



REQUEST FOR SUPPLIER QUALIFICATIONS

CYPRESS COUNTY REQUEST FOR SUPPLIER QUALIFICATIONS (RFSQ) SAFETY MANAGEMENT SOFTWARE SOLUTION

1. Introduction

Cypress County invites qualified proponents to submit qualifications for the provision, implementation, training, and ongoing support of a Safety Management Software Solution. The County intends to establish a shortlist of qualified proponents that may be invited to participate in a subsequent Request for Proposals (RFP).

Qualification Submissions and inquiries are to be made to:

Email: purchasing@cypress.ab.ca

Closing date and Time: August 5, 2026, 2:00pm MST

2. Procurement Objectives

- Improve occupational health and safety compliance
- Centralize safety records and reporting
- Improve incident management and corrective action tracking
- Support field-based operations through mobile access
- Enhance reporting and management oversight
- Improve audit readiness and regulatory compliance

3. Background

Cypress County operates municipal infrastructure, public works, recreation facilities, utilities, administration, and emergency services. The County requires a software platform capable of supporting a comprehensive safety management program.

4. Procurement Process

Stage 1 – RFSQ

Stage 2 – Evaluation and Shortlisting

Stage 3 – Invited RFP

Stage 4 – Demonstrations

Stage 5 – Contract Negotiations and Award

5. Mandatory Requirements

Proponents must meet all mandatory requirements:

- Minimum five years providing safety software
- Minimum three municipal or public-sector references
- Canadian privacy compliance
- Ability to provide implementation services
- Commercial General Liability Insurance of \$5 million
- Cybersecurity controls and documented backup procedures

6. Functional Requirements

Hazard Assessments
Incident and Near Miss Reporting
Incident Investigation Management
Corrective Action Tracking
Safety Inspections

Audit Scheduling and Tracking
Training and Certification Tracking
Contractor Management
Safety Data Sheets Management
Safety Meeting Documentation
Document Control
Dashboards and Analytics
Mobile Application
Offline Functionality

7. Data Security and Privacy

Describe data residency, encryption standards, authentication controls, backups, disaster recovery, cybersecurity certifications, vulnerability management, and incident response procedures.

8. Submission Requirements

Company Profile, Product Overview, Municipal Experience, Security Information, Implementation Plan, Support Model, Pricing Methodology, and References.

9. Acceptance and Rejections of SubmissionsCypress County reserves the right, in its sole discretion, to:

- a) Accept or reject any or all submissions received in response to this RFSQ;
- b) Accept a submission in whole or in part
- c) Reject any submission that is incomplete, contains material omissions or errors, is non-compliant with the requirements of this RFSQ , or is determined not to be in the best interest of the Cypress County;
- d) Waive minor informalities, irregularities, or technical non-compliance, where, in the opinion of the County, doing so would not compromise the fairness or integrity of the procurement process;
- e) Request clarification, additional information, or supporting documentation from any Proponent and verify any information provided through references and other sources;
- f) Cancel, amend, suspend, postpone, or reissue this RFSQ at any time without liability to any Proponent;
- g) Qualify all, some, or none of the proponents responding to this RFSQ;
- h) Limit the number of qualified suppliers placed on the pre-qualified list;
- i) Decline to proceed with any subsequent procurement or contract award;

Qualification under this RFSQ does not guarantee that a Proponent will be invited to bid on future work, nor does it guarantee the award of any contract. The County is under no obligation to enter into any agreement with any Proponent as a result of this RFSQ.

All costs incurred by Proponents in preparing and submitting a response to this RFSQ, participating in interviews, providing clarifications, or otherwise participating in this procurement process shall be borne solely by the Proponent. The County shall not be liable for any such costs, regardless of the outcome of this RFSQ.

10. Access to Information

Proponents are advised that Cypress County is a public body subject to Alberta's **Access to Information Act (ATIA)** and **Protection of Privacy Act (POPA)**. Information submitted to the County may be subject to access requests and disclosure in accordance with ATIA, subject to any applicable exceptions. The County will protect personal information in its custody or control, and will collect, use, and disclose personal information in accordance with POPA. Proponents should clearly identify any information in their proposal that they believe is confidential or proprietary; however, the County does not guarantee that such information will be withheld from disclosure if required by law.

11. Rated Evaluation Matrix

Criteria	Weight
Municipal Experience	25%
Functional Capability	30%
Implementation Approach	15%
Security and Data Protection	10%
Support Services	10%
References	10%

A – VENDOR INFORMATION FORM

Legal name, address, contact information, years in business, ownership structure, employee count.

B – MUNICIPAL EXPERIENCE FORM

List municipal and public-sector clients, project descriptions, implementation dates, and references.

C – FUNCTIONAL RESPONSE MATRIX

Respond Yes/No/Partial and provide comments for each functional requirement.

Hazard Assessments

Incident and Near Miss Reporting

Incident Investigation Management

Corrective Action Tracking

Safety Inspections

Audit Scheduling and Tracking

Training and Certification Tracking

Contractor Management

SDS Management

Safety Meeting Documentation

Document Control

Dashboards and Analytics

Mobile Application

Offline Functionality

D – CYBERSECURITY QUESTIONNAIRE

Hosting location, MFA, encryption, backups, disaster recovery, penetration testing, certifications, breach notification procedures.

E – REFERENCE FORM

Provide three client references including contact information and project scope.

F – DEMONSTRATION SCORING TEMPLATE

Incident reporting, inspections, investigations, corrective actions, dashboards, mobile functionality, reporting, user administration.