions of the RFSQ Process (Part 3), the respondents selected by the County will be so notified by the County in writing. Each selected respondent will be required to satisfy the pre-conditions of selection listed in Section E of the RFSQ Particulars (Appendix A) within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent.

2.7 Invitational Second-Stage Procurement Process

Respondents who enter into a Master Framework Agreement will then be eligible for invitational second-stage procurement processes. For clarity, such respondents will only be eligible for second-stage procurement processes for Deliverables of each Service Area for which the respondent was selected (see above section 2.5). If and when the County requires certain Deliverables, the County will undertake a second-stage procurement process for such Deliverables as described in the Master Framework Agreement.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their responses in accordance with the instructions in this RFSQ. Where information is requested in this RFSQ, any response made in a response should reference the applicable section numbers of this RFSQ.

A respondent who submits conditions, options, variations, or contingent statements either as part of its response or after receiving notice of selection, may be disqualified.

3.1.2 Responses in English

All responses are to be in English only.

3.1.3 No Incorporation by Reference

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

3.1.4 Past Performance

In the evaluation process, the County may consider the respondent's past performance or conduct on previous agreements with the County or other institutions.

3.1.5 Information in RFSQ Only an Estimate

The County and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFSQ or issued by way of addenda. Any quantities shown or data contained in this RFSQ or provided by way of addenda are estimates only, and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a response in response to this RFSQ.

3.1.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its response, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Response to be Retained by the County

The County will not return the response or any accompanying documentation submitted by a respondent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Agreement

This RFSQ process will not result in any commitment by the County to purchase any goods or services from any respondent. The County is under no obligation to proceed with any invitational

second-stage procurement process for the procurement of the Deliverables. The County makes no guarantee of the value or volume of Deliverables that may be required. Any agreement entered into pursuant to an invitational second-stage procurement process will not be an exclusive agreement for the provision of the described Deliverables. The County may enter into agreements with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFSQ

3.2.1 Respondents to Review RFSQ

Respondents should promptly examine all of the documents comprising this RFSQ and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The County is under no obligation to provide additional information, and the County is not responsible for any information provided by or obtained from any source other than the RFSQ Contact or the bidding system. It is the responsibility of the respondent to seek clarification on any matter it considers to be unclear. The County is not responsible for any misunderstanding on the part of the respondent concerning this RFSQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFSQ may be amended only by addendum in accordance with this section. If the County, for any reason, determines that it is necessary to provide additional information relating to this RFSQ, such information will be communicated to all respondents by addendum posted in the bidding system. Each addendum forms an integral part of this RFSQ and may contain important information, including significant changes to this RFSQ. Respondents are responsible for obtaining all addenda issued by the County.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the County determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the County may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating responses, the County may request further information from the respondent or third parties in order to verify, clarify, or supplement the information provided in the respondent's response. The County may revisit, re-evaluate, and rescore the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Respondents

Once the selected respondents have been notified, the other respondents may be notified directly in writing and will be notified by public posting of the outcome of the RFSQ process.

3.3.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFSQ Contact and must be made within thirty (30) days of such notification. The RFSQ Contact will contact the respondent's representative to schedule the debriefing. Debriefings may occur in person at the County's location or by way of conference call or other remote meeting format as prescribed by the County.

3.3.3 Procurement Protest Procedure

Any respondent with concerns about the RFSQ process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the respondent wishes to challenge the RFSQ process, it should provide written notice to the RFSQ Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the respondent wishes to challenge;
- (b) a clear explanation of the respondent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the respondent's contact details, including name, telephone number and email address.

The County will send an initial response to acknowledge receipt of the respondent's notice and indicate the date by which the County will provide the respondent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFSQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFSQ process, the respondent 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 the County in the preparation of its response that is not available to other respondents;
 - (ii) having been involved in the development of the RFSQ, including having provided advice or assistance in the development of the RFSQ;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFSQ;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFSQ process (including but not limited to the lobbying of decision makers involved in the RFSQ process); or

- (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFSQ process or render that process non-competitive or unfair;
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the respondent'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; or
- (c) the respondent is engaged in actual or reasonably apprehended litigation, or in any other dispute against or contrary to the County.

3.4.2 Disqualification for Conflict of Interest

The County may disqualify a respondent for any conduct, situation, or circumstances, determined by the County, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the County may be precluded from participating in the RFSQ process in instances where the County has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing agreements, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The County may disqualify a respondent or terminate any agreement subsequently entered into if the County determines that the respondent has engaged in any conduct prohibited by this RFSQ.

3.4.4 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Attachment 2).

3.4.5 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFSQ or selection of respondents pursuant to this RFSQ without first obtaining the written permission of the RFSQ Contact.

3.4.6 No Lobbying

Respondents must not, in relation to this RFSQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful respondent(s).

3.4.7 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying (as described above) or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the County; deceitfulness; submitting responses containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFSQ.

3.4.8 Supplier Suspension

The County may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the County's procurement processes or agreements, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the County, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the County will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the County in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the County

All information provided by or obtained from the County in any form in connection with this RFSQ either before or after the issuance of this RFSQ:

- (a) is the sole property of the County and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFSQ and the performance of any subsequent agreement for the Deliverables;
- (c) must not be disclosed without prior written authorization from the County; and

- (d) must be returned by the respondent to the County immediately upon the request of the County.

3.5.2 Confidential Information of Respondent

A respondent should identify any information in its response or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the County. The confidentiality of such information will be maintained by the County, except as otherwise permitted or required by law or by order of a court or tribunal. Respondents are advised that their responses will, as necessary, be disclosed on a confidential basis, to advisers retained by the County to advise or assist with the RFSQ process, including the evaluation of responses. If a respondent has any questions about the collection, use, or disclosure of personal information pursuant to this RFSQ, questions are to be submitted to the RFSQ Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

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

- (a) this RFSQ will 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 respondent nor the County will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the selection of respondents, a decision to reject a response or disqualify a respondent, or a decision of the respondent to withdraw its response.

3.6.2 No Legal Relationship or Obligation

No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the County by this RFSQ process.

3.6.3 Cancellation

The County may cancel or amend the RFSQ process without liability at any time.

3.7 Governing Law and Interpretation

The Terms and Conditions of RFSQ Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will 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]

APPENDIX A – RFSQ PARTICULARS

A. THE DELIVERABLES

The Deliverables that may be provided by the selected respondent (the “Supplier”) are as per Sub-Schedule “C-2” of the Master Framework Agreement (Attachment 1).

The second stage procurement process shall be as per Sub-Schedule “C-1” Second Stage Procurement Process of the Master Framework Agreement (Attachment 1).

B. MATERIAL DISCLOSURES

1. Current Platforms and Tools

Information Technology Standards (Attachment 5) has been provided for information purposes only. The attachment outlines the County’s current technology environment, standards, preferred platforms, and integration requirements to assist respondents in understanding the context within which services may be delivered. While the information reflects the County’s current environment, respondents should recognize that technologies and platforms may evolve during the term of any resulting Master Framework Agreement.

2. Anticipated budget

The County does not establish a predetermined budget for each Service Area. However, based on historical spending, the County anticipates annual expenditures for Staff Augmentation to range between \$500,000 and \$1,000,000, while annual spending for General Consulting is expected to be approximately \$150,000.

These figures are provided for informational purposes only and do not constitute a commitment or guarantee of work. All services and deliverables will be requested and awarded on an as-needed basis, subject to the County’s operational requirements.

3. RFSQ Intent and Related Opportunities

The intent of this RFSQ is to augment the County’s internal Information Technology Services (ITS) capacity by providing supporting information technology services within the areas listed in the Deliverables. Separate RFSQ opportunities are being conducted for the following types of services (in no particular order):

- Enterprise Platforms and Digital Solutions Services
- Geographic Information System (GIS) Consulting and Contracting Services
- Data Management and Business Intelligence Consulting and Contracting Services

Respondents may submit responses to any RFSQ opportunity for which they are qualified and that remains open at the time of submission. Information regarding current procurement opportunities is available through the County’s electronic bidding system.

4. Onsite Work Requirements and Expectations

There is no mandate for work to be performed onsite; however, in some instances (based on project needs), being onsite may be more effective if manageable. The County estimates approximately 10% to 25% of project time could be onsite for activities such as kick-off meetings, some consultations and final deliverable presentations.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form

Each response must include a Submission Form (Attachment 2) completed by an authorized representative of the respondent. Submission Form is available for download in the County's electronic bidding system under the "Requested Information" tab.

2. Pricing Form (if applicable)

Each response must include a Pricing Form (Attachment 3) that complies with the instructions set out below in Section G of this Appendix A.

If the County has established a maximum pricing threshold for this procurement in Section G of this Appendix A, then responses with pricing exceeding that maximum pricing threshold will be rejected. Despite anything else in this RFSQ, if the pricing in a response exceeds that maximum pricing threshold then that pricing cannot be rectified so as to result in pricing that no longer exceeds that maximum pricing threshold. For greater clarity, the County will not issue the respondent a rectification notice to provide the respondent an opportunity to rectify pricing so that it no longer exceed that maximum pricing threshold.

3. Other Mandatory Submission Requirements

Each response must include the following:

- a. A completed Rated Criteria Evaluation Form (Attachment 4) that complies with the instructions contained in the form.

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF SELECTION

Within the timeframe specified in the notice of selection (which is typically not more than seven (7) days), the selected respondent(s) must deliver the following documents to the County:

- a. A valid and current certificate(s) of insurance evidencing that the insurance required by the Agreement is in place and is in full force and effect.

F. EVALUATION CRITERIA

The following sets out the categories, weightings and descriptions of the rated evaluation criteria of the RFSQ. Respondents must meet any minimum threshold scores set out below in order to

be considered for selection. Additional information on the further breakdown of these categories and evaluation methodologies is contained within Rated Criteria Evaluation Form (Attachment 4) and should be read carefully by all respondents.

Rated Evaluation Criteria Category	Weighting (Points)	Minimum Threshold
Non-Price		
1. Respondent Qualifications	25 points	N/A
2. Company Project Examples	21 points	N/A
3. Resource Qualifications	35 points	N/A
4. Approach	19 points	N/A
Pricing (see Section G below) (if applicable)	N/A	N/A
Total Points	100 points	N/A

G. PRICE EVALUATION METHOD

Evaluation of Pricing

Pricing will not be scored. The rates set out in the Pricing Form (Attachment 3) by the selected respondent(s) will be stated in their respective Master Framework Agreement (Attachment 1).

Maximum Pricing Threshold

N/A

Instructions on How to Provide Pricing

- (a) Respondents should submit their pricing information by completing the Pricing Form (Attachment 3) and including it in their responses.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Required Pricing Information

Refer to Pricing Form (Attachment 3).

[End of Appendix A]