



REQUEST FOR EXPRESSION OF INTEREST

ACCOUNTS PAYABLE AUTOMATION

RFEOI No. PS20210119

Issue Date: May 7, 2021

Issued by: City of Vancouver (the "City")

**IN RESPECT OF
ACCOUNTS PAYABLE AUTOMATION**

**REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20210119 (the “RFEOI”)
ACCOUNTS PAYABLE AUTOMATION**

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 3:00pm on June 3, 2021 (the “Closing Time”) in accordance with the following:
 - Subject of the file to be: PS20210119 - Accounts Payable Automation - Vendor name.
 - Document format for submissions:
 - Schedule 1-5 in PDF format, - 1 combined PDF file,
 - Annex 1 - Detailed Requirements as a separate Excel file
 - Appendix 3 to Schedule 3 - Commercial Proposal as a separate Excel file and;
 - Any additional attachments if required.
 - Zip the files to reduce the size or email separately if needed.
 - Send your submissions to Bids@vancouver.ca; do not deliver a physical copy to the City of Vancouver.
 - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
2. Each Expression of Interest must be marked with the vendor’s name and the RFEOI title and number.
3. “Vancouver Time” will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX.
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Erin Chan, Buyer II
Email: erin.chan@vancouver.ca

(the “Contact Person”)

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from vendors with expertise in accounts payable automation for the Accounts Payable Automation solution project.

1.2 Background

1.2.1 Overview

The City processes approximately 100,000 invoices per year and has around 3,000 active vendors. The average number of pages per invoice is 3. The City is currently using ReadSoft optical character recognition (“OCR”) software to support invoice processing by Accounts Payable (“AP”).

The City is seeking a new AP automation solution for the following reasons:

1. The version of ReadSoft (v5.7) that the City is using is beyond standard support and has operational and technical issues and limitations
2. Total invoice processing costs are high
3. To improve AP process performance

Solutions that may be considered include, but are not limited to:

- Implement a software solution (on-premise, cloud based, EDI, or B2B)
- Full or partial outsource of invoice processing functions
- State of the art and robust technologies (e.g. Robotic Processing Automation, Artificial Intelligence, or Drone, etc.)

The Accounts Payable Shared Services (“APSS”) team handles payment to vendors, which is the final step of the Procure-to-Pay (“P2P”) process at the City. This allows one central department to capture all invoice and payment requests using automation that supports timely and accurate financial reporting and provides a more consistent service to vendors across the City.

APSS ensures that all payments issued by the City are made to the right vendors after departments have confirmed that goods and services have been received.

Currently the Vancouver Police Department (“VPD”) and the Vancouver Public Library (“VPL”) have their own AP staff and process and post their own invoices into SAP, but the final step, payment, is processed by APSS. The invoice processes at the VPD and VPL are different than at City. The scope of the RFEOI does not include the VPD or VPL at this time, but the solution should be capable of adding customized processes for different departments in the future.

1.2.2 P2P and Payment in the City

The P2P process at the City consists of five basic sub-processes. The 5 steps of the P2P process are:

1. Requesting
2. Approving
3. Purchasing
4. Receiving (Goods/Services)
5. Payment

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After goods and/or services have been delivered by a vendor (step 4 above) the vendor will invoice the City for payment, which is the final step of the P2P process at City. There are two sub-processes within Payment:

1. Receiving & Capture
2. Processing and Approval Workflow (handled inside SAP)

The entire Payment process is supported by ReadSoft Invoice, ReadSoft Invoice Cockpit, and ReadSoft WebCycle software systems. Detailed business process diagrams for Payment are included in Appendix 1 to Section 1 - Business Process Diagrams. The diagrams also describe how APSS and City staff interact with the ReadSoft systems.

1.2.2.1 Receiving and Capture

At the beginning of the Payment process, all invoices must be submitted directly to AP according to the City's Invoice Standards. The details on the City's current invoice requirements can be found at: <https://vancouver.ca/doing-business/delivering-to-and-invoicing-the-city.aspx>

The City currently requires the following information to be included on invoices which is read and transferred into SAP:

Vendor name	Name of the vendor that provides the goods or services
Invoice date	Date that the invoice is issued to the City (on or after the date of shipment or service completion)
Purchase order number (PO#)	Purchase order number given to the vendor at the time of ordering (10-digits long, starting with 42..., 43..., 45... or 47...)
Contact name	Name of the City employee that received the goods or services
Department name	Name of City department that received the goods or services
Subtotal (before taxes)	Dollar subtotal of the goods or services provided before taxes
GST/HST	Separate line for GST/HST
PST	Separate line PST only
Total	Invoice total for all goods or services including applicable taxes

There are two delivery methods by which APSS accepts invoices:

- By email (95%)
- By Mail (5%)

The City has two email addresses that vendors can email:

1. **AP Invoice** is intended for invoice submissions only and is not regularly monitored. Due to the current version of ReadSoft, invoices must be in PDF format and 1 file per invoice. Invoices sent here are automatically forwarded to the scanning software.
2. **AP Central** is intended for inquiries and invoice submission in formats other than PDF. Invoices submitted here, if in pdf format, are redirected to the APInvoice mailbox. Invoices that, due to font or image issues, are not properly read by ReadSoft, are printed and manually scanned.

If a vendor's invoice does not meet the minimum requirements (i.e. correct purchase order number, name of City staff person for invoice to be work-flowed to, etc.), it will be rejected back to the vendor with the request to resubmit when the information is complete and accurate.

All incoming invoices are processed by ReadSoft which scans, interprets, verifies, and transfers invoices to SAP for approval workflowing (Invoice Cockpit). Invoices received via email are directly processed by ReadSoft, but mail-in invoices are manually scanned by APSS staff before being processed by ReadSoft.

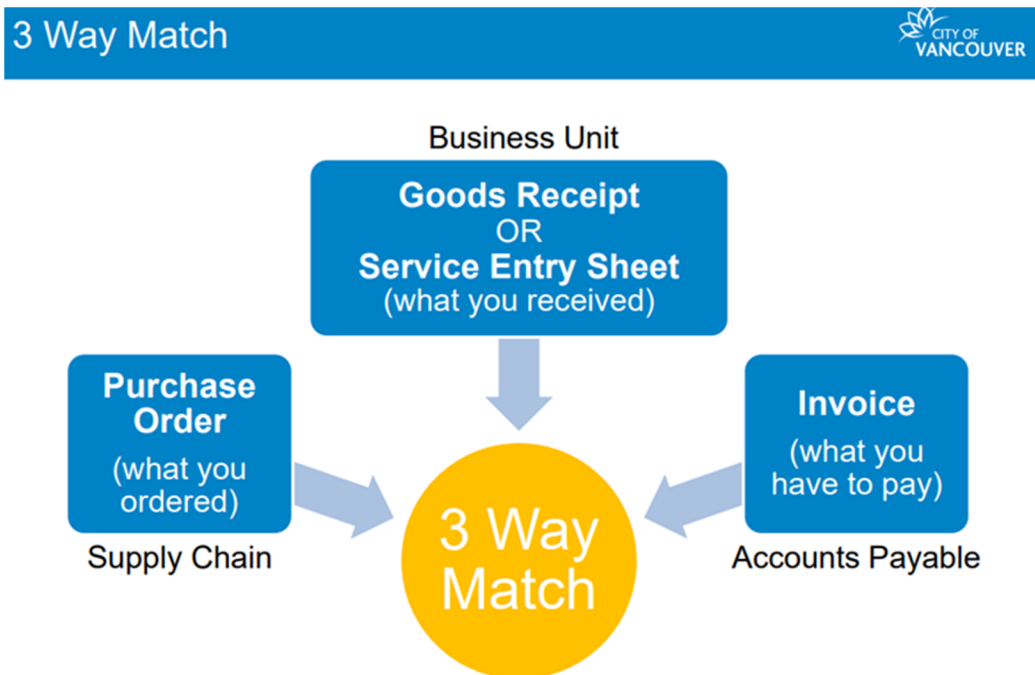
ReadSoft scans PDF invoices, interprets and extracts invoice data, verifies the data, and then transfers the invoices over to SAP to start the invoice approval workflow. If the verification fails (i.e. any key invoice data is not extracted by ReadSoft), APSS staff needs to manually select or input the missing data in ReadSoft. Approximately 30% of invoices are read by ReadSoft and transferred into the Invoice Cockpit without staff intervention. The other 70% of invoices require AP staff to correct or input missing data into ReadSoft before they can be transferred into Invoice Cockpit.

The detailed business process diagrams related to Receiving & Capturing data from invoice are included in a separate PDF - Appendix 1 to Section 1 - Business Process Diagrams.

1.2.2.1 Processing and Approval Workflow

The City uses a 3-Way Match for approving invoices. There are two types of invoices that APSS receives: (a) those for purchases made on Purchase Orders, and (b) Financial Invoices ("FI"). The invoice approval and workflow for both types are supported by Invoice Cockpit in SAP. In 2020, about 55% of invoices were PO-related, 27% were frame-work order related and 18% were FI code and approve.

In Invoice Cockpit, if the invoice references a PO number, Cockpit will search for a matching Goods Receipt or Service Entry Sheet. If found, the invoice can be posted to SAP and will be picked up for automatic payment from SAP.



All other invoices require additional information from the business unit before they can be processed for payment. AP requests this information in the form of a workflow via Invoice Cockpit. There are three types of workflows:

- 1) Missing Goods Receipt/Service Entry Sheet
- 2) Framework Order Code & Approve
- 3) Financial Invoice Code & Approve

Workflows are initiated when:

- A goods receipt or service entry sheet has not been entered (Missing Goods Receipt/Service Entry Sheet)
- Account numbers need to be entered and approved (Framework Orders with unassigned account assignment and Financial Invoices)
- There is a discrepancy in the 3 Way Match

The 3 workflows above are support by ReadSoft WebCycle. Technical details of WebCycle are included in section 1.2.3 below.

Once an invoice is approved at the end of the workflow process, the invoice will be put in the queue for payment. Of the City's total payments, 77% is by EFT payment (versus cheque payment). 93% of the total dollars paid are by EFT. The average number of days it takes from when an invoice is received to when it is approved for payment is 24 days. Payment is released based on the payment terms for the vendor.

The main currencies supported are CAD and USD

The detailed business process diagrams related to Processing and Approval Workflow are included in Appendix 1 to Section 1 - Business Process Diagrams. The diagrams also describe how APSS and City staff interact with the current software solution.

Once processed, all mail-in invoices are destroyed at the City. The VPD and VPL file and store mail-in invoices for future audits.

1.2.3 Technical Environment

The ReadSoft Eco-System is comprised of three software components:

- ReadSoft Invoice
- ReadSoft Invoice Cockpit
- ReadSoft Web Cycle

The components do the following:

1. ReadSoft Invoice:
The INVOICES application is windows based software which is mainly used to scan, to interpret and verify the content of vendor invoices, and to transfer the captured information from the INVOICES to SAP
2. ReadSoft Invoice Cockpit
The ReadSoft Invoice Cockpit application is an add-on to SAP for processing invoices that have been scanned in INVOICES
3. ReadSoft Web Cycle
ReadSoft Web Cycle incorporates SAP Workflow to enable exception processing for Invoice validation and approvals. It can be accessed using SAP Universal work list (UWL) in SAP Portal (or) via custom ReadSoft Transaction code in SAP GUI (or) via web browser using ReadSoft Web Cycle web application

Interfaces: Two interfaces are implemented for ReadSoft

1. ReadSoft Invoices module to the SAP invoice Cockpit in ECC to transfer the invoice data and image into SAP Invoice cockpit.
2. ReadSoft Invoices module to SAP Content server to transfer the invoice images into a standard Content repository and used archive link interface for invoice images retrieval.

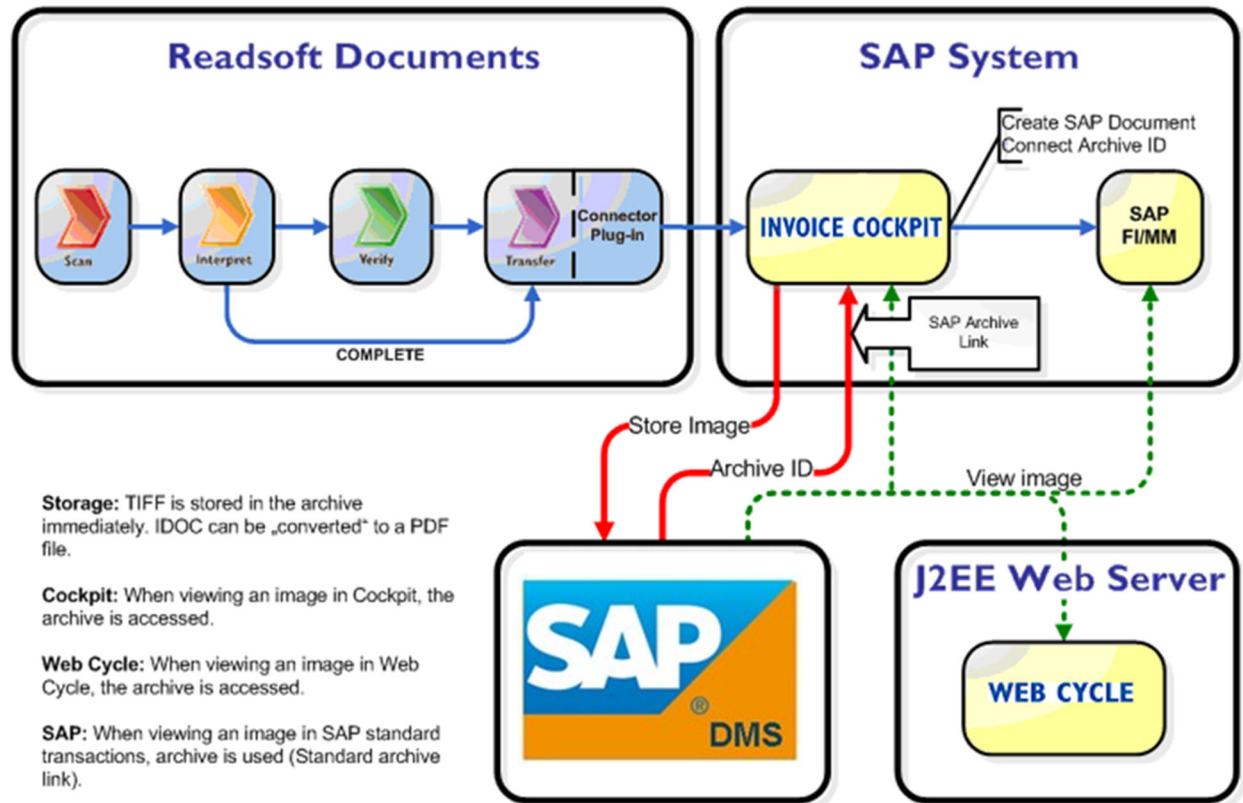


Diagram 1: SAP ReadSoft Integration

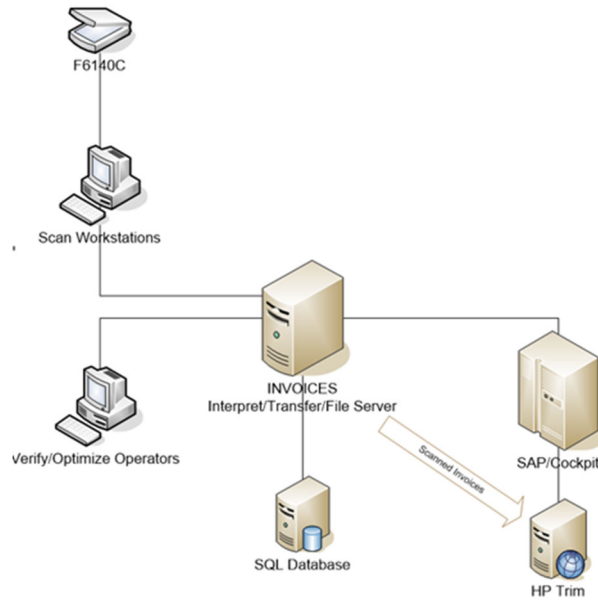


Diagram 2: ReadSoft Invoices/Cockpit Network Logic

1.3 Scope of Work

1.3.1 Summary of Requirement

The successful vendor will provide services to plan, design, implement and support a new Accounts Payable automation solution.

1.3.2.1 Resolve Issues and Challenges in the Current AP Invoice Process

1) Software issues and limitations:

- Low accuracy rates (30%) interpreting invoices. Low accuracy rate results in the majority of invoices requiring AP staff intervention. APSS staff have to verify the invoice data captured by ReadSoft and manually correct and/or input data into the system before invoices can proceed to the Invoice Cockpit where they can then be work-flowed. The low accuracy rate results in longer processing times and higher processing costs. The target accuracy rate for an OCR solution is over 90%.
- Reporting of vendor spend, unprocessed invoices, invoices requiring multiple touches, processing times, un-matched Purchase Orders, etc. and optimization capabilities are quite limited and not easy to use. This information is presently too difficult to pull out of the existing system and to interpret. To better manage processes and efficiencies, the City would like regular/easy to pull and easily interpreted reports that would include the following information:
 - invoices that makes it into Cockpit without staff intervention
 - invoices and the number of “touches” required before invoices are posted for payment
 - number of invoices that are posted without staff intervention required
 - staff productivity and related queue status
 - processing times for invoices by type or by vendor

- Inability to cover all City business platforms (VPD and VPL are not using ReadSoft as they are on a separate network server)
- 2) AP invoice processing costs are too high:
 - Cost are higher than benchmarks indicate they should be and need to be reduced to as much as possible
 - High administrative overhead caused by lack of automation.
- 3) Improve AP Process Performance:
 - Electronic Invoice Processing - the percentage of invoices processed through any electronic means, rather than paper or email submittal of PDF invoices which requires manual effort.
 - First-Time Match rate - obtaining a two-way or three-way match between PO, invoice, and receiving documents.
 - PO vs Non PO ratio need to be improved as high as possible.

1.3.2.2 Expected Benefits

The following benefits are expected from the new solution:

1. Reduce the number of invoices that require AP staff intervention
2. Reduce the number of invoices that require error correction by AP staff after being transferred into SAP
3. Reduce senior AP staff effort to train junior AP staff on the invoice processing solution
4. Reduce AP and Technology Services staff effort spent trying to optimize the invoice processing solution
5. Real time reporting of AP KPIs (i.e. invoice processing time, invoice aging, queue size, error rate)
6. Capability to deploy invoice process automation for all City platforms (VPL and VPD)

1.3.2.3 Technical Requirements

The new solution must be able to integrate and transfer invoice data as well as invoice images into the corporate SAP system (SAP ECC and/or SAP S/4HANA). The City currently runs SAP ECC (version 6.17).

There must be a security and authorizations model within the solution that provides secure access to data and processing functions.

There must be a secure model for the integration of data between the solution and the City's SAP system.

The solution should have the capability to manage separate and secure streams of invoice processing (for different invoice processing departments) so that incoming invoices are automatically directed to the appropriate invoice processing department.

If the solution is web-based, at a minimum the following browsers must be supported:

- Microsoft IE11 (current version: 11.914.17763.0)
- Google Chrome (current version: 79.0.3945.130)
- Microsoft Edge (current version: 44.17763.831.0)

1.3.2.4 Support Requirements

The City requires the following support services be available:

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- Technical support from the vendor when City requires assistance to resolve deployment or implementation issues in regular office hours (M-F 8am - 5pm Pacific Time)
- On-going operational support services after the new solution is deployed during City's regular office hours (Monday to Friday from 8 am to 5 pm PT).

1.3.2.5 Additional Requirements

The solution should be able to integrate with the Jaggaer e-sourcing procurement system (to be implemented in 2021).

1.3.2.5 Schedule

The project schedule is expected to be as follows:

Stage / Target	Est. Completion Date
Implementation	March 2022
Production Launch	April 2022
Transition to Operations	June 2022

1.3.2 Out of Scope

The following items are considered out of scope for this project

- City's P2P process from Requesting to Receiving (Good/Services)
- Payment runs in SAP after invoice posting
- Implementation of the new solution to VPD and VPL

1.4 Sustainability

1.4.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.

1.4.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

1.5 RFEOI Process

1.5.1 Interested parties ("Respondents") are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.

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- 1.5.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents' expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City's discretion) to the responses received and limited, should the City so determine, to all or some of the RFEI Respondents.
- 1.5.3 Notwithstanding the foregoing, the City may, as a result of the RFEI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.5.4 The RFEI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise in accounts payable automation.
- 1.5.5 Any potential Respondent is requested to refrain from submitting an Expressions of Interest if it is not willing to submit bona fide proposal or tender in relation to the subject matter of the RFEI if the City invites the Respondent to participate in a request for proposals or invitation to tender.
- 1.5.6 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

1.6 RFEI Documents

- 1.6.1 This RFEI consists of:
 - (a) the cover page hereof and sections 1 through 6 hereof; and
 - (b) schedules as follows:
 - (i) Schedule 1 – Description of Requirements;
 - (ii) Schedule 2 – Letter of Expression of Interest;
 - (iii) Schedule 3 – Format for Expressions of Interest; and
 - (iv) Schedule 4 – Certificate of Existing Insurance
 - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance
 - (c) Annex 1 - Detailed Requirements (separate excel file)
 - (d) Appendix 2 to Section 3 - Commercial Proposal (separate excel file)(collectively, the "RFEI Documents")
- 1.6.2 If the City of Vancouver issues any amendments or addenda to the RFEI Documents, such amendments or addenda will form part of the RFEI Documents. It is the sole responsibility of all Proponents to check the City's website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEI Documents, including questions and answers posted by the City in relation to this RFEI.

SECTION 2 QUALIFICATION CRITERIA

2.1 General

The City currently expects to base its decision with respect to each Respondent's qualification (or not) to participate in a request for proposals on (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its "**Statement of Qualifications**") has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

2.2 Key Personnel and Subcontractors

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to participate in a request for proposals may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.
- 2.2.4 Notwithstanding the following, by submitting an Expression of Interest, each Respondent acknowledges that if selected to participate in a request for proposals, the Respondent may be required to include subcontractors selected by the City.

SECTION 3 COMMUNICATIONS

Respondents may not communicate with the City about the RFEOI except in writing by fax or email to the contact person listed on the cover page of this RFEOI.

SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST

4.1 Delivery

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to bids@vancouver.ca. It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

4.2 Late Expressions of Interest

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

4.3 Form of Expression of Interest

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4 and declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

4.4 Lack of Information

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

4.5 Material Changes

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process. Participants in a request for proposals will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement for goods or services, a successful vendor will be required to confirm its continued status.

SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST

5.1 Evaluation by the City of Vancouver

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select a number of Respondents ("**Pre-Qualified Respondents**"); provided that:

- 5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and
- 5.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

5.2 Inquiries

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

5.3 Non-Conforming Expressions of Interest

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEOI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

SECTION 6 NOTIFICATION AND RFEI PROCESS

6.1 Notification of Prequalification

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

6.2 Changes after Pre-Qualification

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals or tenders. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

6.3 The City of Vancouver Rights

6.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFEI or any subsequent request for proposals process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEI process and reject all Expressions of Interest;
- (d) cancel the RFEI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFEI process and enter into direct negotiations with any party whether or not a Respondent.

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

6.4 Information Disclaimer

- 6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.
- 6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in a request for proposals and other documents.

6.5 Security Requirements

The City reserves the right to require, as a condition of a contract entered into with any successful vendor, or as a condition to participation in a request for proposals, that the vendor or directors or officers of the vendor consent to the City and its security partners conducting at the City's discretion, a security clearance investigation, including without limitation criminal records searches and such other security searches as the City may deem advisable, together with ongoing monitoring of the same.

SECTION 7 CONFLICTS/COLLUSION/LOBBYING

7.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI

would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.4 Collusion

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.5 Lobbying

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

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SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEOI Section Reference	
1.1 - 1.5	<p>Description of Products and Services:</p> <p>The City seeks Expressions of Interest from Respondents who have expertise in accounts payable automation, including the following:</p> <p>(a) Accounts Payable Automation</p> <p>Please see Annex 1 - Detailed Requirements for detailed requirements and complete and submit it with your Expression of Interest.</p>
2.1 & 5.1	<p>Evaluation Criteria</p> <p>The City currently intends that all Expressions of Interest submitted to it in accordance with the RFEOI will be evaluated by City representatives, using quantitative and qualitative tools and assessments, as appropriate, to determine which Proposal or Proposals offer the overall best value to the City.</p> <p>In so doing, the City expects to examine (i) financial terms, (ii) Proponents' skills, knowledge, reputations and previous experience(s), including experience(s) with the City (if any); (iii) Proponents' capabilities to perform the City's scope of work (as defined in Section 1.3) as and when needed, (iv) quality and service factors, (v) innovation, (vi) environmental or social sustainability; and (vii) transition costs or challenges. Certain other factors may be mentioned elsewhere in the RFEOI.</p> <p>Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p>

SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

*[Letterhead paper of the Respondent or participant responsible for
a joint venture, including full postal address, telephone and facsimile.]*

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the “City”)

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20210119 (the
“RFEOI”) IN RESPECT OF ACCOUNTS PAYABLE AUTOMATION

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state “on behalf of...” and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term “Respondent” refers to *[insert full corporate name and if a joint venture, then state “...refers to each of” and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent’s bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City its representatives may contact the following persons for further information:

[Insert information.]
6. This Expression of Interest is made with the full understanding and agreement that:
 - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal or tender;
 - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
 - (c) the City of Vancouver may:
 - (i) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the City’s requirements;
 - (ii) reject or accept any or all Expressions of Interest;
 - (iii) cancel the RFEOI process and reject all Expressions of Interest;

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- (iv) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
 - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
 - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
- 7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
- 8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
- 9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
 - (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
 - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
 - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
- 10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
- 11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);

Amendment/Addendum No. [Complete]	Date: [Complete]
Amendment/Addendum No. [Complete]	Date: [Complete]
Amendment/Addendum No. [Complete]	Date: [Complete]

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12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
 - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
 - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): _____

Signature: _____ Date: _____

Name of Signatory: _____

Title of Signatory: _____

Mailing Address: _____

Cheque Payable/Remit to Address: _____

Telephone No.: _____ Fax No.: _____

Key Contact Person: _____ E-mail: _____

GST Registration No.: _____ Date and Jurisdiction of Incorporation: _____

City of Vancouver
Business License No.
(or, if available, Metro
West Inter-Municipal
Business License No.): _____ WorkSafeBC Registration No.: _____

SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate and a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 4 and 5); and
3. a Statement of Qualifications, consisting of and arranged as follows:

(a) Title Page (1 page)

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, fax number and contact person.

(b) Table of Contents / Index

(c) Corporate Experience:

- Describe the type of entity (for example, individual, corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- Describe the company/entity size, depth, and annual sales volumes (in dollars).
- Provide relevant client references, where possible.
- Provide a history of litigation or claims made against the Respondent during the three years immediately prior to the Closing Time.

(d) Corporate Capability:

- Describe the Respondent's capability (financial, experience and workload capacity) to undertake the role of supplier.
- Provide resumes of proposed key personnel.
- Provide a letter from a bonding company confirming the Respondent's bonding capability.

(e) Completed and Current Major Projects

- List three relevant projects, with names of customers, dollar amounts, names of company personnel involved and client/owner references.
- Describe the Respondent's capacity to undertake the project and describe any other projects scheduled during the anticipated time frame.

(f) Sustainability

Complete Appendix 1 to Schedule 3 - Social Sustainability

(g) Outline of Services to be Provided

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Describe the solution you offer and scope of services you are able to provide.

Include:

- A detailed work plan and timeline for implementation and go-live with your solution. Within the work plan, include the resources required from the City and level of City involvement required for each step.
- Address how the solution meets the requirements in Section 1.3. by completing Appendix 2 to Schedule 3 - Questionnaire
- Complete Annex 1 - Detailed Requirements as a separate excel file

(h) Commercial Proposal

Complete the separate file attachment, PS20210119 - Appendix 3 to Schedule 3 - Commercial Proposal.

All prices quoted in any Expression of Interest are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs.

Prices must be quoted in Canadian currency and fixed prices must be quoted for the full term of the Respondent's proposed agreement.

When submitting, please ensure Appendix 3 to Schedule 3 - Commercial Proposal is provided as a separate file to the entire Expression of Interest.

(i) Conflicts/Collusion/Lobbying

Provide information responsive to Section 7.0 of the RFEOI.

APPENDIX 1 TO SCHEDULE 3 - SOCIAL SUSTAINABILITY

SUPPLIER DIVERSITY

Please note for the Supplier Diversity, Vendors' are required to answer the following questions, which will be kept confidential in accordance with the Legal Terms and Conditions of this RFP.

<p>In the space below, indicate the vendor's company profile with regards to social value and economic inclusion including recognized certifications and/or if owned/controlled by an equity-seeking demographic (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people).</p>	
<p>Majority owned/controlled/ by:</p> <p><input type="checkbox"/> Women</p> <p><input type="checkbox"/> Indigenous Peoples</p> <p><input type="checkbox"/> Non-Profit/Charity (Social Enterprise)</p> <p><input type="checkbox"/> Coop</p> <p><input type="checkbox"/> Community Contribution Corporation (3C/CCC)</p> <p><input type="checkbox"/> Ethno-cultural Persons</p> <p><input type="checkbox"/> People with Disabilities</p> <p><input type="checkbox"/> LGBTQ2+</p> <p><input type="checkbox"/> Other: please indicate</p>	<p>Social / Diverse Certifications</p> <p><input type="checkbox"/> BCorp</p> <p><input type="checkbox"/> Supplier Diversity Certification</p> <p>Enviro / Other Certifications</p> <p><input type="checkbox"/> BuySocial</p> <p><input type="checkbox"/> Living Wage</p> <p><input type="checkbox"/> Fairtrade</p> <p><input type="checkbox"/> Green Business Certification (i.e. LEED, ClimateSmart)</p> <p><input type="checkbox"/> Other: please indicate</p>
<p><input type="checkbox"/> None of the above</p>	<p><input type="checkbox"/> None of the above</p>

Do you have a Supplier Diversity program to include/consider equity-seeking businesses as your vendors/suppliers/sub-contractors? Y/N

- a. Please provide information on how you invest in economic development of small/social/diverse businesses as your suppliers or sub-contractors

INDIGENOUS PARTICIPATION

Do you have any business relationships, partnerships or joint-ventures with First Nations and/or Indigenous peoples or organizations? Y/N

- a. If yes, please describe in detail:

SUB-CONTRACTORS (if applicable)

What % or \$ of work from this contract will be directed to sub-contractors that identify as social/diverse based on certification and/or ownership/control by equity seeking demographic?)

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Category of Social Value Businesses (Majority owned/controlled/certified by)	# of Businesses	\$/% of contract	Name of the Businesses being Sub-contracted
Indigenous Peoples			
Women			
Ethno-cultural			
People with Disabilities			
LGBTQ2+			
Non-Profit/Charity (Social Enterprise)			
3C/CCC; Coop ; BCorp			
Other			

EMPLOYMENT EQUITY & WORKFORCE DIVERSITY

EMPLOYMENT EQUITY

1. In addition to being an equal opportunity employer, please describe any policies/programs or how you advance employee equity, diversity and inclusion for under-represented populations (such as Women, Indigenous People, People with Disabilities)
2. Do you regularly conduct an employee equity “survey” or similar information/data collection on workforce diversity? Y/N
 - a. Please describe how you track/monitor your workforce diversity including frequency
3. Do you source/hire from Workforce Development and/or Skill Training programs, including pre-employment support, apprenticeships or ongoing employment support, for people who are under-represented and/or face barriers to traditional employment (such as Indigenous persons, Women, youth, Minorities, People with Disabilities including mental health)? Y/N
 - a. Please describe and/or use the table below

Category of Partnership Organizations	Name of the Partnership Organization(s)
Indigenous Peoples	
Women	
Ethno-Cultural Peoples	

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People with Disabilities	
LGBTQ2+	
Youth/Seniors	
Other	

4. Do you support training for career advancement and/or skills development?

a. If yes, please describe

5. Do you compensate at or above a Living Wage (currently \$19.50/hr) Y/N

Do you provide non-mandatory benefits (i.e. extended health) to your employees? Y/N, if yes, please describe

WORKFORCE DIVERSITY

Vendors' are required to answer to the following question, which is for information gathering purposes only, and will be kept confidential in accordance with the Legal Terms and Conditions.

As best known, in the space below, indicate the vendor's company profile with regards to economic inclusion supporting employment equity, diversity, inclusion and reconciliation by an equity-seeking demographic (including but not limited to Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people). <i>Confidential & for information only</i>	
<u>Overall Workforce Diversity:</u> % Women % Indigenous Peoples % Ethno-cultural People % People with Disabilities % LGBTQ2+ % Other: please indicate	<u>Leadership/Management/Executive Workforce Diversity:</u> % Women % Indigenous Peoples % Ethno-cultural People % People with Disabilities % LGBTQ2+ % Other: please indicate
<u>If you choose not to respond please indicate why:</u> <input type="checkbox"/> <u>Do not track this information</u> <input type="checkbox"/> <u>Do not want to share this information</u>	

Environmental Sustainability

ENVIRONMENTAL OPERATIONS

City of Vancouver is committed to being the Greenest City and values the environmental impact and sustainability of proponents in addition to the goods or services offered with regards to Healthy Ecosystems (minimizing pollution/toxicity, conserving natural resources, and regenerating ecological; local food; clean water / water consumption), Zero Waste (reducing and/or diverting), Zero Carbon (reducing/eliminating greenhouse gases)

1. For the following, please indicate those you track and/or report

	Track	Report
GHG Emissions	<input type="checkbox"/>	<input type="checkbox"/>
Energy usage	<input type="checkbox"/>	<input type="checkbox"/>
Water usage	<input type="checkbox"/>	<input type="checkbox"/>
Any hazardous/toxic air or water emissions	<input type="checkbox"/>	<input type="checkbox"/>
Generation/recycling/reduction of solid waste	<input type="checkbox"/>	<input type="checkbox"/>
Generation/recycling/reduction of hazardous	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

2. Has your company achieved (or is it committed to) any of the following activities? Check all that apply and provide details/targets/goals

- ☐ Increase [renewable energy](#) sources and/or reduce the company's overall energy usage
- ☐ Reduced carbon use, GHG emissions or use of ozone depleting substances
- ☐ Implemented initiatives to reduce waste at the source or divert the waste from landfills/incineration
- ☐ Recycled water or other water recovery systems to reduce the use of potable water
- ☐ Responsibly dispose of all hazardous waste generated from production.
- ☐ [2030 Sustainable Development Goals of the United Nations](#)
- ☐ Other: include an explanation of any on-going efforts or plans that the vendors has, or has taken to address climate change and their environmental impact

Please provide details

APPENDIX 2 TO SCHEDULE 3 - QUESTIONNAIRE

Complete this Appendix 2 - Questionnaire in the form set out below.

1) Resolve Software Issues and Limitations in the Current AP Invoice Process

Reference	Requirement
1.1	In the space below, provide the accuracy rates of your solution, describe how your solution ensures accuracy, and explain the process for resolving low accuracy rates.
Response	
1.2	Provided a detailed description of reports available and the information they provide. Include examples of reports available and describe how to obtain them.
Response	
1.3	Describe your solution's ability to manage separate and secure streams of invoice processing for different invoice processing departments.
Response	

2) Reduce AP Invoice Processing Costs

Reference	Requirement
2.1	Describe what contributes to the average processing cost per invoice with your solution. Provide the expected average processing cost per invoice with your solution and include the standard cost range for customers with similar volume.
Response	

3) Improve AP Process Performance

Reference	Requirement
3.1	Provide the percentage of invoices typically processed without manual intervention and the first-time match rate (obtaining a two-way or three-way match between PO, invoice, and receiving documents). Provide a high-level process flow chart for incoming invoices.
Response	

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3.2	Provide a high-level process flow chart for incoming invoices based on your solution.
Response	
3.3	<p>Provide detailed future state AP processing maps for your solution for each of the following processes:</p> <p>Receipt and Capture:</p> <ul style="list-style-type: none">• intake paper invoices• intake electronic invoices
Response	
3.4	<p>Provide detailed future state AP processing maps for your solution for each of the following processes:</p> <p>Processing and Approval Workflow:</p> <ul style="list-style-type: none">• An invoice is received for a PO issued for a material• An invoice is received for a PO issued for a service• An invoice is received for a framework PO• In invoice is received for which there was no PO
Response	
3.5	Describe how data accuracy is ensured when data is transferred from your solution into SAP
Response	
3.6	Describe the amount of training typically required for a new user and the tools available to onboard new users after your solution has been implemented
Response	
3.7	Provide a history of your experience integrating your solution with SAP. Include the security and authorizations model within the solution that provides secure access to data and processing functions, and what versions of SAP your solution is compatible with.
Response	

4) Technical Requirements

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Reference	Requirement
4.1	Provide a history of your experience integrating your solution with SAP. Include the security and authorizations model within the solution that provides secure access to data and processing functions, and what versions of SAP your solution is compatible with.
Response	
4.2	The City is seeking a solution that has the capability to manage separate and secure streams of invoice processing (for different invoice processing departments) so that incoming invoices are automatically directed to the appropriate invoice processing department. Describe how your solution handles this in the space below.
Response	
4.3	The City is implementing the Jaggaer One e-sourcing procurement platform. Provide a history of your experience integrating your solution with Jaggaer or your ability to do so.
Response	
4.4 (Optional)	For a software solution, provide integration specifications and a diagram to show how the integration works with SAP
Response	

5) Support Requirements

Reference	Requirement
5.1	The City requires implementation support. Describe the implementation support services you have available including your hours of support and escalation procedures.
Response	
5.2	The City requires on-going operational support services after the new solution is deployed during City's regular office hours (Monday to Friday from 8 am to 5 pm PT). Provide details on the support services you offer, including hours of operation and a copy of your Service Level Agreement.
Response	

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

(see next page)



**CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER**

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.
2. **NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER _____	Insured Values (Replacement Cost) -
TYPE OF COVERAGE _____	Building and Tenants' Improvements \$ _____
POLICY NUMBER _____	Contents and Equipment \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**

Including the following extensions:	INSURER _____
✓ Personal Injury	POLICY NUMBER _____
✓ Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
✓ Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
✓ Cross Liability or Severability of Interest	Per Occurrence \$ _____
✓ Employees as Additional Insureds	Aggregate \$ _____
✓ Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
✓ Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER _____	Limits of Liability -
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6. ☐ **UMBRELLA OR** ☐ **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**

INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	Limits of Liability
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Deductible Per Occurrence/Claim \$ _____

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. **OTHER INSURANCE**

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

Dated _____

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE
DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <<https://policy.vancouver.ca/AF01401P1.pdf>>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____(vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, _____(vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation / conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____(vendor name).

Signature: _____

Name and Title: _____