



REQUEST FOR PROPOSAL (RFP)

Cellular Service & Devices RFP #22-36-IS

Date of Issue: July 28, 2022

Bid Submission:

Proposal together with all other attachments as identified in the RFP “*Submission of Proposals*”, to be uploaded to the City of Vernon procurement portal (Bonfire)

RFP Timetable:

Event:	Date:
Issue Date of RFP	Thursday, July 28, 2022
Deadline for Questions	Tuesday, August 16, 2022, 2:00pm PT
Deadline for Issuing Addenda	Thursday, August 18, 2022, 2:00pm PT
Submission Deadline	Thursday, August 25, 2022, 2:00pm PT
Notice of Award Date (estimated)	Thursday, September 1, 2022

The RFP timetable is tentative only, and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted.

Contact:

Romona Marshall, Buyer, Procurement Services
marshall@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

Invitation to Proponents

Through this Request for Proposals, the Corporation of the City of Vernon invites Proposals from providers of cellular phone services and devices for the provision of a 3-year service plan. The 3-year service plan (Contract Term) may be extended by 2 additional years upon mutual agreement.

The Proposals from cellular phone service providers (the “Provider”) is for a new contract(s) for the supply of mobile devices, voice and data services to cover approximately 252 devices in-use in Vernon, British Columbia. the City is seeking proposals for plans/contracts which offer the best overall value, and most importantly - offer plan packages which are simple in administration and billing.

The City is also interested in mitigating risks of Provider outages during emergency events and may enter into a Contract with one or more Provider. The City would also prefer an online portal for self-service plan management.

The RFP documents and registration form have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal which it deems most favourable in the interest of the City of Vernon.