REQUEST FOR INFORMATION

RFI01.2020

WATER QUALITY DATA MANAGEMENT

Information should be submitted via email in PDF format Marked:

“RFI01.2020 – Water Quality Data Management”

Addressed to:

Halifax Water
Attn: Amanda LeVangie
Procurement Officer
procurement@halifaxwater.ca

Bids will be received until 2:00 p.m. Atlantic Time, Thursday February 13, 2020 for the above RFI as per the specifications and terms and conditions.

Check for changes to this request - Before submitting your bid, visit the Provincial Government Web Portal at www.novascotia.ca/tenders or contact our office to see if any Addenda detailing changes have been issued on this RFP. Changes may be posted up until the RFP closing time. It is the bidders’ responsibility to acknowledge and take into account all Addenda.

Respondents shall be solely responsible for the delivery of their information in the manner and time prescribed. Information received after the time and date specified shall be rejected.

RFP Issue Date – February 5, 2020
1.0 PURPOSE OF RFI

This Request for Information (“RFI”) is issued by Halifax Water for the purpose of gathering information on solutions available for a technical solution to manage water/wastewater data and reporting and regulatory and compliance requirements.

The objectives are to obtain information about:

- Current products available
- Off-the-shelf and minimally customized software
- Potential solution providers
- Operation, maintenance, and support features.

Based on information provided by respondents to this RFI, Halifax Water will determine the best fit of a future solution.

This RFI is issued as a means of technical discovery and information gathering only.

Respondents are asked to respond to Halifax Water and provide the information requested in this document.

2.0 OBJECTIVE

The purpose of this request for information is to gather information to assist Halifax Water in the selection, procurement and implementation of a technical solution to manage water/wastewater data and reporting, and regulatory/compliance requirements of tracking and completing required actions within imposed timelines.

In particular, Halifax Water is looking to select and implement a technical solution that:

- enables data entry, migration, management, analysis and dissemination
- supports automated data imports from external labs and the ability to QA/QC all incoming data
- has the ability to set sample schedules and track statuses
- provides the ability to produce alerts and notifications of upcoming deadlines or key dates
- automates data management and sample reporting
- provides a single repository for all water quality monitoring data
- supports the management of Provincially and Federally approved permits
- produces automated reports for performance auditing and compliance reporting
- provides visibility on Halifax Water’s levels of compliance through scorecard and dashboard
- has the ability for mapping and graphing modules for data analysis and trend monitoring reporting.

Additionally, Halifax Water would like to:

- Receive innovative ideas for how this project could be implemented
- Understand the available options of a hosted/cloud-based system or on-premise solution
- Understand vendor’s knowledge and experience of deploying a similar solution in a municipal environment.
3.0 INVITATION AND SUBMISSION INSTRUCTIONS

Please provide a written response in PDF of how your product and services is able to meet the objectives outlined in section 2.0 of this RFI.

The following describes the required content of responses to this RFI.

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<td>1.</td>
<td>Respondent General Information - Name, Size, Location, Years in Industry, etc.</td>
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<td>2.</td>
<td>Value Proposition – Expertise and experience in the subject matter related to the objectives listed in section 2.0</td>
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<td>3.</td>
<td>Proposed Solution – Description of the proposed solution. Include attachments(pdf) or weblink to any relevant information such as brochures, guides, etc.</td>
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3.1 Request for Information - Not a Formal Competitive Bidding Process

This RFI is issued for information gathering purposes only and is not a formal legally binding “Contract” bidding process. Without limiting the generality of the foregoing, the respondent acknowledges that there is no obligation, assurance or commitment by Halifax Water that this RFI will result in any subsequent negotiations, direct contract award, invitational tendering or open tendering process, and this RFI does not constitute a commitment by Halifax Water to procure any goods or services, or to advise any respondents of subsequent competitive bidding opportunities that may be issued by Halifax Water. This RFI will not be used to evaluate, rank or select vendors, nor will it be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

Participation in this RFI is voluntary. No purchases will be made as a result of this request. Any price information provided shall be manufacturer’s list price and will be used for comparison purposes only.

3.2 RFI Timetable

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<tr>
<td>Issue Date of RFI</td>
<td>Wednesday, February 5, 2020</td>
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<tr>
<td>Deadline for Questions</td>
<td>Tuesday, February 11, 2020 @ 4:00 PM Atlantic Time</td>
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<tr>
<td>Submission Deadline Date and Time</td>
<td>Thursday, February 13, 2020 @ 2:00 PM Atlantic Time</td>
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The RFI timetable is tentative. It may be changed by Halifax Water at any time, and Halifax Water may choose to waive or extend the Deadline for Questions, or the Submission Deadline.

3.3 Inquiries

a) It is the responsibility of Respondent to ensure that they have all the necessary information concerning the intent and requirements of this RFI, and to seek clarification of any matter they consider to be unclear before forwarding a submission. Halifax Water is not responsible for any misunderstanding of this tender on the part of a proponent. No proponent can claim any advantage from any error, inconsistency, or omission in this tender.

b) Halifax Water reserves the right to distribute any or all questions and answers to all potential Respondent through a Q&A addendum to be posted on the Nova Scotia Procurement Web Portal. Addenda also includes changes to specifications, criteria, etc.
c) No information given verbally by Halifax Water, or by means of telephone, will be binding, nor will it be construed to change the requirements of the RFI in any way.

All questions that arise relating to this RFI shall be directed in writing to:

Amanda LeVangie, Procurement Officer - Halifax Water

procurement@halifaxwater.ca

In order for inquiries to be addressed, they shall be received at the above address by Tuesday, February 11th, 2020 by 4pm, Atlantic time.

Please note: This RFI is for informational purposes only, responders are not being evaluated on the information provided in response to this RFI.

This RFI in no way commits Halifax Water to an agreement or award and will be used for information purposes only.

If Halifax Water chooses to develop an RFP; Halifax Water reserves the right to consider one or more types of projects and/or products from multiple respondents that Halifax Water believes would achieve Halifax Water’s objectives.

3.4 Confidential Information of Bidder

A proponent should identify any information in its submission, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Halifax Water. The confidentiality of such information will be maintained by Halifax Water, except as otherwise required by law (including, without limitation the requirements of the Freedom of Information and Protection of Privacy Act, S.N.S. 1993 (“FOIPOP”), as amended from time to time) or by order of a court or tribunal. Respondents should review and understand the effect of FOIPOP on their submissions, including the criteria related to third party confidential information. Respondent are advised that their submissions will, as necessary, be disclosed on a confidential basis, to Halifax Water’s advisers retained for the purpose of evaluating or participating in the evaluation of their submissions. If a proponent has any questions about the collection and use of confidential information pursuant to this tender, questions are to be submitted to Halifax Water’s Procurement Officer, Amanda LeVangie. procurement@halifaxwater.ca

Please submit your response via email to: procurement@halifaxwater.ca by 2:00pm on Thursday, February 13, 2020, including contact information for the individual who will be responsible for managing the RFI.