



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 664-2021

LEGAL CASE MANAGEMENT SOLUTION

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 LEGAL CASE MANAGEMENT SOLUTION

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, December 21, 2021.

B2.2 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. ENQUIRIES

B3.1 All enquiries shall be directed to the Contract Administrator identified in D5.

B3.2 If the Person or Persons submitting a Proposal for Services (“**Proponent**”) finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Proponents by issuing an addendum.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Proponent who made the enquiry.

B3.5 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the Contract Administrator or to a person delegated by the Contract Administrator. Failure to restrict correspondence and contact to the Contract Administrator may result in the rejection of the Proponents Proposal Submission.

B3.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B3.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B4. CONFIDENTIALITY

B4.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Proponent before receipt hereof; or
- (b) becomes publicly known other than through the Proponent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposal to the media or any member of the public without the prior written authorization of the Contract Administrator.

B5. ADDENDA

- B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.3 Addenda will be available on the MERX website at www.merx.com.
- B5.4 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.5 The Proponent shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid/Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D6.

B6. SUBSTITUTES

- B6.1 The Work is based on the Materials and methods specified in the Request for Proposal.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B6.4 The Proponent shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Material or method as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Proponent who requested approval of the substitute.

- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, methods and products to all potential Proponents. The Proponent requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Proponent may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Proponent bidding that approved alternative may base his/her Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B24.
- B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B6.10 In every instance where a brand name or design specification is used in Part E of this RFP, only substitutes which were approved as equals and/or alternatives in accordance with B6 may be used in lieu of the stated brand name or design specification

B7. PROPOSAL SUBMISSION

- B7.1 The Proposal shall consist of the following components:
- (a) Form A: Bid/Proposal;
 - (b) Form B: Prices; and
 - (c) Form N: Requirements.
- B7.2 The Proposal should also consist of the following components:
- (a) Firm Profile and Experience (Section C) in accordance with B11;
 - (b) Experience of Key Personnel Assigned to the Project (Section D) in accordance with B12;
 - (c) Project Understanding, Methodology and Schedule (Section E), in accordance with B13;
 - (d) Solution Usability (Section F), in accordance with B14; and
 - (e) Recommended technical requirements to run the application (on-premise solutions only) in accordance with B15.
- B7.3 Further to B7.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B7.4 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B7.5 Proposal format, including number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution.
- B7.6 The Proposal shall be submitted electronically through MERX at www.merx.com.
- B7.6.1 Proposals will **only** be accepted electronically through MERX.
- B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B24.1.

B7.8 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B8. FORM A: BID/PROPOSAL

B8.1 The Proponent shall complete Form A: Bid/Proposal, making all required entries.

B8.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid/Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B8.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
- (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers;
- (d) if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid/Proposal should be entered below such signatures.

B8.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B9. FORM B: PRICES

B9.1 The Proponent shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Notwithstanding C12.2.3, prices on Form B: 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.

B9.1.2 Implementation costs should include the following:

- (a) If Contractor is providing software under a perpetual license, provide perpetual licensing or license purchase costs.
- (b) Installation and Setup – Provide costs for complete installation, configuration and testing of the solution.

- (a) details demonstrating the history and experience of the Proponent and Subcontractors in configuring and implementing three projects of similar complexity, scope and value and with similar types of organizations (e.g. municipalities) within the past five years.

B11.2 For each project listed in B11.1(a), the Proponent should submit:

- (a) description of the project;
- (b) role of the contractor;
- (c) client (company or organization name);
- (d) reference information (one current name with telephone number per project).

B11.2.1 Where applicable, information should be separated into Proponent and Subcontractor project listings.

B11.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees, list of current clients using the proposed solution, and other pertinent information for the Proponent and all Subcontractors.

B12. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)

B12.1 For the purposes of B12, “Key Personnel/Person” means those of the Proponent’s personnel, approved subcontractors, and employees of the Proponent’s approved subcontractors identified in the proposal who will directly or indirectly perform the Work.

B12.2 Describe your approach to overall team formation and coordination of team members.

B12.2.1 Include an organizational chart for the Project.

B12.3 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B12.2.1.

B12.4 For each person identified, list one comparable project in which they have played a primary role. If a project selected for a key person is included in B11, provide only the project name and the role of the key person. For other projects provide the following:

- (a) Description of project;
- (b) Role of the person;
- (c) Project Owner;
- (d) Reference information (one current name with telephone number per project).

B13. PROJECT UNDERSTANDING, METHODOLOGY AND SCHEDULE (SECTION E)

B13.1 Describe your firm’s project implementation approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.

B13.2 Methodology should be presented in accordance with the Scope of Services identified in D3.

- (a) Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.
- (b) Describe the configuration design process, including incorporation of best practices and methodology for leveraging existing configurations from organizations similar in nature and complexity

B13.3 Proposals should address:

- (a) the team’s understanding of the broad functional and technical requirements;

- (b) the City's Project methodology with respect to the information provided within this RFP; and the City's Project Management Manual at <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#3> and templates at <https://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#5>.

B13.4 For each person identified in B12, list the percent of the person's time to be dedicated to the Project in accordance with the Scope of Services identified in D3.

B13.4.1 The Proponent's schedule should indicate percentage of time that City resources should plan on making available for each major project phase or task.

B13.5 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments, durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.

B13.6 The Proponent's schedule should include critical milestones for review and approval processes by the City and other organizations anticipated during the implementation of the Project.

B14. SOLUTION USABILITY (SECTION F)

B14.1 The Proponent shall describe how the proposed Solution is designed to be user-friendly and intuitive. Include a robust description of the global design features within the solution that assist and guide the user when performing routine tasks.

B14.2 In their response the Proponent shall address the points below (as applicable) with respect to the proposed Solution:

- (a) Consistency across functions and screens;
- (b) Number of clicks to perform critical functions is minimized;
- (c) Help text, wizards, or visual elements such as a graphic showing next steps provide guidance and nudge users in the right direction;
- (d) Data needed by users to make decisions or process information is presented in one screen;
- (e) User can apply sorts and filters to displayed data and customize data views to their needs;
- (f) Icons or menu items for critical functions are easy to locate and understand;
- (g) Data visualization techniques are applied, to facilitate understanding of presented data.
- (h) Navigation can be effectively done without a mouse when applicable;
- (i) Self-explanatory messages that clearly indicate resolutions are present where appropriate.
- (j) The ability to undo actions is provided where appropriate; and
- (k) Accessible to users who may have vision impairment or colour-blindness. For example, the Solution does not rely on colour alone to convey meaning, and solution adheres to *The Accessibility for Manitobans Act* (CCSM c A1.7), Web Content Accessibility Guidelines (WCAG) 2.1 Level AA,s and best practices.

B15. RECOMMENDED TECHNICAL REQUIREMENTS

B15.1 If the Solution is offered on premise, the proponent should provide the recommended technical requirements the Solution needs in order to meet the functional needs specified in Form N and at the usage levels specified in Form B Prices. For example: RAM, storage/database and server requirements, number of cores required, and infrastructure stack.

B16. DISCLOSURE

B16.1 Various Persons provided information with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure.

Where applicable, additional material available as a result of contact with these Persons is listed below.

B16.2 The companies are:

- (a) Altien Legal Matter Manager;
- (b) Bryter;
- (c) Clio;
- (d) CosmoLex;
- (e) Filevine;
- (f) LawBase;
- (g) Legal Edge;
- (h) Legal Files;
- (i) Legal Track;
- (j) Tabs3/ PracticeMaster; and
- (k) Thomson Reuters/ HighQ.

B17. CONFLICT OF INTEREST AND GOOD FAITH

B17.1 Further to C3.2, Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B17.2 Conflict of Interest means any situation or circumstance where a Proponent or Key Personnel proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Proposals or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract.
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFP process or the Project; or
 - (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B17.3 In connection with its Proposal, each entity identified in B17.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any

additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B17.4 Without limiting B17.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B17.5 Without limiting B17.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its Key Personnel;
- (b) require the removal or replacement of any Key Personnel proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Proponent or Key Personnel proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B17.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, or one of its Key Personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B17.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B18. QUALIFICATION

B18.1 The Proponent shall:

- (a) undertake to 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, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B18.2 The Proponent and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>

B18.3 The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract.

B18.4 The Proponent shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Proponent and of any proposed Subcontractor.

B18.5 Further to B.17.3(b), the Proponent shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator of the following:

B18.5.1 That all information and materials acquired by the Proponent, or to which the Proponent may be given access, if successful under this Request for Proposal shall be treated in accordance with D6 by providing:

- (a) confirmation that Confidential Information shall be maintained for the full term of the Contract at minimum, unless otherwise directed by the City in writing;
- (b) a description of how the Proponent's proposed Solution meets the requirements in D6, including:
 - (i) how the proposed Solution meets the requirements for rapid repatriation of Confidential Information;
 - (ii) the data format of the Confidential Information once extracted from the proposed Solution;
 - (iii) the proposed Solution's ability to purge Confidential Information based on City approved records retention and disposition schedules; and
 - (iv) how the Proponent would address official, time sensitive access to information requests.

B18.5.2 If the Solution is cloud-hosted, that Confidential Information shall be stored, transported, and transmitted ("**Sited**") in a secure jurisdiction by providing:

- (a) written confirmation that Confidential Information shall not be Sited outside of Canada, and that no duplicates or portions thereof shall be sited outside of Canada, in whole or in part; or
- (b) written confirmation that the Confidential Information shall be Sited in a proposed alternative jurisdiction that will apply equivalent or greater protections to the Confidential Information, and that no duplicates or portions thereof shall be sited outside of said proposed alternative jurisdiction, in whole or in part, and shall provide full details of such proposed alternative, including:
 - (i) what Confidential Information will not be Sited in Canada;
 - (ii) under what circumstances the above Confidential Information will not be Sited in Canada; and
 - (iii) where the above Confidential Information will be Sited.
- (c) The City reserves the right to assess proposed alternative jurisdictions and may in its sole discretion determine whether such proposed alternative jurisdictions provide equivalent or greater protections to the Confidential Information than Canada.

B18.5.3 If the Solution is cloud-hosted, the proposed Solution is compliant with ISO/IEC standards 27001, 27002, 27017, and 27018 (or equivalent), by providing:

- (a) That the proposed Solution is compliant with ISO/IEC standards 27001, 27002, 27017, and 27018 (or equivalent), by providing: a certificate of compliance with ISO/IEC 27001 (or a functionality equivalent standard, as determined by the City, such as the AICPA SOC auditing framework NIST SP 800-53) from an accredited certification body; or
- (b) a written description of how the proposed Solution complies with ISO/IEC 27001, 27002, 27017, and 27018 (or functionally equivalent standards, as determined by the City, such as the AICPA SOC auditing framework or NIST SP 800-53).

B18.5.4 Further to B18.5.3, the City reserves the right to assess any proposed functional equivalents to the ISO/IEC standards, and may in its sole and absolute discretion determine whether such proposed functional equivalents provide a satisfactorily equivalent level of protection.

The City further reserves the right to assess any written descriptions of compliance with the ISO/IEC standards (or equivalents) to determine whether such written descriptions provide evidence of compliance that is satisfactory to the City, in its sole and absolute discretion.

B18.6 The Proponent shall, within five (5) Business Days of a request by the Contract Administrator, provide copies of any additional agreements or documents that the Proponent will request the City to sign or agree to (for example, End User Licensing Agreements (EULAs) for the Solution, Terms of Service, etc.) pursuant to E1.3.

B18.7 The City reserves the right to assess any proposed functional equivalents to the ISO/IEC standards, and may in its sole and absolute discretion determine whether such proposed functional equivalents provide a satisfactorily equivalent level of protection.

B18.8 The City further reserves the right to assess any written descriptions of compliance with the ISO/IEC standards (or equivalents) to determine whether such written descriptions provide evidence of compliance that is satisfactory to the City, in its sole and absolute discretion.

B19. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B19.1 Proposals will not be opened publicly.

B19.2 After award of Contract, the Contract amount and the name of the successful Proponent and their address will be available on the MERX website at www.merx.com.

B19.3 The Proponent is advised any information contained in any Proposal Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B19.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B19.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B20. IRREVOCABLE OFFER

B20.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B20.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B21. WITHDRAWAL OF OFFERS

B21.1 A Proponent may withdraw his/her Proposal without penalty prior to the Submission Deadline.

B22. INTERVIEWS AND PRODUCT DEMONSTRATIONS

B22.1 The Contract Administrator may, in his/her sole discretion, interview Proponents during the evaluation process.

B22.2 The Contract Administrator may, in his/her sole discretion, ask Proponents to provide product demonstrations to given scenarios. Scenarios could include any of the requirements outlined in Form N Requirements. The City expects that the Proponent would be demonstrating a functional version of their proposed Solution.

B22.3 The Proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or product demonstrations.

B23. NEGOTIATIONS

- B23.1** The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- B23.2** The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.
- B23.3** If, in the course of negotiations pursuant to B23.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B24. EVALUATION OF PROPOSALS

- B24.1** Award of the Contract shall be based on the following evaluation criteria:
- | | |
|---|-------------|
| (a) Compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom | (pass/fail) |
| (b) Qualifications of the Proponent and the Subcontractors, if any, pursuant to B18 | (pass/fail) |
| (c) Form N Requirements: Requirements listed as mandatory | (pass/fail) |
| (d) Total Bid Price | 10% |
| (e) Form N Requirements: Requirements not listed as mandatory | 45% |
| (f) Firm Profile and Experience (Section C) | 10% |
| (g) Experience of Key Personnel Assigned to the Project (Section D) | 5% |
| (h) Project Understanding, Methodology and Schedule (Section E) | 15% |
| (i) Solution Usability (Section F) | 15% |
- B24.2** Further to B24.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B24.3** Further to B24.1(b) and B24.1(c), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is qualified.
- B24.4** If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B24.1(a) and B24.1(b) and B24.1(c), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B24.5** Further to B24.1(d), the Total Bid Price shall be the sum of the implementation costs (Items 2-5 for software as a service solutions or Items 1-5 for on premise solutions) plus 10 times the annualized ongoing support costs provided in Form B: Prices, to reflect the total bid price for the first ten years of use.
- B24.6** The evaluation of price will be based on the total cost of implementation and operational costs for a 10-year period, as identified in Form B Prices.
- B24.6.1** For on-premise solutions, the evaluation committee will factor the cost of the City infrastructure into the total costs, to enable a cost-based comparison of on premise and hosted solutions. The cost of on-premise infrastructure will be based on the recommended

technical requirements needed to run the application, as provided by the proponent in B15, and the City's standard infrastructure costs.

- B24.7** Further to B24.1(d), the Award Authority may reject a Proposal as being non-responsive if prices as shown in Form B: Prices exceeds the funds available as shown in D3.4.
- B24.8** Further to B24.1(c) and B24.1(e), requirements in Form N: Requirements will be evaluated considering the information requested and submitted in accordance with B10.
- (a) Further to B24.1(c), requirements listed as mandatory are scored on a pass/ fail basis. Proponent submission shall meet these mandatory requirements in order to be deemed in compliance. If the explanation in the Comments column indicates the proposed solution meets the requirements in some way other than as stated, the City of Winnipeg, at its sole discretion, will deem if the deviation is acceptable.
 - (b) Further to B24.1(e), requirement not listed as mandatory will be scored in accordance with the response provided by the Proponent.
- B24.9** Further to B24.1(f), Firm Profile and Experience will be evaluated considering the experience of the organization on projects of comparable size and complexity, as well as other information requested, in accordance with B11.
- B24.9.1** Proposals that achieve a score that is less than 7 out of the available 10 points for Firm Profile and Experience (Section C) will be rejected and not considered further in accordance with B24.3.
- B24.10** Further to B24.1(g), Experience of Key Personnel will be evaluated considering the experience and qualifications of the Key Personnel and Subcontractor personnel on Projects of comparable size and complexity, as well as other information requested, in accordance with B12.
- B24.10.1** Proposals that achieve a score that is less than 3.5 points out of the available 5 points for Experience of Key Personnel Assigned to the Project (Section D) will be rejected and not considered further in accordance with B24.3.
- B24.11** Further to B24.1(h), Project Understanding, Methodology and Schedule will be evaluated considering your firm's understanding of the City's Project and the proposed project management approach, team organization, methodology with respect to the requirements provided within this RFP and schedule, in accordance with B13.
- B24.12** Further to B24.1(i), Solution Usability will be evaluated considering information requested and submitted, in accordance with B14.
- B24.13** Further to B24.1(e) to B24.1(i), where Proponents fail to provide a response to B7.2(a) to B7.2(e), the score of zero may be assigned to the incomplete part of the response.
- B24.14** Proposals will be evaluated considering the information in the Proposal Submission and any interviews or product demonstrations held in accordance with B22.
- B24.15** Where references are requested, the reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B24.16** This Contract will be awarded only for implementation costs (Items 2-5) for software as a service solutions or Items 1-5 for on premise solutions) and for Annualized Ongoing Support Costs (Item Nos. 6-9) as required for a one (1) year period from the Start Date.
- (a) Further to B24.5 and D3.1, the Total Bid Price will be used for evaluation purposes, and the potential subsequent award of Annualized Ongoing Support Costs (Item Nos. 6-9) will be determined at a later date.

B25. AWARD OF CONTRACT

- B25.1** The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B25.2** The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be qualified, and the Proposals are determined to be responsive.
- B25.2.1** Without limiting the generality of B25.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Proposal is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B25.3** Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B25.4** Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue an award letter to the successful Proponent in lieu of execution of Contract Documents.
- B25.4.1** The Contract documents as defined in C1.1(o)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the award letter notwithstanding that they are not necessarily attached to or accompany said award letter.
- B25.5** Following the award of contract, a Proponent will be provided with information related to the evaluation of his/her Proposal upon written request to the Contract Administrator.
- B25.6** If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Proponent will be paid for all Services rendered up to time of termination.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Supply of Services* (Revision 2020-01-31) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. BACKGROUND

D2.1 The City of Winnipeg's Legal Services Department (LSD) provides legal services for The City of Winnipeg. It has five main practice areas: Procurement; Litigation; Property; Governance and Grants; and Labour Relations/ Human Rights. LSD receives upwards of three thousand requests for service per year from the 19 departments and 4 special operating agencies that comprise The City of Winnipeg. All requestors submit their request by filling out an electronic Legal Services Request form. LSD also receives requests from the CAO, elected officials, and the Mayor's Office. Some legal services are outsourced to external legal counsel due to workload or a need for a special area of expertise not available on staff.

D2.2 The Department has been historically under-resourced and lacked the necessary tools to automate operations. Challenges faced by the Department include:

- (a) Heavy reliance on Excel and Outlook, leading to manual processing and increasing the risk of human error;
- (b) There is no tool to provide visibility into operations, workload, and legal file timelines and tasks, making it difficult to identify if key deadlines are at risk of being missed or if staff are overallocated;
- (c) Reliance on Outlook as the main tool for circulating documents without a document management tool makes it difficult to ensure that legal staff are working with the correct version of a document, occasionally resulting in redundant work effort or rework;
- (d) Search tools are lacking and limited, making it difficult to locate relevant documents and legal file precedents;
- (e) Priorities change as new Legal Services requests are constantly added to the queue; lack of adequate tools to handle the reprioritization can lead to legal files remaining in the queue for long periods of time, which in turn generates phone calls and follow-ups from the requestors; and
- (f) There is no ability to add metadata to PDFs in legal files to ensure they are locatable.

D2.3 The LSD is seeking a Legal Case Management Solution that will include both case management and document/ records management functionality. The Solution will allow for the management of the LSD legal files, support the implementation of standard workflows, provide requestors and management with visibility into file progress, facilitate workload assignment and management, provide the means to search for and retrieve content in real-time, provide document version control, manage case contact information (name, address, etc), provide a tool for populating templated legal documents, provide automatic reminders about upcoming events and due dates, and enable the assignment of tasks and tracking of their completion. Some limited time and expense tracking functionality is also required. The Solution must comply with Records Management By-Law 123/2020.

D2.4 The objectives for a case management solution are to:

- (a) Track all client requests; ensure no requests "slip through the cracks"
- (b) Keep clients updated on progress and make visible to stakeholders what standard milestones have been reached on a case
- (c) Fairly prioritize files

- (d) Monitor workload and assign files to the team so solicitors have similar workloads
- (e) Provided automated alerts and reminders to ensure follow-up and responsive workload management
- (f) Facilitate searching of legal files and documents, including emails and PDFs, to help users quickly find relevant files and documents
- (g) Provide standard workflows for legal services intakes and document reviews and approvals, for different types of files, to efficiently progress files through all required steps
- (h) Create a standard taxonomy of records to facilitate querying and locating records
- (i) Facilitate sharing documents, including with third parties, without relying on email
- (j) Be able to adhere to the records management admin standard and bylaw, provincial legislation (FIPPA and PHIA), and other governing standards and best practices relating to records and information management

D3. SCOPE OF SERVICES

- D3.1 The Work to be done under the Contract shall consist of providing, configuring, testing, implementing, and providing support for legal case management software ("**Solution**") for a one (1) year period from the Start Date.
- (a) Support/annual licencing costs can optionally be extended to nine (9) mutually agreed upon one (1) year extensions ("**Extension Terms**").
 - (b) The City may negotiate the Extension Terms with the Proponent within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Proponent as a result of such negotiations.
 - (c) Changes resulting from such negotiations shall become effective on the anniversary date of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.
- D3.1.2 Proponents are advised that, in future, the City may be participating in collaborative procurement initiatives with other levels of government. Accordingly, extensions to this Contract may not be exercised.
- D3.2 Notwithstanding D3.1, the type and quantity of Work to be performed in Extension Terms under this Contract is subject to annual approval of monies therefore in a budget by Council. Proponents are advised that monies have been approved for Work up to and including December 31, 2021.
- D3.3 Notwithstanding D3.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of Work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the grounds of loss of anticipated profit or loss of work.
- D3.4 The maximum budget available for this Contract is \$100,000 for "**Implementation Costs**" (Item Nos. 1-5 in Form B: Prices). The maximum budget available for "**Annualized Ongoing Support Costs**" (Item Nos. 6-9 in Form B: Prices) is \$60,000 per year.

D4. DEFINITIONS

- D4.1 When used in this Request for Proposal:
- (a) "**Case Type**" means a category to which individual Legal Files are assigned. Within a given Practice Group there are multiple Case Types. For example, within the Property Practice Group there are Expropriation, Tax Sale, Encroachments and Easement Case Types. Legal Files within a given Case Type have similar tasks, similar types of documents, and similar workflow or milestones.

- (b) **“Confidential Information”** means all information and/or materials, and any copies thereof, which the Contractor (and/or its Representatives) acquires or Uses, or to which it is given access, during the course of the performance of the Work and/or Contract, regardless of the source, format, or medium of said information and/or materials, and includes Personal Information (unless otherwise identified herein), but excludes information that is in the public domain, provided that the information claimed to be in the public domain was not made public as a result of an unauthorized disclosure by the Contractor or its Representatives, or a third party.
- (c) **“Document”** means the individual documents in a Legal File, including Word or Excel files, emails, PDFs, images, audio files.
- (d) **“Document Type”** means the category or classification to which a document belongs. Documents of various document types make up a legal file. Examples of document types are: Administrative Report; Briefing Note; Factum; Judgment.
- (e) **“Key Date”** means important dates associated with a Legal File, used as the basis for planning work and task assignment, e.g. Court date, filing date
- (f) **“Key Milestones”** means milestones in a Legal File used for tracking progress and reporting to stakeholders, e.g. “Statement of work reviewed” or “Contract executed”
- (g) **“Legal File”** means a repository that contains all the information and documents related to one legal matter or case
- (h) **“Legal Opinion”** means legal advice, opinion, or interpretation of a matter which is not part of a Legal File. Examples include: interpretation of a particular By-law, comment on a point of procedure; or a commentary for a committee addressing a particular issue. The collective of opinions forms a central opinion database which can be referenced by other lawyers at the City of Winnipeg so that the same interpretation does not need to be written multiple times, and to ensure consistency in interpretation.
- (i) **“Legal Services Department”** means the corporate law office for the City of Winnipeg
- (j) **“Legal Team”** means the internal legal team that will use and manage the content within the solution. This can be a lawyer, legal assistant, Practice Group lead, etc.
- (k) **“Management Team”** means individuals within the Legal Services Department who require specialized access to Legal Files, functions, or views based on their role as a manager.
- (l) **“Practice Group”** means a legal group that specializes in handling Legal Files in one area (e.g. Procurement, Litigation, Property, Labour Relations etc.)
- (m) **“Proponent”** means any Person or Persons submitting a Proposal for Services;
- (n) **“Representatives”** means the directors, officers, shareholders, employees, parents, subsidiaries, subcontractors, partners, volunteers, affiliates, insurers, reinsurers, agents, delegates, elected officials, and other representatives of the identified party.
- (o) **“Requestor”** means internal staff member at the City of Winnipeg requesting legal services from the Legal Services Department; a requester can also be legal staff who would submit requests based on actions from third parties, e.g. when an external party makes a claim against the City;
- (p) **“Software as a Service (SaaS) or Cloud Software”** means Software which is hosted and maintained on the internet, as opposed to being installed and maintained on City of Winnipeg infrastructure.
- (q) **“Solution”** means the software program to be provided by the Contractor pursuant to this Contract. For the avoidance of doubt, the term Work, as used in this Contract, includes the provision of the Solution, but is not limited to the provision of the Solution, and also includes the additional scopes of Work (configuring, testing implementing and providing support) as detailed pursuant to D3.
- (r) **“Start Date”** means the date on which the parties agree to commence the Work.
- (s) **“System Administrator”** means the City of Winnipeg employee responsible for the upkeep, configuration, and reliable operation of the application

- (t) **“Task”** refers to a piece of work assigned to a person associated with a Legal File, with a defined due date. Examples of tasks are: Review and provide input to document X; issue Notice of Expropriation; submit change in ownership to Land Titles Office; and
- (u) **“Use”** means the collection, storage, use, processing, reproduction, modification, disclosure, or destruction of, or access to, Confidential Information.

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Doug Brown
Director of Legal Services – City Solicitor
Telephone No. 204-986-5834
Email Address: DougBrown@winnipeg.ca
cc. CMichaud@winnipeg.ca

D5.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D6. INFORMATION MANAGEMENT

The following provisions are in addition to any preceding obligations of confidentiality contained in these conditions. All requirements apply to both the Contractor and the Solution offered by the Contractor.

- D6.1 The Contractor acknowledges that The Freedom of Information and Protection of Privacy Act (“**FIPPA**”, the “**Act**”) imposes obligations on the City to collect, store, use, disclose, and destroy “personal information”, as that term is defined in FIPPA, (“**Personal Information**”) in the strictest of confidence and in accordance with that Act.
- D6.2 While this Contract is in effect, and at all times thereafter, the Contractor and its Representatives shall treat as confidential any and all Confidential Information which it acquires or Uses, or to which it is given access, or which in any other way it comes into possession or knowledge of, during the course of the performance of the Contract. For the purposes of this Contract, Personal Information shall be considered to be Confidential Information.
- D6.3 The Contractor shall be deemed an “information manager”, as that term is defined by section 44.1 of FIPPA, and any Use of Personal Information by the Contractor or its Representatives shall be done pursuant to and in accordance with that Act.
- D6.4 Further to C23, all Confidential Information is and shall remain the property of the City.
- D6.5 Neither the Contractor nor its Representatives shall disclose or appropriate to their own use, or to the use of any third party, all or any part of the Confidential Information without the prior written consent of the City. The Contractor and its Representatives shall not at any time make any public announcement, press release, or statement of fact or opinion regarding the RFP, the Contract, the Work, the City and/or its Representatives, or the Confidential Information without the prior written authorization of the City.
- D6.6 While this Contract is in effect and at all times thereafter the Contractor shall:
 - (a) only Use the Confidential Information for the purposes expressly permitted by the City, and only to the extent necessary to perform its obligations under this Contract;
 - (b) ensure that access to the Confidential Information is only provided or permitted on a “need to know” basis, and that access, when given, shall be the minimum amount necessary to accomplish the task;
 - (c) not disclose or permit the disclosure of the Confidential Information or any copies thereof, whether in whole or in part, in any form or medium, to any third party, including Subcontractors or agents, without the prior written consent of the Contract Administrator;

- (d) not reproduce any Confidential Information, in whole or in part, in any form or medium, without the express prior written consent of the City; and
- (e) inform its Representatives of the obligations imposed upon it under this Contract and FIPPA, and shall take whatever steps are necessary to ensure that all of its Representatives comply with those obligations, including (but not limited to) binding said Representatives to terms no less strict than those herein through written confidentiality agreements.

- D6.7 Upon request, or upon expiration or termination of this Contract for any reason, the Contractor shall rapidly repatriate to the City a complete, accurate copy of the Confidential Information (in a form satisfactory to the City), and upon confirmation from the City that said copy is acceptable shall thereafter destroy the Confidential Information (including all copies in any form) in a manner which adequately protects the confidentiality of the Confidential Information within two (2) weeks, unless otherwise directed by the City in writing.
- D6.8 The Contractor shall put into place reasonable security arrangements, including administrative, technical, and physical safeguards that ensure the confidentiality and security of the Confidential Information. The standard of such security arrangements shall be the greater of:
- (a) the standards the Contractor has in place to protect its own confidential information; or
 - (b) the standards imposed on the Contractor by the City.
- D6.9 Upon becoming aware of any unauthorized Use of the Confidential Information (a "**Confidentiality Breach**"), the Contractor shall immediately notify the City in writing, take all reasonable steps to prevent the recurrence of any such Confidentiality Breach, and notify the City of said steps in writing.
- D6.10 Upon receiving a subpoena or other validly issued administrative or judicial order seeking Confidential Information, the Contractor shall provide the City with prompt notice thereof, deliver a copy of its proposed response to the City, and thereafter be entitled to comply with the demand to the extent permitted or required by law (unless the demand has been time-limited, quashed, or extended). The Contractor shall cooperate with the City in the defense of the demand, if so requested by the City.
- D6.11 The Contractor and its Representatives shall comply with all directives issued by the City with respect to safeguarding or otherwise ensuring the confidentiality of the Confidential Information, and shall cooperate with the City so that the City can verify that the Contractor has complied, and is complying, with its obligations hereunder.

D7. NOTICES

- D7.1 Except as provided for in C22.4, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid/Proposal.
- D7.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in, D8.3 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator identified in D6.
- D7.3 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following facsimile number or email:

The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services
Facsimile No.: 204 947-9155
Email: DougBrown@winnipeg.ca

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

D8.1 The Contractor 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, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D9. INSURANCE

D9.1 The Contractor shall provide and maintain the following insurance coverage at all times during the Work and throughout the warranty period:

- (a) Professional liability Insurance an amount not less than \$1,000,000 per claim and \$2,000,000 in the aggregate. Such insurance shall remain in force for the duration of the Project and for twelve (12) months after Total Performance or provide for a twelve (12) month extended reporting period after Total Performance.
- (b) Commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City added as an additional insured. Such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover.

D9.2 Deductibles shall be borne by the Contractor.

D9.3 All policies shall be taken out with insurers licensed in the Province of Manitoba.

D9.4 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract Documents, if applicable.

D9.5 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D9.6 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

SCHEDULE OF WORK

D10. COMMENCEMENT

D10.1 The Contractor shall not commence any Work until he/she is in receipt of a notice of award from the City authorizing the commencement of the Work.

D10.2 If working on Site, the Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D8;
 - (ii) evidence of the insurance specified in D9; and
 - (iii) the direct deposit application form specified in D14.

D11. COVID-19 SCHEDULE DELAYS

D11.1 The City acknowledges that the schedule for this Contract may be impacted by the COVID-19 pandemic. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the health and safety of workers and the public, directives from health

authorities and various levels of government and in close consultation with the Contract Administrator.

- D11.2** If the Contractor is delayed in the performance of the Work by reason of the COVID-19 pandemic, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.
- D11.3** A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether COVID-19 will affect the start date. The Contractor shall provide sufficient evidence that the delay is directly related to COVID-19, including but not limited to evidence related to availability of staff, availability of Material or work by others.
- D11.4** For any delay related to COVID-19 and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D11.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D11.5** The Work schedule will be adjusted to reflect delays accepted by the Contract Administrator.
- D11.6** Any time or cost implications as a result of COVID-19 and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

D12. RECORDS

- D12.1** The Contractor shall keep detailed records of the services supplied under the Contract.
- D12.2** The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) order date(s);
 - (b) service date(s); and
 - (c) description and quantity of services provided.
- D12.3** The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D13. INVOICES

- D13.1** Further to [C12](#), the Contractor shall submit an invoice for each portion of work performed to:
- The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9
- Facsimile No.: 204- 949-0864
Send Invoices to CityWpgAP-INVOCES@winnipeg.ca
Send Invoice Inquiries to CityWpgAP-INQUIRIES@winnipeg.ca
- D13.2** Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of work performed;
 - (e) the amount payable with GST and MRST shown as separate amounts; and
 - (f) the Contractor's GST registration number.

D13.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D14. PAYMENT

D14.1 Further to [C12](#), the City shall make payments to the Contractor by direct deposit to the Contractor's banking institution, and by no other means. Payments will not be made until the Contractor has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

D15. PAYMENT SCHEDULE

D15.1 Payment Schedule (Progress Payments)

- (a) The Proponent shall provide in their project proposal a payment schedule that clearly states payment amounts and conditions associated to specific project milestones. The conditions of the milestones must be clear and precise, i.e. evaluate that a project milestone is reached and all deliverables associated to that milestone have been produced to the satisfaction of the City, prior to issuing payments.

D15.2 Further to [C12](#), payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D16. WARRANTY

D16.1 Warranty is as stated in [C13](#).

THIRD PARTY AGREEMENTS

D17. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

D17.1 In the event that funding for the Work of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.

D17.2 Further to D18.1, in the event that the obligations in D18 apply, actual costs legitimately incurred by the Contractor as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Contractor and not by the valuation method(s) outlined in C7.4, In all other respects Funding Costs will be processed in accordance with Changes in Work under C7.

D17.3 For the purposes of D18:

- (a) "**Government of Canada**" includes the authorized officials, auditors, and representatives of the Government of Canada; and
- (b) "**Government of Manitoba**" includes the authorized officials, auditors, and representatives of the Government of Manitoba.

D17.4 Modified Insurance Requirements

D17.4.1 Where applicable, the Contractor will be required to provide wrap-up liability insurance in an amount of no less than two million dollars (\$2,000,000) inclusive per occurrence. Such policy will be written in the joint names of the City, Contractor, Consultants and all sub-contractors and sub-consultants and include twelve (12) months completed operations. The Government of Manitoba and its Ministers, officers, employees, and agents shall be added as additional insureds.

- D17.4.2 If applicable the Contractor will be required to provide builders' risk insurance (including boiler and machinery insurance, as applicable) providing all risks coverage at full replacement cost, or such lower level of insurance that the City may identify on a case-by-case basis, such as an installation floater.
- D17.4.3 The Contractor shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.
- D17.4.4 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Work as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.
- D17.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.

D17.5 Indemnification by Contractor

- D17.5.1 In addition to the indemnity obligations outlined in [C17](#) of the General Conditions for Services, the Contractor agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Contractor or arising from this Contract or the Work, or from the goods or services provided or required to be provided by the Contractor, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.

D17.6 Records Retention and Audits

- D17.6.1 The Contractor shall maintain and preserve accurate and complete records in respect of this Contract and the Work, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Work during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals, or stamps must be preserved in paper form; other records may be retained in electronic form.
- D17.6.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Services, the Contractor shall keep available for inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D17.6.1 for inspection, copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D17.7 Other Obligations

- D17.7.1 The Contractor consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.
- D17.7.2 If The Lobbyists Registration Act (Manitoba) applies to the Contractor, the Contractor represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.

- D17.7.3 The Contractor shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Work.
- D17.7.4 The Contractor shall properly account for the Work provided under this Contract and payment received in this respect, prepared in accordance with generally accepted accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.
- D17.7.5 The Contractor represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.
- D17.7.6 The Contractor represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Contractor or of a Subcontractor, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Contractor or a Subcontractor concerning the Work.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work, including the Solution.
- E1.2 In every instance where a brand name or design specification is used in this Part E, only substitutes which were approved as equals and/or alternatives in accordance with B6 of the RFP prior to award of the Contract may be used in lieu of the stated brand name or design specification.
- E1.3 The Solution's End User Licensing Agreement (EULA), as well as any other agreement which the Proponent proposes to have signed, or agreed to, by the City (such as Terms of Service), must either be compliant with all relevant terms of the Contract (including, without limitation, the obligations imposed upon the Contractor by D7) or be sufficiently negotiable to meet the same standards.

E2. SERVICES

- E2.1 The Contractor shall provide the following in accordance with the requirements hereinafter specified:
- E2.2 The Work shall include provision of all items, services, and resources required for the complete functioning of the proposed Solution, including but not limited to the cost of all applications, software (including 3rd party), add-ons, patches, peripherals/ accessories, installation, configuration, testing, perpetual licensing, initial annual subscription, professional support, and/or training.
- E2.3 The Contractor shall provide support for City system administrators on incidents Monday to Friday, 8 am to 5 pm central time. As well, the Contractor shall provide support to City System administrators post-implementation who require advice or have questions on how to reconfigure the Solution to meet evolving business needs.
- E2.4 The Contractor shall provide maintenance and support for Solution, including upgrades and hosting (if applicable).

E3. SOLUTION REQUIREMENTS

- E3.1 The Contractor shall provide the Solution in accordance with the requirements specified herein and in D6, E4 and Form N: Requirements.
- E3.2 The Solution shall be accessible to users who may have vision impairment or colour-blindness. For example, the Solution shall not rely on colour alone to convey meaning, and shall adhere to *The Accessibility for Manitobans Act* (CCSM c A1.7), Web Content Accessibility Guidelines (WCAG) 2.1 Level AA,s and best practices.
- E3.3 If the Solution is cloud-hosted, the Contractor shall ensure:
- (a) Confidential Information shall be stored, transported, and transmitted ("**Sited**") in a secure jurisdiction, as determined by the City in its sole discretion; and
 - (b) the Solution is and shall remain compliant with ISO/IEC standards 27001, 27002, 27017, and 27018 (or equivalent). For clarity, the City reserves the right to assess any functional equivalents to the ISO/IEC standards proposed by the Contractor, and may in its sole and absolute discretion determine whether such proposed functional equivalents provide a satisfactorily equivalent level of protection.

E4. RECORDKEEPING REQUIREMENTS

E4.1 To satisfy City of Winnipeg recordkeeping requirements, the procured Solution shall:

- (a) Assign records management actions to users based on roles (e.g., create, read, modify, delete, etc.);
- (b) Provide Records Management functionalities, including the ability to declare records and make them immutable and the ability to undertake records disposition actions (export or destroy) once records' retentions have been met;
- (c) Allow users with appropriate role-based access to permanently delete records (in a way that they cannot be reconstituted) once the City authorizes their legal destruction;
- (d) Produce a certificate or report of deletion of records and associated metadata