



City of North Battleford

Request for Proposal

October 3, 2025

Supply and Delivery of Cellular Telecommunications Services

Submission Deadline: 3:00 PM, October 24, 2025

RFP# IT20251003

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to solicit companies to supply cellular services for the City of North Battleford.

1.2 Definitions

In this request for proposal the following definitions shall apply

“Closing Time” as identified in Section 2.1.

“Contract” means a formal written contract between the parties in Section 1.1 and the preferred proponent to undertake the supply.

“Evaluation Committee” means the representatives of the City of North Battleford that will review RFP responses received.

“Preferred Proponent” means the Proponent recommended by the Evaluation Committee to enter into negotiations for a contract;

“Proponent” means an entity that submits a Proposal.

“Service” means the supply and delivery of cellular services.

“Representative” means authorized employee of any of the entities in Section 1.1.

“RFP” means this Request for Proposals.

2. INSTRUCTIONS TO PROPONENTS

2.1 Closing Time and Address for Proposal Delivery

A proposal should be labelled with the Proponent’s name and RFP title. A completed version of Schedule C is required to be attached to the proposal. Proponents are responsible to ensure submissions are sent with enough time to ensure it is received on or before the following closing time. Any submissions received after the stated closing time will not be accepted.

October 24, 2025 3:00 PM local time

The Proponent must submit their proposals to the following contact via email:

City Clerk's Office
(P) 306-445-1700
(E) tenders@cityofnb.ca

2.2 Proponent Inquiries

Any discrepancies or omissions in the RFP or having doubts as to the meaning or intent of sections within the RFP should immediately notify the contact in Section 2.2. If an amendment is deemed necessary by the City, an amendment will be issued accordingly. No oral conversations will affect or modify the terms of the RFP or may be relied upon by the Proponent.

Contact:

City Clerk's Office
(P) 306-445-1700
(E) tenders@cityofnb.ca

2.3 Schedule of Events

The following timelines for this RFP are below:

Task	Date
Release Date for RFP	October 1, 2025
RFP Close Date	October 22, 2025

The City reserves the right to modify the above schedule. All changes will be made by addendum.

2.4 Late Proposals

Proposals received after the Closing Time will not be accepted. No extensions will be granted.

2.5 Amendments

Proposals may be changed by written amendment within 48 hours before the Closing Time but not after. The amendment must be duly signed by the authorized signatory of the Proponent.

2.6 Addenda

If the City determines that an amendment is required to the RFP, the City will issue a written addendum to all suppliers who have acknowledged interest in responding. By delivery of a Proposal to the City, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addendums. Proponents will need to acknowledge that they have read all addendums issued in their proposal.

2.7 Examination of Contract Documents

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and other attached documents prior to preparing and submitting a Proposal with respect to any and all facts.

2.8 Contract Term

The City intends to make the successful proponent their preferred cellular provider for the next four years.

2.9 Permits and Licenses

The successful Proponent will be required to obtain and pay for all necessary permits and licenses required for supply of services to the City and it's RFP partners.

2.10 Proposed Pricing

All prices proposed must be in Canadian Currency. If not stated otherwise, it will be assumed prices quoted are in Canadian funds and shall include all applicable taxes, duties and costs of packing, transportation and other charges, unless otherwise expressly stipulated.

2.11 References

The City or any of the RFP partners reserves the right to check the

references of any and all Proponents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a Proponents capacity and capability to provide the Services as outlined in this RFP.

2.12 Opening of Proposals

The City intends on opening Proposals in private.

3. PROPOSAL SUBMISSION FORM AND CONTENTS

3.1 Proposal Contents

Proponents will include the following in their proposal:

- a. Proponent Profile - Provide a cover letter briefly introducing the Proponent's organization including length of time in business. The letter should include the names of the persons who are authorized to make representation for the Proponent, their titles, addresses, email addresses and telephone numbers
- b. Qualifications and Experience - Proposals should provide Proponent's relevant experience and qualifications within the last five (5) years in providing telephone services as described in this RFP. Key personnel should be identified.
- c. Proposed Approach and Deliverables - Proposals shall provide sufficient detail to address all City requirements as listed under Schedule A.
- d. References - The Proponent should provide references from customers that have provided services in two (2) similar applications.
- e. Schedule C – Completed Form of Proposal must be included.

3.2 Pricing

All pricing for hardware and service must be clearly laid out in the proposal and expressed in Canadian dollars.

Additional one-time charges for item such as network connections must be identified in the proposal.

3.3 Service Contract

Proponents are to include a copy of their standard service agreement in their proposal when being submitted. This however does not obligate the City or it's partners to accept the terms of the agreement provided.

3.4 Signature

The legal name of the person or firm submitting the Proposal should be inserted on Schedule C. The Proposal should be signed by a person authorized to sign on behalf of the Proponent.

4. EVALUATION AND SELECTION

4.1 Evaluation Committee

The evaluation of Proposals will be undertaken by the Evaluation Committee.

4.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine which Proponent is the most advantageous for to use according to the following criteria.

Description	Score (%)
1. References	10%
2. Applicable Experience	5%
3. Included Features	20%
4. Account Management and Support	15%
5. Financial Considerations	50%
Total	100%

The Evaluation Committee will not be limited to the criteria above and may consider other criteria that they deem as relevant during the evaluation process. The City reserves the right to utilize a comparative basis when evaluating the Proposals received.

4.3 Discrepancies in Proponent's Financial Proposal

If any discrepancies, errors or omissions in pricing submitted are found in the Proposal, the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted. In particular:

- a) if there is a discrepancy between the unit price and the extended total, then the unit price shall be deemed correct, and corresponding correction will be made to the extended total.
- b) if a unit price has been given but the corresponding extended total has been omitted, the extended total will be calculated from the unit price and estimated quantity.
- c) if the extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated using the extended total and the estimated quantity.

4.4 Litigation

In addition to any other provision of this RFP, the City may, at its absolute discretion, reject a Proposal of a Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against , any organization identified in Section 1.1, its elected or appointed officers, representatives, employees in relation to any matter, or if has initiated legal action against any officers or directors of the Proponent.

4.5 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make requests to only selected Proponents.

The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

4.6 Negotiation of Contract and Award

If the City or any of its RFP partners selects a Preferred Proponent, it may

- (a) enter into a Contract with the Preferred Proponent,
- (b) enter into discussions with the Preferred Proponent to attempt to finalize the Contract, including applicable financial terms, and such discussions may include:
 - 1. clarification of any outstanding issues arising from the Preferred Proponent Proposal.
 - 2. negotiation of amendments to the departures to the drafted Contract, if any, proposed by the Preferred Proponent.
- (c) If at any time prior to or after the RFP process closes, the City forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, shall terminate this RFP.

5 GENERAL CONDITIONS

5.1 RFP Termination

The City reserves the complete right to reject all Proposals received at any time and terminate this RFP process.

5.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the City, its partners or other representatives will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred

by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

5.3 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City or its partners, its elected, employees, and agents.

5.4 Solicitation of City or Partner Staff

Proponents and their agents will not contact any employee of the City, its partners or elected officials with respect to this RFP, other than the contact identified in section 2.2 at any time prior to the award of a contract or the cancellation of this RFP.

5.5 Customer Support

Customer support for services residing within the City of North Battleford would be preferred.

5.6 Confidentiality

All submissions become the property of the City and will not be returned to the Proponent. All submissions will be held in confidence by the City unless otherwise required by the laws applicable to the Province of Saskatchewan. Proponents should be aware the City of North Battleford is subject to The Local Authority Freedom of Information and Protection of Privacy Act.

SCHEDULE A
SCOPE OF SERVICES

GENERAL

The City desires to secure supply of cellular telephone and internet services for its corporate needs.

OBJECTIVES

Objectives for this RFP are as follows:

- a. Reduce annual cellular expenditures.
- b. Modernize communication and connectivity.
- c. Explore options to convert fixed line phones to mobile hybrid solutions. (optional)
- d. Solicit employee pricing options to extend voluntarily to City staff.

SCOPE OF SERVICES

The Proponent shall provide the following:

- a. Cellular Handset Services. Devices should be renewable every 2 years.
- b. Data Services to City owned mobile electronic devices and facilitate connections in systems such as SCADA Systems networks and IOT devices.
- c. Standard Features (required) to be included for all cellular and mobile electronic devices:
 - i. Enhanced Voice Mail
 - ii. Unlimited North American Long Distance
 - iii. Unlimited Local Airtime
 - iv. Unlimited video and text messaging
 - v. Caller ID, Call waiting, Three Way calling, Call Forward
 - vi. Optional US Airtime and Data Add on

- vii. Flexible data pooling options amongst City cellular enabled devices.
- d. Transition credits to assist in buyout costs from existing cellular carrier.
- e. Provide employee cellular pricing to be made available to City of North Battleford employees on a voluntary basis.

SCHEDULE B

Equipment and Service Details

Device Type	Amount of Devices
Mobile Phones	70
Mobile Data Only Devices	39

Note: Contract buyout costs for the above devices are estimated at \$15,000 to move from the current cellular services provider.

SCHEDULE C
FORM OF PROPOSAL

RFP Title: Supply and Delivery of Telephone and Internet Services

RFP #: IT20251003

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

Email Address: _____

TO: _____

Dear Sir,

1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all the Proposal documents, include the RFP and any issued addenda and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.
2. I/We confirm that our financial proposal, experience and reputation are included as part of this Proposal.

3. I/WE confirm that this proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this ____ day of _____ month, _____ year.

I/We have the authority to bind this Proponent.

(Legal Name of Proponent)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)