

REQUEST FOR PROPOSALS

Qualification of Conference Equipment, Council Chambers
RFP50755

Release date: October 23, 2024

Proposals will be received up to
2:00:00 pm local time on November 7, 2024

Contact: Michael Hatfield
Procurement Officer
Municipality of East Hants
Telephone: 902 883-6232
Email: procurement@easthants.ca



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TABLE OF CONTENTS

TABLE OF CONTENTS	2
PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1 Invitation to Proponents	3
1.2 RFP Contact	3
1.3 Type of Contract for Deliverables	4
1.4 RFP Timetable	4
PART 2 - EVALUATION AND NEGOTIATION	6
2.1 Stages of Evaluation	6
2.2 Stage I - Mandatory Submission Requirements	6
2.3 Stage II - Technical & Operational Evaluation	6
2.4 Stage III - Demonstration	7
2.5 Stage IV - Scoring and Short-listing	7
PART 3 - TERMS AND CONDITIONS OF THE RFP PROCESS	9
3.1 General Information and Instructions	9
3.2 Communication after Issuance of RFP	10
3.3 Notification and Debriefing	10
3.4 Conflict of Interest and Prohibited Conduct	11
3.5 Confidential Information	12
3.6 Procurement Process Non-binding	13
3.7 Governing Law and Interpretation	13
APPENDIX A - SUBMISSION FORM	14
APPENDIX B - RFP PARTICULARS	17
A. THE DELIVERABLES	17



PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

The Municipality of East Hants ("East Hants") wishes to replace the existing conference equipment (the "Equipment") used in their Council Chambers because the existing Shure equipment has gone end of life. Such equipment will include delegate and chairperson microphone units, complete with voting buttons and request to speak capability, and the control systems and software necessary for the units to function.

The intent of this RFP process is to prequalify and possibly short-list manufacturers before we go out to market to find a company to supply, install, and commission the Equipment. The expectation is that the manufacturer's short-listed through this process will partner with an installer in the Nova Scotia marketplace and bid competitively to complete the full scope of work to be identified in that competition.

This RFP is directed to manufacturers or a local representatives approved by the manufacturer to demo their product. East Hants' primary focus is on evaluating the equipment, with service capabilities assessed later in a future procurement.

East Hants requires new Equipment which meets the technical and function requirements expressed in this RFP, which has a reasonable time left in the product's lifecycle, and which ideally addresses such issues East Hants may have with the current equipment and new needs which have come to light since the last replacement. The Equipment will need to work in the existing environment, described in Section D, the Requirements, in particular to be compatible with the existing camera system.

East Hants have engaged a consultant to help us draft the minimum specifications for the new Equipment. These requirements are not meant to be exclusionary but represent the Consultant's understanding of our technical needs and service delivery needs.

As technical capability is not the only criteria in East Hants' decision-making, this process includes a requirement for manufacturers to provide a product demonstration to East Hants in accordance with the description provided in this RFP. Remember:

- The intent is for this RFP to be responded to by manufacturers;
- While there will be questions about service capability in our area, the intent is to understand the capabilities of the Equipment, see the Equipment in action, and determine if, in East Hants' sole discretion, the Manufacturer's Equipment is suitable to our needs; and
- Though understanding the Service availability in our area is important to pre-qualifying a manufacturer, this aspect of the requirement will be more fully assessed when working with resellers and installers in a later competition.

If a manufacturer's equipment is deemed suitable, East Hants will run a separate competition to determine the best value for East Hants from the short-listed prequalified manufacturers. This competition will be open to resellers and installers who represent the short-listed manufacturers.

The Equipment and expectations related to the Equipment are described in the RFP Particulars (Appendix B) (the "Deliverables").

1.2 RFP Contact

For the purposes of this procurement process, the "RFP Contact" will be:

Michael Hatfield
Procurement Officer



Municipality of East Hants
 Telephone: 902-883-6232
 Email: procurement@easthants.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of East Hants, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.3 Type of Contract for Deliverables

No award or contract is anticipated at the end of this process. This process will pre-qualify and possible short-list manufacturers for a future competition.

1.4 RFP Timetable

Issue Date of RFP	October 23, 2024
Site Visit	By request only*
Deadline for Questions	October 30, 2024
Deadline for Issuing Addenda	October 31, 2024
Submission Deadline	November 7, 2024
Rectification Period	3 Business Days
Period when Demonstrations are expected to take place	Mid-to-late November/Early December
Anticipated Notification to Proponents of Standing	December 2024
RFP for supply, installation, and commissioning of Equipment	January/February 2025

* A site briefing may be provided to manufacturers of Equipment if requested by email to the RFP contact prior to the deadline for questions. Equipment in use can be reviewed by going to East Hants' Council YouTube channel at <https://www.youtube.com/@EastHantsNS>. East Hants may choose to consolidate requests into one visit. Site briefings will be provided at East Hants' convenience, during regular business hours.

The RFP timetable is tentative only, and may be changed by East Hants at any time.

1.4.1. SUBMISSION DEADLINE & SUBMISSION REQUIREMENTS

Proposals will be received up to Submission Deadline. Submissions must be by upload through the East Hants online procurement application.

Prospective proponents will go to <https://www.easthants.ca/procurement/>, select the applicable competition, and register using a valid email address. The online procurement application will generate an automatic email which will provide a link to the competition dashboard through which a bidder may download documents and submit responses.

The proponent is responsible for uploading and submitting all documents by closing time. The proponent must account for the time to upload documents which depends on the size of the document. East Hants shall not be liable for, and proponent releases East Hants from, any damage or loss of any kind whatsoever related to proponent's failure to submit documents by closing time for any reason.

Remember to sign the submission form. Electronic signatures are acceptable.

Once a Proposal has been submitted, it cannot be modified. The proponent must submit a new Proposal and then contact the RFP Contact as stated below to withdraw the Proposal which is no longer valid.

Prior to submitting their Bid, Bidders are to review the Electronic Submission Protocol at: <https://www.easthants.ca/government/procurement/> for the latest information with respect to submissions.

1.4.2. DEADLINE FOR QUESTIONS

All questions or requests for additional information or clarifications regarding must be sent to the RFP Contact by email prior to the Deadline for Questions. East Hants may, but is not obligated to, answer questions received after the Deadline

East Hants will provide clarifications and additional information, if required, by way of Addenda.

Proponents are solely responsible to ensure that any such inquiries are received by East Hants as described above. East Hants will not be responsible if a proponent chooses to act based on information received in any other way than an approved Addendum or communication, in writing, from the RFP Contact.

1.4.3. WITHDRAWING OR MODIFYING A PROPOSAL

Proposals can only be withdrawn by sending an email to the RFP Contact. The Proponent must provide the unique identifying number they received when submitting the Proposal to the online application in order to withdraw the Proposal.

The request to withdraw a Proposal may occur at any time, but certain competitions may contain bid security or other requirements which may impact a proponent's legal responsibilities once the competition has closed, so withdrawal of a Proposal, where possible, should occur prior to closing.

New or replacement Proposals must be submitted before the Submission Deadline.

[End of Part 1]



PART 2 - EVALUATION AND NEGOTIATION

2.1 Stages of Evaluation

East Hants will conduct the evaluation of proposals in the following stages:

2.2 Stage I - Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, East Hants will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be excluded from further consideration. The Rectification Period will begin to run from the date and time that East Hants issues a rectification notice to the proponent. The mandatory submission requirements are as set out below.

2.2.1 Submission Form (Appendix A)

Each proposal must include a Submission Form (Appendix A) completed and signed by an authorized representative of the proponent.

2.2.2 Other Mandatory Submission Requirements

N/A

2.2.3 Advancement

Proponents must have met, in East Hants' sole opinion, the requirements of Stage I to advance to Stage II. This is a Pass or Fail criterion.

2.3 Stage II - Technical & Operational Evaluation

Stage II will consist of the following:

2.3.1 Mandatory Technical Requirements

East Hants will review the proposals to determine whether the mandatory technical requirements as set out in Section C of the RFP Particulars (Appendix B) have been met.

Based on a market review of available Equipment, East Hants understands that three manufacturers have Equipment solutions which would nominally meet our mandatory technical requirements. Subject to review of what is submitted, it is expected that the following manufacturers will meet this requirement:

- Bosch
- Taiden
- Televic

For any other manufacturers, please submit information described in Appendix B, Section 2.3.1 to demonstrate that the Equipment being offered meets or exceeds the requirements in the Deliverables section. East Hants may use their consultant to validate this part of the process. This is a Pass or Fail criterion.

2.3.2. Capability and Capacity

Provided the proponent's proposal meets the mandatory technical requirements and passes the requirements of Section 2.3.1, East Hants will review the proposal and evaluate the proposal based on Appendix B, Section D, Rated Criteria.

2.3.3 Advancement

Proponents must have met, in East Hants' sole opinion, the requirements of Stage II, part 2.3.1, to advance to Stage III.

2.4 Stage III - Demonstration

2.4.1 Demonstration

Stage III will consist of the manufacturer providing a demonstration of their products to a committee of evaluators nominated by East Hants who will score the demonstration based on the criteria specified in Section D of the RFP Particulars (Appendix B). The intent of this demonstration is to demonstrate to East Hants that the equipment can meet the functional requirements it has specified in Section D and to illustrate the typical functionality available for the Equipment which they would bid through a reseller.

2.4.2. Advancement

East Hants will evaluate the demonstration on a consensus basis and assign a score to each proponent on the basis of the categories specified in this RFP.

2.5 Stage IV - Scoring and Short-listing

2.5.1 Rated Criteria

East Hants will evaluate each qualified proposal on the basis of the rated criteria as set out in Section D of the RFP Particulars (Appendix B). After the completion of Stage III, all scores from Stage II and Stage III will be added together to determine the final scores.

Failure to complete a Stage will result in an automatic failure and the manufacturer will not be short-listed and the manufacturer's equipment will not be considered further.

2.5.2 Intent

The intent of this RFP is to short-list and score manufacturers to determine the manufacturers who, in cooperation with an installer to be determined later, may participate in a future competition to supply, install, and commission conference equipment. To this end:

- The proponent's score in this process may be used in a future competition to evaluate the overall value proposition of a bid submitted using the manufacturer's Equipment. East Hants will carry forward a percentage of the proponent's overall score from this process forward for consideration in the next process.
- The manufacturer must receive a minimum score of 75 out of a possible 100 points to be short-listed. Scores of less than 75 points will not advance and will not be able to participate in any future competitions. East Hants typically evaluates to two decimal places. A score of 74.99, for example, would not advance.
- East Hants' decision is final and there will be no appeals.
- For those proponents who meet the minimum score, East Hants will multiply the proponent's final score from this competition x 0.4 to determine the points which will be taken forward. Ex: Final score is 75.00;

Points moving forward for that proponent: $75.00 \times 0.4 = 30$. 30 points will move forward of a possible 40 points.

2.5.2 No Contract and No Award

It is not East Hants' intent to enter into a contract with a manufacturer at the end of this process. In the unlikely event that only one manufacturer is short-listed, East Hants anticipates that multiple resellers/installers will have access to the manufacturer's equipment; should that not be the case, East Hants may, in their sole discretion, end this process without short-listing any proponents and choose to carry all proponents forward, regardless of their score.

2.5.3 Notification

Proponents will be notified of their status in the competition once all evaluations have been completed. Further, East Hants may, but is not obligated to, publish the names of the short-listed manufacturers if and when they go to market for the supply, installation, and commissioning of the Equipment.

[End of Part 2]



PART 3 - TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached **will not** be considered to form part of its proposal.

3.1.4 References and Past Performance

In the evaluation process, East Hants may consider information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with East Hants or other institutions.

3.1.5 Information in RFP Only an Estimate

East Hants and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by East Hants

East Hants will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 Trade Agreements

Proponents should note that procurements falling within the applicable scope of Canada Free Trade Agreement (CFTA) and/or other applicable trade agreements are subject to those trade agreements but that the rights and obligations of the parties will be governed by the specific terms of this RFP.



3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

East Hants makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. East Hants may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. East Hants is under no obligation to provide additional information, and East Hants is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. East Hants is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If East Hants, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum, which will be issued in the same manner as this RFP. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by East Hants. In the Submission Form (Appendix A), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If East Hants determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, East Hants may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, East Hants may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section C of the RFP Particulars (Appendix B). East Hants may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by East Hants and a proponent, the other proponents will be notified and the outcome of the procurement process will be posted on the Province of Nova Scotia's Procurement Web Portal.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent

procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.3 Supplier Complaint Process

If a proponent wishes to file a complaint regarding the RFP process, it should provide written notice to East Hants' Municipal Clerk in accordance with East Hants' Supplier Complaint Process as set out in East Hants' Procurement Policy.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

East Hants may disqualify a proponent for any conduct, situation or circumstances, determined by East Hants, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of East Hants in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Prohibited Conduct

East Hants may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if East Hants determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.3 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

3.4.4 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.5 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.6 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of East Hants; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.7 Past Performance or Past Conduct

East Hants may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by East Hants, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of East Hants

All information provided by or obtained from East Hants in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of East Hants and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from East Hants; and
- (d) must be returned by the proponent to East Hants immediately upon the request of East Hants.

3.5.2 Confidential Information of Proponent

Proponents are advised that East Hants is governed by Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP) and any information submitted to East Hants in response to this RFP may be subject to disclosure under FOIPOP. Proponents may identify any confidential information in their proposals or any accompanying documentation and are advised to consult with their own legal advisors regarding the appropriate way to identify such information. East Hants will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under FOIPOP or any disclosure requirements imposed by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by East Hants to advise or assist with the RFP process, including the evaluation of proposals. Proponents are further advised that East Hants may make public the names of any or all proponents and intends to publish the name of the successful proponent and the total value of any contract entered into with the successful proponent. If a proponent has any questions about the collection and use of information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor East Hants will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and East Hants by this RFP process.

3.6.3 Non-binding Price Estimates

While the pricing information, if any, provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of East Hants to enter into an agreement for the Deliverables.

3.6.4 Cancellation

East Hants may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A - SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between East Hants and the proponent unless and until East Hants and the proponent execute a written agreement.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to manufacture Equipment in accordance with the requirements of the RFP.

4. Information

The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by East Hants prior to the Deadline for Issuing Addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line:

If this section is not completed, the proponent will be deemed to have received all posted addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

The proponent has reviewed the definition of the term "Conflict of Interest" in section 3.4.1 of the RFP. If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ☐ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of East Hants within twelve (12) months prior to the Submission Deadline:



8. Disclosure of Information

The proponent consents to the collection, use and disclosure of information as contemplated under the RFP. The proponent hereby agrees that any information provided in this proposal, even if it is identified as confidential, may be disclosed in accordance with *FOIPOP* or any disclosure requirements imposed by law or by order of a court or tribunal. The proponent acknowledges that East Hants may make public the name of any and all proponents.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.



APPENDIX B - RFP PARTICULARS

A. THE DELIVERABLES

The Municipality of the District of East Hants ("East Hants") wishes to replace its existing conference audio equipment (the "Equipment") in its Council Chambers, located in Elmsdale, Nova Scotia.

A Shure DCS 6000 Digital Conference System with Qsys Core audio management and custom Crestron Camera control with streaming capabilities is currently installed in the East Hants Council chambers. As this system has now reached end-of-life it the wish of East Hants to replace the conferencing portion of this system.

The current administration and control of the video components of the current system (streaming, camera control, etc.) have been deemed sufficient and it is East Hants' wish that, while upgrading the conference system, all current functions associated with the current Creston system be maintained and integrated with the new conference system. All custom programming will be made available by East Hants to the Contractor for review and modification to insure compatibility with this new system.

All voting and tabulation should conform to the current system layout in order to minimize training time for new and old staff as well as council member.

All four computers associated with the current Conference System as well as Video Streaming/Recording are reaching end-of-life and will be replaced and current software associated with the Crestron control portion of this system will be integrated.

To the extent possible, existing wiring (network and power) must be reused in the new installation.

B. MATERIAL DISCLOSURES

The material disclosures that apply to this RFP, if any, are set out below.

- The Municipality of East Hants has engaged Brad Fox of Fox Technologies to act as a technical consultant in this RFP. Mr. Fox will be responsible to confirm that a proposal meets the technical requirements and may participate in evaluation of proposals and demonstrations.

The pre-conditions of award that apply to this RFP, if any, are set out below.

- While the Consultant may determine, based on their experience and available technical information, that the Equipment offered by a manufacturer should be able to meet our needs, it is the responsibility of the manufacturer to determine if their Equipment is compliant and, indeed, suitable to our environment and to identify any issues prior to the deadline for questions

C. MANDATORY TECHNICAL REQUIREMENTS

The mandatory technical requirements that apply to this RFP, if any, are set out below.

There is a section "Future Requirements" which describe requirements that would apply primarily to the third-party(ies) who will eventually supply, install, and commission the Equipment and where East Hants believes the manufacturer may participate in the provision of the work. These are provided for information purposes, but if a manufacturer knows that a particular future requirement cannot be met, they are expected to identify such requirements to East Hants.

Regulatory Agencies/Permits

Equipment shall conform to all applicable Canadian Building and Electrical Codes, CSA, Underwriters Laboratories (U.L.) and ANSI.

Detailed Specifications

The specified system and related Equipment are considered mission-critical communications by East Hants. As such, the warranty period shall include unlimited telephone support, on-site service, and one annual maintenance visit as part of the base contract. These visits include a review with a designated representative, a complete function check, where detailed inspection takes note of any system deterioration, cleaning of air filters, surfaces, etc., perform firmware and/or software updates, configuration changes, and other maintenance tasks in accordance with a prescribed checklist as noted in the Avixa System design guide. While not all of these functions will be provided by the manufacturer, the manufacturer should ensure their local representatives can support the portions of this requirement which the manufacturer does not typically provide themselves.

Specifications are to be read in conjunction with the following drawings.

AV L - Room Layout
AV 01 - Live Streaming Schematics
AV 02 - Live Streaming Schematics

SYSTEM GENERAL

Environmental

- Working conditions fixed/stationary/portable Temperature range:
 - Transport: -40 °C to +70 °C
 - Operating: 0 °C to +45 °C
- Max. relative humidity: < 95% (not condensing)
- Safety: Compliant to EN 60065
- EMC emission: Compliant with EN 55022 EMC immunity: Compliant with EN 55024 EMC approvals: CE, FCC
- Power harmonics: Compliant with EN 61000-3-2 Voltage fluctuations and flicker: Compliant with EN 61000-3-3

Security

Support for HTTPS with minimum TLS 1.2 and ciphers supported by modern browsers (as of 2024)

Computers (Equipment must be compatible with)

Unit 1 - Warden - PC (Currently used for microphone control during meetings),
Unit 2 - Clerk - PC for initiating and tabulation of voting, Council-voting used to run the Conference software and voting display,
Unit 3 - Livestreaming- PC used for running Zoom for teleconferencing,
Unit 4 - Main system controller - Used for system administration, database, and voting results display

Computers must meet manufacturers recommended spec for the software they will run. 6-year manufacturer warranty must be included.

Acceptable Manufacturers - Dell, Lenovo

Fully Digital Conference System Main Controller (Discussion Voting)

- Mains power supply AC 100 V - 240 V 50/60 Hz
- 2 audio line in (Line/Dante) + 2 AES in (AES/Dante) + 2USB in (USB/Dante) +2 Dante in, or 1 audio line in (Line/Dante) + 1 microphone input + 2 AES in (AES/Dante)+ 2 USB in (USB/Dante) +2 Dante in, gain and EQ for each
- 26 discrete audio outputs, including:

- Line 1-2 output: 31 band graphical EQ (preset three bandwidth for fast selection: narrow band, normal and wide band) + DRC (dynamic range compressor) + time delay (maximum delay time is 1 s)
- AES 1-2 output: 31 band graphical EQ (preset three bandwidth for fast selection: narrow band, normal and wide band) + DRC (dynamic range compressor)
- Group output 1-6: 15 band graphical EQ (preset three bandwidth for fast selection: narrow band, normal and wide band) + DRC (dynamic range compressor) + time delay (maximum delay time is 1 s)
- USB 1-2 output: 8 band parameterized EQ + DRC (dynamic range compressor)
- Dante 1-16 output: 8 band parameterized EQ + DRC (dynamic range compressor)
- Audio output LINE OUT 1: +20 dBu balanced Output impedance: <100 Ω LINE OUT 2: +20 dBu unbalanced Output impedance: <100 Ω
- Power output 2×160 W (8 Ω) 2×200 W (4 Ω)
- Output load >1 k Ω
- Control interface 9 PIN, D-type female head, connecting the central control system main unit.
- RJ45 Ethernet, connecting to PC
- Power consumption 20W maximum
- Load capacity 200W
- “Closed Loop - Daisy Chain” connection topology
- Front Panel LCD Display - displays the status and menu of the system
- Built-in multi-channel intercom facility
- Unit's parameters can be set through a web browser.
- Supports dual main unit hot spare.
- Users can set another CMU as a backup and connect it to the system.
- Supports 48 kHz audio sampling rate
- 64 channels with a frequency response of 20 Hz~20 kHz
- System power controllable by central control system
- Supporting “PnP” (plug and play)
- Quantity 1

Chairperson Unit

- Closed Loop - Daisy Chain connection topology for a high operational system reliability: breakdown or replacement of a congress unit and connection failure of a cable will not influence other congress units.
- Audio signals processed by high performance DSP
- Gain and EQ (5 band) of each microphone
- Transmits up to 64 CHs high quality digital audio signals on a dedicated 8-pin cable (general cat5e cable with a drain wire substitutable)
- Supports 48 kHz audio sampling on all 64 channels
- Intuitive language list and volume control for quick channel switching and volume adjustment on screen
- Integrated high-pass filter
- Automatic system recovery and “PnP” (plug and play)
- Internal loudspeaker mutes automatically when microphone is active
- Microphone On/Off button
- Minimum of 2 (two) voting keys
- Internal Control independent of computer:
 - Set the number of delegates permitted to speak at the same time
 - Speak mode: Open/Override/Voice/Request/PTT
 - Open mode, microphone On/Off button with request-to-speak registration (AUTO)
 - Override mode, microphone On/Off button control with override of active microphones (FIFO)
 - Voice mode, acoustic active sensitivity, and automatic switch-off time adjustable continuously, built-in flash-on technology, immediate microphone activation on speaking
 - Request mode, delegate requests to speak by pressing microphone On/Off button, delegate only speaks when operator or chairman approved his application
 - PTT mode, press microphone On/Off button to talk

- Multiform voting function can be implemented in combination with the corresponding software.
- Braille is present for all physical buttons
- touch screen for displaying:
 - Speaking list, timing speaking information, delegate information
 - Sign-in and voting information
 - Language channel and earphone volume adjustment
 - Screen brightness, system language and unit information
 - Request to Speak in queue
 - Visual reporting of voting results
 -
- Built-in channel selector with channel selection function
- Uni-directional electret condenser microphone with bi-color illuminated ring
- Headphones volume control
- Minimum of 2 (two) voting keys
- Microphone On/Off button with indicator
- Automatic video tracking implementation when cooperating with cameras & video switcher unit; preset positions on PC
- Activation at any time (if the number of active microphones in the system is less than 8)
- Priority button to switch off or to mute delegate units (except VIP units) according to preset.
- Approves/denies delegates' speaking request.
- Priority button
- Quantity 3 - Includes Spare

Delegate Councillor Unit(s)

- See Chairman Unit for feature set excluding Chair Master control
- Fully Digital Congress System Delegate Unit (tabletop, discussion, minimum 2 voting keys, 64 CH
- touch screen, braille
- Earphone load $\geq 16 \Omega$
- Earphone volume 10 mW
- Earphone output $\varnothing 3.5$ mm stereo jack
- Max. power consumption 3.6 W
- Connection 8P-DIN dedicated cable with buckle
- Quantity 15 - Includes Spares

Staff/Visiting (Non-Voting) Unit(s)

- Compliant to ISO 22259
- Closed Loop - Daisy Chain connection topology for a high operational system reliability: breakdown or replacement of a congress unit and connection failure of a cable will not influence other congress units
- Audio signals processed by high performance DSP
- Gain and EQ (5 band) of each microphone
- Supporting 48 kHz audio sampling rate
- Integrated high-pass filter (low-cut switch)
- Automatic system recovery and "PnP" (plug and play)
- Internal loudspeaker, minimal feedback, mutes automatically when microphone is active
- Microphone On/Off button
- Braille is present for physical button
- Headphones volume control
- Microphone On/Off button with indicator
- Quantity 12 - Includes Spares

Gooseneck Microphone

- 50 cm
- Dual-flex gooseneck arm
- Broadcast quality microphone
- Bi-color illuminated ring and lockable windscreen
- Frequency response 50 Hz to 20 kHz
- Sensitivity-46 dB @680Ω (0dB=1V/Pa)
- Input impedance 2 kOhm
- Directivity 0°/180° ≥20 dB (1 kHz)
- Quantity 30

Audio I/O Expander

- 8 channels analog audio inputs & outputs
- Web page control function, parameters can be set through web browser
- Transmits multi analog audio channels to the interpretation channels of the Congress System
- All inputs can be mixed with arbitrary ratio, and outputted to any channel
- Converts the digital audio signals of the Congress System to multi-channel analog audio signals, for further processing in infrared simultaneous interpretation systems or recording devices
- Detailed parameters can be set through web browser
- Works as audio input device
 - Set audio source
 - Adjust input gain or set it mute
 - Display input level in real-time
 - Open phantom power for microphone
 - Set input SI channel
 - 5 band Parameterized EQ + DRC (dynamic range compressor)
 - Supports for configuration scene saving, calling and switching
- Functions as an audio output device
 - Display audio source
 - Adjust output gain
 - Display output level in real-time
 - Set output SI channel
 - 5 band Parameterized EQ + DRC (dynamic range compressor)
 - Supports for configuration scene saving, calling and switching
- Configurable as Sync/Not sync power on/off with Congress Main Unit
- Quantity 1

System Extension

- Fully Digital Congress System Extension Main Unit (with 2 single-mode optical fiber interfaces
- 5 congress unit outlets) Connectable to multi channel audio input or output devices for versatile expansion of system
- Quantity 1

System Wiring

- As Required to implement a fully Operational System
- To Integrate with existing.

Minimum System Control/Software Required

- System Management
- Venue Design
- Microphone Management
- Voting Management (Including Delegate, Voting
- Conference Control



Licensing

- Provide separate details for all system modules.
- Provide separate details for any additional system licenses.
- Provide details on any licenses requiring renewal and all associated annual fees for same

Installer Certification

Installer must:

- Have and be skilled in the use of all the necessary test equipment for verifying that the performance of the system is in compliance with system design goals.
- Have a service facility within the boundaries of the Province of Nova Scotia or provide written assurance of the Contractor's ability to respond to technical issues (degraded service - described as a loss of some system function but conference/voting capabilities are intact) within twenty four (24) hours and emergency technical issues (System outage) within one (1) hour.
- Have service and programming technicians who have been factory trained and certified in the Equipment being provided. Written documentation attesting to these certifications will be required in a future competition which will be open to installers and resellers.

Delivery and Timeliness

Consequences of Delay: If the manufacturer fails to deliver the products by the agreed delivery date, the Contractor may be held liable for any costs, damages, or losses incurred by East Hants as a result of such delay. East Hants reserves the right to seek any available remedies for such delays, including but not limited to, seeking damages or terminating the Agreement for cause.

Notwithstanding the above, the manufacturer and the Contractor shall not be liable for delays caused by force majeure events as defined in this Agreement, provided that the Contractor promptly notifies East Hants and takes all reasonable measures to mitigate the effects of such force majeure events.

Future Needs:

Design Review and Submissions

The Contractor shall prepare a submission for review by the Consultant and Owner prior to beginning fabrication. The submission shall show evidence that a cross functional design review has been performed, including calculations to conform the performance of the system that will be installed, and including a signed affidavit from the project manager with CTS-D qualifications. Approval of shop drawings does not relieve the Contractor of meeting the specifications in product, performance, and practices. The submission shall be delivered in digital format and shall also include:

- Plain-language functional narrative
- A complete set of engineering drawings, as required, prepared in CAD, including but not limited to AV flow, control flow, panel/user interface layouts with button by button script and/ or "Programmers Design Kit" (control system specification), rack elevations, wiring details, conduit details, I/O and user interface plates, and reflected ceiling plans, AV layouts, and elevations as required to clearly show the system in an unambiguous manner such that it may be reviewed, fabricated, installed, and calibrated.
- Control panel layouts, when not defined by the client, must conform to the Avixa's Touch Panel User recommendations.
- List of major items of equipment being provided.
- Function list (i.e., playback of presentation of computer video and audio, etc.).

System Training

The Contractor will provide criteria-based training of designated operators. Which would include, in conjunction with written instructions, a formal presentation with PowerPoint handouts. The Contractor will ensure that each "system operator" specified by East Hants can demonstrate a basic proficiency in using the system in all of its designed

functionality; successfully trained operators will be issued certificates by a qualified instructor (CTS-D) certifying that the individuals were successfully trained.

Documentation

One digital set of as built drawings, operator instructions, and training materials shall be delivered before training and acceptance. Documentation also shall include the data files for drawings, system operator instructions, equipment user manuals and peripherals, usernames and passwords, DSP files, and control system files including un-compiled source codes and touch panel layouts on USB Drive.

D. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
D.1 Stage I (Pass or Fail)	N/A	Pass
D.2 Stage II, Section 2.3.1. (Pass or Fail)	N/A	Pass
D.3 Stage II, Section 2.3.2.	20 points	N/A
D.4 Stage III, Demonstration	80 points	N/A
Stage IV (sum of D.3 + D.4)	100 points	75 points
Carry Forward	Actual points x 0.4	N/A

D.1 Stage I

- Completed Appendix A form, properly signed.

D.2 Capability and Capacity

Section 2.3.1 Compliance:

In order for East Hants to assess whether the Equipment being offered will meet the mandatory technical requirements, the manufacturer must provide technical information which describes their Equipment. While the manufacturer is free to determine the best way to approach this, the manufacturers' proposals should include the information requested in Section 2.3.2, those characteristics of the system East Hants intends to score.

This is a manufacturer's only opportunity for consideration for this project. Any Requests for equivalency which arise after the competition closes will not be considered.

Section 2.3.2 Scoring (20 points):

The proposal should contain information on the following topics (in bold), the content and sufficiency of which will be subject to evaluation; the failure to address a topic will lose the manufacturer points in their evaluation:

Overview of the Equipment: This is Equipment the manufacturer would recommend to meet our needs, including list of Equipment, part numbers for each component part, and any pre-requisites necessary to make the Equipment work in our environment.

Technical data sheets for the product being offered. Do not provide generic links or technical sheets or, if you have no choice, make it clear what is and what is not being included in the Equipment solution. It is imperative East Hants understand what would be provided.

Confirmation the manufacturer has affiliates in the local marketplace (Nova Scotia) who can provide installation and programming services, as well as ongoing service for the Equipment over its lifespan . In particular:

- Service and programming technicians must be factory trained and certified in all Equipment to be provided and installed by the proponent (we will require written documentation attesting to these certifications from installers in the next competition).
- Service technicians will be expected to respond to Service Calls within the performance requirements set out in the Deliverables section.
- Describe the availability of parts and factory support to local affiliates.
- Describe the telephone and online support to East Hants that may be available.
- Declare any exclusive arrangements which may impact the ability of East Hants to get competitive prices in the future.

A minimum of **two current references** where the manufacturer's Equipment has been installed, preferably examples in Nova Scotia or, failing that, Canada. East Hants may not be used as reference; however East Hants may consider their own experience in dealing with the proponent when evaluating the proposals. Include name, company, phone number and email address for each reference. Please verify your references will be available within one week of the closing date in case should we choose to contact them.

In addition, include a brief written submission which addresses the attributes described in Section D.3 Demonstration.

D.3 Demonstration (80 Points)

The demonstration will be provided in the following parameters:

- Preference is for the manufacturer to facilitate their own demonstration. The manufacturer may use the services of a reseller/installer to facilitate a demonstration if there is no other choice but, to be perfectly clear, the intent is to understand the way the Equipment works and the Equipment's capability. The reseller/installers capabilities, except as noted, are not the main concern of this demonstration and a reseller/installers participation in the process will not benefit them in the next competition in this process. In other words, prequalification of the manufacturer does not imply the acceptability of the reseller/installer.
- Demonstrations may be in person, virtual, or a combination of both whereby the manufacturer provides samples for review but presents virtually.
- The proponent will have no more than one and a half hours to present, including questions. One half hour will be allotted for each set up and teardown, if needed.
- The majority of the demonstration must be confined to the capabilities which East Hants will utilize when implementing the Equipment.
- A small portion of the demonstration may be reserved by the manufacturer to showcase additional capabilities or options not currently being considered by East Hants. Translation, for example, is not currently required by East Hants and would not be an appropriate subject for the main demonstration.
- East Hants will be free to ask questions and redirect the demonstration to clarify elements which may be unclear.

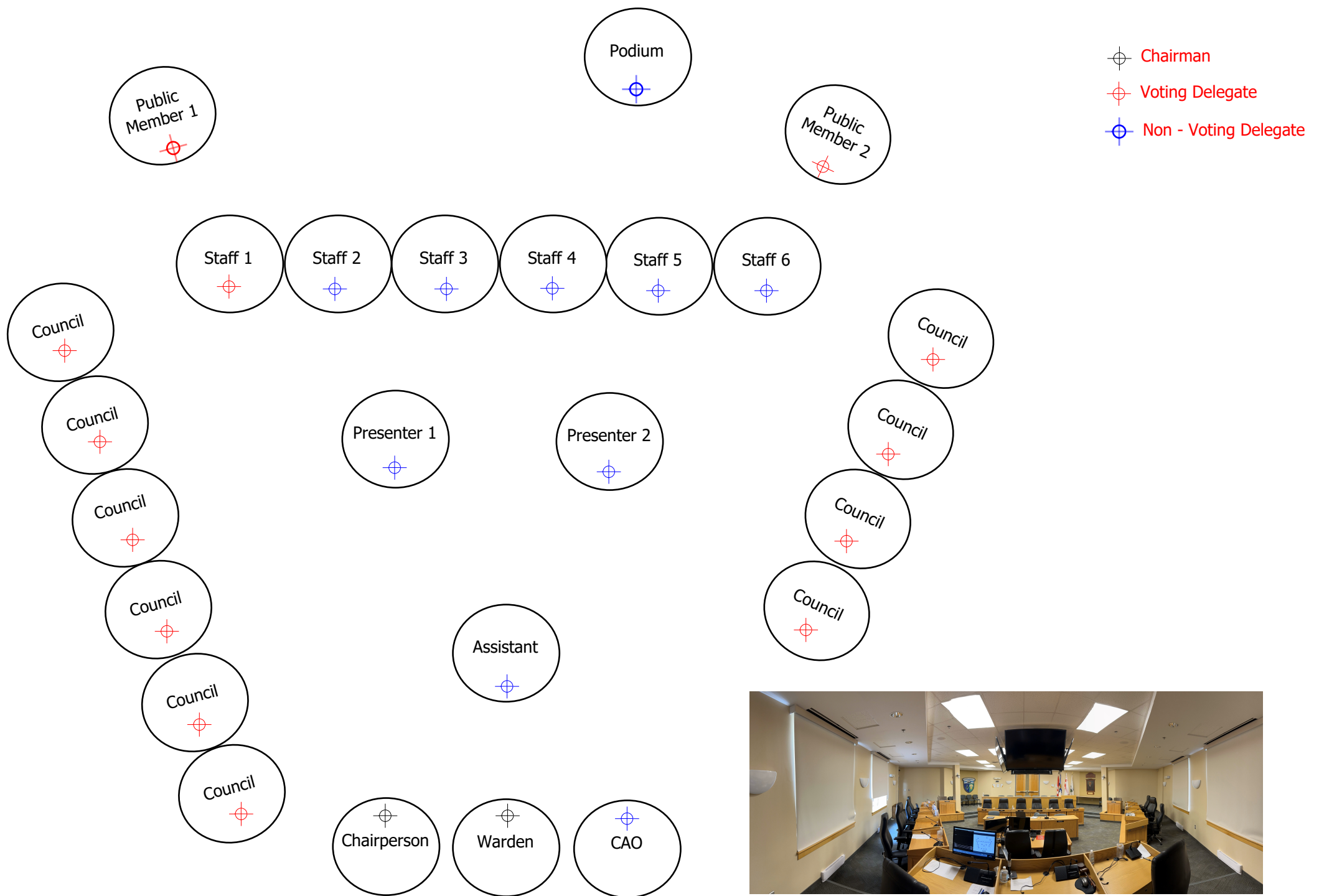
The attributes East Hants believe are important in evaluating the demonstration are:

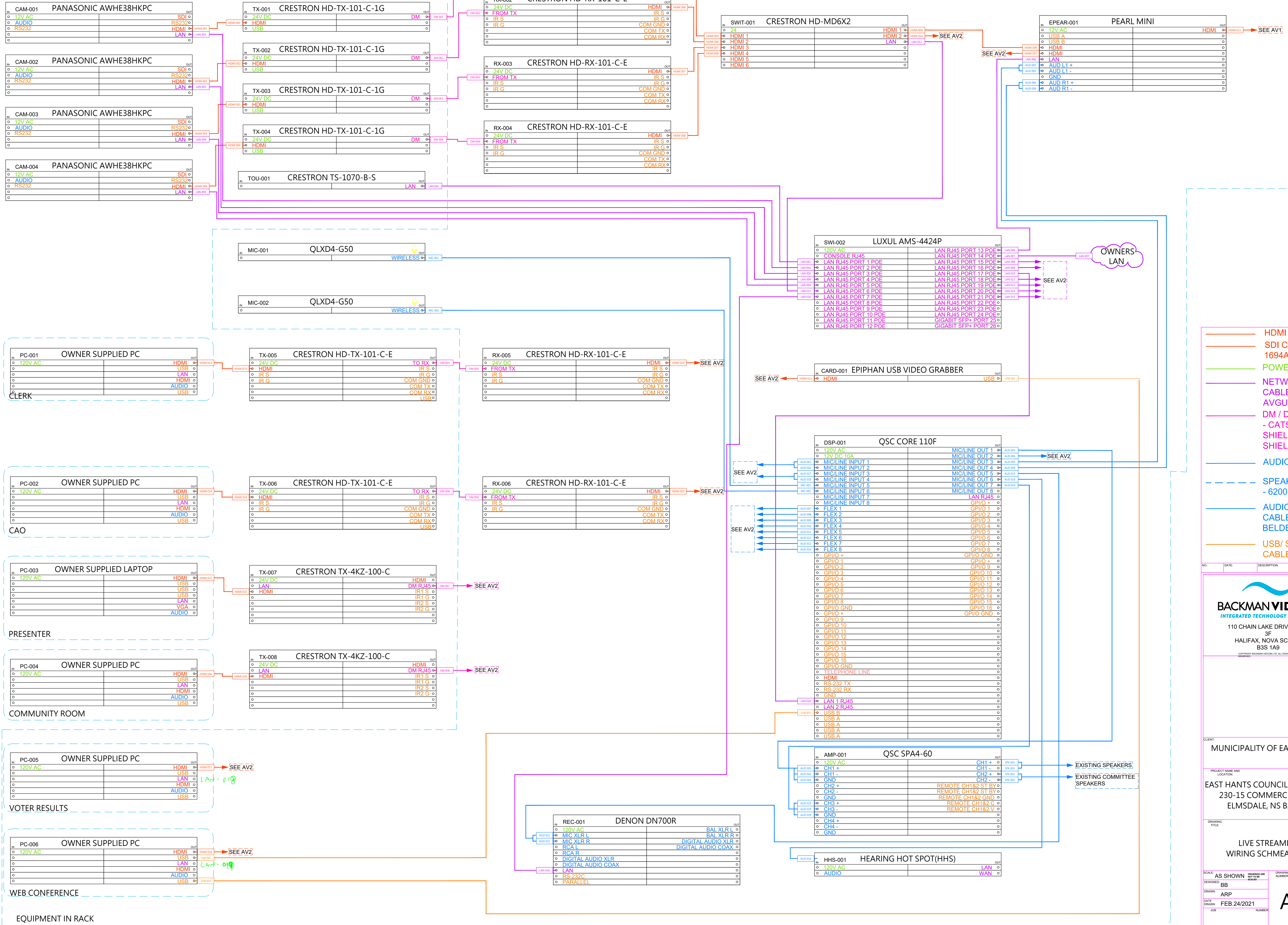
- Manufacturer provides a clear understanding of the components of their Equipment and the roles which will use them. In particular, overview of chairperson unit and available controls.

- The manufacturer understands East Hants's needs and demonstrates Equipment which is tailored to those needs.
- Manufacturer provides an overview of key functions, including:
 - Voting (calling a vote, voting, vote tabulation)
 - Speaking (request to speak, speaking order, facilitating speaking)
 - Overview of system settings and user configurable options
 - Switching between chairpersons (what does that handover look like)
- Manufacturer demonstrates understanding of audio quality and issues like system latency
- Manufacturer identifies prerequisites and potential risks associated with changing out the Equipment.
- Manufacturer discusses:
 - Overview of local (Nova Scotia) representatives authorized to supply and install their equipment
 - Factory support for service calls
 - Warranty and obtaining warranty service
 - Expected life span of the Equipment. East Hants wishes to have this Equipment in place for a minimum of 6 years.

While there are different ways a manufacturer can approach the attributes, the evaluators will primarily be users who will have to use the Equipment in practice and the technical resources who have to support them. Seeing the functionality (what buttons to push and their impact) will have value to the evaluators.







NO.: DATE: DESCRIPTION:

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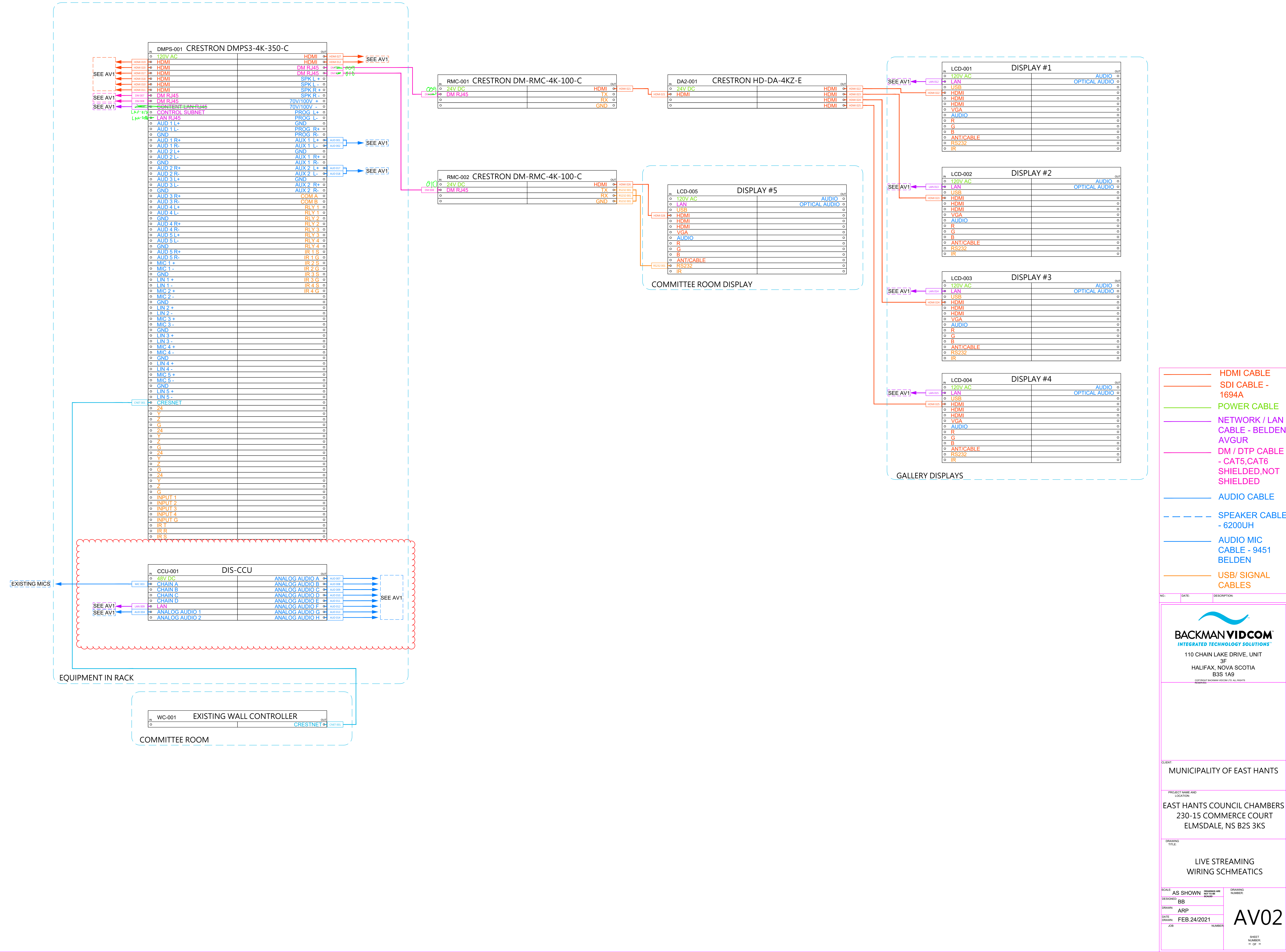
CLIENT: MUNICIPALITY OF EAST HANTS

PROJECT NAME AND LOCATION: EAST HANTS COUNCIL CHAMBERS
230-15 COMMERCE COURT
ELMSDALE, NS B2S 3K5

DRAWING TITLE: LIVE STREAMING WIRING SCHMEATICS

SCALE: AS SHOWN DRAWING DATE: FEB 24/2021 DRAWING NUMBER: AV01

DESIGNED: BB
DRAWN: ARP
DATE: FEB 24/2021
JOB: SHEET NUMBER: 01 OF 01



NO.: DATE: DESCRIPTION:

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PROJECT NAME AND LOCATION:
EAST HANTS COUNCIL CHAMBERS
230-15 COMMERCE COURT
ELMSDALE, NS B2S 3KS

DRAWING TITLE:
LIVE STREAMING
WIRING SCHMEATICS

SCALE: AS SHOWN
DESIGNED: BB
DRAWN: ARP
DATE: FEB. 24/2021
JOB: NUMBER:

DRAWING NUMBER:
AV02
SHEET NUMBER: 1 OF 1