

City of Coquitlam

Request for Proposals  
RFP No. 20-03-05

Consulting Services to  
Update the Coquitlam Sports Field Strategy  
(2021-2030)

Issue Date: May 15, 2020

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

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**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 20-03-05</b> <b>Consulting Services to Update the Coquitlam Sports Field Strategy (2021-2030)</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified firms for the provision of <b>Consulting Services to Update the Coquitlam Sports Field Strategy (2021-2030)</b> .
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Thursday June 11, 2020</b>
<b>Instructions for Proposal Submission</b>	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City also reserves the right to accept proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>  Printing of RFP documents is the sole responsibility of the Proponents.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions – Consulting and Professional Services</a> are posted on the City's website and will apply to the contract awarded as a result of this RFP.

## DEFINITIONS

**“Agreement / Contract”** means the contract for services and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquitlam.

**“Consultant”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, Work and Services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

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

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

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

**“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

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

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

**“Work” “Works”** shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Proponent.

## **1. INSTRUCTIONS TO PROPONENTS**

### **1.1. Request for Proposals**

The City requests Proposals from professional, qualified, experienced companies for Consulting Services to Update the Coquitlam Sports Field Strategy (“work”).

The successful Proponent shall provide Consulting Services for the Strategy as identified herein, while meeting all of the specified performance requirements outlined in this document.

### **1.2. Project Description**

The City of Coquitlam is seeking to assess and update the current Coquitlam Sports Field Strategy (2013-2023). The revised Strategy (2021-2030) will define the long-term vision for the provision of field sport amenities in the City, including guiding relationships with community groups, supporting effective programming decisions, and addressing the sustainability of field assets.

### **1.3. Proposal Submission**

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

### **1.4. Examination of Proposal Documents**

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, Specifications, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

A complete set of documents will include:

- a) Request for Proposals Documents
- b) Proposal Submission Form
- c) Addenda Issued

Complete sub-contracting of the work will not be approved; however, segments of work involving special skills may be sub-contracted. The Proponent will be responsible for the delivery of Services per the RFP by a sub-consultant.

1.5. Withdrawal of Proposal

Proposals may be withdrawn upon request sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

1.6. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain **FIRM** for the completion of the Services.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licenses, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

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

1.7. Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 30 points

- Experience (municipal recreation amenity consulting with sports field experience an asset), and demonstrated successful performance on projects of similar size, scope and complexity
- Key Personnel & Sub-Proponents
- References (on-time completion, performance, within budget, etc.)

Technical – 30 points

- Methodology
- Risk Mitigation
- Start and completion dates – Work Schedule.
- Demonstrated ability to complete assignments on time and within budget

Financial and Value Added – 40 points

- Professional Fees
- Value added Benefits
- Sustainable Value

**And, upon selection of one or more lead proponent(s):**

- Interviews may be conducted
- References may be contacted

The criteria listed above will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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.

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.

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.

Incomplete Proposals, or Proposals submitted on forms other than the Proposal 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.

#### 1.8. Eligibility

For eligibility, as a condition of award, the successful companies are required to meet or provide the equivalent:

- a) Professional and Commercial General Liability (CGL) insurance \$5M coverage provided on the City's [Certificate of Insurance - Consultant Form](#)
- b) Accept the [Standard Terms and Conditions - Consulting and Professional Services](#) posted on the City's website:
- c) A City of Coquitlam or Tri Cities Inter-municipal [Business License](#)

These items are not required as part of this RFP Submission but will be required prior to entering into an agreement with the City for Services.

#### 1.9. Project Budget

The City has a budget of \$37,000.00, inclusive of PST and exclusive of GST, to complete the Services as requested within this RFP. The Proponent may suggest changes to the Scope of Services in order to deliver the Services within the stated budget.

## 2. GENERAL CONDITIONS OF CONTRACT

### 2.1. Terms and Conditions

The City's [Standard Terms and Conditions – Consulting and Professional Services](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

### 2.2. Workmanship

- i. The Proponent to ensure that they are experienced and qualified with the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.
- ii. Be a registered member (in good standing) of an association with a professional discipline relating directly to the *Service* being provided, examples:
  - a. *Canadian Association of Management Consultants (CMC)*;
  - b. *BC Recreation and Parks Association (BCRPA)*;
  - c. *Sports Turf Managers Association*;
  - d. *Sportsplex Operators and Developers Association, etc.*

### 2.3. Negotiation

The City reserves the right to, prior to award, negotiate changes to the Scope of Services, including price and sub-consultants with one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes.

The City may enter a changed or different scope of services with the Proponent proposing “Best value”, without liability to any other Proponents that are not awarded contract.

The City reserves the right to release the names of Proponents and the total lump sum value proposed by Proponents. No unit rates or scores will be provided.

### 2.4. Advertisement

The Proponent shall not advertise its relationship with the City without prior written consent from the City.

### 2.5. Extra Work

The Consultant must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A change order form must be submitted in the event the Proponent fees exceed the fees in their original Proposal Submission. In this situation the Consultant will be requested to submit scope of work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

### 3. SCOPE OF SERVICES

#### 3.1. General Requirements

The Consultant is to provide all the services as required to review the City's current Sports Field Strategy (2013-2023) and identify recommendations which will allow the City to develop an updated Sports Field Strategy (2021-2030).

#### 3.2. Scope of Study

- Review and update recent community scan information on the provision of fields and the application of user fees;
- Identify best practices based on research on community need and emerging trends in the administration of municipal sports fields, including the provision of specialized or sport-specific fields versus general or multi-sport use fields, indoor sport facilities, the provision of storage to user groups, and the application of field user fees;
- Develop and facilitate a stakeholder engagement process to seek feedback on current processes, and to identify gaps, opportunities and future priorities;
- Review trends relating to access and inclusion;
- Review inventory of sports field assets in the context of community need based on the Standards of Play model, as well as anticipated casual and recreational programming needs;
- At a minimum, provide recommendations, including financial implications for the following:
  - Potential adoption of field user fees or other user capital contribution models;
  - Establishment of subsidized funding for recreational youth field sports;
  - A model for learn-to-play and recreational league play for youth and adults;
  - Enhancing relationships with community sport organizations;
  - Implementation of best practices regarding access and inclusion.

The Consultant will be responsible for all elements of the project, including stakeholder engagement, reporting at key milestones, timely communications with the Project Committee on emerging project issues, and maintaining complete documentation (i.e. meeting notes, data) related to the work.

#### 3.3. Consultation Process and Objectives:

**Conduct Background Research:** Review relevant City policies, plans and processes; review and update municipal scan data on the provision of sport fields and related amenities, the application of user fees, existing models of municipal sport field administration, best practices and emerging trends; and Coquitlam's provision of sports field assets in the context of community need, based on the Standards of Play model, as well as casual use and recreation programming needs.

**Engage Community Stakeholders:** Review the results of a consultation exercise conducted by the Coquitlam Field Sport Association in November 2019 and develop and

facilitate a comprehensive stakeholder engagement process to seek feedback on current processes, and to identify gaps, opportunities and future priorities.

**Develop a Key Findings Report:** Provide a summary and analysis of the document review, stakeholder engagement, municipal trends and best practices.

**Produce a Final Study Document:** Provide recommendations, including financial implications for subsidized funding for youth recreational field sports, recreational league play, enhanced relationships with community sport organizations, potential user contribution models, and best practices for access and inclusion.

Identify opportunities for innovations or alternatives to the Scope of Work that would result in value added improvements for the City.

#### 3.4. Consultation with the City

- a) The City will appoint two (2) Project Managers and a Project Coordinator to act on its behalf with respect to all powers, duties and authorities as outlined in this RFP and under the Agreement;
- b) The Proponent will appoint a single Contract Administrator, who will ensure day-to-day liaison between the 'Consulting Team' and the Project Managers and Coordinator;
- c) The City will establish a Project Committee comprised of the Consulting Team, the Project Managers, the Project Coordinator and other key City staff;
- d) The Project Managers, working with the Project Committee, will play the lead role in decision-making regarding the planning and development of this project. The 'Consulting Team' will play a supporting role and will be expected to collaborate on all processes;
- e) The Consultant will be responsible to revise specifications as instructed, to meet the requirements of the Project Managers.

#### 3.5. Meeting Process

- a) Project Committee Orientation  
A project orientation (i.e. Project Kick-Off) meeting between the Consultant and City staff will be required to review scope of work, receive background information, data, specifics, budget information, and outstanding issues, confirm the schedule and coordinate the proposed methodology.
- b) Project Committee Meetings  
The Consultant will meet in person, online or by phone with the designated City staff as required throughout the process.
- c) Stakeholder Engagement Sessions  
The Consultant will engage with community stakeholders to seek feedback on current processes, identify gaps, opportunities, and future priorities.

It is expected that the Consultant, in consultation with the Project Committee, will develop a comprehensive, creative, and dynamic engagement plan to include a combination of methods, such as interviews with field sport user representatives, stakeholder focus groups, and potentially other methods to

engage casual users and community residents. The engagement plan should reflect the evolving COVID restrictions.

3.6. Meeting Minutes

The Consultant will be responsible for recording all meeting minutes for the meetings noted above, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within three (3) business days after each meeting and transmit to the Project Committee, to any additional meeting participants and affected parties not in attendance.

3.7. Information Assembly and Review

- a) The City will make available, to the Consultant, relevant existing information to include the Parks, Recreation and Cultural Master Plan, the *Coquitlam Sports Field Strategy 2013-2023*, applicable City policies, bylaws and Council Reports, financial and budget information, municipal scan data and field sport use data.
- b) The Consultant will verify and analyze all existing information and identify opportunities, constraints and issues that require clarification or assessment work before start of plan.

3.8. Documentation and Reporting Requirements

The Consultant shall perform general administrative duties associated with the Project, including monitoring progress, preparation of progress reports, and general correspondence with the City.

Progress Reports as and when to be mutually agreed between the Consultant and City is to submit the completed works to date for review by the City.

3.9. Term

The Term of the Contract is from the issuance of a Purchase Order to the successful completion of the Services.

The City and the Consultant, by mutual agreement may extend the Term. Additional work may be provided on an as needed basis and when requested by the City upon mutual agreement of price and service.

3.10. Progress Meeting

The Consultant shall organize regular progress meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

3.11. Quality of Work

All Work shall be performed by skilled, qualified, and experienced personnel. All Work submitted to be in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc.

3.12. Approval

In all cases where approval or direction is required, it shall be provided in writing by the City's Project Manager and/or their designated Representative.

3.13. Project Deliverables:

1. Key Findings Report
  - Summary and analysis of document review and stakeholder input;
  - Summary and analysis of best practices and emerging trends.
2. Final Study Report Document including:
  - Detailed recommendations;
  - Possible Action Steps and potential implementation schedule;
  - Associated funding and financial implications.

It is expected that the Consultant will deliver a draft **Key Findings Report**, with detailed recommendations and funding implications to be reviewed by the City. Two rounds of comments will be provided to the Consultant for incorporation into the **Final Study Document**. The Consultant will submit the final report, in a form suitable for presentation to senior management and/or City Council. The report will include the analysis within a concise and cohesive document, including Consultant recommendations on the key findings. It is expected that data will be presented in both textual and non-textual form.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 20-03-05**

**Consulting Services to Update the Coquitlam Sports Field Strategy  
(2021-2030)**

Proposals will be received on or before 2:00 pm local time  
**Thursday June 11, 2020**  
(Closing date and time)

**Proposal Submission Instructions**

Proposal submissions are to be consolidated into one (1) .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 "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send  
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) )

Proponents are responsible to allow ample time to complete the submission process.  
For assistance Phone 604-927-3037.

**PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form with:**

**Submitted by:** \_\_\_\_\_  
(company name)

**1. PRICE**

1.1 Fee Schedule and Cost of Services

- a) The Proponent shall fill in Fee Schedule below for all of the Services outlining each team member hourly rates and total lump sum fee. The hourly rates will be used to valuate additional services if required. The final fee schedule will be negotiated with the successful Proponent.
- b) The Proponent shall include in the fee schedule all subconsultants fees and all disbursements.
- c) The Proponent shall indicate any additional ‘Optional Services’ or costs not accounted for in the fee schedule as part of the proposal submission.
- d) The Proponent will not be able to claim any additional cost as a result any delays caused by the Proponents. The Proponent shall be entitled to extra fees as result of changes to the scope by the City or an extension to the schedule caused by City or Proponent.

**SCHEDULE OF PRICES**

	PROFESSION	HOURLY COST	ESTIMATED HOURS	TOTAL
1				\$
2				\$
3				\$
4				\$
5				\$
6				
7				
8				
	<b>TOTAL</b>			<b>\$</b>

**OPTIONAL PRICING**

	Profession	HOURLY COST	ESTIMATED HOURS	TOTAL
1				\$
2				\$
3				\$
4				\$
5				\$
	<b>TOTAL</b>			<b>\$</b>

**2. SCOPE CHANGES**

The Proponent may suggest changes to the Scope of Services in order to deliver the Services within the stated budget.

**3. SUBCONSULTANTS**

The Proponent will utilize the services of the following subconsultants and ensure compliance with the City's Terms and Conditions of Contract.

	COMPANY NAME	DESCRIPTION OF WORK
1		
2		

**4. VALUE ADDED**

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

**5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY Sustainable Benefits**

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:

**5.2. Social Responsibility**

a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

**6. PROFESSIONAL ASSOCIATIONS**

State Professional Associations you are registered with, in good standing:

**7. REFERENCES**

Proponents shall be professionally qualified to perform the services required and have successfully completed projects similar in size, scope and complexity. By submission of a Proposal, Proponents agree the City may verify successful completion of work. Information obtained from references may not be discussed or disclosed to any Proponents.

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**8. BUSINESS INFORMATION AND CORPORATE CAPABILITIES**

Proponent is to state how many years they have been in business, capacity to take on this project in regards to other work the Proponent may have ongoing and state projects of a similar nature the Proponent has produced for similar entities in the last 3 years:

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**9. KEY PERSONNEL**

The following are the Proponent’s key personnel proposed for use on this project. Include relevant experience, qualifications, certification, roles, responsibilities and availability for this project. Attached resumes if necessary.

Maximum 2 pages each and a maximum of 6 resumes; include expertise and potential roles they may play such as project manager, designer, etc.

Name	Position	Experience and Qualifications	Years with your organization

**10. METHODOLOGY**

Summarize the key features of your Proposal and the Approach to be used. Provide a brief description of the various components required for successful completion of the work.

**Execution of the work** - Proposals should address the plan for the execution of the work.

**Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

Execution of the Work
Risk Factors

**11. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET**

<b>1.</b>	Briefly describe how your company will complete assignments on time and within budget?
<b>2.</b>	In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed as a reference?  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3.</b>	What were the reasons for the delay?
<b>4.</b>	How did your firm make attempts to mitigate the issue?
<b>5.</b>	In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed as a reference?  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>6.</b>	What were the reasons for increasing the budget?
<b>7.</b>	How did your firm attempt to mitigate the issue?

**12. WORK SCHEDULE**

Provide a detailed schedule of all activities, commissioning by task, key deliverable and milestone timelines to complete the work.

**The Proponent states that they are available and ready to start this project and confirms the Work shall be completed as per the agreed schedule.**

<b>Work Schedule Duration From Date of Award</b>	
<b>Activity/Milestone</b>	<b>Approximate No. of Weeks</b>
Information Gathering and Key Stakeholder Consultation	8 weeks
Data Analysis	8 weeks
Key Findings Report for Review by City	4 weeks
Consultation with Council and Council Advisory Committee	12 weeks
Final Report to City	4 weeks

**13. COMPLETION DATE**

The City requests completion by spring 2021.

**We confirm the work will be completed on or before:** \_\_\_\_\_

**14. ADDENDA**

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

<b>Addendum No.</b>	<b>Date Issued</b>

**15. NON-COMPLIANCE**

Proponents shall fully disclose any requirement they are unable to comply with:

**16. CONFLICT OF INTEREST DECLARATION**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

**17. AUTHORIZATION**

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Standard Terms and Conditions – Consulting and Professional Services](#) The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
<b>Signature:</b>	
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.