



**Saint John Airport Inc.  
Request for Quote**

**For the Supply and Installation of Office Suite and Mail Solution**

**Summary of Request**

Saint John Airport Inc (YSJ) is issuing this Request for Quote (RFQ) to procure the supply and installation of an Office365 Solution. YSJ has determined to standardize the MS Office products to always be on the same version and incorporating current Hosted MS Exchanged into the same system.

**Summary of Requirements:**

- For all devices to be on the same version of office
- Currently use Word, Excel, Powerpoint, Outlook
- Have 20 workstations on the network with MSOffice
- Need 25 accounts for MS Exchange
- Describe collaboration tools available as a result of being in the cloud ( Office365 )
- Office365 Business or Business Premium

**Operational Information and Environment:**

- Currently with Bell Aliant Hosted Exchange (Sherweb)
- Many versions of MS Office Products from 2007-2016

**Other Information**

- We are committed to selecting a partner to provide this service
- Prices are to be stated on a supplied and installed basis, FOB Saint John Airport
- Payment terms to be provided

## About YSJ

YSJ is a not-for-profit corporation serving the air travel needs of the 300,000 residents of southwestern New Brunswick and is a key element in the economic and social development of the region. The airport's economic impact is estimated at over \$68 million and creates over 480 jobs directly and indirectly.

The Airport's strategic plan is focused on four primary pillars for growth:

- Enhance facilities and infrastructure
- Broaden air service options
- Drive community engagement
- Diversify our revenue stream

As we grow, we also will continue to meet or exceed all safety, security, environmental and other regulatory requirements.

For more information, please see the YSJ website at [www.saintjohnairport.com](http://www.saintjohnairport.com).

## Submission Contents

Bidders should submit their quote by May 31st, 2019 at the Saint John Airport Administration Office located on the 2<sup>nd</sup> floor, Air Terminal Building, 4180 Loch Lomond Road, Saint John, NB, E2N 1L7, or by email to [ghierlihy@sjairport.ca](mailto:ghierlihy@sjairport.ca) with the subject line "Office365").

The submission should include:

- 1- Description of collaboration tools and their value proposition beyond typical functionality of Word, Excel, Outlook
- 2- A project calendar with specific milestone and completion dates;
- 3- Financial bid for completion of the work;

## Evaluation and Awards

Submissions will be evaluated by Saint John Airport management and will be based on their content and completeness, and overall approach to the project. Interviews may be conducted as part of the evaluation process. The lowest bid may not necessarily be accepted.

## Information Session & Site Visit to be held on May 7<sup>th</sup> between 9:00 AM – 11:00 AM

Any questions may be addressed to Greg Hierlihy at [ghierlihy@sjairport.ca](mailto:ghierlihy@sjairport.ca) or (506) 638-5555.

## Confidentiality

All information submitted concerning this RFQ shall be regarded as confidential and shall not be disclosed to a third party except with the prior written agreement of the Proponent.