# APPENDIX B – SUBMISSION FORM

B.1 Proponent Information

| Please fill out the following form, naming one person to be the Proponent’s contact for the RFP process and for any clarifications or communication that might be necessary. | |
| --- | --- |
| Full Legal Name of Proponent: |  |
| Any Other Relevant Name under which Proponent Carries on Business: |  |
| Street Address: |  |
| City, Province/State: |  |
| Postal Code: |  |
| Phone Number: |  |
| Fax Number (if any): |  |
| Company Website (if any): |  |
| Proponent Contact  Name and Title: |  |
| Proponent Contact Phone: |  |
| Proponent Contact Fax (if any): |  |
| Proponent Contact Email: |  |
| HST / GST Registration Number (Leave blank if NOT applicable): |  |

**B.2 Offer**

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables.

B.3 Mandatory Forms

The Proponent encloses as part of the proposal the mandatory forms set out below:

|  |  |
| --- | --- |
| **FORM** | **INITIAL TO ACKNOWLEDGE** |
| Submission Form (Appendix B) |  |
| Submission Particulars Form (Appendix C) |  |

B.4 Addenda

The Proponent is deemed to have read and taken into account all addenda issued by the Province.

B.5 No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFP.

B.6 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

1. in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Province in the preparation of its proposal that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
2. in relation to the performance of its contractual obligations under an agreement for the Deliverables, the Proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal; **AND** were employees of the Province within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

☐ The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest:

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**B.7 Proposal Irrevocable**

The Proponent agrees that its proposal shall be irrevocable for a period of **Ninety (90)** days following the Submission Deadline.

**B.8 Disclosure of Information**

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consentsto the disclosure, on a confidential basis, of this proposal by the Province to the advisers retained by the Province to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

B.9 Execution of Agreement

The Successful Proponent will be expected to sign an Agreement with the Province (Appendix A) that will govern all aspects of the Deliverables. While the Province has prescribed the required terms and conditions in the Agreement form (Appendix A) to be used for this purpose, alterations that the Proponent wishes to request in its proposal may, at the sole option of the Province, be given consideration in accordance with section 3.1.11 of this RFP.

**B.9.1 Declaration of Contract Intentions**

The Proponent must complete the following Declaration of Contract Intentions (“Declaration”) to advise the Province of its intentions regarding the Agreement terms and conditions, as more particularly set out below.

By signing this Submission Form (Appendix B), the Proponent has duly noted and agrees to the terms of the Agreement form (Appendix A) referenced in the RFP.

Check only one:

□ If accepted as the Successful Proponent for this RFP, the Proponent accepts the Agreement for (Appendix A) as set out in the RFP, and will execute this Agreement without alterations.

□ If accepted as the Successful Proponent for this RFP, the Proponent accepts the Agreement form (Appendix A) as set out in the RFP but with the requested alterations as identified below. The Proponent understands the consequences of requesting these alterations, and accepts that the Province may need to discuss these requested alterations with the Proponent before any Agreement will be agreed to by the Province in accordance with section 3.1.11 of the RFP.

**Desired Alterations**

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| --- |
| 1. |
| 2. |
| 3. |
| 4. |

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Signature of Witness Signature of Proponent Representative

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

Name of Witness Name of Proponent Representative

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

Title of Proponent Representative

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

Date

I have the authority to bind the Proponent.

# APPENDIX C – SUBMISIONS PARTICULARS FORM

|  |  |  |
| --- | --- | --- |
| **SUBMISSION PARTICULARS** | | |
| **Proponent Name:** | | |
| **Primary Contact Name:**  EMAIL | | |
| **Primary Contact Title:**  EMAIL | | |
| **Address:** | | |
| **e-mail Address:** | **Phone** | **Phone** |
| **Indicate in which categories the Proponent is responding.** | | |
| **Service Category** | **Participating (yes/no)** | **Number of Resumes** |
| (1) Web Developer/Programmer |  |  |
| (2) Automated Testing - Integration Programmer/Analyst |  |  |
| (3) Web Systems Specialist |  |  |
| (4) Solution Architect |  |  |
| (5) Web Designers / Information Architects |  |  |
| (6) User Experience Testing |  |  |
| (7) Cyber Security |  |  |
| (8) Systems Analyst |  |  |
| (9) Analytics - SEO |  |  |
| (10) Apache Solr Expertise |  |  |
| (11) Drupal Developer/Programmer |  |  |

# APPENDIX E – PROPONENT PROFILE FORM

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| --- |
| **PROPONENT PROFILE** |
| **Proponent Name:** |
| **Description of the Proponent including principal business and areas of expertise.** |
|  |

# APPENDIX F – PROPONENT EXPERIENCE FORM

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| --- | --- |
| **PROPONENT EXPERIENCE BY CATEGORY** | |
| **Category:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Project Name and brief description:** | |
| **Proponent’s role and resources provided (eg. Project Manager, Developer, Business Analyst etc.):** | |
| **Client Name and Title:** | **Client Contact Information:** |
| **Project Name and brief description:** | |
| **Proponent’s role and resources provided (eg. Project Manager, Developer, Business Analyst etc.):** | |
| **Client Name and Title:** | **Client Contact Information:** |

# APPENDIX G – RESOURCE PARTICULARS FORM

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| --- | --- |
| **RESOURCE PARTICULARS** | |
| **Proponent Name:** | |
| **Category** | **Resource Name** |
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