



## Request for Proposal

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Subject: Network Replacement and Cyber Security Upgrade

Victoria International Airport

**Date of Issue: Wednesday, August 27, 2025**

**Response due by: Wednesday, September 17, 2025, 3:00 PM Pacific Time**

## Table of Contents

DEFINITIONS.....	4
1.0 OVERVIEW.....	5
1.1 VICTORIA INTERNATIONAL AIRPORT .....	5
1.2 PURPOSE OF RFP .....	6
1.3 INVITATION .....	6
1.4 KEY TARGET DATES .....	7
1.5 ISSUING OFFICE / AUTHORITY'S AUTHORIZED REPRESENTATIVE.....	7
1.6 INQUIRIES.....	7
2.0 INSTRUCTIONS TO PROPONENTS .....	8
2.1 DEADLINE DATE AND TIME FOR RESPONSE TO RFP .....	8
2.2 PROPOSAL SUBMISSION DETAILS .....	8
2.3 SITE TOUR.....	9
2.4 PROPOSAL COSTS.....	9
2.5 WITHDRAWAL OF PROPOSALS .....	9
2.6 ADDENDUM .....	9
2.7 OMISSIONS AND DISCREPENCIES .....	10
2.8 PRESENTATION.....	10
2.9 INTERPRETATION .....	10
2.10 PARTNERING / STRATEGIC ALLIANCES .....	10
2.11 NO COLLUSION.....	11
2.12 DISCLOSURE OF INTEREST .....	11
2.13 SELECTION PROCESS .....	11
2.14 EVALUATION CRITERIA .....	12
2.15 WAIVER OF NON-COMPLIANCE.....	12
2.16 CONFIDENTIALITY .....	13
2.17 APPLICABLE LAW.....	13
2.18 COMPLIANCE WITH LAWS .....	13
2.19 NO LIABILITY.....	13
2.20 CONSENT TO INVESTIGATION.....	13
2.21 ALTERING DOCUMENTS.....	13

2.22	<b>DISCLAIMER.....</b>	13
2.23	<b>WAIVER .....</b>	14
2.24	<b>OWNERSHIP .....</b>	14
2.25	<b>RESERVED RIGHTS OF THE AUTHORITY.....</b>	14
3.0	<b>SERVICE PROPOSAL.....</b>	15
3.1	<b>Scope of Network Replacement and Cyber Security Upgrade .....</b>	15
3.2	<b>Mandatory Qualifications and Experience.....</b>	15
3.3	<b>Response Times.....</b>	16
3.4	<b>Administrative Responsibilities .....</b>	16
3.5	<b>Personnel Requirements .....</b>	17
3.6	<b>Excluded Systems.....</b>	17
4.0	<b>CONTRACT INFORMATION.....</b>	17
4.1	<b>NEGOTIATIONS.....</b>	17
4.2	<b>REJECT AND RE-NEGOTIATE.....</b>	17
4.3	<b>NO CONTRACTUAL OBLIGATION .....</b>	18
4.4	<b>CONTRACT OFFER .....</b>	18
4.5	<b>FORM OF CONTRACT .....</b>	18
4.6	<b>RFP AND PROPOSAL AS PART OF CONTRACT .....</b>	18
4.7	<b>INSURANCE.....</b>	18
4.8	<b>OWNER’S RIGHT TO ADJUST SCOPE .....</b>	18
	<b>APPENDIX A - RFP RECEIPT CONFIRMATION FORM.....</b>	19
	<b>APPENDIX B - PROPONENT’S INFORMATION.....</b>	20
	<b>APPENDIX C - PROPONENT’S SUBMISSION CHECKLIST .....</b>	22
	<b>APPENDIX D - PROPONENT’S DECLARATION .....</b>	23
	<b>APPENDIX E – DRAWINGS, TECHNICAL SPECIFICATIONS, AND SUPPORTING DESIGN DOCUMENTS .</b>	24
	<b>APPENDIX F – FORM OF CONTRACT .....</b>	25

## DEFINITIONS

The following definitions shall be used for the purpose of this RFP:

**“Airport”** means the Victoria International Airport. **“Airport”**, **“Victoria International Airport”** and **“YYJ”** shall have equivalent meanings.

**“Airport Authority”** shall each mean the Victoria Airport Authority; and **“Authority”** and **“VAA”** shall have equivalent meanings.

**“Authority’s Authorized Representative”** means the person designated by the Authority from time to time to act as the Authority’s representative for the purposes of this RFP, or his/her designate.

**“Contract”** has the meaning ascribed to it under Section 4.1 of this RFP.

**“Must”**, **“mandatory”**, **“required”**, or **“shall”** means a specific criteria or requirement essential to be met for the Proposal to receive and continue to receive consideration.

**“Proponent”** means a person, natural or corporate, who submits a Proposal to the Authority pursuant to this RFP.

**“Proposal”** means an offer from a suitable company in response to this RFP to provide the Services, the acceptance of which by the Authority may be subject to further negotiation prior to or at the time of award.

**“RFP”** means this Request for Proposals document and includes any modifications or additions thereto incorporated by addenda (if any) issued by the Authority prior to the closing date and time.

**“Should”** or **“desirable”**, or **“preferred”** means a requirement having a specific or significant degree of importance to meet the RFP objectives.

## **1.0 OVERVIEW**

### **1.1 VICTORIA INTERNATIONAL AIRPORT**

- 1.1.1. Victoria, the provincial capital of British Columbia, is located on the southern tip of Vancouver Island off Canada's Pacific Coast and enjoys one of Canada's mildest climates. Almost half of Vancouver Island's population of 800,000 lives around Victoria and the southern end of Vancouver Island.
- 1.1.2. Victoria International Airport (YYJ) is a Class 2 Aerodrome, as defined by Transport Canada Regulations, based in the municipalities of the District of North Saanich and Town of Sidney, British Columbia (BC) and is approximately 25kms north of Victoria, BC's capital city.
- 1.1.3. YYJ is operated by Victoria Airport Authority (Authority), a not-for-profit corporation that manages the safe and secure operations of YYJ.
- 1.1.4. The Airport is primarily an O and D (Origin and Destination) airport, serving almost 1.9 million passengers in 2025. It is the third busiest airport (based on passengers) in British Columbia, after Vancouver and Kelowna and eleventh busiest in Canada.
- 1.1.5. YYJ is the largest airport on Vancouver Island and services the socio-economic needs of a rapidly growing population, currently estimated at approximately 400,000 and projected to grow to 480,000 by 2040. In line with other federal, provincial and local strategic initiatives, the Authority's corporate strategy is generally positive, future focused and growth oriented to match anticipated needs.
- 1.1.6. Select Recognition and Awards:
  - (a) YYJ was chosen as the most efficient airport in the under 5 million passengers category in the 2022 Global Airport Performance Benchmarking. This is the fourth time in the past 10 years YYJ has received this award, including 2014, 2016 and 2020.
  - (b) YYJ was rated one of the top ten most-loved airports in the world by CNNTravel among a list of favourites like Singapore Changi, Hong Kong International and Zurich.
  - (c) YYJ was the recipient of ACI's (Airports Council International) Best Award for Airport Service Quality (ASQ) in 2012, 2014, and 2020, ranking first overall for airports in North America carrying up to 2 million passengers a year.

- (d) YYJ achieved Level 2 Airport Carbon Accreditation by the Airports Council International (ACI) in 2019.

## **1.2 PURPOSE OF RFP**

1.2.1. The Authority is seeking a qualified and reliable service provider to deliver a turnkey redesign and upgrade of the Authority's IP network infrastructure, including replacement of end-of-life equipment; supply, installation, and configuration of new core/distribution/access network switches, high-availability next-generation firewalls, equipment rack, and fibre/copper cabling; deployment of a centralized SIEM and integrated NMS; integration with existing services; FAT and SAT with performance validation; migration and cutover with minimal disruption; training; and full closeout documentation, in accordance with the Engineer-developed Detailed Design Drawings, Technical Specifications, and supporting design documents.

1.2.2. Proponents must have a background that includes:

- (a) Successful delivery of live-site enterprise network upgrades in critical-infrastructure environments using an Access, Distribution (L2-only), Core (VSX, L3 gateway) architecture with NGFWs in HA
- (b) Proven execution of FAT and SAT programs, including a continuous multi-day incident-free burn-in periods to achieve acceptance
- (c) Planning and running gated network cutovers with rollback methods, live evidence capture, and a formal Cut-over Report preparation
- (d) Integration and administration of Aruba Central (NMS) and Fortinet FortiSIEM/Security Fabric, including logging from NGFW to SIEM
- (e) Applicable vendor certifications and proof thereof (e.g., Aruba CX certification for switch configuration tasks)
- (f) Adherence to cyber security constraints for staging and testing (e.g., no remote access to the network; FAT network not exposed to the Internet; software sourced only from OEM/authorized vendors)
- (g) Day-Zero initialization practices and asset metadata control (model/serial/firmware tracking; assembly of PSU/fans/modules)
- (h) Preparation of training materials and delivery of structured training for network operators and administrators, including operation and administration of NMS and SIEM platforms
- (i) End-to-end structured cabling and head-end scope (racks/PDUs, fibre optic installation, splicing, and testing, copper cabling, patch panels, cable management)
- (j) Timely production of commissioning artifacts: live cutover logs, updated patching schedules/port descriptions, and submission of Cut-over, FAT Report, and SAT Report in a timely manner

## **1.3 INVITATION**

The Authority invites selected candidates to submit a detailed Proposal in response to the scope as defined in Article 3 of this RFP.

#### 1.4 KEY TARGET DATES

The following are the Key Target Dates and Events with respect to this RFP process. Such dates are not guaranteed and may change based on circumstances.

	Task	Date
A	Request for Proposals issued	Wednesday, August 27, 2025
B	Appendix A – <i>RFP Receipt Confirmation Form</i> submission deadline	Tuesday, September 2, 2025
C	Site Visit	Wednesday, September 3, 2025, at 13:00 PST
D	Deadline for Questions	Wednesday, September 10, 2025
E	Question Response Deadline	Friday, September 12, 2025
F	RFP Close	Wednesday, September 17, 2025
G	Award	Wednesday, September 24, 2025
H	Contract Commencement	Monday, September 29, 2025
I	Declaration of Total Completion	Friday, April 17, 2026

This schedule may be subject to change without liability to the Authority.

#### 1.5 ISSUING OFFICE / AUTHORITY'S AUTHORIZED REPRESENTATIVE

Victoria Airport Authority  
201-1640 Electra Blvd  
Sidney, B.C. V8L 5V4

Attention: Adrian Nyland, Director, Innovation, Facilities and IT  
Phone: 250-953-5801  
Email: [adrian.nyland@yyj.ca](mailto:adrian.nyland@yyj.ca)

#### 1.6 INQUIRIES

All inquiries and other communications relating to this RFP and any subsequent agreements are to be directed in writing only to the above-named person, who is the Authority's Authorized Representative.

Depending on the nature of the inquiry, the Authority may respond to inquiries in writing or if appropriate, issue a written addendum to the RFP to all Proponents registered as having returned their *RFP Receipt Confirmation Form*.

It is the responsibility of each Proponent to inquire and clarify any requirements of this RFP which are not understood.

The Authority shall have no responsibility for, and the Proponent agrees not to rely upon communications, representations or statements regarding this RFP, its subject matter, or

any subsequent agreements from any other persons other than the Authority's Authorized Representative or his/her designate.

## **2.0 INSTRUCTIONS TO PROPONENTS**

### **2.1 DEADLINE DATE AND TIME FOR RESPONSE TO RFP**

Responses to this RFP are due **Wednesday, September 17, 2025**, no later than **3:00 PM** local Pacific Time (**PST/PDT**).

### **2.2 PROPOSAL SUBMISSION DETAILS**

The Proponent shall, before submitting its Proposal, thoroughly examine and assess the Proposal documents, the site, conditions on site and the equipment and materials needed to carry out and perform the services. The Proponent must also be knowledgeable of all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour market, and other circumstances that may affect the Proposal.

Submission of a Proposal constitutes a representation by the Proponent that it is familiar with and accepts the foregoing.

The Proponent must submit its completed Proposal including Appendix A through D prior to the closing date and time as follows:

**One (1) digital copy** by electronic transmission to:

Attention: Tyler Gunderson, System Administrator, Information Technology

Email: [Tyler.Gunderson@yyj.ca](mailto:Tyler.Gunderson@yyj.ca)

It is the Proponent's responsibility to ensure the proposal submission meets the deadline stipulated above, the time stamp in VAA's email inbox or by the administration office will be the official time received.

The Proponent's Proposal must be signed by an authorized signatory of the Proponent.

The Proponent must note in the email subject line that the Proposal is for **"YYJ NETWORK REPLACEMENT AND CYBER SECURITY UPGRADE RFP"**.

Hard copy Proposals will not be accepted.

Proposals sent by facsimile will not be accepted; mis-delivered Proposals may not be accepted.



The Authority reserves the right to make additional copies of all or part of the Proponent's Proposal for internal use or for any other purpose required by law. Proposals will NOT be publicly opened. The Proponent will be advised of the results after the evaluation of all Proposals received are completed.

The Authority reserves the right in its sole discretion, to extend the closing date prior to the closing date and time and will endeavor to notify the Proponents as soon as practically possible in the event of any extension of the closing date.

Proposals received after the closing date and time will not be accepted.

### **2.3 SITE TOUR**

A mandatory Site Tour is scheduled as noted on Appendix A – RFP Receipt Confirmation Form. Inadequate knowledge of the site and site conditions will not be accepted as justification for errors or omissions.

The Proponent shall limit its representatives who attend the Site Tour to three persons. Please wear flat footwear and CSA-certified high visibility vest.

The Authority will answer any questions or provide clarification on any issues in the RFP. Questions asked and answered will be distributed to tour attendees and non-attendees who, prior to the meeting, completed and submitted Appendix A – RFP Receipt Confirmation Form.

### **2.4 PROPOSAL COSTS**

This RFP does not oblige the Authority to pay any costs the Proponent may incur in the preparation of their Proposal. Costs and Expenses incurred by the Proponent such as travel expenses to YYJ by the Proponent for the purposes of field inspections, information gathering or presentations to VAA, will be at the sole cost of the Proponent. All costs and expenses with respect to the submission of a Proposal pursuant to this RFP shall be the sole responsibility of the Proponent and the Authority assumes no liability whatsoever for any Proponent costs and expenses.

### **2.5 WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by a Proponent prior to the closing date and time only. Withdrawal notification must be in written form and may be attached to an email to the Authority's Authorized Representative and received by the Authority prior to the closing date and time.

### **2.6 ADDENDUM**

The Authority may, at any time prior to the closing date and time, issue additional information, clarifications, or modifications to the RFP by written addenda issued by the

Authority's Authorized Representative or his/her designate only. Any addenda shall be considered an integral part of the RFP.

**To receive any addenda, the Proponent must complete and email a copy of the completed *Appendix A – RFP Receipt Confirmation Form* to the Authority as set out therein.**

The Authority will post addenda to a SharePoint site and will otherwise use reasonable efforts to notify Proponents of any such addenda, but it is the Proponent's sole responsibility to ensure receipt of all addenda prior to submitting their Proposal.

## **2.7 OMISSIONS AND DISCREPANCIES**

If the Proponent is in doubt as to the meaning or interpretation of anything in the RFP, find any discrepancies in, or find omissions from the RFP, the Proponent should immediately contact the Authority's Authorized Representative.

The Proponent shall be solely responsible for any error, omissions, discrepancies, or misunderstandings resulting from the Proponent's failure to examine thoroughly the RFP and from the Proponent's failure to enquire further with the Authority.

## **2.8 PRESENTATION**

The Authority may require the Proponent, at the Proponent's cost, to make an oral presentation of its Proposal. Such presentation(s) will provide an opportunity for the Proponent to clarify its Proposal to ensure a thorough and mutual understanding of its benefits.

The Authority may, following any such presentation(s), require that the information provided during such presentation(s) be confirmed in writing. The written confirmations will then form part of the Proponent's Proposal.

## **2.9 INTERPRETATION**

No oral interpretation of this RFP by anyone, whether or not employed by the Authority, shall be effective to alter or modify any of the provisions in the RFP.

Any request for interpretation of the meaning of any of the requirements of the RFP shall be made in writing to the Authority's Authorized Representative only.

## **2.10 PARTNERING / STRATEGIC ALLIANCES**

The Proponent may partner with other third parties in order to fulfill all of the requirements set out in this RFP provided that all partners, joint venturers, and the like:

- sign the signatory page of the proposal, and
- provide similar company profiles for each organization and any other documents as may, from time to time, be required by the Authority.

Proposals that include partnerships must include how the partnership will function within the delivery of the services. It is expected that the prime consultant identified in the proposal will manage and assume responsibility of the subconsultant.

#### **2.11 NO COLLUSION**

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in this Proposal or in the proposed Contract, which may be awarded.

By submitting a Proposal, the Proponent warrants that there is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponent in connection with its Proposal submitted for this RFP; the Proponent has no knowledge of the contents of any other Proposal; and the Proponent has made no comparison of figures, agreement or arrangement, express or implied, with any other party in connection with the making of its Proposal, except as declared within the Proposal.

#### **2.12 DISCLOSURE OF INTEREST**

The Proponent is required to fully disclose in its Proposal:

- a) Any relationship the Proponent may have with any employee, officer, or director of the Authority; and
- b) The nature of that relationship.

Failure to disclose, or false or insufficient disclosure of the nature and extent of the relationship the Proponent may have with an employee, officer or director of the Authority shall be grounds for termination of any Contract with the Authority in the Authority's sole discretion without further liability or notice.

#### **2.13 SELECTION PROCESS**

Following the closing date and time, it is the intention of the Authority to evaluate all Proposals received in accordance to the evaluation criteria described in the RFP documents.

In addition to Section **2.25** of this RFP - *Reserved Rights of the Authority*, the Authority further expressly reserves the right in its sole discretion to:

- (a) Clarify any Proposal received without becoming obligated to offer the same opportunity to any or all of the other Proponents;
- (b) Negotiate with one of more Proponent prior to award without becoming obligated to offer the same opportunity to any or all other Proponents;
- (c) Waive any minor or technical non-compliance by a Proponent with the requirements of this RFP without becoming obligated to waive any other non-compliance by any other Proponent; and

- (d) Accept any Proposal(s) which in the Authority's opinion offers best overall value or are the most advantageous Proposal(s) for the Authority.

The Authority shall not be bound by this RFP to accept any or all Proposals and may cancel this RFP in whole or in part at any time without any liability whatsoever.

## 2.14 EVALUATION CRITERIA

The Authority will evaluate all Proposals in the following categories, looking for overall value and the most advantageous Proposal. Weighting for the evaluation is 30% for fee and 70% spread across the balance of criteria:

<b>Understanding of Work and Design Intent</b>	<b>8%</b>
<b>Methodology and Workplan / Schedule</b>	<b>10%</b>
<b>Cutover and Migration Plan Approach (gated Go/No-Go, rollback, evidence)</b>	<b>12%</b>
<b>FAT/SAT and Commissioning Approach (including 14-day burn-in)</b>	<b>10%</b>
<b>Team and Key Personnel (relevant certifications; roles; commitment)</b>	<b>8%</b>
<b>Relevant Experience and References</b>	<b>8%</b>
<b>Cybersecurity Expertise (Fortinet HA; FortiSIEM; Aruba Central)</b>	<b>5%</b>
<b>Risk, Safety, and Operations</b>	<b>4%</b>
<b>Training and Knowledge Transfer</b>	<b>3%</b>
<b>Schedule of Quantities and Prices (SOQP) Completeness and Balance</b>	<b>2%</b>
<b>Schedule of Quantities and Prices (SOQP) Fee Totals</b>	<b>30%</b>

## 2.15 WAIVER OF NON-COMPLIANCE

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions herein may be disqualified or rejected. The Authority may, however, in its sole discretion, retain, for its consideration, evaluation and potential award, Proposals which are non-conforming because they do not contain the content or form required by

the instructions in this RFP or because the Proposal does not comply with the process for submission set out in the instructions in this RFP.

**2.16 CONFIDENTIALITY**

Notwithstanding anything contained herein, the Proponent agrees that it will not exploit any information, whether delivered to the Proponent by the Authority, or whether retrieved by the Proponent by any other means and will make no direct or indirect disclosure to any other party of said information without the prior, express written agreement of the Authority.

**2.17 APPLICABLE LAW**

The laws and courts of British Columbia shall apply and have exclusive jurisdiction over this RFP and any subsequent Contract which may be awarded.

**2.18 COMPLIANCE WITH LAWS**

The Proponent with whom the Authority chooses to enter into a Contract, if any, shall comply with all federal, provincial, and local laws, regulations, requirements and orders applicable to the performance of any Contract which may result from this RFP process.

**2.19 NO LIABILITY**

By submitting a Proposal, the Proponent agrees that in no event will the Proponent claim damages for any amount whatsoever for any cost incurred by the Proponent in preparing its Proposal or for matters relating to any agreement or matters concerning the competitive process, and, the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

Any information contained in this RFP and attachments is provided to assist the Proponent in the preparation and submission of its Proposal. The Authority assumes no responsibility for the use of this information for any other purpose.

**2.20 CONSENT TO INVESTIGATION**

In order to allow the Authority to properly determine the qualifications and capabilities of a Proponent, the Authority reserves the right in its sole discretion to conduct such investigations of a Proponent's business experience, financial capability and business practices as it deems necessary, and the Proponent agrees to permit and co-operate with such investigations.

**2.21 ALTERING DOCUMENTS**

Proponents must not electronically alter any portion of this RFP with the exception of adding the information requested. To do so will invalidate the Proponent's Proposal or response.

**2.22 DISCLAIMER**

While precautions have been taken to ensure that this file will not interfere with or cause damage to your system or its existing data, the Authority accepts no responsibility for

damages that may be caused by this file and makes no other warranty or representation, either expressed or implied, with respect to this file. This file is provided “as is,” and you, the user, assume the entire risk when you use it.

**2.23 WAIVER**

Due to the vagaries of electronic transmissions, the Authority does not guarantee, nor will it be liable for the accuracy of what is read or what is downloaded in this file.

**2.24 OWNERSHIP**

All Proposals and supporting material will become the property of VAA.

**2.25 RESERVED RIGHTS OF THE AUTHORITY**

The Authority reserves the right to request clarifications and/or additional information as is necessary to properly evaluate a Proposal, negotiate with any Proponent or with another Proponent or Proponents concurrently. The Authority is not required to offer any modified terms to other Proponents. The Authority shall incur no liability to any Respondents as a result of such negotiations or modifications.

The Authority reserves the right to cancel this RFP, to reject any or all Proposals; to re-advertise for Proposals if necessary; to waive minor irregularities and formalities; and to accept the Proposal which offers, in the Authority’s sole judgement, the best overall value for the Authority. All expenses incurred by the Proponents will be solely at its own cost.

This RFP does not constitute an offer. No Contract shall result upon submission of Proposals. The Authority is not under obligation to enter into a Contract with anyone in connection with this RFP or responses received, nor pay for any costs incurred in the preparation of Proposals submitted in response to this RFP.

The Authority will consider past performance of the Proponent on other agreements in terms of quality of work and compliance with terms and conditions of those agreements. The Authority may also utilize other available resources to determine the Proponent’s record of past performance.

### 3.0 SERVICE PROPOSAL

The Victoria Airport Authority (VAA) is seeking a qualified and reliable service provider to provide a turnkey network replacement and cyber security upgrade of the network infrastructure at the Victoria International Airport.

The successful Proponent will possess demonstrable expertise in planning and executing live-site IP network modernizations in airport-class critical infrastructure—including Access, Distribution (L2-only), and Core (VSX) architectures, high-availability next-generation firewalls, Aruba Central NMS and FortiSIEM integration, gated cutovers with proven rollback, FAT/SAT with a fourteen-day incident-free burn-in, and delivery of operator training and complete closeout documentation.

#### 3.1 Scope of Network Replacement and Cyber Security Upgrade

The network infrastructure replacement and cyber security upgrades are more particularly indicated and outlined in the “IFT Design” design documents, consisting of:

- Detailed Design Drawings
- Technical Specifications
- Fibre Cable Schedule
- Copper Cable Schedule
- Patching Schedule

As prepared by PBX Engineering (the ‘Engineer’), copies of which are attached as Appendix E.

#### 3.2 Mandatory Qualifications and Experience

Proponents must demonstrate:

- A strong financial position and sound business practices
- Successful delivery of live-site enterprise network upgrades in critical-infrastructure environments (preferably airports or equivalent), including Access, Distribution (L2-only), Core (VSX/L3 gateway) architectures and high-availability NGFW deployments.
- Proven execution of PICO, FAT, TRR, SAT, and a 14-day incident-free burn-in, with complete evidence capture (logs, screenshots, packet captures, photos) and formal Cutover/SAT reports
- Expertise in installation, termination, splicing, and testing of single-mode and multimode fibre optic infrastructure.
- Experience planning and running gated cutovers (Go/No-Go decision points), with rehearsed rollback methods and minimal service disruption
- Integration and administration of Aruba Central (NMS) and FortiSIEM (or equivalent), including end-to-end logging from NGFW to SIEM
- Structured cabling and head-end works: racks/rails/PDUs, fibre and copper plant, patch panels, cable management, labeling, and update of port maps/patch schedules.

- Configuration of IP addressing, VLANs/SVIs, DHCP relays, routing, and security policies (ACLs/firewall rules) aligned to the design
- Vendor certifications relevant to the scope (e.g., Aruba AOS-CX switching and Fortinet NGFW) held by key personnel, as outlined in the Technical Specifications
- A live-site safety program and change-control practice suitable for passenger-facing facilities (after-hours work windows, access/escort coordination, emergency communications).
- Secure staging/FAT practices: Owner-accessible FAT facility on Vancouver Island or in Lower Mainland; no remote access into staging networks; staging networks not exposed to the public Internet; software/firmware sourced only from OEM/authorized channels.
- Delivery of operator/administrator training and complete closeout documentation (as-built configurations, inventories, warranties, O&M manuals, evidence archives).
- Project references: minimum 3 projects of similar size/complexity within the last 5 years, with client contacts for verification.
- Experience operating in complex or secured airport environments
- Understanding of Provincial and Federal safety requirements
- All personnel assigned to the airport must hold valid Restricted Area Identification Cards (RAIC) or be eligible and willing to undergo the required security clearance process
- Employees must be able to obtain an airside vehicle operator permit

### **3.3 Response Times**

- Regular hours: 7:30 AM to 4:30 PM, Monday to Friday
- Emergency response: 30-minute on-site response during regular hours and 2-hour on-site response after hours or during weekends
- Non-urgent issues must be addressed within two business days

During Site Acceptance Testing period, the contractor must maintain 24/7 availability and have the capacity to respond to all unscheduled service calls.

### **3.4 Administrative Responsibilities**

- Phone and email support for issue reporting and technical inquiries
- Written service and incident reports
- Maintenance of live Cut-over Log, Inventory Log, and Port Schedule as outlined in the Technical Specifications
- Development and submission of Testing Reports as outlined in the Technical Specifications.
- Warranty obligations as outlined in the Technical Specifications



### **3.5 Personnel Requirements**

- Be professionally qualified and experienced in their trade
- Work cooperatively in a multi-contractor environment
- Demonstrate networking and electrical systems aptitude, sound judgment, and safe work practices
- Maintain a clean, courteous, and professional presence at all times
- Be subject to removal from site at VAA's discretion for misconduct or incompetence

Use of subcontractors is permitted for specialized tasks but must be disclosed and approved by VAA.

### **3.6 Excluded Systems**

This contract does not include replacement or upgrades for the following:

- Internet Service Provider (ISP) network hardware
- Wi-Fi equipment
- Workstation, server, or storage hardware
- Electrical panel upgrades
- Generator systems
- HVAC
- Lighting systems or components
- Physical security (access control, building intrusion, etc.)
- Video surveillance

## **4.0 CONTRACT INFORMATION**

### **4.1 NEGOTIATIONS**

The Authority intends to negotiate and conclude a Contract with the most qualified and responsible Proponent offering the best overall value and quality and most advantageous Proposal.

In the event a Proponent and the Authority fail to reach agreement, negotiations may be terminated by the Authority, without any compensation whatsoever payable to the Proponent. An alternate Proponent may then be invited to participate in the negotiation process.

The process may be repeated as often as necessary.

### **4.2 REJECT AND RE-NEGOTIATE**

The Authority may reject all Proposals received and re-advertise for Proposals if necessary. Such cancellation of the RFP process does not preclude the Authority from

subsequently meeting with any Proponent to negotiate a Contract that best suits the needs of the Authority.

**4.3 NO CONTRACTUAL OBLIGATION**

The Authority shall not be obligated in any manner to any Proponent whatsoever until a written Contract has been negotiated and duly executed related to any Authority accepted Proposal.

**4.4 CONTRACT OFFER**

Any offer for a Contract at the Airport shall be made in writing only by the Authority's President and CEO. The Authority reserves the right to award multiple service contracts as a result of this RFP.

**4.5 FORM OF CONTRACT**

The successful Proponent will be required to enter into a contract with the Authority (the "**Contract**"). The proposed form of contract for these works is Victoria Airport Authority Short Form Professional Services Contract, a copy of which is attached as Appendix F.

Proponents are encouraged to familiarize themselves with the content of the Contract and note in their proposals any objections to the terms and conditions or any items to be discussed or negotiated. The Proponent must satisfy itself in all respects as to the risks and obligations to be undertaken under any Contract entered into, as a result of the RFP.

**4.6 RFP AND PROPOSAL AS PART OF CONTRACT**

All or part of this RFP and the Proposal may be incorporated into and form an integral part of the Contract.

**4.7 INSURANCE**

The successful Proponent will be required to obtain and maintain for the term of the Contract, the insurance requirements set out in the Contract, a copy of which is attached hereto as Appendix F.

The Proponent shall submit as part of its Proposal a letter from its insurer confirming that if successful, the Proponent will be able to meet such insurance requirements.

**4.8 OWNER'S RIGHT TO ADJUST SCOPE**

The Owner reserves the right, after receipt of Bids and during negotiation with the Selected Contractor, to reduce or remove portions of the Work and/or make a partial award to align with budgetary or operational constraints, as outlined in the Technical Specifications.

**APPENDIX A - RFP RECEIPT CONFIRMATION FORM**

*To receive any further distributed information about this Request for Proposal, Proponents must complete this form and email it before end of day on Tuesday, September 2, 2025, to:*

Attention: Tyler Gunderson, System Administrator, Information Technology

Email: [Tyler.Gunderson@yyj.ca](mailto:Tyler.Gunderson@yyj.ca)

**COMPANY NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROVINCE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**MAILING ADDRESS (IF DIFFERENT THAN ABOVE):**

\_\_\_\_\_  
\_\_\_\_\_

**FAX NUMBER:** ( \_\_\_\_ ) \_\_\_\_\_ **PHONE NUMBER:** ( \_\_\_\_ ) \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**SITE TOUR:** Please indicate by selecting 'Yes' or 'No' if you would like to attend the Site Tour, which will take place at YYJ on Wednesday, September 3, 2025, at 13:00 PST.

**Yes:** \_\_\_\_\_ **OR** **No:** \_\_\_\_\_

Please send us any further correspondence about this Request for Proposal by:

☐

**Courier Collect**

*Courier Name and Account No.:* \_\_\_\_\_

☐

**E-mail** (default if no box checked)

☐

**Pick up at Airport Administration Office**

**APPENDIX B - PROPONENT'S INFORMATION**

This document is intended to provide information on the capacity, skill, and experience of the Proponent. The Proponent may supplement information requested with additional sheets if required.

**1. Submitted to:** Victoria Airport Authority  
  
201-1640 Electra Blvd.  
Sidney, BC V8L 5V4  
Attention: Tyler Gunderson, System Administrator  
Phone: 250-883-2114  
Email: [tyler.gunderson@yyj.ca](mailto:tyler.gunderson@yyj.ca)

**2. Submitted by:**

Company Name (full legal name): \_\_\_\_\_  
Name and Title of Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Website: \_\_\_\_\_

**3. Legal Structure of Company:**

Year Established: \_\_\_\_\_ Joint Venture: \_\_\_\_\_ Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_  
Registered: \_\_\_\_\_ Sole Proprietor: \_\_\_\_\_ Other: \_\_\_\_\_

Names and Titles of Officers, Partners, Principal:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____

**4. Corporate Details:**

Total Annual Sales: \_\_\_\_\_  
Total Number of Employees: \_\_\_\_\_  
Location of Corporate Headquarters: \_\_\_\_\_  
Location of Closest Office to Airport: \_\_\_\_\_

**5. List current or recently completed consulting services of similar scope and size:**

(a) Facility and Location: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contract Value: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Facility Owner: \_\_\_\_\_  
Owner's Representative (for reference purposes): \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(b) Facility and Location: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contract Value: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Facility Owner: \_\_\_\_\_  
Owner's Representative (for reference purposes): \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(c) Facility and Location: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contract Value: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Facility Owner: \_\_\_\_\_  
Owner's Representative (for reference purposes): \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**6. Senior Manager proposed to be responsible for the contract (e.g. Owner, President, Vice-President, Manager)**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Related Contracts (from above): \_\_\_\_\_

## APPENDIX C - PROPONENT'S SUBMISSION CHECKLIST

Proponents are advised that Proposals which do not include all of the following documents will be considered incomplete and may be rejected.

Documents to be Submitted	Due Date	Included?
<b>Appendix A</b> - Receipt Confirmation Form	<b>Tuesday, September 2, 2025</b>	<input type="checkbox"/>
Completed Proposal	<b>Wednesday, September 17, 2025</b>	<input type="checkbox"/>
<b>Appendix B</b> - Proponent's Information	<b>Wednesday, September 17, 2025</b>	<input type="checkbox"/>
<b>Appendix C</b> – Proponent's Submission Checklist	<b>Wednesday, September 17, 2025</b>	<input type="checkbox"/>
<b>Appendix D</b> – Proponent's Declaration	<b>Wednesday, September 17, 2025</b>	<input type="checkbox"/>

**APPENDIX D - PROPONENT'S DECLARATION**

The Proponent confirms it has obtained and carefully examined all documents comprising this Request for Proposal (RFP) including all addenda, if any, issued by the Victoria Airport Authority (Authority), which addenda are as follows:

<u>Addendum No.</u>	<u>Date of Issue</u>
_____	_____
_____	_____
_____	_____

The Proponent, having reviewed all of the RFP, hereby undertakes and agrees to offer to the Authority to supply the services as described in the RFP.

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in this Proposal or in the proposed contract which may be awarded. There is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this RFP; the Proponent has no knowledge of the contents of any other Proposal; and the Proponent has made no comparison of figures, agreement, or arrangement, express or implied, with any other party in connection with the making of its Proposal, except as are declared within the Proposal.

The Proponent hereby declares that it has no relationship with any employee, officer, or director of the Authority, except as may be disclosed within the Proposal.

EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025, AT \_\_\_\_\_ IN THE PROVINCE OF  
BRITISH COLUMBIA.

LEGAL SEAL OF CORPORATION (IF REQUIRED)

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
WITNESS NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, PROVINCE, POSTAL CODE

\_\_\_\_\_  
PROONENT AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME OF PROONENT SIGNING OFFICER

\_\_\_\_\_  
LEGAL NAME OF PROONENT

\_\_\_\_\_  
ADDRESS OF PROONENT

\_\_\_\_\_  
CITY, PROVINCE, POSTAL CODE

\_\_\_\_\_  
CONTACT TELEPHONE NUMBER

\_\_\_\_\_  
CONTACT FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

## **APPENDIX E – DRAWINGS, TECHNICAL SPECIFICATIONS, AND SUPPORTING DESIGN DOCUMENTS**



## **APPENDIX F – FORM OF CONTRACT**