



# Commercial Off the Shelf Software – IT Shared Services, Department of Finance

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## 1. Check for changes to this request

Before submitting this proposal, visit the Procurement website [www.princeedwardisland.ca/en/tenders](http://www.princeedwardisland.ca/en/tenders) to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

## 2. Give your business information (please print)

Name of Company: \_\_\_\_\_  
(If you are not a registered company, give your name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

RFP# DOC205446802 TB#433/19  
Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

HST/GST Registration Number (BN): \_\_\_\_\_ (leave blank if NOT applicable)

## 3. Review the following documents, which will form part of your proposal

All documents can be found on the Procurement Services website at [www.princeedwardisland.ca/en/tenders](http://www.princeedwardisland.ca/en/tenders).

- Atlantic Standard Terms and Conditions
- This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>

#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- **This standing offer will be in effect for a period of two (2) years from Award Date.**
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector). ITSS completes the ordering of all software through its Service Centre.
- **It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.**
- The results of this tender shall be open to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).  
<https://atlanticsuppliers.ca/as-english/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services>
- Vendors are advised that all documents forming part of the RFSO process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at:  
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

#### 5. Give your delivery and payment terms

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>			
<b>FOB:</b>	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
<b>Payment Terms:</b>	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

#### 6. Acknowledge receipt of addenda (if any)

<b>ADDENDUM</b>	<b>SIGNATURE</b>
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than three addenda for this proposal? YES NO

Indicate the number of additional addenda you have received. \_\_\_\_\_

Please sign indicating that you acknowledge the additional addenda noted above \_\_\_\_\_

## 7. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): \_\_\_\_\_ Position or Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. Submit Proposal To:

PROCUREMENT SERVICES  
95 Rochford Street  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
Charlottetown, PE, C1A 7N8  
[procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

**When submitting your bid to the above e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.**

**Acceptable methods to submit your bid; EMAIL ONLY TO: [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)**

## 9. CONTACT INFORMATION

About the good or service:

Name: Lori Hennessey  
E-mail: [lahennessey@gov.pe.ca](mailto:lahennessey@gov.pe.ca)

About the procurement process:

Procurement Officer: Melanie Barlow  
E-mail: [mbarlow@gov.pe.ca](mailto:mbarlow@gov.pe.ca)

About the NDA :

Name : Nathan Lawless  
E-mail : [nvlawless@gov.pe.ca](mailto:nvlawless@gov.pe.ca)

## 10. Fill in your price for all items on the Appendix B Pricing spreadsheet. Quote prices in Canadian dollars, before taxes.

- **Proponents must sign the Non-Disclosure Agreement provided by the Province prior to being provided with the Appendix A Scope of Work and Appendix B Pricing.**
- Proponents who do not sign the Non-Disclosure Agreement provided by the Province will not be provided with the particulars of the deliverables as described in Appendix A and will not be provided with Appendix B.
- **Proponents are to submit their signed Non-Disclosure Agreement to:**
  - **Nathan Lawless: [nvlawless@gov.pe.ca](mailto:nvlawless@gov.pe.ca)**
- Once a Proponent completes the Non-Disclosure Agreement provided by the Province, the Proponent will be provided with the Appendix A and Appendix B.
- Proponents shall review Appendix A and factor in its requirements when completing the Appendix B.
- **Vendors MUST complete the provided Excel spreadsheet electronically.**
- After completing the electronic version of the Excel spreadsheet, vendor must either digitally sign the electronic version of the Excel spreadsheet or print a paper copy of the electronic version of the completed Excel spreadsheet and manually sign the spreadsheet.
- Email the digitally signed electronic version of the Excel spreadsheet (**In Excel, not PDF**) along with all required signed documents to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) **OR** alternatively e-mail the electronic version of the Excel spreadsheet (**In Excel, not PDF**), also

a scanned manually signed copy of the spreadsheet and all other required signed documents.

- In your e-mail subject line please reference the Tender Number and your Company Name. Failure to submit an electronic version of the Excel spreadsheet **(In Excel, not PDF)** will cause your submission to be non-compliant and will not be considered for further evaluation.