

**Request for Proposal**

**Supply of Information Technology Hardware, Support  
And  
Value Added Services**

**RFP #:20100628**

**Issue date: June 28<sup>th</sup>, 2010**

**Farm Credit Canada  
Box 4320  
1800 Hamilton Street  
Regina SK, S4P 4L3**

**Submission information**

**Submissions are required on or before Monday July 12<sup>th</sup>, 2010 12:00:00 Noon, Regina Saskatchewan Local Time.**

**Submit inquiries to:**

**Paul Boschman, Manager, Corporate Procurement**

**Phone: 306-780-8033**

**Fax: 306-780-8757**

**Email: [Paul.Boschman@fcc-fac.ca](mailto:Paul.Boschman@fcc-fac.ca)**

**This is a request for proposal (RFP) only. Farm Credit Canada is not obligated nor is Farm Credit Canada to be construed as obligated to proceed further. Farm Credit Canada may at its sole discretion elect not to accept any submission for any reason.**

**NOTICE**

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## **Farm Credit Canada**

**Farm Credit Canada is a financially self-sustaining Federal Crown corporation reporting to Parliament through the Minister of Agriculture and Agri-Food. Established in 1959, FCC is Canada's leading provider of agricultural financing and business solutions.**

### **VISION**

**Visionary leaders and trusted partners in finance and management services tailored to agriculture – leveraging our people's specialized knowledge and passion to create an extraordinary customer experience.**

### **MISSION**

**To enhance rural Canada by providing business and financial solutions to farm families and agribusiness.**

**As Canada's largest provider of business and financial services to farms and agribusiness, FCC advances the business of Agriculture. Operating out of 100 offices located primarily in rural Canada with our head office in Regina, FCC's 1,500 employees are passionate about the business of agriculture. A healthy portfolio of more than \$20 billion and 17 consecutive years of portfolio growth are a reflection of our customers' success.**

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## **1.0 Introduction**

Farm Credit Canada (FCC) is seeking to partner with a single preferred vendor to supply its Information Technology Division with computer hardware, printers, peripherals, warranty and break fix service, as well as other potential value added services that will drive efficiencies around technology acquisition, and procurement. The term of any resulting agreement will be valid until **June 30, 2011**. The partnership will be reviewed on a yearly basis effective June 30<sup>th</sup> for consideration of a yearly extension. A maximum of three yearly extensions may be given to the partnership.

FCC invites you to respond to the services described herein. Clearly identify any and all advantages that may be provided. The successful vendor will demonstrate a commitment to making it easier for FCC to select, procure, and deliver technology requirements to its multiple locations across Canada. A demonstrated ability to provide FCC with excellent pricing, while working across a broad range of required technologies, manufactures, and distributor partners is essential.

Responses to this RFP will indicate a willingness to become FCC's industry partner and the partner candidate will hereafter be called the Respondent. Responses also demonstrate acceptance of all the terms and conditions listed in Section 7.0 of this RFP.

### **1.1 Objective**

FCC recognizes the advantages and opportunities in streamlining its IT procurement functions. FCC intends to partner with a single preferred vendor, who is capable and willing to meet the requirements stated herein, and may potentially further enhance its current IT procurement functions focusing on efficiencies and total cost of ownership.

### **1.2 FCC's Role**

FCC is the sole awarding authority and will enter into the contract with the successful vendor pending successful negotiations.

### **1.3 Current Environment and Infrastructure**

FCC makes no commitment regarding the type or amount of purchases over the contract term; however, in order to ensure that the potential respondent has the capacity to meet our requirements, we are outlining our current environment and are providing you with a set of anticipated standard requirements for a consecutive 12 month period.

#### Current environment:

FCC is an HP shop. Our existing infrastructure consists of approximately 1200 HP desktops, 800 HP notebooks, and 400 HP printers and multifunction devices in circulation. We have a matured managed print environment utilizing HP's Web Jet Admin tool. Our data center is currently off-site and managed by a contracted external partner.

FCC maintains its infrastructure including help desk support to internally manage most IT related service requirements. We may engage the Respondent occasionally to provide service and support for warranty, break fix, deployment and resourcing if required. Desktops are refreshed approximately every 5 years and notebooks every 3 years.

Anticipated technology requirements:

- 350 Desktop Computers
- 350 Notebook Computers
- 240 19" LCD Monitors
- 350 22" Wide LCD Monitors
- 200 Notebook Carrying Cases
- 160 USB Keyboard and Mice
- 115 Notebook Docking Stations
- 100 Cable Notebook Security Locks
- 15 LaserJet Printers
- 10 Multifunction Devices
- Miscellaneous Peripherals'

In addition to the above listed items, FCC is interested in the following service offerings:

- Procurement Management– order placement, order tracking, shipping, and equipment returns.
- Detailed reporting functions on both purchase and support history, including price and cost, for a total cost of ownership view.
- Planning support, including provision of demo gear where required.
- Warranty, break fixes and installation services for all of FCC's multiple locations.
- Deployment Services including drop shipments to any one of our 100 offices, certified printer/MFP deployment, and the ability to manage the installation and support of all device types listed above if required.
- Managed print services including conducting print audits if required.
- Asset management services.
- Performance management.
- General account management.
- Parts availability, stock holding, and managed inventory services.
- Services around business continuity and disaster recovery planning.

## **2.0 RFP Guidelines**

### **2.1 Timelines:**

Date of Issue: June 28<sup>th</sup>, 2010

Closing:

Date: Monday July 12<sup>th</sup>, 2010

Time: 12:00:00 Noon, Regina Saskatchewan Local Time

### **2.2 Inquiries:**

Inquiries, interpretations and questions regarding the procurement process or elements of this RFP must be directed to Paul Boschman, Manager, Corporate Procurement, by email to this address [Paul.Boschman@fcc-fac.ca](mailto:Paul.Boschman@fcc-fac.ca).

Questions will not be accepted by telephone.

For the purposes of this RFP and questions concerning it, no respondent may consider any oral representation or statements by an officer, employee, or agent of FCC to be an official expression on its behalf, unless authorized by Paul Boschman, Manager, Corporate Procurement, and provided in a written communication.

Please refer to RFP # 20100628 in all correspondence and communications.

### **2.3 Cost of Submissions**

All costs associated with the preparation of a Proposal or Contract in response to this RFP will be borne solely by the Respondent.

Costs to FCC not clearly stated would not be considered in the proposal evaluation or in any contract that may arise from the proposal.

### **2.4 Evaluation of Proposal**

The proposal will be evaluated in accordance with the criteria as outlined in Section 5.0- Evaluation and Award Criteria.

Farm Credit Canada may ask for presentations for clarification purposes.

### **2.5 Award**

The lowest priced proposal will not necessarily be accepted. Preference to proposals will not be based on price alone and will not be based upon any single criteria. Among the criteria may be relevant and proven experience, references, technical support, reliability, price, timelines, warranties, financial viability, local presence and content, and whatever additional other factors FCC deems appropriate.

FCC reserves the right to negotiate a contract containing different or additional items and/or terms from those set forth in the Request for Proposal Documents.

## **2.6 Obligations**

FCC incurs no obligation toward the successful Respondent, if any, until a contract (“the Contract”) is signed by the successful Respondent and FCC. FCC reserves the right after negotiation to introduce in the contract different or supplementary terms from the terms of the proposal.

## **2.7 Pricing**

When submitting a proposal, the respondent shall submit all pricing in Canadian dollars. The contract price shall be exclusive of all taxes.

## **2.8 Quantities**

Any information supplied by FCC with regards to item quantities is approximate only, and is given solely as a guide for the preparation of proposals. The quantities of work actually performed may differ from the approximations provided.

## **3.0 Proposal Response Guidelines**

**Farm Credit Canada invites you to respond to all questions asked in the space given within this document and submit this document on or before *Monday, July 12<sup>th</sup>, 2010 at 12:00:00 Noon Regina Saskatchewan Local Time* to Paul Boschman via email to [Paul.Boschman@fcc-fac.ca](mailto:Paul.Boschman@fcc-fac.ca). Your proposal will be reviewed in detail and you will be notified as soon as possible as to its success or failure, upon completion of an evaluation by the evaluation committee.**

### **3.1 Submission Criteria**

Responses should be prepared simply and economically, providing a complete, concise description of the Respondent’s ability to address the questions or topics in the RFP. Answers to the questions/topics must be presented to FCC in this document in the same order and under the same headings as presented to the respondent in Section 4- RFP Requirements (Q and A) unless otherwise noted. Proposals that are not in this format (i.e. canned presentations), or proposals that are significantly incomplete will be disqualified at FCC’s discretion.

To ensure your proposal is considered for evaluation, the respondent must ensure their proposal includes the following:

- a) This document returned with a completed Section 4- RFP Requirements (Q and A).
- b) A completed Appendix A – References.

- c) Additional, brief document(s), pertinent to this RFP that supports your submission, sent as an attachment with your response.

An official authorized to negotiate and make commitments, as well as provide any clarifications with respect to the proposal on behalf of the Respondent, should sign the proposal in the space provided on Page 22.

Submissions are required in an electronic format in email, not to exceed 5MB.

## **4.0 RFP Requirements (Q and A)**

### **4.1 Objective**

FCC recognizes the advantages and opportunities in streamlining its IT procurement functions.

#### **General Requirements**

Farm Credit Canada has the following general requirements of a potential preferred vendor for their Information Technology Division:

- A. Procurement Process and Pricing
- B. Warranty and Break Fix Services
- C. Value Added Services and Advisory Capabilities
- D. Additional Information
- E. Supplementary Information- *provided by Respondent*

### **Mandatory Questions for the Respondent**

Following are questions that must be answered by the Respondent, in the space provided, in this document, unless otherwise noted, and constitutes the RFP response. The questions are structured around the five general requirements identified above, and should be answered thoroughly making certain to clearly identify any and all advantages that may be provided; keeping in mind FCC's priority to drive efficiencies around technology acquisition and procurement.

**A. Procurement Process and Pricing**

**Question A1:** Farm Credit Canada’s anticipated current hardware requirements are listed in the table below and the successful Responder should be able to provide all equipment specified. Under the *Price/Unit* column, state your best price relating to each of the exact models and SKU’s shown. Be sure to fill out the *Extended Total* column as well.

**Response A1:**

Category	Quantity	Manufacture	Model	SKU	Price/Unit (CAD)	Extended Total (CAD)
Desktop	350	HP	8000 SFF	AZ887AW		
Notebook	350	HP	8440p	WJ683AW		
Monitor	240	HP	LA1951g - 19”	EM890AA		
Monitor	350	HP	LA2205wg – 22” Wide	NM274AA		
Printer	15	HP	P4015x	CB511A		
MFP	10	HP	M5035xs	Q7831A		
MFP	5	HP	M3035xs	CC477A		

**Question A2:** Throughout the term of the contract, it is expected that FCC will make frequent changes to the equipment requirements, especially relating to the introduction of new models from the manufacturers, and updated pricing to existing requirements.

FCC intends to manage these changes, benefit from price drops, and ensure best value pricing without consistently soliciting competitive quotes by holding the successful Respondent to a maximum allowable margin over the term of the contract. Please state your maximum margin requirement for each of the technology types below.

**Response A2:**

Category		% Margin
Desktop	State Maximum Margin % over Special Bid Pricing:	
Notebook	State Maximum Margin % over Special Bid Pricing:	
LCD Monitor	State Maximum Margin % over Special Bid Pricing:	
Printers	State Maximum Margin % over Special Bid Pricing:	
Peripherals	State Maximum Margin % over Special Bid Pricing:	

**Question A3:** Propose a well defined process in which FCC can be assured and or verify that the pricing level received remains highly competitive.

**Response A3:**

**Question A4:** In addition to the supply of HP hardware, what other major manufacturers do you have a good partnership with, allowing you to re-sell their equipment at advantageous pricing?

**Response A4:**

**Question A5:** A supply chain is a system of organizations, people, technology, activities, information and resources involved in moving a product from supplier to customer.

Describe your supply-chain for Information Technology equipment, and your process to ensure it will effectively and efficiently service FCC's anticipated item requirements that are listed in the table provided under Question A1. Include any major distribution partners and/or warehouses you may have or utilize.

**Response A5:**

**Question A6:** Indicate your Freight Terms – Free On Board (FOB) on all shipments, including shipping charges if any. FCC prefers:

**F.O.B. Destination, freight prepaid -**

Seller - Pays freight charges, Seller - Bears freight charges, Seller - Owns goods in transit, and Seller - Files claims (if any)

**Response A6:**

**Question A7:** FCC requires the successful Respondent to work efficiently and seamlessly with their robust procurement process. In addition to providing excellent pricing, and service, the successful Respondent must have the ability to provide cost savings by minimizing resources required from FCC to effectively managing its product sourcing and procurement. Please describe your technology procurement process.

**Response A7:**

**Question A8:** FCC intends to select a partner who is able to provide detailed purchasing and service reports which indicate, but are not limited to, the following information:

- Complete equipment record including manufacture, model number, serial number, ship to, deliver date
- Total value of purchases
- Equipment location and department assigned
- Description, quantity, and cost of goods purchased during a specified reporting period
- Tracking and reporting on warranty and break/fix repairs

Please describe your capabilities and systems in place that you will utilize to meet the report information requirements indicated above, and provide examples where possible.

**Response A8:**

## **B. Warranty and Break Fix Services**

**Question B1:** FCC has an internal help desk that supports and maintains most of its IT related service requirements; however, from time to time FCC may require support in the area of warranty, and/or repair and maintenance for its computer equipment and printers. This support may be required to any, or all, FCC locations across Canada.

Describe in detail your existing service delivery methodology as it relates to warranty and break/fix support of hardware, including dispatching technicians, and your ability to diligently service any of our 100 locations across Canada with HP Certified resources.

Indicate if your company will be the perpetrator or if you will subcontract it out.

**Response B1:**

**Question B2:** FCC has a standardized environment invested heavily in HP technology including desktop computers, notebooks, laser jet printers and multifunction devices. List your relevant HP certifications in respect to these devices.

Short listed vendors may be asked by FCC to provide confirmation from HP in writing indicating that you are authorized to service the HP PSG products (notebooks, desktops etc.), the HP IPG (printers), and TSG (servers/storage etc) for the devices we have within our environment.

**Response B2:**

### **C. Value Added Services and Advisory Capabilities**

**Question C1:** Please describe any services that can be provided to assist FCC in managing the equipment acquired through this contract. This should include detailed information on how you would assist in pro-active Life Cycle Management such as end of life, new product roadmaps, transitioning to new products etc.

**Response C1:**

**Question C2:** FCC has standardized its print platform creating a managed print environment to control, optimize and enhance its hardcopy fleet. Are you a managed print service provider which has the ability to support such an environment? If so, explain how you would provide fully managed print services under a cost per page program for all of FCC's multiple locations across Canada.

**Response C2:**

**Question C3:** Value added services that consolidate the number of suppliers FCC must maintain (one stop shop), or allow FCC to draw upon for partner expertise in other technology areas are critical differentiating factors, and will form a significant part in the evaluation of proposals.

Please list any additional technology services and/or areas of expertise that FCC may leverage over the term of the contract.

**Response C3:**

**Question C4:** For business continuity, FCC has a well-defined Disaster Recovery Plan including the requirement for off-site storage and delivery services for approximately 60+ notebooks in the event of a potential disaster. Provide detailed information on how you would assist FCC with this requirement, including any associated costs borne by FCC.

**Response C4:**

**D. Additional Information**

**Question D1:** Please identify the team of individuals in place to work directly with FCC, and describe how our account will be managed by your organization.

**Response D1:**

**Question D2:** FCC is a high performance organization with a culture committed to building and maintaining high levels of trust, commitment, enthusiasm, and end user satisfaction within our organization, in the service of our clients. Please indicate in detail any quality assurance programs or incentives your company has in place supporting such a culture, citing specific examples of results where applicable.

**Response D2:**

**Question D3:** FCC intends to monitor the partner's performance for the duration of the contract. FCC prides itself on client satisfaction and expects its partners to uphold the same level of service. How will you integrate with FCC's internal Service Desk and monitor client satisfaction on our behalf, including tracking service levels and ensuring that improvements are made?

Please describe specific examples of reporting currently in place that provide your other clients with continuous feedback and documentation.

**Response D3:**

**Question D4:** Provide a minimum of three (3) client references, utilizing the format provided in Appendix A. The references provided should be for companies of similar size or larger to FCC, for which you have successfully completed similar work. At least one reference must have multiple locations outside the province of Saskatchewan that you have serviced, or are currently servicing.

**Response D4:** *Complete Appendix A as requested above for your response.*

**Question D5:** FCC conducts business in both of Canada's official languages - French and English. Can you provide service in both languages? If so, please indicate what divisions in your company have the capacity to do so.

**Response D5:**

**E. Supplementary Information**

Provide additional information either in the space provided below, in this document, or as an attachment(s) with your response, that is pertinent to this RFP and directly supports your submission. Please be brief.

**Supplementary Information Response:**

## 5.0 Evaluation and Award Criteria

### 5.1 Review Process

Upon closing, FCC will review all proposals, for completeness and compliance to the guidelines outlined in this tender. Significantly incomplete proposals will be rejected and will receive no further consideration. Late Proposals will not be accepted.

### 5.2 Evaluation Process

FCC will evaluate the qualifying proposals on the basis of the most economically advantageous proposal by ranking them according to the following criteria:

Documentation and professionalism of response	5 Points
Financial viability	10 Points
Business & technical reputation and proven experience- <i>from references provided</i>	15 Points
Initial purchase pricing and % margin requirements	30 Points
Quality of resources available to meet mandatory requirements	15 Points
Service and support infrastructure and methodology	20 Points
Level of efficiency and FCC confidence in Procurement Process	20 Points
Other Value added services and advisory capabilities	10 Points
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Total	125 Points

#### Questions to Vendors

Short-listed vendors may be contacted to answer questions regarding their responses for clarification purposes prior to a final decision.

### 5.3 Reference Checks and Award

Proven experience and the track record of the Respondent is an important criteria which is subject to reference checks should the evaluators see fit. FCC therefore reserves the right to contact any of the Respondent's customers, in addition to those listed, who may be able to provide information about the Respondent deemed pertinent to this RFP.

In submitting a proposal, the Respondent agrees that the decision of the evaluation team will be final. Respondents acknowledge and understand that the evaluation team is not obligated to seek clarifications concerning proposals. Decisions to request clarifications or to conduct interviews are at the sole discretion of the evaluation team.

Recommendation of award will be based on best value. Best value will be determined by combining the scores of the written proposals from the criteria ranked outlined in 5.2 Evaluation Process. The highest scoring proposal will be recommended as the preferred vendor.

## 6.0 Contract Negotiation

On award, FCC intends to enter into negotiations of a contract with the preferred vendor. If for any reason the two parties are unable to arrive at an acceptable contract, then FCC will contact the next preferred vendor. In any case, FCC may, at any time without liability, withdraw from negotiations with any potential vendor.

## 7.0 Terms and Conditions

### 7.1 Canadian Tax Law

Canadian Tax Law - Section (105) of the Income Tax Regulations states: “ Every person paying to a non-resident person a fee, commission or other amount in respect to services rendered in Canada, of any nature whatever, shall deduct or withhold 15 percent of such payment.”

Services performed by as non-resident pursuant to contractual obligations may be rendered both inside and outside of Canada. Payments, or a portion thereof, for services performed outside of Canada are not subject to Regulation 105 withholding. In such cases, a reasonable allocation of the payment will be required to determine the portion that will be subject to Regulation 105 withholding. The portions allocated to services to be performed inside and outside Canada must be clearly expressed either within the contract or through related information and documents. It is the responsibility of the non-resident and the payer to determine the proper value of these amounts.

Please indicate how much of the work covered by your response to this RFP will be inside Canada and therefore subject to Regulation 105.

**7.2** FCC reserves the right in its sole discretion not to proceed with the work, to negotiate a contract individually with any respondent to this RFP for all or part of the work. FCC may, in its sole discretion, create a short list using any or all respondents to this RFP in FCC’s sole discretion, and choose to send any further requests for information only to those respondents.

**7.3** The respondent acknowledges that in the performance of the obligations provided for a contract he/she/it may have access to and obtain Personal Information respecting Customers as that term is defined in the *Privacy Act* (Canada). The respondent acknowledges that such Personal Information is protected under the provisions of the *Privacy Act* (Canada) and the respondent agrees that such information shall only be handled, used or disclosed strictly in accordance with the requirements of the *Privacy Act*. Notwithstanding any other provision of a contract, this provision as to the handling and use of Personal Information shall survive the termination or end of the term of the contract. The respondent agrees not to take or store any Personal Information about FCC’s employees or customers outside of Canada.

The respondent acknowledges that FCC, as a Federal Crown Corporation, is subject to the provisions of the *Access to Information Act* (Canada), (the”ATIA”). As a result, this contract and any and all matters pertaining to a contract may be required to be disclosed by FCC in order for FCC to comply with the provisions of the ATIA. As such, the respondent

acknowledges and agrees that records maintained by FCC or the respondent may be subject to disclosure.

**7.4** Vendors may amend or withdraw their submissions prior to the closing date and time specified in the RFP by way of written notice to FCC. After the closing date and time, proposals will be irrevocable.

**7.5** Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the vendor is requested to do so by FCC.

**7.6** All proposals and accompanying documentation received under this RFP will become the property of FCC and will not be returned.

**7.7** FCC reserves the right to waive any minor non-compliance at its sole discretion.

**7.8** FCC reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

**7.9** FCC reserves the right to verify and seek clarification of any and all information provided by the vendor.

**7.10** The vendor's proposal shall form part of the contract agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute warranties. Any provision in the proposal may be included in the contract agreement as direct provision thereof. In the event of any inconsistency between the accepted proposal and RFP, and the contract agreement, the latter shall supersede the former.

**7.11** If either party, to any resulting contract agreement, shall at any time neglect, fail, or refuse to perform any of its obligations under the contract agreement (the "defaulting party"), the other party may serve on the defaulting party notice of intention to terminate the contract agreement specifying the defaults and requiring the defaulting party to remedy all defaults within 15 days after the date of serving such notice. If the defaulting party has not remedied all the defaults specified in the notice within such 15 days, the other party may, at its option, terminate the contract agreement by giving written notice of termination to the defaulting party.

**7.12** If, prior to the completion of its obligations under any resulting contract agreement, the successful vendor becomes bankrupt or insolvent or takes the benefit of any statute now or hereafter in force relating to bankrupt or insolvent debtors, or a receiving order is made against the vendor or the vendor makes an assignment for the general benefit of its creditors, or an order is made or a resolution passed for the winding-up of the vendor, or a receiver or liquidator of the vendor's business or property is appointed, FCC shall have the right to immediately terminate the contract agreement by giving written notice of termination to the vendor.

**7.13** In the event of the termination of any resulting contract agreement, any liability of FCC pursuant to the contract agreement or arising from such termination shall be limited to

payment by FCC of any amounts payable in accordance with the contract agreement for services provided to the date of termination.

**7.14** The successful vendor shall indemnify and save harmless FCC from and against all costs, losses, damages, judgments, claims, demands, suits, actions or other proceedings arising from the willful misconduct or negligence of the vendor, officers, employees or agents in connection with any resulting contract agreement.

**7.15** The successful vendor shall require that its employees and agents, when on FCC premises, comply with all security and safety rules and regulations applicable to the premises.

**7.16** The successful vendor will be solely responsible for the quality of service and/or materials supplied by their sub-contractor(s). The successful vendor will also have the responsibility to coordinate all activities relating to the sub-contractor(s).

**7.17** The successful vendor agrees to pay all debts and liabilities that it incurs in performing its obligations under any resulting contract agreement, including the liability to pay its employees the wages to which they are entitled according to law.

**By responding to this RFP the Respondent will be deemed to have accepted these terms.**

**Respondent Submission:**

**ALL RESPONSES SHOULD BE SIGNED:**

**RFP 20100628**

**Supply of Information Technology Hardware, Support, and Value Added Services**

*I certify that the information provided in this RFP Response Document is true and complete.*

Legal Company Name: \_\_\_\_\_

Respondents' Signature: \_\_\_\_\_

Respondents' Printed Name: \_\_\_\_\_

Respondents' Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Fax: \_\_\_\_\_

## Appendix A – References

Provide a minimum of three (3) client references, for companies of similar size or larger to FCC, for which you have successfully completed similar work. At least one reference must have multiple locations outside the province of Saskatchewan that you have, or are, servicing.

Reference #1:      Company Name: \_\_\_\_\_

                                 Contact Name: \_\_\_\_\_

                                 Contact Phone Number: \_\_\_\_\_

                                 Length of time providing the services: \_\_\_\_\_

Brief description of types of services provided:

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**Reference #2:**      **Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Length of time providing the services:** \_\_\_\_\_

**Brief description of types of services provided:**

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**Reference #3:**      **Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Length of time providing the services:** \_\_\_\_\_

**Brief description of types of services provided:**

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