



Canadian Elevator Contractors Association (CECA) Request for Proposal – Maintenance Control Plan (MCP) Database

Background:

The Canadian Elevator Contractors Association (CECA) is seeking proposals to create a Maintenance Control Plan (MCP) database. The MCP database is to contain manuals and procedures for maintaining, servicing and testing elevator equipment from all manufacturers. The end goal is to provide elevator technicians through CECA membership with quick and easy access to all field data that they require for performing tasks under MCP. This would also include providing updates as they become available. Any interested parties will need to have elevator field knowledge and experience. They will also require basic computer skills. They will have to consult with elevator companies, suppliers and manufacturers. The CECA Board of Directors and Executive Director would provide their full support to the group or individual in sharing all information that has already been collected as permitted by law.

Execution:

The CECA MCP Advisory Team envisions that the data would be stored in folders using Microsoft file explorer or similar easy access data management format accessible by PC and Apple users, as well as remote access from smartphones in future iterations. The Manufacturers would be listed alphabetically. Each manufacturer would have subfolders for each type of equipment and then further subfolders with manuals for that specific type of equipment.

Please see the image below as an example:

Name	Date modified	Type	Size
A & D	1/12/2018 10:10 AM	File folder	
ABSEE	1/12/2018 10:10 AM	File folder	
Access Ind	1/12/2018 10:10 AM	File folder	
AEC	1/12/2018 10:10 AM	File folder	
Afirmak	1/12/2018 10:10 AM	File folder	
Allen Bradley	1/12/2018 10:10 AM	File folder	
American Crescent	1/12/2018 10:10 AM	File folder	
American KV	1/12/2018 10:10 AM	File folder	
American SF	1/12/2018 10:10 AM	File folder	
AMTECH -	1/12/2018 10:10 AM	File folder	
Armor+	1/12/2018 10:10 AM	File folder	
Associated	1/12/2018 10:10 AM	File folder	
Atlantic	1/12/2018 10:10 AM	File folder	
Atlas (Chicago)	1/12/2018 10:10 AM	File folder	
Atlas+	1/12/2018 10:10 AM	File folder	
Authorized Elevator	1/12/2018 10:10 AM	File folder	
Baker	1/12/2018 10:10 AM	File folder	
Baldor+	1/12/2018 10:10 AM	File folder	
Basone	1/12/2018 10:10 AM	File folder	
Baxco+	1/12/2018 10:10 AM	File folder	
Beckwith	1/12/2018 10:10 AM	File folder	
Blain	1/12/2018 10:10 AM	File folder	
Cal West	1/12/2018 10:10 AM	File folder	
Capitol SAC	1/12/2018 10:10 AM	File folder	
CEC+	1/12/2018 10:10 AM	File folder	

The folders or system may be permission based for controlling subscriptions to this service. Please provide a scheme that will allow for this as an option and a description of security measures. Additionally, the system should be READ ONLY and there shall be no ability to change the system by unauthorized users. There should be a content submission or upload function to a master user for audit of information before it goes live on the system including audit of permissions for use. Please be advised that as part of this process the successful bidder would be responsible to obtain and maintain proof of permission on behalf of CECA from original equipment manufacturers before we could use their data. Additionally, proprietary data may be stored in a permission-based format to know who has obtained permission to use this data or paid for use of this data.

Proposal Requirements:

Your proposal shall include the following:

- a) **Background Information** *Name, address and contact information. Description of your elevator related experience.*
- a) **Specifications.** *The proposal should indicate how you plan to create a Maintenance Control Plan Library.*
- b) **Recommendations** *Please include any recommendations or suggestions which may assist in your completion of this work.*
- c) **Timetable.** *In your proposal, indicate the individual steps necessary to complete the project, including the items identified above. Include the anticipated time necessary to complete each step and the entire project.*
- d) **Price.** *Your proposal shall indicate your expectations for compensation either hourly or lump sum and your estimated total costs to complete the entire project.*

Evaluation:

Proposals will be evaluated by The Canadian Contractors Association Board of Directors.

Questions Concerning the RFP:

Any questions or inquiries on the RFP must be in writing and must be received prior to November 30th, 2018. They may be directed to Ms. Catharine Bothwell at the physical address listed in the next paragraph via email. Any material questions that are received will be responded to in writing with copies provided to all potential RFP respondents.

Schedule for Proposal Submission:

<u>Activity</u>	<u>Date</u>
Release of Tender Documents	October 16 th , 2018
Questions or Inquiries	November 30 th , 2018
Submission of Tenders	December 14 th , 2018
Selection Notice	January 15 th , 2019

Proposal Submission:

Proposals must be received by no later than the end of the business day on December 14th, 2018. They should be submitted in pdf format by email to:

Canadian Elevator Contractors Association
C/o Ms. Catharine Bothwell
P.O. Box 54058
5762 Hwy 7,
Markham, ON
L3P 7Y4

Email: office@ceca-acea.org

Miscellaneous:

The Canadian Elevator Contractors Association reserves the right to accept or reject any or all proposals or to cancel this RFP for any reason. The Canadian Elevator Contractors Association will not be liable under any circumstances for any expenses incurred by any bidder in connection with the selection process.