



UNIVERSITY
OF MANITOBA

Financial Services

Purchasing Services
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REQUEST FOR PROPOSAL

RFP # FG 9886 BT

PROVISION OF RESOURCE DISCOVERY LAYER SOFTWARE SERVICES

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Appendix A – Sample Independent Contractor Agreement

1.0 Introduction – The University of Manitoba

The University of Manitoba is the province's largest university, the first university in Western Canada, and the only medical-doctoral institution in the region. In a typical year, the university has an enrolment of over 26,000 students. The University of Manitoba offers the largest selection of degree programs, including professional and graduate programs, of any university in the province. In all, 82 degree programs are offered, 51 at the undergraduate level, in academic programs as diverse as agricultural and food sciences, music, engineering and medicine. Most of our academic units offer graduate studies programs leading to master's or doctoral degrees. The University of Manitoba is also home to a wide range of research centres and institutes, and Smartpark, a community of innovators that forges collaborations between university and industry.

As a testament to the strong scientific foundation of the University of Manitoba, the university is ranked among the best in Canada when it comes to the level of research funding it attracts each year. The University of Manitoba is home to an internationally-acclaimed HIV/AIDS research program which is at the forefront in the world-wide battle against the disease. The university currently holds 48 Canada Research Chairs and is home to a number of research centres and institutes. Cutting edge research is underway at the University of Manitoba in a wide range of disciplines including nano-technology, plant science, engineering, environmental studies and community health.

For more information on the University of Manitoba please visit www.umanitoba.ca/about

2.0 The Objectives

The objectives of the University in developing this Request for Proposal are to identify the unique logistical requirements of the organization as described in the attached Product Specifications, and to ensure careful selection of an experienced, qualified supplier(s) through the use of an established list of criteria for evaluation. This Request for Proposal is to invite Bidders to submit their detailed proposals to satisfy the requirements set out in Product Specifications.

3.0 Invitation

- 3.1 Signed and dated submissions will be received up to, and not later than, 14:00:00 CST on Month dd, 2008 by:
Barry Tobin, C.P.P., C.I.M.
Senior Purchasing Consultant
Purchasing Services
University of Manitoba, Room 410, Administration Building
Winnipeg, Manitoba, R3T 2N2

4.0 Queries

- 4.1 Direct queries of a technical nature in writing (email) to:
Karen Hunt
t
University of Manitoba,
Ph. (204) 474 -xxxx Fax: (204) # 474-xxxx
Email: @umanitoba.ca
- 4.2 Direct queries of an administrative nature, pricing and copies of technical queries, to:
Barry Tobin, C.P.P., C.I.M.
Senior Purchasing Consultant
Ph. (204) 474-8720 Fax: (204) 474 - 7509
Email: barry_tobin@umanitoba.ca

5.0 Examination of Documents

Before submitting a submission the Bidder shall:

- 5.1 Carefully examine the specifications outlined in this document.
- 5.2 Be fully informed of all conditions and limitations specified in all parts of this document.
- 5.3 Include in their submission sufficient information to cover all requirements listed in the Product Specifications section.

6.0 Interpretation

- 6.1 Should the Bidder find discrepancies in, or omissions from, the specifications, or other terms and conditions, or be in doubt as to their meaning, it shall at once notify the Purchasing Department which will send written instructions or addenda to all Bidders who were invited to participate. The University will not be responsible for oral or telephone interpretations. Questions received less than 48 hours before the date and time of closing cannot be answered. All addenda issued during the time of bidding shall be incorporated into the final contract.

7.0 Definitions

- 7.1 When used in this Request for Proposal:
- (a) **“Must”** and **“Shall”** indicate a mandatory requirement which will be evaluated on a pass or fail basis;
 - (b) **“may”** indicates an allowable action or feature; and
 - (c) **“should”** indicates an desirable feature or action and will be evaluated on a relative scale.

8.0 Addenda

- 8.1 Bidders are required to monitor the University’s Purchasing Services Bid Opportunities website http://www.umanitoba.ca/admin/financial_services/purch/Bid_Opportunities.html for all addenda to the RFP. If an addendum is not available in PDF form, the Bidder must contact the University to request a hard copy. It is the responsibility of the Bidder to ensure all addenda were received and to acknowledge receipt of all addenda, on the bid form. Failure to comply may result in your bid being rejected.
- 8.2 If this RFP was received via invitation any addenda issued during the RFP period will be sent directly to the invitees.

9.0 Proposal Submission

- 9.1 The Proposal shall consist of **One (1) original and two (2) copies** (one copy should be electronic, CD, DVD, or USB 2 Flash) of the following components as defined in Section 19 Submission Format and Content
- 9.2 All components of the Proposal shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal. **This deadline will be strictly enforced. The official time shall be taken from the reception desk’s telephone digital display, located in Room 410.**
- 9.3 Submissions received after the date and time of closing will not be accepted and will be returned to the Bidder unopened.
- 9.4 The Bidders proposals should be in a sealed envelope & clearly marked with the RFP number on it and received by mail, courier or personal delivery, no later than the date listed in 3.1 with the Request for Proposal number and the Bidder's name and address, and shall be submitted to:
- ATTN: Barry Tobin
The University of Manitoba
Purchasing Services, Room 410, Administration Building
Winnipeg, Manitoba, R3T 2N2
- 9.5 Samples or other components of the Proposal which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Request for Proposal number, the Bidder's name and address, and an indication that the contents are part of the Bidder’s Proposal Submission.
- 9.6 The University reserves the right to accept substantially compliant proposals, in its sole discretion.
- 9.7 Submissions that are unsigned, improperly signed, conditional, illegible, obscure, contain errors, erasures, alterations or irregularities of a kind may be declared non-compliant, at the discretion of the University.

- 9.8 No oral, telephone, faxed or emailed modifications will be considered once the date and time of closing has passed.
- 9.9 The University reserves the right to accept or reject any bid in whole or in part or waive any technical requirements, minor informalities or irregularities if the interests of the University so require. The lowest or any submission not necessarily accepted.
- 10.0 Pricing
- 10.1 Total bid price shall be indicated on the attached Bid Form. Bids received on other than the form provided may be considered non-compliant.
- 10.2 Detailed Bid price(s) should be submitted as defined on the Detailed Bid Price Form.
- 10.3 Detail what flexibility can be built into cost models.
- (a) Bidder should provide pricing for 1 year, 2 year and 3 year contracts as a minimum.**
- (b) Bidder should provide Cost per seat versus server or site licence, if available.**
- 10.4 Prices shall be reflected in Canadian Dollars unless otherwise specifically noted on Bid Form.
- 10.5 Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- 10.6 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- 10.7 Prices shall be valid for ninety (90) days. No accommodations will be made for price fluctuations within this time period.
- 11.0 Sustainable Initiatives
- 11.1 The University is committed to considering all environmental, social and economic impacts of all its purchases. Please identify, in reasonable detail, within your RFP submission any sustainable initiatives your company is currently undertaking as they pertain to this specific purchase and, in general, as a responsible business. We will, in accordance with 18.0 Submission Evaluation and Award, consider these initiatives as part of our evaluation.
- 11.2 Bidders should submit information about any products proposed to be supplied under this Contract that are Energy Star® Qualified or similarly certified products.
- 11.3 Sustainable Initiatives may include purchasing Energy Star® Qualified products for the Bidders own facilities, therefore Bidders are encouraged to submit information about any products used under this Contract or in their facility that are Energy Star® Qualified or similarly certified products.
- 12.0 Evidence of Qualification
- 12.1 Upon request of the University, a bidder whose proposal is under consideration for award of the final contract shall promptly submit satisfactory evidence of its experience and the organization and equipment available for the performance of the contract.
- 13.0 Contract Documents
- 13.1 The successful Bidder understands and agrees that upon acceptance of their response by the University, the Contract shall be formed between the University and the successful Bidder and the documents forming the Contract shall be the RFP document, the successful Bidder's response, and a University INDEPENDENT CONTRACTOR AGREEMENT with all applicable terms and conditions as itemized in Appendix A.
- 13.2 The Bidder warrants to the best of their knowledge, that no potential Conflict of Interest exists with any

University of Manitoba staff, either in the RFP proposal and/or evaluation process, nor would any potential Conflict of Interest exist with any University staff, if awarded the contract under this RFP, as defined in the University's Conflict of Interest Policies and Procedures, as amended from time to time on the website: http://www.umanitoba.ca/admin/governance/governing_documents/community/248.htm

- 13.3 In the event the Bidder cannot comply with terms and conditions of the Independent Contractor Agreement (Appendix A) or with any requirements of this Request for Proposal, such differences must be clearly noted on the Bidder's letterhead and included with their submission. These will be reviewed by the University's legal department and the Evaluation Committee and if approved will form part of the contract.
- 13.4 The Successful Bidder shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba.

14.0 Intellectual Property Litigation

- 14.1 In the event that any suit or proceeding alleging infringement of any patent or copyright, or alleging unfair competition resulting from similarity in the design or appearance of Purchased Goods/Services is brought against the University, the Supplier agrees that it will promptly, on notification of such proceeding, assume defense thereof, and that it will pay and discharge all costs and expenses in defense thereof, and will also pay or satisfy all costs, damages, royalties or profits which may be decreed or awarded against the University (including its employees, agents, representatives and contractors) for or on account of any Purchased Goods/Services. If it so desires, University may be represented by its own counsel in any such suit or proceeding at its own cost.

15.0 Confidentiality And Ownership Of Information

- 15.1 Information provided to the Contractor by the University or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization from the University.

16.0 Delivery

- 16.1 If goods and/or services cannot be delivered by the time indicated, the University reserves the right to cancel the order out right and award to an alternate Bidder.
- 16.2 Delivery time may be taken into consideration when evaluating Bidders submissions prior to award.
- 16.3 Bidders should provide your schedule to complete the items by expected completion date.

17.0 Payment Terms

- 17.1 Payment terms are net 30 days upon receipt of goods and department sign-off.
- 17.2 All invoices should be sent directly to:

Supplier Payment Services
Rm 410 Administration Building
66 Chancellor Circle
University of Manitoba
Winnipeg., MB R3T 2N2

17.3 The University will not provide prepayment for any order.

17.4 The University may at its option pay the Contractor by direct deposit to the Contractors Banking institution.

18.0 Submission Format and Content

Bidders should structure the proposal submission in the order listed to facilitate the review by the Evaluation Committee. Any sections not answered, or any information not provided, may result in the assignment of a lower evaluation score to the submission.

Section 1: Executive Summary

Provide a brief overview of your organization, a statement about what makes your organization stand out from your competitors and what benefits the University could realize by contracting your services. Please briefly describe your understanding of the scope, objectives, and requirements included in the RFP and your approach to managing the project requirements (approximately one (1) page on your company letterhead).

Section 2: Methodology

Outline the methodology that you would employ in managing this type of project (approximately three (3) pages). Provide a concise list of key tasks and then give more detail on those tasks which might distinguish your firm from others.

Section 3: Software Services and Functionality (see Specifications)

Detail your product's technical suitability as it pertains to the services being requested in this RFP; Provide a summary of any services or functionality your product / service will provide; Identify key individuals who will be involved in supporting and servicing the University throughout the project. Bidders should provide a detailed delivery schedule with milestone dates.

Section 4: Client References

List three (3) references from organizations of similar scope, size and complexity, indicating the specific service provided. Include contact name, phone number and email address. The University, at its sole discretion, reserves the right to contact any of the references to confirm the Bidder's experience and/or ability to provide the services requested.

Section 5: Sustainable Initiatives

Provide a review of how your organization approaches sustainable initiatives, specifically as they pertain to this project as a regular course of business.

Section 6: Detailed Bid Price

Detailed breakdown of pricing shall be included with as a minimum: cost; installation; training in accordance with Specifications; pricing for any other equipment or material not stated but required to complete and make the system fully function as described in the specifications.

Section 7: Bid Form

Completed and signed;

Section 8: Specifications

The Bidder shall submit information demonstrating conformance to Specifications.

As part of their proposal submission, the bidder shall clearly identify any potential conflict of interest situations (see clause 12.2).

19.0 Submission Evaluation and Award

- 19.1 In the submission evaluation phase, the evaluation committee will rate each compliant submission based on the following criteria and the following weight assigned to each criterion:

EVALUATION CRITERIA	WEIGHTING OUT OF 100%
Summary	5
Methodology	5
Services	30
Client References	5
Sustainable Initiatives	5
Price	50
TOTAL	100%

- 19.2 The University may, for the purposes of evaluation, use the one time cost(s) and the annual cost(s) to calculate the total cost for a multi year period.
- 19.3 The Bidder should be very clear distinguishing between any one time costs and any on going cost(s) in their Proposal submission. In the face of ambiguity, the interpretation which yields the largest cost estimate for the purposes of evaluation will be used.

20.0 Presentations

- 20.1 The University, at its sole discretion, may have confidential discussions / interview / presentation with any Bidder, and ask them to make short formal presentations.
- 20.2 The Bidder may make presentations either in person or via a web format.

Client References

Score_____

Please provide the contact information for references, in the space provided below, from three previous or current clients that are large organizations that are ideally not-for-profit and preferably Canadian Universities.

No.	Location	Contact Name	Phone No.	Fax No.	Address	E-mail Address
1						
2						
3						

Detail any previous services of similar nature your organization may have provided the University of Manitoba in the spaces provided below.

No.	Location	Date	Service	Contact Name
1				
2				
3				

Sustainable Initiatives

Score_____

The University is committed to considering all environmental, social and economic impacts of all its purchases. Please identify, in reasonable detail, within your RFP submission any other sustainable initiatives your company is currently undertaking as they pertain to this specific purchase and, in general, as a responsible business.

No.	Project Name	Sustainable Initiative	Projected Result	Actual Result Achieved
Eg.	John Doe Centre	Reduction in waste through separating paper from other waste.	\$10,000 Savings 3,000 lbs Waste Reduced	\$12,000 Savings 4,200 lbs Waste Reduced
1				
2				
3				
4				
5				
6				

FORM OF PROPOSAL

Provision of Resource Discovery Layer Software Services

_____ Company Name			_____ Contact Person	
_____ Street Address			_____ Title	
_____ Mailing Address			_____ E-mail Address	
_____ City	_____ Province	_____ Postal Code	_____ Phone No.	_____ Fax No.

I/We hereby list below the price to supply the services as detailed in the RFP document.

Total Bid Price (tax extra) \$ _____

The Bidder hereby offers to perform the Work in accordance with the Contract for the Total Bid Price, in Canadian funds.
Local Service Representative

_____ Name			_____ Title	
_____ Address			_____ Phone No. Fax No.	
_____ City	_____ Province	_____ Postal Code	_____ E-mail Address	

Have reviewed Addenda _____ to _____. Prices are valid for ninety (90) days.

The undersigned has reviewed all documents, including all addenda, terms and conditions, and has without limitation of the foregoing, agrees with and accepts the information contained in the RFP document and indemnify and save harmless the University, its officers, employees, agents and representatives from any loss, damage, cost or expense arising from any failure by our company and/or our employees, agents, contractors and representatives to comply with any requirements set forth by this document as evidenced by the signature below.

The undersigned has reviewed all documents including all relevant information regarding Conflict of Interest and all other terms and conditions and has verified this Bid.

_____ Applicant's Title	_____ Phone No.
_____ Applicant's Signature	_____ Date

PRODUCT SPECIFICATIONS

- 1.0 Project
 - 1.1 The Provision of Resource Discovery Layer Software Services
- 2.0 Scope
 - 2.1 The Contractor shall provide unlimited, university wide access to Resource Discovery Layer Software. The software should be able to link geographically distributed collections of metadata so that they are searchable as a single collection. The software should use standard Internet protocols to distribute queries, return results, and exchange index information.
- 3.0 General Specifications
 - 3.1 Provide access to the University of Manitoba Libraries (UML)'s 36,906 electronic journals, 317,269 electronic books, 300 databases, the Libraries' catalogue (Sirsi Symphony) containing 1.6 million bibliographic records, the Libraries' institutional repository (DSpace) currently containing 2553 records and other information sources.
- 4.0 Mandatory Features
 - 4.1 Faceted Browsing, with the ability to customize the order of the facets as a desirable feature;
 - 4.2 Unified searches of harvested metadata from:
 - 4.2.1 UML databases (for a full-list of UML databases; see http://umanitoba.ca/libraries/elibrary/netdoc/title_full.shtml).
 - 4.2.2 Priority databases include: Agricola, Alexander Street Press, American Psychological Association, Biomed Central, BMJ, Cambridge University Press, Academic Search (Ebscohost), CSA databases, ERIC, Project Muse, Medline, National Academy of Sciences (PNAS), Oxford University Press, ProQuest, SAGE Publications, SpringerLink, Taylor & Francis;
 - 4.2.3 UML Library Catalogue (Sirsi), ideally with real-time circulation status;
 - 4.2.4 Local databases (e.g. D-Space Institutional Repository and images in Luna);
 - 4.2.5 Free digital repositories (e.g. Biblioteca dei Classici Italiani) that can be added by UML from time-to-time;
 - 4.2.6 FRBR and de-duplication, so that results are grouped by title regardless of format;
 - 4.2.7 Relevancy ranked retrieval, and other sort options (date, et cetera);
 - 4.2.8 Ability to refine search by full-text, peer-reviewed, et cetera;
 - 4.2.9 Spell checking and alternative words (e.g. colour and color); and
 - 4.2.10 Known item searching
- 5.0 Optional Features
 - 5.1 Web 2.0, or social networking tools,
 - 5.1.1 example the ability to tag, comment.

- 5.2 Ability to create RSS feeds based on search criteria, tags, subject headings, et cetera;
 - 5.3 Ability to include book covers;
 - 5.4 Ability to include reviews from external sources;
 - 5.5 Ability to export data in a variety of formats (e.g. RefWorks);
 - 5.6 Ability to create bibliographies from marked records in standard formats (e.g. MLA, APA, Turabian); and
 - 5.7 Mobile-friendly, for example the ability to send results to phone, and the ability to search from a smartphone web browser and/or smartphone applications
- 6.0 Setup/Installation
- 6.1.1 Provide a detailed implementation plan complete with: a timeline and procedures.
 - 6.1.2 Specify work that needs to be done by UML staff.
 - 6.1.3 Describe the maintenance requirements and expected downtime for your product.