

City of Coquitlam

Request for Proposals

RFP No. 26-045

Safety & Disability Management  
Software System

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**Appendix A - Functional Requirements**

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**[PROPOSAL SUBMISSION FORM](#)**

**1. KEY DATES**

<b>RFP Issue Date</b>	<b>Monday, May 25, 2026</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>12:00 PM (local time)</b> <b>Monday, June 22, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Monday, June 29, 2026</b>

**2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

**Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.**

- c) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

### 3. DEFINITIONS

**“Agreement” “Contract”** means the Contractor’s standard form agreement, master services agreement, terms of service, or equivalent contract governing the provision of Employee and Family Assistance Program and related services, as negotiated and executed between the City and the Contractor

**“City” “Owner”** means City of Coquitlam

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services

**“Project Manager”** means the City staff member appointed to coordinate the Work

**“Proponent”** means responder to this Request for Proposals

**“Proposal”** means the submission by the Proponent

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for

#### 4. INSTRUCTIONS TO PROPONENTS

##### 4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓n̓əm̓ (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ʔíćə́y (kat-zee), and other Coast Salish Peoples.

##### 4.2. Purpose

The City of Coquitlam requests Proposals from qualified, experienced companies for the provision of a **Safety and Disability Management Software System** as outlined in **Section 5 – Scope of Services** and **Appendix A - Functional Requirements**.

##### 4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

##### 4.4. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

##### 4.5. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

##### 4.6. Evaluation Criteria

###### a) **Mandatory Criteria (Pass/Fail)**

- Proponent must agree to the City's **Appendix B – Privacy Protection Schedule**

- Proponent must either provide a completed Privacy Impact Assessment (PIA) based on the Ministry Standard (**Appendix C – Privacy Impact Assessment Template**), or cooperate with the development of one with the City
- Proponent must provide security information necessary for the City to conduct a Security Threat and Risk Assessment (STRA) of the software

Proponents who Pass the Mandatory Criteria will then be evaluated as follows:

b) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

c) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

d) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	40
<a href="#">Financial</a>	20
<b>Total</b>	<b>100</b>

e) The criteria for evaluation of the Proposals may include, but is not limited to:

**Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities including relevant experience, financial stability, capacity and resources to successfully deliver projects of similar size and complexity
- Any value added services or benefits included as part of the proposal
- References for comparable projects, preferably within local government
- Qualifications, certifications, and relevant experience of key personnel who will be involved in the implementation and delivery of the software

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility
- Demonstrated sustainable benefits associated with the proposed solution
- Approach to reconciliation, where applicable
- Social responsibility practices, including community impact and ethical considerations

**Technical**

- Description of the proponent’s quality assurance program, including standards, processes, and procedures to ensure the reliability and integrity of the system
- Detailed service level agreements, including availability, performance guarantees, and service offerings tailored solution
- Demonstration of privacy policies and security controls to safeguard City information, ensuring compliance with SOC2 standards (or equivalent) for immutable backups and recovery
- Identification of project risks and proposed mitigation strategies
- Description of training approach and provision of user manuals and supporting information
- Proposed testing and acceptance plan

- Response time
- Description of agreements and licensing model, including any limitations or dependencies
- Demonstrated ability to comply with the stated specifications and requirements
- Proposed project schedule, including key milestones and deliverables
- Interviews will be conducted with the highest ranked Proponent(s)
  - Demonstrated technical strength
  - Overview of services
  - Overview of tools
  - Introduction of experienced team

### **Financial**

- Price
- f) Proposal Comparison
- These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.
- g) Reference Checks and Interviews
- Upon selection of one or more lead Proponent(s):
- References may be contacted
  - Interviews may be conducted
    - As part of the evaluation of Corporate Experience
- The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.
- h) Additional Evaluation Considerations
- These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.
- The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.
- i) Proposal Compliance and Rejection
- Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.
- The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

j) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

## 5. SCOPE OF SERVICES

### 5.1. Project Overview

The organization seeks to procure an integrated Safety and Disability Management software system to support compliance, incident management, return-to-work coordination, and safety training across multiple departments and facilities. The solution will serve as a centralized platform used by Occupational Health and Safety (OHS) professionals, HR staff, managers, Joint Health and Safety Committee (JHSC) members, and designated safety representatives.

This system must be scalable, secure, user-friendly, and capable of integrating with existing enterprise systems such as Human Resource Information System (HRIS) and payroll.

### 5.2. Objectives

- Centralize health and safety data (e.g., incidents, inspections, training) and disability/absence case management.
- Improve reporting accuracy and timeliness for internal and regulatory purposes (e.g., WorkSafeBC, Certificate of Recognition (COR) audit).
- Enhance early intervention in injury and illness cases to support faster, safer returns to work.
- Promote proactive risk identification and continuous improvement through analytics and dashboards.
- Reduce risk to the organization as the current process is fragmented and manual.

### 5.3. Functional Requirements

- i. Health and Safety Module
  - Incident reporting and investigation workflows (with Web/mobile access)
  - Inspection and audit tracking (scheduled and ad hoc)
  - Corrective actions tracking (Assignment, due dates, escalations, completion tracking; audit trail).
  - Training management (registration, certifications, renewals, records)
  - E-Learning module creation including: basic authoring/hosting for self-paced modules; completion tracking

- Real-time dashboards for Total Recordable Injury Frequency (TRIF), severity rate, claim costs
- Customizable reports aligned with COR safety audit requirements
- Trends analysis by department, location, incident type; export to common formats.
- Automated alerts (e.g., overdue investigations, expiring certifications)
- Optional:
  - iCalendar integration for training events
  - Training post-survey creation and reporting
  - Dedicated mobile app for inspections/investigations
  - Ability to track evacuation drill events
  - First aid information tracking (e.g. location of kits, inspection frequencies, number of attendants)
- ii. Disability Management Module
  - Case file management (injury details, medical notes, return to work (RTW) plans) including dashboard for action items
  - Return-to-Work planning with task modification tools
  - Integration with employee information, vacation/sick leave balances and emergency contact information
  - Secure upload/storage of medical forms, invoices; retention & access controls
  - Communication logs between case managers, employees, physicians, and supervisors
  - Claims tracking linked to WorkSafeBC and/or other insurer portals (if applicable)
  - Customizable reports that can be scheduled on a periodic basis

#### 5.4. System Integration & Technical Requirements

- Integration with HRIS: PeopleSoft (employee profile, organization, job data) – near real-time or scheduled sync
- Integration with PeopleSoft Payroll and Oracle E-Business Suite Financials: for wage-loss/RTW cost calculations
- Test site from vendor and advance notice of version upgrades for testing and changes to internal Standard Operating Procedures (SOPs)
- Single Sign On
- Role-based access control (RBAC)
- Data residency in Canada (mandatory) including data backups and failover
- Compliance with BC's FOIPPA/PIPA privacy legislation/STRA
- Mobile-responsive design (iOS and Android compatible)

### 5.5. Data Migration

- Import of legacy data (e.g., spreadsheets, shared documents): various core entities (e.g., incidents, claims, employees, RTW plans, actions) and associated attachments.
- Vendor to provide validated mapping templates, test loads, and reconciliation reports.

### 5.6. Implementation Services

- Discovery/configuration workshops; workflow/form setup to City processes.
- Environment setup (DEV/TEST/PROD), integrations, and migration.
- Testing support (SIT/UAT), defect remediation.
- Training: train-the-trainer, job aids, admin guides; change-management materials.
- Go-live & hypercare; handover to operations;
- Ongoing support services and maintenance

### 5.7. Security and Compliance

The system must meet security and regulatory requirements, including:

- Compliance with applicable provincial and federal privacy legislation, such as the Freedom of Information and Protection of Privacy Act (FIPPA).
- Secure data storage, encrypted transmission, and regular backups.
- Role-based access controls and administrative permissions.
- Comprehensive audit logs for tracking changes and system usage.
- The system must provide a clear process for informing affected customers and providers in the event of a security incident.
- The system must maintain compliance in the secured hosting environment through regular audits, automated monitoring tools, and detailed logging.
- The system must secure web servers and login pages using a Web Application Firewall to block malicious traffic and defend against common cyber threats.

### 5.8. Regulatory and Compliance Requirements

Consultant is to comply with the latest regulations, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

- Worker's Compensation Act;
- BC's Personal Information Protection Act, SBC 2003 c. 36;
- Federal Personal Information Protection and Electronic Documents Act;
- SC 2000 c 5;
- Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165 (FIPPA).



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 26-045

### Safety & Disability Management Software System

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.

#### INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website:

[qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

1. In the "From" field enter: your email address
2. In the "Subject" field enter: Bid Name
3. In the "Bid Number" field enter: Bid Number
4. In the "Type" field enter **New** if this is a new submission or **Update** if this is an updated submission
5. Add files and Send (ensure your browser remains open until you receive a files sent message. You will also receive an email from QFile confirming the submission).

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 1. MANDATORY REQUIREMENTS

Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:

Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:	
I. <u>Privacy Protection Schedule (PPS)</u> Proponent MUST agree to the City's PPS.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No.
II. <u>Privacy Impact Assessment (PIA)</u> Proponent must either provide a completed Privacy Impact Assessment (PIA) based on the Ministry Standard (Appendix B), or cooperate with the development of one with the City.	
<input type="checkbox"/> Privacy Impact Assessment attached <input type="checkbox"/> Agree to have one completed	

## 2. FORM OF CONTRACT

<p><b>CONTRACTUAL FRAMEWORK AND AGREEMENT SUBMISSION</b></p> <p>As part of its Proposal, the Proponent must submit its standard form of agreement, including any master services agreement, software-as-a-service (SaaS) agreement, cloud services agreement, terms of service, or equivalent, that it proposes to use for the provision of the Services to the City.</p> <p>The submitted agreement must represent the complete contractual framework proposed by the Proponent, including all applicable terms, schedules, and service descriptions.</p> <p>The City may require modifications to the Proponent's submitted agreement to ensure alignment with the City's <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a>.</p> <p>The submission of Proponent contract documents is for review and negotiation purposes only and does not constitute acceptance by the City.</p> <p>Proponent's proposed agreement attached for City review and negotiation:</p>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**3. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business:
ii.	Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Describe the Proponent’s current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

<b>b) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
<b>Reference No. 1</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
Reference No. 3	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

**c) KEY PERSONNEL** – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

#### 4. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

<b>I.</b> Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City:
<b>II.</b> What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
<b>III.</b> What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
<b>IV.</b> What policies does your organization have to support reconciliation with indigenous peoples:

#### 5. **TECHNICAL**

<b>a) APPROACH and METHODOLOGY</b> Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work. Provide details as to how your organization would approach this project and engage with the City. Identify all the steps to be taken; hours/days that would be required of City staff and Proponent team; all project phases including any consultation, design, development, testing, training and implementation. Identify any challenges you anticipate in this project and how you propose to mitigate them.
<b>I. Delivery, Set-Up and Execution</b> - Proposals should address the plan for the delivery, set up and execution of the Work.

**II. Quality Assurance** - Describe your quality assurance program, including standards, testing protocols, and procedures that ensure the reliability, accuracy, and integrity of the proposed system:

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**III. Risk Factors** - Identify key project risks and describe the strategies in place to mitigate them. Confirm your ability to meet all stated technical specifications and requirements, including licensing terms:

--

**IV. Lead Time** – indicate the amount of time required between contract signing and project kick-off:

--

**V. Testing and Acceptance Plan** - Outline your proposed testing and acceptance approach, including the processes for validation, defect management, and client sign-off prior to go-live:

--

**VI. Support Offerings** - Describe training and support provided during implementation and ongoing. Proponent should discuss:

- Initial and ongoing training that will be available, include training materials and manuals
- Method of requesting support, including standard support hours
- Support escalation process, including titles and name (if applicable) of staff

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**VII. Integration with existing applications** – Describe how the proposed solutions integrate with technology platforms specified within the scope and currently used by the City such as PeopleSoft, Oracle EBS and other web applications:

--

**VIII. Architecture and Design** – Proponent is to provide a high-level context diagram of the solution that will illustrate at minimum:

- The network (e.g. technical architecture including servers, ports and protocols), the solution (including all components within the solution), data flows and interactions that occur between these.

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**IX. Privacy Policies and Security Controls** - How do your privacy policies and security controls ensure the City’s information is secured according to the SOC2 standard or its equivalents? Would you be able to provide SAQ (Self-Assessment Questionnaire), AOC (Attestation Of Compliance), Quarterly Vulnerability Scans reports? Proponents to discuss their approach to security including answers to Appendix A for Technical Questions and Non-Functional Requirements.

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**X. AGREEMENTS AND LICENSING-**

- Indicate and describe the licensing model(s) for your offering.
- Provide any licensing and warranty information for third-party products you may require the City to purchase in support of this service.
- What is the Proponents Contract liability limitation if the Services that are performed failed (i.e., security breach)?
- Provide the metric used for annual license subscription and support fee increases (e.g., locked in at purchase, tied to Canadian CPI, consistent percentage increase)

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**6. FINANCIAL**

<b>a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):</b>			
<b>ITEM</b>	<b>SCOPE OF WORK</b>	<b>UNIT OF MEASURE</b>	<b>PRICE (exclude GST)</b>
i.	Implementation and Integration	Each	\$
ii.	Initial Software Licensing and Subscription Fees	Each	\$
iii.	Years 2 to 5 Software Licensing and Subscription Fees	Each	\$
iv.	Training Services and Ongoing Support (if applicable)	Each	\$
v.	Other not Listed:		\$
vi.	Other not Listed:		\$
<b>Total</b>			<b>\$</b>

**Attention Purchasing Manager:**

7. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
8. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.