



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 24-027

DATE: 2024-MAR-27

Project Title: Microsoft Licensing Solution Partner

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to act both as our Microsoft Licensing Solution Partner (LSP) of Record on our Enterprise Agreement (EA), and to enter into one or more additional partnerships for cases where procurement under the Enterprise Agreement may not be advantageous.

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the RDN's requirements, expectations, and timeline.

The RDN will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the RDN may then elect to negotiate with the next highest ranked service provider and so on until an agreement is reached or the process cancelled.

In any event, the RDN shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

The RDN is currently contracted with Microsoft under an EA, and employs the assistance of an LSP in transacting on this agreement. Last year, the RDN was re-segmented to "SMC-C unmanaged" status, leaving the RDN without a dedicated Microsoft account manager. This procurement is intended to identify whether there are opportunities to fill the gap left by this change, ensure the RDN is receiving best value from our designated LSP, and to establish separate agreements that may be identified for future ad-hoc purchases where procurement under the existing EA is not advantageous (e.g. temporary licenses).

C. Contemplated Scope of Work and Timeline

The Channel Partner assignment to the successful EA LSP has no procurement value and, while the RDN wishes to achieve a long-term relationship, the RDN will retain the right to re-assign this role in future as required. The RDN also wishes to enter additional agreement or agreements with the successful proponent (e.g. CSP) to allow for procurement outside of the EA where advantageous, and to ensure continued simplicity by transacting through a single partner on all agreements. The value of the additional agreement or agreements is anticipated to be nominal, and in any case no more than \$500,000 total shall be transacted on this agreement prior to re-competition.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than five (5) single sided pages in length (not including cover page, cover letter, CVs and appendices). Please include the following for evaluation:

- Description of the services that your firm will provide in the following contexts:
 - In the management, renewal, and optimization of the RDN’s Microsoft licensing under the existing EA, including any commitments to routine technology updates, preparation for EA renewal, SLAs/timeline commitments for license inquiries and purchasing, etc.
 - In the establishment and sustainment of additional agreements such as CSP, including any unique no-cost offerings such as license discounting programs off Microsoft list, training, advisory services, and support.
 - Any value-added services offered outside of the agreements above at discounted or no additional cost.
- Certification that your firm is authorized as an LSP to transact on our Canadian Enterprise Agreement. The RDN’s understanding is that this is currently limited to seven (7) firms in Canada.
- Certification that your firm is authorized to enter into any other agreement types proposed.
- Brief CVs of the individuals anticipated to be playing key roles in our relationship, should your firm be selected.
- A statement of your firm’s approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned a score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 10th day of April, 2024. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Jason Birch, Chief Technology Officer
Regional District of Nanaimo
jbirch@rdn.bc.ca

G. Additional Information

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and the new BC Bid (www.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.
