

## SEN-031 20/21 HP Laptops (Stream 1) and/or Peripherals (Stream 2)

### ANNEX A – STATEMENT OF REQUIREMENT (REVISED)

#### 1. Requirement

Purchase of Stream 1- HP Laptops - and/ or Stream 2 - select peripherals

#### 2. Objective

Establish one or more standing offer agreement(s) for the purchase of Stream 1 HP Laptops and/ or Stream 2 - select peripherals for a period of three (3) years with two – one (1) year option periods to provide the Senate with technological equipment.

The vendor(s) must keep minimum inventory level in their warehouse in order to address the Senates' needs within the specified delivery timeframe.

#### 3. Background

Every year, the Information Services Directorate (ISD) must purchase Laptops in order to replace those that are at the end of their lifecycle, as well as provide equipment to new employees at the Senate. These standing offers will help ISD in providing Information Technology (IT) equipment to Senators and Senate employees in a regular and timely manner.

Specifically, ISD is looking to purchase laptops and various peripherals (monitors, mice, keyboards, speakers, headsets, etc.) to complement workstations and to meet the operational needs of the Senate.

Equipment warranties would not commence prior to the goods being received by the Senate.

#### 4. Scope of Services

The following table demonstrates the projections of laptops and peripherals purchases for the Senate for the three years of the SOA as well as the two one (1) year options, based on the purchases from previous years and life cycling of the equipment.

<b>EQUIPMENT</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>OPTIONAL 1 YEAR PERIODS</b>
Laptops	260	275	275	290
Laptops Subtotal	260	275	275	290
Monitors	107	107	107	107
Keyboards, Mice, Speakers, Wireless headsets	305	305	305	305

Perch microphones Headsets	130	200	200	200
Peripherals Subtotal	542	612	612	612

The current workforce in the Senate includes approximately 750 employees and 105 senators. As it continues to progress towards a mobile workforce, we forecast that the Senate will purchase approximately 810 laptops over the next 3 years. Additionally, approximately 321 monitors and 1,375 other peripherals are also forecasted.

## 5. Specifications and Requirements

### 5.1 Stream 1 - HP Laptop

#### a. Laptop Computer HP Elitebook X360 G6

The Laptop Computer will meet or exceed the minimum specification characteristics as defined in this section for this type of computer system.

Item	Description of Requirement
1.	<b>STANDARD PROCESSOR</b> <a href="#">Intel Core i5-8265U</a>
2.	<b>CPU</b> Intel Kaby Lake Intel vPro-capable
3.	<b>MEMORY</b> 16GB of RAM <del>Expandable up to 32GB of RAM</del> (Deleted as indicated in question 5 of Questions and Answers # 1)
4.	<b>INTERNAL STORAGE</b> 256 GB Solid State Drive (SSD)
5.	<b>GRAPHICS</b> Intel HD Graphics 620 There will be one (1) digital video outputs (e.g. DisplayPort)
6.	<b>WIRELESS DISPLAY CAPABILITY</b> All Computer systems will support a remote display capability to peripheral displays (i.e. Miracast) All computer systems will have the following to support Windows 10 Miracast: Windows Display Driver Model (WDDM) 1.3 Graphics drivers with Miracast support WiFi driver will be Network Driver Interface Specification (NDIS) 6.3 or newer
7.	<b>BIOS</b> UEFI-compatible DMI flashing tool required
8.	<b>INTEGRATED WEBCAM</b> Integrated HD 720P triple mic webcam

Item	Description of Requirement
9.	<b>WIRED LAN NETWORKING</b> Ethernet LAN connectivity All Computer systems will support wake-on-LAN and network booting technology
10.	<b>WIRELESS LAN CONNECTIVITY</b> 802.11n/a/c
11.	<b>WIRELESS DATA INTERCONNECTION</b> Bluetooth 5.0
12.	<b>OPERATING SYSTEM</b> English or French as ordered OEM Windows 10 Professional 64-bit
13.	<b>SYSTEM RECOVERY SOFTWARE</b> One (1) master copy of factory recovery media to restore the device's software to its original manufacturer settings will be from a downloadable source, USB, or DVD; no physical copy will be included in the packaging.
14.	<b>DRIVERS</b> All computer system drivers and software will be available for Windows 10 Professional for the duration of the computer system warranty
15.	<b>CONNECTIVITY</b> Two (2) USB ports (USB 3.0 or 3.1) Audio jack(s) (i.e. microphone and headphone)
16.	<b>INTEGRATED DISPLAY</b> 17.14 in. touch screen Resolution: 1920x1080 (Min)
17.	<b>DOCKING 5TW10AA#ABA</b> Docking station or Port Replicator with dedicated power supply There will be two (2) digital video outputs (e.g. DisplayPort, HDMI) Wired Ethernet LAN interface Integrated USB Hub with 4 downstream ports Audio jack(s) (i.e. microphone and headphone)
18.	<b>PHYSICAL LOCKING SYSTEM</b> A reinforced security device attachment point to permit a lock or cable-based security system to secure the computer system to a physical location
19.	<b>KEYBOARD</b> English or French-Canadian keyboard
20.	<b>ENVIRONMENTAL DESIGN AND TEST LIMITS</b> All laptop computers supplied under the Framework Agreement will be Mil-Spec compliant
21.	<b>WEIGHT (Maximum)</b> The weight of the laptop computer including battery will be less than 2.3kg or 5 lbs
22.	<b>POWER SUPPLY</b> Of sufficient power to supply all factory- installed components
23.	<b>WARRANTY</b> 3 years manufacturer's warranty

**b. Laptop options**

<b>Item</b>	<b>Description of Requirement</b>
<b>1.</b>	<del><b>ENHANCED MEMORY – 32GB</b></del> 32GB of RAM (Deleted as indicated in question 5 of Questions and Answers # 1)
<b>2.</b>	<b>DOCKING 5TW10AA#ABA</b> Docking station or Port Replicator with dedicated power supply There will be two (2) digital video outputs (e.g. DisplayPort, HDMI) Wired Ethernet LAN interface Integrated USB Hub with 4 downstream ports Audio jack(s) (i.e. microphone and headphone)
<b>3.</b>	<b>LOCK</b> A lock to secure the device to a physical location that is compatible with the specified physical security slot
<b>4.</b>	<b>ADDITIONAL WARRANTY</b> One-year standard warranty
<b>5.</b>	<b>LAPTOP CASE</b> Standard bag to carry laptop and peripherals Optional backpack variant
<b>6.</b>	<b>EXTERNAL USB-C to RJ-45 (Ethernet cable)</b> USB-C to RJ-45 adapter

**5.2 Stream 2 - Peripherals**

<b>Item</b>	<b>Description of Requirement</b>
<b>1.</b>	<b>KEYBOARD</b> Kensington support Canadian bilingual USB interface
<b>2.</b>	<b>MOUSE</b> USB Optical with scroll Sculpt comfort mouse Bluetooth
<b>3.</b>	<b>Headsets</b> SENNHEISER SC165 USB - Double-Sided
<b>4.</b>	<b>Speakers</b> Creative Pebble 2.0
<b>5.</b>	<b>Standard 24-inch Display Minimum Specifications</b> <b>STANDARD DISPLAY – 24”</b> 24" Screen <b>ASPECT RATIO</b> 16:9 1920 x 1080 60 hz <b>SCREEN PERFORMANCE</b> Contrast ratio: 700:1 Brightness: 200 cd/m <sup>2</sup> Response Time (avg.): 12ms <b>DISPLAY CONNECTIVITY</b> For connectivity to computer systems, the display will include a DisplayPort and HDMI <b>ADDITIONAL DISPLAY FEATURES</b>

Item	Description of Requirement
	VESA mountable Portrait and Landscape orientation (screen pivot feature) Onscreen Menus setting will be configurable for English or French Height-adjustable stand with tilt, swivel capabilities A DisplayPort cable will be included with the display
<b>6.</b>	<b>Standard 24-inch Display Minimum Specifications</b> <b>STANDARD DISPLAY – 24”</b> 24" Screen <b>ASPECT RATIO</b> 16:10 1920 x 1080 60 hz <b>SCREEN PERFORMANCE</b> Contrast ratio: 700:1 Brightness: 200 cd/m <sup>2</sup> Response Time (avg.): 12ms <b>DISPLAY CONNECTIVITY</b> For connectivity to computer systems, the display will include a DisplayPort and HDMI <b>ADDITIONAL DISPLAY FEATURES</b> VESA mountable Portrait and Landscape orientation (screen pivot feature) Onscreen Menus setting will be configurable for English or French Height-adjustable stand with tilt, swivel capabilities A DisplayPort cable will be included with the display

**6. Requirements for all computer Systems and peripherals**

All computer systems and peripherals must be off-the-shelf. The product must be composed of standard equipment requiring no further research or development and must be in current production and conform to the current issue of the applicable specification and/or part number of the Original Equipment Manufacturer.

All computer systems and peripherals must be new, in that it will not be refurbished equipment and all computer systems and peripherals must be from the original manufacturer. All parts supplied by the bidder in for maintenance services must be new or of equal quality and conform to the current issue of the applicable specification and/or part number of the Original Equipment Manufacturer.

All operating and safety instructions must be provided in English and French, available online from a downloadable source; no physical documentation will be included in the packaging.

**7. Pre-imaging of laptops.**

The pre-imaging of laptops may be requested by the Senate and based on an image provided by the Senate to the winning bidders. Details, including impact on deliveries, will be worked out with the winning bidders.

## **8. Delivery**

All deliveries will be made to the Senate of Canada, 2303 Stevenage Drive, Ottawa, Ontario K1G 3W1 during business hours (7:00 am to 3:00 pm local time) on any business day. The Senate will not accept any deliveries made outside the stated hours, unless negotiated. Deliveries will be made FOB Destination. The supplier will be solely responsible for the condition of the items until the unloading of items at the delivery location.

Products shall be packaged appropriately to ensure safe delivery. The packing slip must include the following information:

- Senate Purchase Order Number
- Quantity
- Product high level description (ie, Laptop)
- Quantity ordered and shipped
- Quantity not shipped or backordered

Deliveries must be made by the supplier's own transportation fleet or a reputable transportation company that allows for tracking of the shipments.

The Bidder agrees that all laptop computers and peripherals will be delivered to the Senate within the identified business days based on the purchase order quantities specified. The delivery timeline commences upon Bidder's receipt of a purchase order.

- o 1-10 units: 5 business days
- o 11-25 units: 10 business days
- o 26-50 units: 20 business days
- o 51+ units: Negotiated

Where delivery timelines cannot be met, the Bidder will advise the Senate within two (2) business days.

## **9. Safety Stock**

The Bidder must keep a safety stock of at least ten (10) of each item listed above. These items must be available to the Senate as required.

## **10. Meetings**

Virtual Meetings will be held as determined to discuss product road maps, new products, challenges and solutions.

## **11. Return items**

Any items returned will be at no cost to the Senate. There shall be no cost for the delivery of the replacement item.

## **12. Damaged or Defective Shipment**

Products will not be accepted upon delivery if:

- The products or packaging of products are defective (e.g. broken and/or damaged);
- The products or packaging of products are not delivered as agreed; or
- The products were substituted without prior approval of the Senate.

The supplier will be responsible for all shipping costs related to the return and replacement of any damaged or defective products from the Senate's location. The Senate will not be responsible for any re-stocking charges due to damaged or defective Products received.

### **13. Back Order**

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date. The Senate will have an option to cancel or keep the back orders.

### **14. Discontinued Products**

The supplier shall notify the Senate of Canada project authority in writing as soon as they become aware of one of the products being discontinued and provide information on a recommended replacement,

### **15. Product Warranty**

All products shall be warranted against but not limited to faulty parts and manufacturing defects from date of receipt by the Senate.

The Supplier shall be responsible to arrange for product exchange on behalf of the manufacturer where the manufacturer's warranty applies. All shipping costs related to approved warranty exchanges shall be at no cost to the Senate.

### **16. Recall Products**

The Supplier shall advise the Senate of any defective products recalled by the manufacturer or any Standards Development Organization ("SDO") (e.g. Canadian Standards Association), as soon as they are made aware.

Regardless of the nature of the recall, the Supplier shall be responsible for all shipping costs related to the return of the recalled item. The Supplier shall also be responsible for the replacement of the recalled item.

### **17. Environmental Considerations**

The Supplier shall keep the Senate informed of any environment-friendly products, new technologies and/or green initiatives. The Supplier shall advise the Senate of any environment-friendly products, new technologies and/or green initiatives available.

### **18. Optional Additional Products and Services**

The Senate of Canada reserves the right to add or delete items throughout the term of the resulting Standing Offer Agreements.

## **19. Customer Support**

The Supplier shall provide effective customer support including, but not limited to:

- A bilingual account manager must be assigned to the Senate to support their needs by providing day-to-day and ongoing administrative support;
- Reply to inquiries in a timely manner provide next business day response to all requested information and documentation and issue resolution;
- Easy access to the supplier (i.e. by toll free telephone number, email, voicemail, and fax);
- Establishing an ongoing communications program with the Senate (e.g. new Products and initiatives, substitution Products, discontinued Products);
- Providing written notice to Senate on any scheduled shut down that would impact services; and
- Attend business meetings, as determined with Senate

## **20. Service Portal**

A service portal can be made available to the Senate, if available, to provide service management that is not limited to the following:

- Information communications related to service request tickets (i.e. ordering, advanced replacement, and return -to-depot requests),
- shipment details (i.e. RMA number or shipment courier tracking number), and work order status.

## **21. Inspection and Quality Assurance**

The Senate will inspect the delivered items upon delivery as part of its quality assurance process to ensure the product received is in conformity with the specified requirements.

The supplier will be promptly notified when any items are not accepted, and such items will be returned at the supplier's expense.

## **22. Substitute Products**

The supplier must provide the Senate's Project Authority with thirty (30) days written notice for any proposed changes to products described in the SOA. This notification must include the description of the proposed substitute product or a sample of such for testing by the Senate. In such cases the Project Authority may accept the substitute product or in cases of rejection, the Senate may request that the selected supplier provide alternative items for testing.

The Senate may request samples to validate the quality or other properties of the proposed substitute products.



**ANNEX B – BASIS OF PAYMENT (REVISED)**

The prices given below for the products listed shall remain in force for the initial 3-year period of the SOA. Any reduction or cost savings that the Supplier receives shall be past on to the Senate of Canada. The Supplier shall notify the Senate as soon as they are made aware of this cost savings.

All packaging, delivery etc. must be included in your cost.

**NOTE:** Bidders must provide all inclusive price(s) for all items (excluding non-evaluated item) for the stream(s) selected in M1.

Pricing must include all requirements as set forth in the RFSO.

All Applicable taxes are extra to these prices

Refer to the Statement of Requirement for the details of each items for pricing.

Stream 1 – HP Laptops				
		Unit Cost		
Item No	Stream 1 – HP Laptops	Year one	Year two	Year three
1.	Laptop Computer HP Elitebook X360 G6 as described in the statement of requirement			
<b>Laptop Computer Options</b>				
2.	Enhanced Memory – 32GB of RAM (Deleted as indicated in question 5 of Questions and Answers # 1)			
3.	Docking Station			
4.	Lock			
5.	Additional one (1) year Warranty			
6.	Laptop case			
7.	External USB-C to RJ-45 (Ethernet cable)			
<b>Sub Total</b>		\$	\$	\$
<b>Total all inclusive cost – Stream 1</b> For evaluation purposes only		\$		

Non-Evaluation Item				
		Unit Cost		
Item No	Description	Year one	Year two	Year three
1.	Pre-Imaging of Laptops			

Stream 2 - Peripherals				
Item No	Stream 2 –Peripherals	Unit Cost		
		Year one	Year two	Year three
1.	Keyboard Kensington support Canadian bilingual USB interface			
2.	Mouse USB Optical with scroll Sculpt comfort mouse Bluetooth			
3.	Headsets SENNHEISER SC165 USB - Double-Sided			
4.	Speakers Creative Pebble 2.0			
5.	Standard 24-inch Display STANDARD DISPLAY – 24” 24" Screen ASPECT RATIO 16:9 1920 x 1080 60 hz SCREEN PERFORMANCE Contrast ratio: 700:1 Brightness: 200 cd/m2 Response Time (avg.): 12ms			
6.	Standard 24-inch Display STANDARD DISPLAY – 24” 24" Screen ASPECT RATIO 16:10 1920 x 1080 60 hz SCREEN PERFORMANCE Contrast ratio: 700:1 Brightness: 200 cd/m2 Response Time (avg.): 12ms DISPLAY CONNECTIVITY			
	<b>Sub Total</b>	\$	\$	\$
	<b>Total all inclusive cost – Stream 1</b> For evaluation purposes only	\$		

