

Calgary Regional Partnership

Request for Proposal (RFP):

Development of The Calgary Regional Partnership's website



Date prepared: Tuesday, January 24, 2012

Closing Date: Tuesday, February 14, 2012

1.0 BACKGROUND OF SCOPE

1.1 Organizational Background

The Calgary Regional Partnership (CRP) is an agreement among 14 Calgary and area municipalities to collaborate on regional plans that promote sustainable, vibrant communities. The purpose of the CRP is to work together to address future growth and proactively plan to accommodate this growth by planning regional infrastructure. CRP represents more than 1.3 million residents.

The 14 member municipalities are:

- Airdrie
- Banff
- Black Diamond
- Calgary
- Canmore
- Chestermere
- Cochrane
- High River
- Irricana
- Nanton
- Okotoks
- Redwood Meadows
- Strathmore
- Turner Valley

Environmental stewardship is one of the CRP's five key areas of mandate. The CRP protects the natural environment and watershed, ensuring that natural landscapes, ecologies and water sources are identified, respected and stewarded to ensure their function and integrity over time as the region grows. Essentially, the CRP is planning collaboratively to ensure the preservation of our region's natural assets for future generations.

The Calgary Regional Partnership has a branch called Calgary Region Economic Partnership (CREP), which is focused on the region's prosperity. CREP works with member communities to identify strategic opportunities to address and support business development that will promote job creation throughout the region.

1.2 Project Background

Both the CRP and CREP each have their own websites, with different purposes. The CRP website is internal focused, primarily used as a document library. CREP's website is externally focused; it is marketing focused intending to drive investment, business and migration to the Calgary region by supporting tourism and economic growth.

CREP website: <http://www.investcalgaryregion.ca/>

CRP website: <http://www.calgaryregion.ca/crp/>

The purpose of this project is to develop one cohesive website that amalgamates the purpose of both the CRP and CREP websites. The CRP is in the process of redeveloping its brand. The website needs to communicate this brand in an engaging and interactive

manner that will appeal to member municipalities, as well as community members. The new website needs to be the focal point for all CRP stakeholders, ensuring the information they need is easily accessible and understandable. This website must be able to creatively market each municipality in a way that will drive business, tourism, investment and economic development. In addition to promoting each municipality, this website must effectively communicate current CRP projects that takes into account user interface and usability.

The [Calgary Metropolitan Plan](#) (CMP) was developed by the CRP to prepare for the future growth of the region. It outlines water servicing needs, GIS, transportation and economic development requirements for the region. The CMP is the guiding document for the CRP, and must be presented digitally in an interactive and engaging manner.

CRP is looking for a company that can develop a creative and interactive website that can accommodate current and future web tools. The website will be a key component in rolling out CRP's new brand.

1.3 Scope of Work

The scope of work forms the deliverables and objectives of this project for the duration of the contract. The following must be included, but not limited to, in the deliverables:

- a) Must integrate new brand concept during website development.
- b) Incorporate multi-purpose web tools (i.e. GIS).
- c) Development of site must be done on a user-managed Content Management System (CMS).
- d) Website must include stakeholder engagement tools to interact with stakeholders.
- e) The website must act as a point of reference for all of CRP's stakeholders.
- f) Develop dual-purpose site for internal stakeholder collaboration and external stakeholder knowledge acquisition.
- g) The website must be able to evolve with technology. It must be long lasting.
- h) Website must incorporate social media activities or tools.

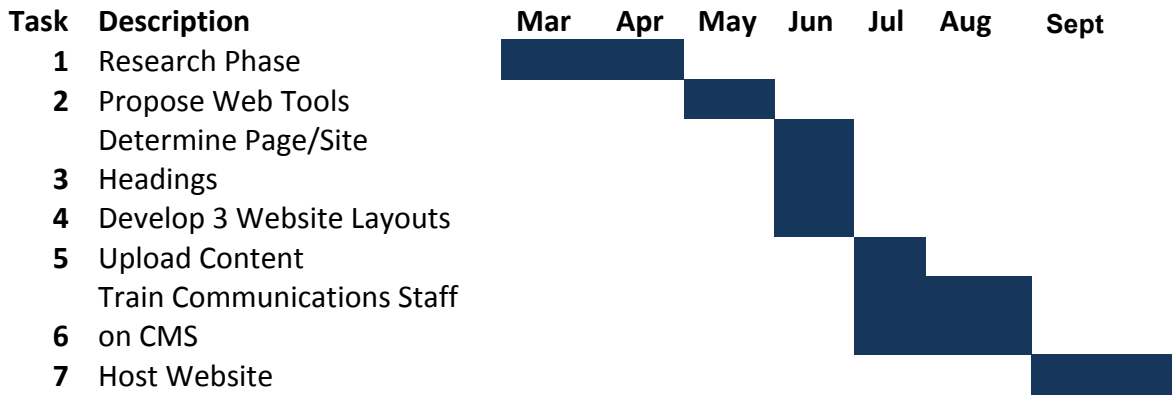
1.4 Qualifications

The successful proponent must integrate multi-purpose web tools, such as GIS and flash, to a comprehensive level. Experience working with municipal government is an asset. The successful proponent must have experience working with multiple Content Management System (CMS) platforms. In addition, the successful proponent must have experience with information architecture and user interface.

1.4 Cost

Project cost must not exceed \$80,000 CDN, including GST.

1.5 Proposed Work Plan



2.0 INSTRUCTIONS TO PROPONENTS

2.1 Proposal Package

Proponents are encouraged to be creative with their submission but an electronic copy and/or physical copy must be submitted. Electronic copies can be sent to: nicolecraig@calgaryregion.ca

Physical copies must be submitted in a sealed envelope/package clearly marked and addressed as follows:

Calgary Regional Partnership (CRP)
Box 2093, Cochrane, Alberta
T4C 1B8
Attn: Nicole Craig

RFP – CRP Website Development

- 2.1.1** It is the exclusive responsibility of the proponents to ensure that electronic or physical submissions must be received before the time and date indicated so that it is time stamped and acceptable for opening. Electronic and physical submissions must be delivered to the designated address or email during work hours: 8:30 a.m. to 4:30 p.m., Monday through Friday. Delivery to any other office location will be at the risk of the proponent and will not constitute timely delivery. Proposals received after the above-mentioned closing time or deadline will be invalidated.
- 2.1.2** Each proponent is asked to provide as much detailed information as possible in the proposal format when replying to each point throughout the RFP and the proponent must identify any specific provisions with which it is unwilling or unable to comply. Unwillingness or inability to comply with any specific provisions in the RFP may result in the proposal being rejected.
- 2.1.3** The confidentiality of information (including pricing) relating to other proposals shall be protected.
- 2.1.4** All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proponent. The CRP assumes no liability for any costs incurred by proponents throughout the entire selection process.
- 2.1.5** It is the sole responsibility of the proponent to seek clarification on any matter they consider unclear before responding to the requirements of this RFP. All inquiries or questions regarding any aspect of this RFP should be directed to Nicole Craig, Communications Specialist, via email at

NicoleCraig@calgaryregion.ca

2.2 Withdrawing a Proposal

- 2.2.1 Proposals submitted may be withdrawn and re-submitted with amendments prior to the closing date for the RFP. Proposed amendments submitted in any other manner may be accepted or considered by the CRP.
- 2.2.2 If a proponent wishes to withdraw their proposal, unopened after it has been received, a written request must be made prior to the closing date.

2.3 Closing Time and Date

RFP Release:	Tuesday, January 24, 2012
Proposal Submission Deadline:	Tuesday, February 14, 2012

All physical and electronic copies of the proposal must be submitted to the CRP office (if physical) in Cochrane no later than 4:30 p.m. on Tuesday, February 14, 2012. **No late proposals will be accepted.**

3.0 RFP TERMS

3.1 Cost Information

All prices and charges quoted for the proposed services shall be in Canadian currency and include all applicable taxes, itemized separately, for the duration of the contract with no escalation.

3.2 Terms of Payment

- 3.2.1 Payment shall be processed within net 30 days of the receipt of a correct invoice for work performed or goods received and following the 30 day quality evaluation period or after all deficiencies have been resolved. Purchase Order number is required to be referenced on the invoice.
- 3.2.2 Payment will be made in response to invoices that are itemized and executed in the final contract. The invoices must relate directly to the items as described in the scope and guided by the general submission requirements. All work must be completed to the CRP's satisfaction and provided that the proponent is not in default of its obligations under the contract.
- 3.2.3 Electronic invoicing is preferred in the interest of using environmentally friendly processes. Normal invoicing procedures through certified mail is also acceptable and will be negotiated under the terms of the contract if desirable by both parties.

3.2 Costs Incurred by the Proponents

- 3.2.1** All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proponent. The CRP assumes no liability for any costs incurred by proponents throughout the entire selection process.

3.3 Subcontracting Assignments

- 3.3.1** The successful proponent will be regarded as an independent contractor and that all employees employed by the proponent including sub-contractors will perform all services as required for the success of this project. Sub-contractors will not release the successful proponent from any obligation under the agreed contractual services between the CRP and the proponent. Joint or multi-firm proposals must have one main contact and project manager.
- 3.3.2** CRP must approve all assignments for sub-contracted work as to understand what the deliverable is and how it pertains to the scope of the project.
- 3.3.3** The successful proponent is completely responsible for any work done by the sub-contractor. The sub-contractor will be regarded as an employee of the proponent, and in no way will the proponent be released from its duties and obligations under the contract.
- 3.3.4** All intended sub-contractors must be listed in the appendix.

3.4 Multi-Firm Proposals

- 3.4.1** If the application is submitted as a multi-firm proposal, the proposal shall:
- a) Demonstrate the extent to which the proposed firms have worked together before, including a description of the type of work.
 - b) Identify those project team members, from each organization, that have worked together in a multi-firm or consortium business arrangement.
 - c) Provide examples of where they have successfully partnered in a similar type engagement previously.
 - d) Demonstrate a multi-firm management approach that will ensure, for the duration of the project, clear lines of communication and delivery of services.
 - e) Identify management, ownership and financial and legal relationships between the consortium members.
 - f) Indicate how the consortium is proposing to contract with CRP to ensure a single point of accountability for project completion and dispute resolution.

- g) Identify which firm will be designated as the lead consultant.
- h) Define the scope of work to be performed by each firm.

3.5 Non-Exclusive

- 3.5.1** The CRP warrants that this contract is not exclusive and that the CRP reserves the right to contract out for similar services from other sources during the duration of the contract.

3.6 Contract Termination

- 3.6.1** Any of the following occurrences or acts shall constitute an event of default by the proponent under this agreement:
- a) Non-performance or non-observance of any of its other covenants, agreements or obligations hereunder, express or implied, continuing for 15 days after the CRP has given the proponent notice in writing. If the failure cannot be remedied within 15 days, then the CRP, at its discretion, may extend the time period or terminate the agreement.
 - b) An assignment for the benefit of creditors or becoming bankrupt or insolvent, taking the benefit of any legislation for the protection of bankrupt or insolvent parties.
 - c) The appointment of a Receiver for the successful proponent.
- 3.6.2** In the event either (b) or (c) occurs, the CRP will have the right to terminate the contract immediately.
- 3.6.3** Notwithstanding anything contained herein, The CRP may, at any time during the term of the contract, upon giving 30 days' notice to the successful proponent, terminate the contract if the CRP is of the opinion that the services supplied by the successful proponent are not of a standard satisfactory to the CRP or that the successful proponent no longer has the financial capability to perform its obligations under the contract. Further, the CRP in its sole discretion may terminate the agreement for reasons with or without cause including, but not limited to, unethical or criminal activities immediately upon written notice, to the successful proponent.
- 3.6.4** The CRP shall pay all reasonable costs for services rendered up to the date of termination, less any costs the CRP may incur in re-procuring and completing the costs where the termination is for cause.

3.7 Errors and Omissions

- 3.7.1** The CRP shall not be held liable for any errors or omissions in any part of this RFP.

While the CRP has used considerable effort to ensure the accuracy of this RFP, the information in this RFP is supplied solely as a guideline for the submission of the project bids for the proponents. The information is not warranted or guaranteed to be accurate by the CRP, nor is it comprehensive or exhaustive. Nothing in the RFP is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

3.8 Indemnification

- 3.8.1** The successful proponent, by its acceptance of a purchase order, agrees to indemnify and hold harmless the CRP and its fourteen member municipalities that, its agents and employees from and against all loss or expense that may be incurred by the CRP, its officials, officers, employees and agents as a result of bodily injury, including death at any time resulting there from, sustained by any person or persons, or on account of damage to property, including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP.
- 3.8.2** The successful proponent shall indemnify and hold harmless the CRP, its officers, project managers and staff, council members, partners, agents, and employees working together on the working teams, from all actions, claims, demands, losses, costs, damages, suits or proceedings, whatsoever which may be brought against or made upon the CRP and against all losses, liabilities, judgments, claims, suits, demands or expenses which the CRP may sustain, suffer or be put to resulting from or arising out of the successful proponent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the successful proponent, its agents, officials, sub-contractors, officials and employees. This indemnification shall include any legal costs incurred by the CRP on a substantial indemnity basis, including those incurred to defend any criminal prosecutions against the CRP resulting from the actions of the successful proponent.

3.9 Insurance Requirements

- 3.9.1** In no circumstances will a proponent be entitled to consequential damages for any loss of profit or damage to reputation.
- 3.9.2** In no circumstances will a proponent be permitted to limit their liability to an amount less than \$2 million.
- 3.9.3** All policies of insurance shall include as additional insured the CRP and its fourteen member municipalities listed hereunder: Airdrie, Banff, Black Diamond, Calgary, Canmore, Chestermere, Cochrane, High River, Irricana, Okotoks, Redwood Meadows, Nanton, Strathmore and Turner Valley, its Officers, administrators, assigns, employees, agents and contractors. Such liability insurance shall contain a cross liability clause whereby the insured indemnifies each insured as if a separate policy had been issued to each.

- 3.9.4** Automobile Liability Insurance in respect of licensed vehicles shall have limits of not less than \$2 million inclusive per occurrence for bodily injury, death and damage to property. Coverage shall be in the form of a Standard owners form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned and or operated by or on behalf of the successful proponent.

3.10 Legislative/Licensing Requirements

- 3.10.1** The successful proponent will be responsible for all business and other permits and licenses required in completing the contract including a WCB clearance letter.
- 3.10.2** All proponents and submissions shall comply with any law, including legislation and regulations which may be applicable to the services provided to the RFP including, but not limited to the: Occupational Health and Safety Act (Alberta).

3.11 Patents

- 3.11.1** The successful proponent will pay all royalties and patent license fees or other fees in respect of any intellectual property right required to perform the work stipulated in the RFP. The successful proponent shall, at its own expense, defend all suits and proceedings instituted against The CRP and member municipalities and indemnify The CRP and member municipalities against any award of damages, demands, losses, charges or costs made against The CRP and member municipalities if such suits or proceedings are based on any claim that any of the products, documentation, parts or equipment, as supplied by the successful proponent, constitutes an infringement, or an alleged infringement, of any patent or other intellectual property right by the successful proponent or anyone for whose acts it is liable.
- 3.11.2** If any of the products, documentation, parts or equipment supplied by the successful proponent constitute an infringement of patent or other intellectual property right and its use is enjoined, the successful proponent will, at its own expense, procure for the CRP and member municipalities the right to continue its prior use, replace or modify the supplied item so it becomes non-infringing and meets The CRP's requirements, or pay the CRP and member municipalities for its loss of use of the item and for consequential damages or losses which occur as a result of the actual or alleged infringement of any patent or other intellectual property right by the successful proponent or anyone for whose acts it is liable.
- 3.11.3** Proponent agrees that the deliverables under this contract including reports, presentations and all creative concepts and related campaigns will remain the property of the CRP and may be used by the CRP in the future requiring no written or oral consent from the successful proponent to do so.

3.12 Environmentally Responsible Procurement

- 3.12.1** Products that are used which are considered to be environmentally friendly in

response to this RFP will be considered as an added benefit to the successful proponent in their bid.

- 3.12.2** The purpose of this policy is to suppose the purchase of products and services that will minimize the negative impact on the environment. The CRP recognizes that procurement decisions by our employees can make a difference in pursuit of improving environmental performance and will purchase environmentally preferred products whenever they are practical and can be obtained at a reasonable cost.

3.13 Freedom of Information and Protection of Privacy Act (FOIP)

- 3.13.1** The proponent acknowledges that The Freedom of Information and Protection of Privacy Act of Alberta (FOIP) applies to all information and records relating to, or obtained, generated, created, collected or provided under, the RFP or the contract and which are in the custody or control of the CRP and member municipalities. FOIP allows any person a right of access to records in CRP custody or control, subject to limited and specific exceptions as set out in FOIP.

- 3.13.2** FOIP imposes an obligation on the CRP, and through the RFP and contract on the proponent, to protect the privacy of individuals to whom information relates. The proponent shall protect the confidentiality and privacy of any individual's Personal Information accessible to the proponent or collected by the proponent pursuant to the RFP or the contract:

- a) Under the RFP or the contract.
- b) All documents submitted to the CRP are subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act. While this Act allows persons a right of access to records in the CRP's custody or control it also prohibits the CRP from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in sections 15 and 16 of the Act. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

- 3.13.3** The CRP acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a proponent. The CRP acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. The CRP is, however, bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the CRP will be subject to provisions of this legislation.

- 3.13.4** The purpose for collecting the personal information required in this Request for Proposal is to enable the Calgary Regional Partnership (CRP) to ensure the

accuracy and reliability of the proposal, and to enable the CRP to evaluate your response to this Request for Proposal and for other related program purposes of the CRP. Authority for this collection is The Freedom of Information and Protection of Privacy Act, Sections 15 and 16 of the Act.

4.0 PROPOSAL FORMAT

4.1 Proposals are to include a filled out form of proposal as supplied by the CRP – Appendix C – Signature Sheet/Acceptance of Terms. Appendix C should be signed and sealed by all authorized officers of the corporation and proper legal name of the corporation and of the individual signing it.

4.2 Physical proposals should be submitted using a binder or similar cover and include a table of contents noting all requirements by section. Each section is to be tabbed, and presented in a logical manner. In addition to the binder, the proponent may provide a digital information package to creatively present their ideas. Electronic proposals must all have each section divided as per the physical copies

4.3 Each proponent shall submit their proposal in accordance with the following:

4.3.1 Outline under the following headings:

- a) Agency overview, including number of years of relevant experience
- b) Billing policies and terms
- c) Relevant account experiences
- d) Approach and methodology
- e) Internal resources (writers, technical staff, media buyers, etc.)
- f) Subcontract elements (photography, writing, website, etc.)
- g) Value-added services related to CRP other projects and mandate

4.3.2 Using a maximum of two pages per person, under the following headings please outline:

- a) Team members, including who the project manager will be (resume or CV)
- b) Title and role in the project
- c) Relevant experience/qualifications
- d) Number of years within the company

4.3.3 Respond to the following in your proposal:

- a) Describe your understanding of the challenges of developing one website that clearly communicates the objectives of both the CRP and CREP websites. How will you approach these challenges?
- b) Describe web tools that can be incorporated into the site that are engaging and interactive.
- c) Describe the social media tools that can be built into the website that will

- drive viewers to our social media pages.
- d) Describe your approach to conducting research for this project.
 - e) For each of the above please include relevant examples that demonstrate how your firm has the capacity and has provided a similar service for other North American clients.
 - f) Explain how each related project qualifies your firm to develop the website for the CRP.
 - g) Identify anticipated schedule of milestones.
 - h) Identify, if any, additional resources not specified in the scope of work that are required.
 - i) Identify resources for any other milestones that are deemed appropriate.

The successful bidder must demonstrate an understanding of the CRP business objectives, as well as be able to work with the creation of the new branding concept. In addition, the successful proponent must understand how to cater to each municipality while still maintaining the regional focus of the organization.

5.0 EVALUATION CRITERIA

Proposals will be evaluated on the basis of all information provided by each proponent. Every proposal will be reviewed in relation to the submission requirements as outlined in the RFP. The selection process will be based on an evaluation system, which is weighted accordingly for each category of responses.

5.3 Evaluation Criteria and Weighting

Evaluation criteria will be based on a total score of 100 points. Award of the contract shall be based on total points from the submission and presentation/interview process.

6.3.1 Presentation (60%)

- The presentation to CRP members must cover all the required areas mentioned in the RFP.
- Creatively showcase how the website will be developed and which tools could be implemented.
- There will be 30 minutes for the bidder to pitch – there are no restrictions on the format of these pitches.
- A set of interview questions will be sent to the shortlisted candidates prior to the presentation. Proponents are expected to answer these questions during the presentation, and prepared to answer any impromptu questions the team may have.
- Presentation must showcase how each municipality will be marketed and promoted via the website.
- Bidders must describe how they will encourage the municipalities to use the website to promote their communities.
- Bidders must show how the website will have: functionality, accurate information

updates, professional and creative UI and usability.

6.3.2 Submission (15%)

- Ability to provide campaign research and valuable approach and methodology. The proposal must clearly state how the research will be conducted, including timelines.
- Ability to provide relevant experience and examples and how they relate to the project at hand.
- Specific deliverables as outlined in the scope of work and general submission requirements.
- A budget breakdown of costs must be stated, including GST, travel expenses, etc.
- The submission will be evaluated on clarity, neatness, completeness and formatting.
- Project scheduling to meet deadlines and the deliverables as described in the scope of work, using the general submission parameters as a guide is important.
- Demonstrative ability to comply with the intent and terms of the project scope.
- There must be four copies of the submission delivered to the aforementioned address by Tuesday, February 14, 2012. An online or digital submission may also be submitted **INSTEAD** of the binder. Creativity is encouraged.

6.3.3 Creative Approach (15%)

- Demonstrate how the website will be visually appealing.
- Creatively show how to showcase each municipality, while still maintaining the regional focus of the CRP.
- Showcase how the website will increase tourism, business and economic development in each municipality.

6.3.4 Experience and Work History (10%)

- Qualifications and experience and credentials of the firm.
- Credentials of the personnel assigned to the project.
- Provide a project organization chart of the core project team including the roles and responsibilities of each team member.
- Provide a CV for the project manager.
- Identify the office location and the ability to provide services for the Calgary region.
- Experience and successes of web development and design. Provide examples and case studies to demonstrate.
- Experience working with municipal government is an asset.
- Experience working with innovative web tools that are interactive for the user.
- Provide examples of a recent project that involved targeting several different audiences.

6.4 Evaluation Matrix

These are the ONLY factors that will be used to evaluate the submission. The highest

scoring or any submission will not necessarily be accepted. CRP reserves the right to accept or reject any or all submissions, as may be determined in the best interest of the CRP.

POINTS		DESCRIPTION
10	Excellent	Exceeds requirements in all aspects
9	Very good	Exceeds in several aspects in ways that are beneficial to our needs
8	Good	Exceeds requirements of the criterion. May be lacking in some areas which are not critical.
7	Fully Meets Requirements	Meets all requirements.
6	Average	Meets most of the requirements but does not exceed.
5	Barely meets the requirements	Lacking in several requirements but still meets the minimum acceptable level.
4	Poor	Addresses most, but not all. Minimum acceptable level.
3	Poor to very poor	
2	Very poor	Misses on many aspects.
1	Unsatisfactory	Very poor to unsatisfactory.
0	No rating	Does not meet any of the required deliverables.

Proposal Evaluation

- 6.5.1** The CRP communications team will score in accordance with the matrix provided. The highest scoring bidders will be shortlisted to pitch their proposal in-person to a panel of CRP team members.

- 6.5.2** The shortlisted proponents will be required to participate in a presentation / interview process with the selection committee. There will be 20-30 minutes for the presentation, and 30 minutes for a question period.
- 6.5.4** The CRP may then negotiate a final contract with the highest evaluated proponent.
- 6.5.5** In the event that a proponent scores significantly higher than the other firms, the right is reserved by the selection committee to eliminate the shortlisting process and proceed directly to negotiations with the highest rated firm.
- 6.5.6** The CRP reserves the right to award the assignment in whole or in part or to delete any portion of the work.
- 6.5.7** Throughout all stages of the evaluation process, the selection committee may, at its discretion, seek additional clarification on any aspect of the proposal, and perform reference checks as required to verify or clarify the information provided and to obtain additional performance information.

6.6 Selection Process and Award

- 6.6.1** All proposals shall be submitted by the proponent with the understanding that the proposals shall become the property of the CRP and may be made public by the CRP after appropriate consultation with the proponent involved.
- 6.6.2** The lowest bid is not the only deciding factor in the evaluation process and may not be accepted at the sole discretion of the CRP evaluation committee.
- 6.6.3** Written communication to the successful proponent of notification of award before the time of expiration specified by the CRP shall result in a binding contract without further action by either party. The CRP may accept an offer whether or not there are negotiations after its receipt. Negotiations conducted after receipt of an offer do not constitute a rejection or counter offer by the CRP.
- 6.6.4** On approval of the evaluation team's recommendation and upon successful completion of negotiations (if any) a blanket purchase order will be issued to the successful proponent after the required documents and all certificates are received by the CRP.

Appendix A

Client Reference Information

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Title/Phone Number/Email Address	
Description of Goods Provided	

COMMENTS:

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Title/Phone Number/Email Address	
Description of Goods Provided	

COMMENTS:

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Title/Phone Number/Email Address	
Description of Goods Provided	

COMMENTS:

Appendix B

Intended Sub-Contractors

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Phone Number/Email Address	

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Phone Number/Email Address	

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Phone Number/Email Address	

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Phone Number/Email Address	

Company Name	
Address	
City/Province/Postal Code	
Contact Person/Phone Number/Email Address	

Appendix C

Signature Sheet & Acceptance Form

By signing below, the proponent hereby acknowledges it has thoroughly reviewed and has complied with the documents making up this proposal.

<p>CONTACT FOR ADDITIONAL INFORMATION</p> <p>Name:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p>	<p>COMPANY NAME AND COMPLETE ADDRESS</p>
<p>Date:</p>	<p>Telephone:</p> <p>Fax:</p> <p>GST #:</p> <p>Email:</p>
<p>Proponent's Name (print)</p>	<p>Signature:</p>