



Request for Quote  
ShareGate - 5 Subscription Licenses (2 years)  
August 4, 2022

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**Request for Quote (RFQ) No.: WCB2022-007**

**Submission deadline: August 19, 2022 3:00 PM AST**

Request for Quote (RFQ)

For

**ShareGate – 5 - Subscription Licenses (2 years)**

Workers' Compensation Board of Nova Scotia (WCB)

Request for Quote No: **WCB2022-007**

Request for Quote Issue Date: **August 4th, 2022**

Responses to this Request for Quote must be received by email

No later than **August 19th, 2022 at 3:00 pm AST**

Opening: August 20th, 2022 at 1:30 pm AST  
With COVID-19 this will not be a public opening.

Facsimile, mail, and in person bids **will not** be accepted

The Workers' Compensation Board of Nova Scotia is seeking quotations for the following ShareGate licenses. Anticipated one time purchase.

**NOTE: NO SUBSTITUTES ACCEPTED**

<b>Product</b>	<b>Description</b>
1. SHG-P-239-5-24	5 – ShareGate Subscription licenses – 2 year term

**Enquiries**

All enquiries related to this RFQ are to be directed to the following person(s) or his/her designate(s). Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed to all proponents at the WCB's option.

**WCB Contact:**

Bradley Fraser  
Manager, Solution Delivery  
Workers' Compensation Board of Nova Scotia  
Phone: (902) 491-8733  
Email: Bradley.Fraser@wcb.ns.ca

WCB cannot guarantee a response to enquiries forwarded less than four (4) business days prior to the scheduled closure date of the RFQ.

Any proponent finding any discrepancy in or omission from this RFQ, in doubt as to the meaning of any provision(s) herein, or feeling that the RFQ is discriminatory, shall notify WCB in writing within five (5) days of the scheduled opening of proposals. Enquiries and exceptions taken by proponents in no way obligate the WCB to change the RFQ, however, any interpretations given by the WCB and any changes made to the RFQ will be reflected in addenda duly issued by the WCB.

**Proposal Changes and Amendments**

Any changes made to the RFQ or any change in the closing date or time will be communicated via addendum on the Nova Scotia Provincial Government website ([www.novascotia.ca/tenders](http://www.novascotia.ca/tenders)). Proponents are urged to check regularly for changes. When these changes occur within five government business days of the close of the proposal, the proposal closing date may be extended to allow for a suitable number of bid preparation days between the closing date and the issuance of the change.

### **Closing Date and Submission Instruction**

Please email **Appendix “A”** as your submission to this RFQ with WCB2022-007 ShareGate – 5 Subscription licenses (2 years) in the subject line. All submissions must be emailed to:

Bradley Fraser  
Workers' Compensation Board of Nova Scotia  
[Bradley.Fraser@wcb.ns.ca](mailto:Bradley.Fraser@wcb.ns.ca)

**Submissions must be received no later than 3:00 PM AST, August 19, 2022.  
Submissions will only be accepted at the above email address.**

All proponents must submit the **Appendix “A” Pricing Sheet** with their submission. Only submitted bids on this sheet will be accepted. Proponents must ensure certification of the proposed pricing by an authorized representative of the Proponent’s organization. Ensure pricing includes freight, environmental fees, and delivery to the WCB offices at 5668 South St. Halifax, NS, B3J 2Y2.

All submissions submitted by email are subject to verification by the WCB to ensure that the Bid is a bona fide offer submitted by the person or company named in the submission.

**DISCLAIMER:** The Workers’ Compensation Board of Nova Scotia cannot ensure the confidentiality and security or error-free receipt of electronically-submitted Bids or Bid components and cannot guarantee that the Internet connections will be available at all times up to the closing time for Bid submission. A Bidder submitting an Electronic Bid via email does so at its own risk and, upon submission of a Bid in this manner, indemnifies and holds harmless the Workers’ Compensation Board of Nova Scotia from any and all claims for damages or loss arising in any manner based upon, occasioned by or in any way attributable to a Bidder’s submission sent via email.

Initial review of all bids received will take place on August 20, 2022 at 1:30 pm AST. With the current COVID-19 pandemic restrictions, this will not be a public opening.

## Review of Submissions

Submissions which are:

- a) Incomplete; or
- b) Received late

Will be disqualified.

Disqualified proponents will not be provided the reason for disqualification.

## References

The WCB, at its sole discretion may ask proponents to supply references.

## Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the WCB, if any.

## Pricing

Quotes must be open for acceptance for at least 90 days after the closing date. Upon acceptance, prices will be firm for the initial 2 year term.

## Review Process

Quotes will be assessed and scored against the criteria set out below.

## Criteria/Weights

Product	Description	Max. % of Overall Score
SHG-P-239-5-24	5 – ShareGate subscription licenses – 2 year term	100%
	Total	100%

## Terms and Conditions

1. Product(s) to be invoiced only after it has been delivered.
2. Ensure pricing includes freight and delivery fees.

3. The Harmonized Sales Tax must be broken out of the submitted price and stated separately on all proposals and invoices.
4. Please indicate very clearly on your Quotation response the contact person's full name, phone number and email address.
5. Response to this proposal signifies your compliance with, and acceptance of the terms and conditions of this request for quote.
6. In the event you are chosen as the successful bidder, you will receive a letter of acceptance.

APPENDIX “A” – Pricing Sheet  
 RFQ - WCB2022-007 ShareGate – 5 Subscription Licenses (2  
 years)

**WORK SAFE. FOR LIFE.**  
 WORKERS’ COMPENSATION BOARD OF NOVA SCOTIA

***Please complete this pricing sheet and include with you bid. Only bids submitted on these sheets will be accepted by the WCB.***

Request for Quote for ShareGate – 5 Subscription Licenses (2 years) for the Workers' Compensation Board of Nova Scotia.

Proponent Business Name

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

***\*price must be FOB Halifax and exclusive of HST and in Canadian dollars. Ensure pricing includes freight, environmental fees, and delivery to WCB offices located 5668 South St. Halifax, NS, B3J 2Y2***

Product	Description	Price (before tax)
1. SHG-P-239-5-24	5 – ShareGate Subscription licenses – 2 year term	\$ _____ CAD
2. Taxes	HST total	\$ _____ CAD
	<b>Total Cost</b>	\$ _____ CAD

APPENDIX "A" Continued

These prices are correct as submitted and will remain in effect for no less than 90 days from this date. Ensure certification of the proposed pricing by an authorized representative of the Proponent's organization.

Signature \_\_\_\_\_

Name of Person Signing \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Delivery Date Information**

What is the expected delivery date to the WCB Office?

Date \_\_\_\_\_

**Warranty/Support level of service**

I hereby acknowledge that I have included all warranty and support information with my bid submission.