



Request for Proposals

Regional Housing Needs Assessment

April 2014

MACKENZIE REGION MUNICIPALITIES

Mackenzie County

Town of High Level

Town of Rainbow Lake



**REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO THE:
REGIONAL HOUSING NEEDS ASSESSMENT
(the “Study”)**

INSTRUCTIONS TO PROPONENTS

1.0 INTRODUCTION

1.1 Purpose of RFP

- 1.1.1 **Mackenzie Region Municipalities (the “MRM”), consisting of Mackenzie County, Town of High Level and Town of Rainbow Lake** seek innovative proposals from interested parties for the following:

Regional Housing Needs Assessment Study (“the Study”).

Proposals are to include a list of certifications, experience on similar projects and a general description as to how the Proponent will handle the MRM’s needs. It is the Proponent’s responsibility to identify any inability to meet the requirements specified in this RFP.

- 1.1.2 **Mackenzie County (the “County”)** is the leading municipal and legal partner for the Study.
- 1.1.3 The RFP proposals will be reviewed by the MRM Working Committee (**the “Committee”**) comprised of representatives from the Region’s municipalities, Mackenzie Housing Management Board, High Level Housing Authority, La Crete Municipal Nursing Association, and First Nations. The same committee will oversee this Study by working with the selected consultant.
- 1.1.4 If the Committee receives a proposal acceptable to it, the Committee will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the MRM , in its sole and unfettered discretion, will negotiate regarding the terms of a contract (the “Contract”) to perform the Study.

1.2 Submission of RFP

- 1.2.1 Proponents shall submit their Proposal in an envelope marked “Mackenzie Region Municipalities , Request for Proposal for **Regional Housing Needs Assessment Study**” (the “Proposals”) on or before 2:00:00 p.m. (Mountain Standard Time) on Friday, **May 30, 2014** (the “RFP Closing Time”) to:

**Mackenzie Region Municipalities
C/O Mackenzie County
P.O. Box 640, 4511-46 Avenue
Fort Vermilion, AB T0H 1N0**

Attention: Joulia Whittleton, CAO

No faxed or electronically submitted Proposals will be accepted by the MRM.

1.2.2 Proposals will be opened following the RFP Closing Time. No Proposal(s) submitted after the RFP Closing Time will be accepted.

1.2.3 Each Proponent may submit only one Proposal. Collusion between Proponents will be sufficient cause for the affected proposal(s) to be rejected outright by the MRM without further consideration.

1.2.4 Any inquiries respecting this RFP should be directed, in writing, to:

Joulia Whittleton, CAO
jwhittleton@mackenziecounty.com

1.2.5 Each Proponent shall designate within 5 days of the receipt of this RFP, and no later than 7 calendar days prior to the RFP Closing Time of this RFP, one (1) person to whom any additional information, as may be deemed relevant to this RFP by the MRM, may be communicated. The name and contact information is to be emailed to the MRM's designated contact person indicated in paragraph 1.2.4 above noted.

1.2.6 The County is under no obligation to respond to any inquiry submitted to it in respect of this RFP.

1.2.7 If the MRM, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed to all Proponents who have requested a copy of this RFP and completed the acknowledgment form. Such written response(s) will be issued in the form of an addendum to this RFP, and will be deemed to be part of this RFP.

1.2.8 No inquiry submitted to the MRM will be responded to after **May 23, 2014**.

1.3 General Conditions Applicable to this RFP

1.3.1 Appendices and Addenda

The appendices to this RFP and any subsequent addenda are incorporated into and form part of this RFP. The information and data contained in any appendices and any subsequent addenda may form the basis upon which a contract engagement will be entered into the Contract will be entered into with the County.

1.3.2 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- 1.3.2.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 1.3.2.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 1.3.2.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;
- 1.3.2.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- 1.3.2.5 to hold harmless the MRM, its elected officials, officers, employees, agents, advisors or partnering entities in this undertaking, and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- 1.3.2.6 that it shall not be entitled to claim against the MRM, its elected officials, officers, employees, insurers, agents, advisors, and partnering entities in this undertaking on grounds that any information, whether obtained from the MRM or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.3.2.7 that the MRM will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the MRM's acceptance or non-acceptance of a Proposal; and
- 1.3.2.8 to waive any right to contest in any proceeding, case, action or application, the right of the MRM to negotiate with any Proponent for the Contract whom the MRM deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the MRM and acknowledges that the MRM may negotiate and contract with any Proponent it desires.

1.3.3 **No Tender and no Contractual Relationship**

The Proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable the MRM to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the MRM and any Proponent. For greater certainty, by submission of its Proposal, the

Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the MRM and the Proponent arising from this RFP or the submission of a Proposal.

Further, the Proponent acknowledges that a Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract.

1.4 **Discretion of County**

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section 1.4 prevail, govern and override all other parts of this RFP. The County is not bound to accept any Proposal. At any time prior to execution of the Contract, the MRM may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the Study or proceed with the Study on different terms. All of this may be done with no compensation to the Proponents or any other party.

The County reserves the right, in its sole and unfettered discretion, to:

- 1.4.1 utilize any ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the Study, and the scope of the Study;
- 1.4.3 waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;
- 1.4.5 determine whether any Proposal meets the submission requirements of this RFP; and
- 1.4.6 negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.4.7 negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

1.5 **Selection**

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the MRM.

1.6 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by County, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

1.7 Representations and Warranties

1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.

1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.

1.7.3 No implied obligation of any kind by, or on behalf of, the MRM shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the MRM, are and shall be the only representations and warranties that apply.

1.7.4 Information referenced in this RFP, or otherwise made available by the MRM or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the MRM, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the MRM any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

2.0 **STUDY OVERVIEW AND DESCRIPTION OF THE WORK TO BE PERFORMED**

Please refer to Schedule "A".

3.0 PROPOSAL REQUIREMENTS

The County reserves the right, but is not required, to reject any Proposal that does not include the requirements.

3.1 Description of the Proposal

3.1.1 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.

- 3.1.2 Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the Study. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.3 Proposals shall include a description of the individuals who will be performing the Study including their previous experience and qualifications.
- 3.1.4 Proposals shall include a list of previous work of a similar nature to the Study required by the MRM as set out in this RFP.
- 3.1.5 Prices for the Study shall be inserted by the Proponent in the form attached hereto as **Schedule "B"** and the form shall be submitted by the Proponent at the time of the submission of its Proposal.

3.2 **Execution of the Proposal**

Proposals shall be properly executed in full compliance with the following:

- 3.2.1 Proposals and the pricing form attached as **Schedule "B"**, must be signed by the representative for the Proponent;
- 3.2.2 if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3 if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5 if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

4.0 **MANDATORY SUBMISSION REQUIREMENTS**

4.1 **Documents to be Submitted with the Proposal**

At the time of the submission of its Proposal, the Proponent shall provide the following [**include other mandatory requirements?**]:

- 4.1.1 Proponent's resumes.

- 4.1.2 Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission;
- 4.1.3 A copy of all licenses, certifications, qualification issued by the relevant authorities, which the Proponent may require in order to perform the Study contemplated by the RFP, if applicable; and

4.2 **Insurance to be carried by Successful Proponent**

At the time of the submission of its Proposal, the Proponent shall provide evidence of insurance coverage as follows:

- 4.2.1 standard automobile, bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- 4.2.2 a comprehensive general liability insurance policy providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 4.2.2.1 non-owned automobiles;
 - 4.2.2.2 independent subcontractors;
 - 4.2.2.3 contractual liability including this Agreement.
- 4.2.3 Proponent's Compensation coverage for all employees, if any, engaged by the Study in accordance with the laws of the Province of Alberta;
- 4.2.4 Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than **TWO MILLION (\$2,000,000.00) DOLLARS** per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and
- 4.2.5 such other insurance as the MRM may from time to time reasonably require.

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the MRM and any other party designated by the MRM as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the MRM. The Proponent shall, upon the request of the MRM, furnish written documentation, satisfactory to the MRM, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

5.0 EVALUATION

- 5.0 After the RFP Closing Time, the MRM will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.
- 5.1 In evaluating the Proposals received, the MRM will consider all of the criteria listed below in Section 5.2, and the MRM will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the MRM has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 5.2 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the MRM to award points in respect of the criteria noted below (the "Evaluation Criteria"). The Evaluation Criteria and the maximum number of points for each criteria are as follows:

OTHER?:

Evaluation Criteria	Weighing	Points	Mark
Prior Experience	20		
Data Collection Approach	30		
Methodology	35		
Price	15		
Total Points Available	100		

The County may select a Proponent with the lowest, or not necessarily the lowest, Points with whom to negotiate the contract for the Study. Points will be assigned for each criteria based on the information provided in the proponent's submission. Scoring will be consistently applied by the MRM's evaluation team through the use of the specified scoring system noted below.

Points will be awarded on a scale of 0 to 10 as noted below:

Score	Description
0-2	UNACCEPTABLE: does not satisfy the requirements of the criterion in any way
3	VERY POOR: address some requirements but only minimally
4	POOR: addresses most of the requirements of the criterion but is lacking in critical areas

5	MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level
6	SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion
7	ABOVE AVERAGE: fully meets all of the requirements of the criterion
8	SUPERIOR: exceeds the requirements of the criterion
9-10	EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion

5.3 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.

5.4 At all times, the MRM reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

6.0 OTHER

6.1 Period Open for Consideration

The Proposals received shall remain irrevocable for a period of sixty (60) days following the RFP Closing Date in order to allow for the MRM to undertake the evaluation of the Proposals received and to undertake the negotiations as provided for herein.

6.2 Information Disclosure and Confidentiality

All documents submitted to the MRM will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in the MRM's custody or control. It also prohibits the MRM from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the MRM cannot assure Proponents that any portion of the Proposals can be kept confidential under FOIP.

6.3 Independent Determination

A Proposal will not be considered by the MRM if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

6.4 Documents

All documents submitted by a Proponent shall become the property of the MRM upon being presented, submitted, or forwarded to the MRM. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of the MRM upon their being presented, submitted or forwarded to the MRM.

6.5 Agreement on Internal Trade and New West Partnership Trade Agreement

The provisions of the Agreement on Internal Trade, Part IV, Chapter Five – Procurement and Annex 502.4, (“AIT”) and the New West Partnership Trade Agreement (“NWPTA”) apply to this Proposal.

6.6 Other Conditions

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The County is not responsible for undertaking any investigations to assist the Proponent.

6.7 Law and Forum of Proposal

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

Schedule “A”

**Request for Proposals
Regional Housing Needs Assessment**

PROJECT OVERVIEW

AND

DESCRIPTION OF WORK

Mackenzie Regional Housing Needs Assessment

1. Overview

The vision of the Region is that there is a sufficient supply, choice and diversity of housing within the Region.

The Mackenzie Region is comprised of three municipalities: Mackenzie County, Town of High Level and Town of Rainbow Lake, with their own unique housing market and characteristics. Housing needs and demands vary across the Region, depending on the character of the community, the type of housing and socioeconomic and demographic drivers. Housing requirements are also affected by people's needs from the surrounding First Nations reservations. Two housing bodies currently have been delivering various housing services within the Region: Mackenzie Housing Management Board and High Level Housing Authority; and these bodies have varied portfolios (Appendix A). Mackenzie Housing Management Board is the sole seniors' lodge requisitioning body for the three municipalities.

2. Purpose of the Needs Assessment

The Assessment will explore current and future housing need, demand, supply and affordability and provide insight into the key drivers behind the housing markets within the Mackenzie Region communities, with main emphasis being placed on seniors' and social housing needs. The Assessment is expected to be inclusive, assessing the needs of all residents across all tenures, housing types and locations, and consider the housing needs of specific groups.

Specifically, the municipalities want the Assessment to:

- Provide an overview of the Region's housing market, including drivers, mechanisms and constraints.
- Provide credible and robust evidence to determine the current and future housing needs.
- Consider future demographic, employment and socioeconomic trends and identify unmet housing demand for specific groups, housing types, tenures and locations.
- Obtain the views of stakeholders to better understand the characteristics of housing need and demand.
- Determine the nature and influence of the local housing market on housing typology, location, tenure, demand, commuting and employment.
- Identify unmet needs and gaps within the current and anticipated future housing market and provide recommendations to address those gaps and unmet market demand.

- Inform housing development investment decisions by both the private and not-for-profit sectors.
- Provide data to support the seniors' housing needs across the Region including independent lodge and assisted living.

The Assessment will identify these specifics for the collective, Regional need, as well as for the individual needs for the following communities: Town of High Level, Town of Rainbow Lake, Hamlet of La Crete, Hamlet of Fort Vermilion, Hamlet of Zama and surrounding rural areas. In the case of seniors' housing, the assessment will identify the needs of surrounding First Nations reserves and Paddle Prairie Metis Settlement.

The Assessment must project for a ten-year span. The assessment will be used as a guide in setting direction for Mackenzie Housing and High Level Housing Authority to assure diverse housing needs are adequately and timely addressed within the Region.

3. **Objectives and Scope of the Assessment**

The Assessment will be a comprehensive review of the Housing Need, Demand and Market Assessment across the housing continuum, including non-market (subsidized) and market housing gaps for the Region, and for individual communities. The intent is to put more emphasis on the seniors' and social housing needs, however the assessment must also address the housing needs for people with mental and/or physical disabilities, including Fetal Alcohol Syndrome Disorder (FASD). The Assessment will identify opportunities and challenges each community faces and the role housing can play in contributing to their long term sustainability of the communities within the Region. The Assessment will identify the collective Regional needs, as well as individual needs for the following communities: Town of High Level, Town of Rainbow Lake, Hamlet of La Crete, Hamlet of Fort Vermilion, Hamlet of Zama and surrounding rural areas. The Assessment must consider the First Nations population that utilizes the housing services within the Region (off-reserves), specifically the assisted living facilities services. The Assessment will encompass the assessment of the support services that are essential or beneficial to be located in proximity with some types of housing.

The specific objectives of the needs assessment are to obtain a range of information in order to provide an objective base to (for the collective and individual communities' needs):

- Ascertain the nature and level of current housing demand and need;
- Obtain an understanding of the characteristics of future housing markets;
- Estimate the future number of households requiring market and social housing based upon housing typology, location, unmet needs and potential market demand;
- Inform strategies aimed at providing the right mix of housing in the future – both market and affordable, including the size of subsidized housing market;

- Understand the housing requirements of particular groups, projecting into the future, and;
- Inform policy and housing development.

This Assessment will explore current and future housing supply, demand and identify housing gaps over a 10 year period (2014-2024). In order to find a precise and valid analysis, the Assessment will provide a review of the current housing situation and the functioning of the residential market within the Region.

Considering the results of a review of housing trends of the area, the scope of work for the Assessment is outlined below:

- Review demographic trends;
- Review housing development trends;
- Assess and identify housing supply;
- Assess, identify and project various types of Housing Demand, including lone parent family, duplexes, townhouse, and multifamily units for a 10 year period;
- Assess and identify the support services that are essential or beneficial to be located in proximity with some types of housing, or the impact of these services on home care and long term care;
- Assess, identify and project affordable housing supply and demand for the next 10 years;
- Recommend housing strategies for future development to address the identified anticipated unmet housing needs (gaps);
- Other activities as may be determined and proposed by the Consultant to meet the specific objectives of the Study.

The Assessment will provide robust evidence to inform strategies aimed at providing the right mix of market and non-market housing across MRM.

4. **The Deliverables**

The consultant shall attend meetings and present findings to the Housing Needs Assessment Working Committee comprised of representatives from Mackenzie County, Town of High Level, Town of Rainbow Lake, Mackenzie Housing Management Board, High Level Housing Authority, and La Crete Municipal Nursing Association. Key findings and recommendations will be summarized and presented as PowerPoint presentations.

It is expected that the Consultant will:

- Draft a survey form for review and approval by the Working Committee;
- Undertake the survey (must include an online option) and provide a summary evaluation/assessment of the surveys;
- Identify and undertake stakeholders meetings;

- Hold public meetings at the following communities: Town of High Level, Town of Rainbow Lake, Hamlet of La Crete, Hamlet of Fort Vermilion, Hamlet of Zama.
- Gather and produce accurate and reliable data;
- Have a sufficient understanding of data available from Alberta Health Services, able to access, analyze and utilize the data;
- Produce a report that addresses the collective, Regional need, as well as the individual assessment of each community, meeting the objectives as specified in this RFP.

5. **The Working Committee's Proposed Timeline:**

Selection of the Consultant	June 1 – 15, 2014
Engagement of the Consultant	June 30, 2014
Data Collection by the Consultant	July – August 2014
Open Houses and Consultations	September 2014
Draft Report Presentation to the Working Committee	October 1, 2014

Schedule “B”

**Request for Proposals
Regional Housing Needs Assessment
PRICING FORM**

PRICING FORM
REQUEST FOR PROPOSALS:
REGIONAL HOUSING NEEDS ASSESSMENT STUDY

We, _____
(Company)

of _____
(Business Address)

having examined the RFP Documents as issued by: Mackenzie County (the "County"), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the RFP Documents for the RFP Sum as follows:

- | | |
|------------------------------|----------|
| 1. Sub-Total (excluding GST) | \$ _____ |
| 2. GST | \$ _____ |
| 3. Total | \$ _____ |

in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date and except as may be otherwise provided in the RFP Documents.

Please attach the detail breakdown of the price calculation.

Appendices to RFP Pricing Form:

Please append the mandatory information as specified on Section 4 of RFP.

The information required by the Instructions to Proponents is provided in the attached Appendices and forms an integral part of this RFP.

Declarations:

We hereby acknowledge and declare that:

- (a) we propose to perform the Work as set out in our Proposal;
- (b) no person, firm or corporation other than the undersigned has any interest in this RFP or in the proposed Work for which this RFP is made;
- (c) we hereby acknowledge and confirm that MRM has the right to accept any Proposal or to reject any or all Proposals in accordance with the Instructions to Proponents;
- (d) this RFP is open to acceptance for a period of sixty (60) days from the date of RFP Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: _____
(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Apply SEAL above)

Signature: _____

Name & Title: _____
(Please Print or Type)

Witness: _____

Dated at _____ this _____ day of _____, 20____