



PARLIAMENTARY PROTECTIVE SERVICE  
SERVICE DE PROTECTION PARLEMENTAIRE  
CANADA

# REQUEST FOR PROPOSAL (RFP)

## ACTUARIAL SERVICES

Date of Solicitation: Thursday, November 30, 2023

**Date & Time of Closing: Thursday, January 11, 2024, before 2:00 p.m.**

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### List of Attachments:

Appendix A – Instructions to Proponents

Appendix B – General Conditions

Appendix C – Statement of Work (SOW)

## GLOSSARY OF TERMS

### 1. Interpretation

In this RFP, the following definitions shall apply and take precedence over definitions included in any other document(s). When the context requires, references to the singular shall be considered to include the plural, the plural to include the singular, and the neuter gender to include the masculine and the feminine.

- 1.1 Amendment: means the items that may impact the RFP and its associated documents, such as answers to significant questions, clarifications, modifications, or corrections, which will be issued through an Amendment.
- 1.2 Canada Buys Portal: means the Portal to be used by the Proponents to access the solicitation documents or submit their questions.
- 1.3 Closing Date and Time: means the time and date set out in the covering page of this RFP at which no further Proposals could be submitted pursuant to the PPS' RFP.
- 1.4 Contractor: means the person, firm, agency, entity, supplier, or consultant who is registered, licensed, or otherwise authorized to practise in the province or territory of the Place of the Work, and will be engaged by the PPS to provide goods, services, design, studies, or other specialized services for the completion of the Work.
- 1.5 Contract: means the Purchase Order sent to the Contractor or a written agreement executed by the PPS and the Contractor in accordance with the RFP documents, including all issued Amendments, the General Conditions, any negotiation or changes (as the PPS may in its sole discretion approve), annexes or other documents specified or referred to as forming part of the Contract, all as amended by agreement of the parties.
- 1.6 Final Score: means a Proponent's Final Score that will be calculated by adding the total weighted score for their Technical Proposal and the total weighted score for their Price Proposal.
- 1.7 Joint Venture (JV): a JV is an association of two or more legal entities or persons who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, to submit together a Proposal. The JV shall be solely accountable for all parties.
- 1.8 Key Personnel: means the Proponent Team's personnel whose roles and responsibilities are critical for the completion of the Work and that the PPS wishes to evaluate. They are the personnel named by the Proponent to fill the key roles identified in this RFP.
- 1.9 Mandatory Requirement: means the requirement(s) identified as such within this RFP. Failure to respond to a Mandatory Requirement or to substantiate how the Proponent meets the Mandatory Requirement within a Proposal will cause a Proposal to be deemed non-compliant and not considered.
- 1.10 Place of the Work: means the designated site or location of the Project/Contract for the Work identified in the RFP and the SOW/SOR documents.

- 1.11 Proponent: means the person or entity (or, in the case of a JV, the persons or entities) that submits a Proposal; it is the legal entity authorized to enter into a Contract and will have full contractual responsibility and liability for the delivery of the required Work.
- 1.12 Proponent Team: means the Proponent and its team of Subconsultant, specialists or Subcontractor proposed by the Proponent to perform the Work.
- 1.13 Project: means the total work of which the Work may be a whole or a part.
- 1.14 Proposal: means the Proponent's written response to this RFP and includes both the Technical Proposal and the Price Proposal together with any requested attachments, documentation or certification.
- 1.15 Rated Criteria: means those requirements upon which a Proponent's Technical Proposal will be scored to determine the Technical Score.
- 1.16 Request for Proposal: means the RFP document and all documents appended and referenced thereto.
- 1.17 Subconsultant or Subcontractor: means those permitted persons, entities and specialist hired by the Contractor to perform part of the Work on their behalf and for whom the Contractor is solely and fully liable.
- 1.18 Technical Proposal: means the response to the Mandatory Requirement and Rated Criteria that forms part of the Proposal.
- 1.19 Technical Score: means the score for a Technical Proposal after the technical evaluation is completed.
- 1.20 Work: means all services, activities, deliverables, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract (i.e. the total Work described in the SOW/SOR documents).

## INTRODUCTION

### **2. Purpose**

- 2.1 The Parliamentary Protective Service (the PPS) is seeking non-binding Proposals from potential firms who have managerial and technical experience for the provision of Actuarial Services in Ottawa, Canada, as further described in Appendix C, Statement of Work for the prices established in the Price Proposal Form.
- 2.2 This is a one-step two-document submission process (Technical and Financial) to select the overall highest ranked Proponent who may then be invited to negotiate or to enter into a Contract with the PPS.
- 2.3 The objective of this RFP is to establish a Contract for a period of three (3) years from the date of award.
- 2.4 If mutually agreeable between the selected Proponent and the PPS, the awarded Contract may be extended for up to two (2) additional one-year periods with the same terms and conditions.

### **3. Project Description/Objective**

- 3.1 The PPS has a requirement for actuarial services to assist PPS in estimating, if applicable, a reasonable liability value for inclusion in the audited annual financial statements related to compensated absences in compliance with the Canadian public sector accounting standards issued by the Public Sector Accounting Board (PSAB).
- 3.2 Project Schedule: Refer to Section 10.1 of the attached SOW.

### **4. Scope of Services**

- 4.1 As a selected Proponent, it will be required to deliver the Work contemplated for this Project including, but not limited to, the following services:
  - 1. actuarial valuation of employees accumulated compensated absences,
  - 2. report that will contain the results of its valuation,
  - 3. extrapolation or updated valuation on an annual basis,
  - 4. reports that withstand external audit.
- 4.2 The deliverables must be provided in both official languages.
- 4.3 Refer to Section 6 of the attached SOW for all additional details.

## **PROPOSAL EVALUATION**

### **5. Evaluation Process**

- 5.1 Subject to the Instructions to Proponents, it is the intent of the PPS to award a Contract to the Proponent who has submitted a compliant Proposal which reflects the best overall value as identified through the evaluation process detailed in this section.
- 5.2 Proposals will be evaluated on the merits of the information received and any further clarifications/confirmations required by the PPS. The evaluation process is a stepped process as follows:
  - 1. **Step 1:** The Mandatory Requirements will be reviewed first and will receive either a pass or fail. Proposals that do not meet all the mandatory criteria will receive no further consideration subject to the PPS' privileges afforded by the Instructions to Proponents.
  - 2. **Step 2:** Proponents who meet all the Mandatory Requirements will have their Technical Proposal evaluated. Proponents must achieve a **minimum overall score of 42 out of 70 points** on the Technical Proposal to be eligible for further consideration. Proponents who do not meet this level of scoring will receive no further consideration.
  - 3. **Step 3:** Once the evaluation of the Technical Proposals has been completed, the PPS will open the Price Proposals of the Proponents whose Proposals have met the Mandatory Requirements and have met the minimum overall score and have a total Technical Score **within 30 points** of the highest ranked Technical Proposal. Price information will be reviewed and scored according to the formula and criteria specified in this RFP.

4. **Step 4:** The Technical and price Scores will be added to determine the overall highest ranked Proponent who may then be invited to enter into a Contract with the PPS.

## 6. Evaluation Committee

- 6.1 The evaluation of the Proposals will be conducted by the PPS and may include its representatives or third-party evaluators to assist the PPS in the evaluation in accordance with the rules described in this RFP.
- 6.2 An Evaluation Committee will be convened by the PPS and a consensus will then be reached.
- 6.3 The results of the Proposal evaluation according to the criteria will be the prime tool in the overall evaluation; however, the final decision on the selection of a Proponent to perform the Work in question may be contingent on the results of a meeting with the proposed Evaluation Committee.
- 6.4 The Contracting Authority reserves the right, but is not obliged, to perform any of the following:
1. seek clarification or verify any or all information provided by the Proponent with respect to this RFP;
  2. contact any or all of the references supplied and to interview, at the sole costs of the Proponent or any or all of the resources proposed by the Proponent to fulfil the requirement, at the PPS' location, on forty-eight (48) hour notice, to verify and validate any information or data submitted by the Proponent.
- 6.5 The successful Proponent's Proposal will be incorporated to form part of the Contract.

## 7. Scoring of Technical Information

- 7.1 Proponents shall respond to the Mandatory Requirements and should answer all the Rated Requirements outlined in the Proposal Submission Requirements. Proponents should present their Technical Proposal in the format specified and in compliance with the page count stated. Information provided on pages beyond the stated limit may not be reviewed and evaluated.
- 7.2 Responses will be evaluated and scored based on the following:

Score	Description
0	<b>No response provided:</b> No response provided or the response provided did not address the question.
1	<b>Unacceptable response:</b> Major gaps exist in the response.
2	<b>Poor response:</b> The response provided partially addressed the question or provided some of the requested information. Some gaps exist in the response.
3	<b>Satisfactory response:</b> The response provided addressed the question in an acceptable manner and provided an acceptable amount of the required information. Acceptable gaps exist in the response.
4	<b>Good response:</b> The response provided addressed the question in a good manner and provided a significant amount of the required information. Minor gap exists in the response.

<b>5</b>	<b>Excellent response:</b> The response provided comprehensively addressed the question and provided all required information. No gaps exist in the response.
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- 7.3 Each response will be independently evaluated by the Evaluation Committee. The final score will be determined by consensus scoring. Rejected submissions will not be returned to the Proponent.
- 7.4 The score will be multiplied by the weighting for each criterion and divided by five (5) to arrive at a weighted score, and then the weighted scores will be summed to reach a total weighted score.

## 8. Scoring of the Price Proposal

- 8.1 The scores for the Total Amount for five (5) years and the Total Amount for Hourly Rates for five (5) years will be allocated as follows:

Criteria	Score
Proponent's Price is = (Lowest Price)	10
Proponent's Price is > (Lowest Price) and ≤ (Lowest Price + 5%)	9
Proponent's Price is > (Lowest Price + 5%) and ≤ (Lowest Price + 10%)	8
Proponent's Price is > (Lowest Price + 10%) and ≤ (Lowest Price + 15%)	7
Proponent's Price is > (Lowest Price + 15%) and ≤ (Lowest Price + 20%)	6
Proponent's Price is > (Lowest Price + 20%) and ≤ (Lowest Price + 25%)	5
Proponent's Price is > (Lowest Price + 25%) and ≤ (Lowest Price + 30%)	4
Proponent's Price is > (Lowest Price + 30%) and ≤ (Lowest Price + 35%)	3
Proponent's Price is > (Lowest Price + 35%) and ≤ (Lowest Price + 40%)	2
Proponent's Price is > (Lowest Price + 40%)	0

- 8.2 The score for each price criterion will be allocated using the above table. The score will be divided by 10 and then multiplied by its respective weight factor to produce a weighted score for each criterion.
- 8.3 Equal prices will receive the same score.
- 8.4 The weighted scores will be added to reach the total weighted score for the Price Proposal.

## 9. Negotiation and Award

- 9.1 The total weighted score for the Technical Proposal and the total weighted score for the Price Proposal are added to reach a combined score (Final Score) for each Proponent.
- 9.2 The Proponent with the highest Final Score may be invited to enter into a negotiation or into a Contract with the PPS. Failure to reach an agreement with the top Proponent will entitle the PPS, at its own discretion, to invite the next highest-ranked Proponent to enter into negotiations. The PPS is not bound to enter into any negotiations or Contract with the top-ranked Proponent or any Proponent.
- 9.3 If the Final Scores of the top two Proponents are tied or separated by one point or less, the Proponent who receives the highest score on their Price Proposal will be selected to negotiate or to enter into a Contract with the PPS.



## PROPOSAL SUBMISSION REQUIREMENTS

### 10. Format

10.1 The Technical Proposal should be submitted in the following format and each section should be limited to the page count indicated in the Evaluation Criteria Summary Table:

- Paper size: 8.5" x 11" (metric equivalent A4) OR as otherwise indicated, some criteria require an 11"x17" paper size.
- Font size: 11-point Segoe or equivalent.

**N.B.:** To request the documents in alternate format for specific accessibility needs, send an email to the Contracting Authority named on the front page.

### 11. Closing Date and Time

11.1 Proposals must be received **before** the Closing Date and Time stated in the RFP.

11.2 The PPS may, by Amendment, extend the Closing Time, Closing Date or any other scheduled dates relating to this RFP. The PPS shall not be responsible for any costs incurred by the Proponents related to any change in any of the scheduled dates in the RFP or any other delays regarding this RFP.

### 12. Complete Proposal

12.1 A Proposal should include only the criteria described in this section and any Amendments issued thereto. Proponents are advised to present their information clearly and concisely in the requested format. The information should be relevant and given in context of this Project or Contract.

12.2 All aspects of the criteria should be thoroughly addressed by the Proponents. Those Proponents responding with unqualified phrases, such as "we comply", may get a score of "1" i.e. "Major gaps exist in the response" or may not be rated as highly as those Proponents that described in some or enough details how they comprehensively addressed the criterion or the question.

12.3 Proposals will be evaluated solely on the contents of the material as requested in this RFP. Supplementary material in the form of company brochures, marketing information, etc., are not to be submitted and will not be considered or evaluated.

12.4 Proposals shall be submitted as described in **Section 13** below. The Proposal should be submitted in two separate documents: **Document 1** will contain the Technical Proposal that includes all technical information in response to the mandatory and rated technical criteria. And **Document 2** will contain the Price Proposal that includes all price information.

### 13. Submission of Proposals

13.1 Proposals should contain all information requested in the Instructions to Proponents and the Price Proposal contained in this RFP. It is the sole responsibility of the Proponent to carefully review the RFP documents (including issued Amendments) to gain a thorough

- understanding of the instructions and requirements specified herein. Price Proposals shall cover the cost of all items contemplated in the RFP and its associated documents. No allowance shall be made by the PPS on behalf of a Proponent for any error, omission or negligence on the Proponent's part.
- 13.2 Limitations on the content of the Proposal have been set to ensure that the process can be conducted as efficiently as possible for both the PPS and Proponents. Proponents are expected to adhere to the instructions provided. The Proposal will be evaluated solely on the information provided in response to the evaluation criteria requested.
- 13.3 Proponents should structure their Proposal as specified in this Section.
- 13.4 Each Proponent acknowledges, by submitting a Proposal in response to this RFP, it has read and agrees to comply with the terms and conditions of this RFP, including for clarity, Instructions to Proponents, Price Proposal Form and attachments, and, if selected as the successful Proponent, accepts to enter into a Contract with the PPS.
- 13.5 This is a two-document process:
1. **Document 1** titled "**Technical Proposal**" and must include the Proponent's response to the following:
    - a) The response to the Mandatory Requirements;
    - b) The technical response to the evaluation criteria; and
    - c) Any other requested information, certification or documentation.
  2. **Document 2** titled "**Price Proposal**" and must include the following:
    - a) The Price Proposal Form.
- 13.6 The Price Proposal Form contained in this RFP shall be fully completed, signed and submitted on the form provided in a clear and legible manner. Signatures and all other entries shall be written in ink or entered and signed electronically. All pages and spaces of the Price Proposal shall be completed and included with the submission of the Proposal.
- 13.7 The RFP documents may not be altered, except for adding the information requested. Proposals which contain omissions, write-ins, strikeouts, conditions or qualifying statements may be rejected by the PPS in its sole discretion.
- 13.8 Proponents are advised that both the Technical Proposal and the Price Proposal constitute a **complete Proposal** and that Proposal will form part of any resulting Contract.
- 13.9 All submitted prices shall be firm and quoted in Canadian funds. The prices quoted in the Proposal shall remain in effect during the term of the Contract and shall represent full payment for all Work and other matters necessary to perform the Contract.
- 13.10 Proposals must be received **before** the specified Closing Date and Time by email.

**Refer to the Instructions to Proponents for all associated details.**

13.11 The Proponents should ensure that the Proponent's name and return address and the "RFP number" appear clearly in their Proposals.

13.12 Each Proponent shall bear all costs associated with or incurred in the preparation and submission of its Proposal, including, if applicable, costs incurred for any presentation(s).

## **14. Mandatory Requirements**

### 14.1 Security Screening Requirements

1. In the case of a Joint Venture, **all** the parties of the Joint Venture must hold and maintain, for the duration of the Contract, the required PPS security screening level.
  2. The required PPS security screening level must be granted **before** gaining access to the Place of the Work or starting the Work. Before commencement of the Work, the successful Proponent shall agree to submit to the PPS, in a duly completed manner, the names and all required information as established by the PPS, of all individuals who will be present at the Place of the Work or who will be involved with the Work, whether they are employees of the Proponent or their Subcontractors. Once the required PPS security screening level is granted, the selected Proponent and their Subcontractors agree to abide by all security requirements established by the PPS and to only allow PPS screened personnel on the Work site or involved with the Work.
  3. For greater certainty, any inability or delay in obtaining the required PPS Security Screening level or a revocation of the required PPS Security Screening level in respect of any Security Screened Proponent or their subcontractors will disqualify such Security Screened Proponent or their subcontractors from providing any Work under this Contract.
  4. Non-Canadian Proponents must contact the Contracting Authority within ten (10) calendar days from the posting date to request security clauses appropriate to their country of origin or to obtain approval. Identify the company legal and business name, contact name, country of origin, complete address and telephone number.
  5. Proponents who are subcontracting to non-Canadian organizations outside of Canada, must contact the Contracting Authority within ten (10) calendar days from the posting date to request security clauses appropriate to their country of origin or to obtain approval. Identify the company legal and business name, contact name, country of origin, complete address and telephone number.
  6. The successful Proponent or their Subcontractors must not distribute or remove any PPS information or assets from the work site(s) except where approved in writing by the PPS Project Authority. All information provided to and developed by the Contractor will remain the property of the PPS. The Contractor and its resources will not reproduce, use, divulge, release or disclose any PPS information they become aware of during the performance of Work under this Contract.
- 14.2 Proponents must achieve a **minimum overall score of 42 out of 70 points** of the Technical Proposal to be eligible for further consideration.

14.3 Proponent must demonstrate that its proposed resource has the following:

Proof of membership as a Fellow in good standing of the Canadian Institute of Actuaries or Society of Actuaries; and/or

The Proponent shall ensure that their membership(s) remain(s) active and in good standing for the term of the resulting Contract.

## **15. Experience of the Proponent**

15.1 Achievements of the Proponent on comparable projects.

In this section, the PPS is seeking to evaluate the corporate experience and qualifications of the Proponent. In approximately 2 pages per project, list and describe two (2) projects in the order of \$10,000.00 in fees per year (or greater) completed within the last five (5) years by the Proponent. Comparable projects that are with security requirements and with similar challenges, and more relevant in nature, size and scope to this requirement may score higher.

If the project was carried out under a JV, the JV partners should be identified, and the degree of responsibility assigned to the Proponent and to the other JV partners should be indicated. JV submissions should not exceed the requested number of projects/contracts.

### **Information to be supplied:**

1. Provide a description and the intention of the project including the initial and final fees as well as the start and completion dates (explain any variation).
2. Clearly indicate how this project is comparable and relevant in size, scope and complexity to the requested Project.
3. Provide an explanation of the specific roles and responsibilities undertaken by the Proponent.
4. Identify your evaluation of the success of the project, its strengths and weaknesses, lessons learned, and what you would do differently in future projects of this type.
5. Provide your client reference (name, address and client contact). References may be checked to validate the information provided and may impact the final score.

## **16. Experience and Qualification of Key Personnel**

16.1 Experience and Qualification of Key Personnel

Provide a resume for the Actuarial Consultant and describe the experience and performance of this Key Personnel to be assigned to this Project regardless of their past association with the current Proponent. This is the opportunity to emphasize the strengths of the individual, to demonstrate their past responsibilities, experience and achievements, and how relevant they are to the PPS' SOW.

### **The resume should include the following:**

1. Academic and other relevant qualifications such as Professional accreditation, e.g. FCIA, etc.; include accomplishments, awards and achievements;
2. Relevant experience in the proposed position including a list of completed projects with roles and responsibilities on each, and a brief description of scope, size and year of completion;
3. Number of years of experience with the Proposant and total;
4. The linguistic capability of the Key Personnel, confirming either English, French, or both.

**N.B.:** Key Personnel may conduct the work in English or French or both official languages. Key Personnel with more recent (e.g. experience that includes projects completed within the past 5 years) and relevant experience in terms of size and scope on similar projects may score higher.

## **17. Equity, Diversity and Inclusion**

- 17.1 The PPS believes that through equity, diversity and inclusion, we can build a stronger community; therefore, Proponents should demonstrate through their approach or policy their understanding for the below general requirement:

Contractors shall not refuse to employ and shall not discriminate in any manner against any person because of that person's race, national or ethnic origin, colour, religion, age, sex, gender, sexual orientation, marital status, disability, conviction for which a pardon has been granted, or family status.

## **18. Approach and Methodology to Achieve Objectives**

- 18.1 Explain the Proponent's proposed approach and methodology to perform the Work, satisfy the Project requirements, and attain the Project milestones and Deliverables.
- 18.2 Describe your corporate management systems including, but not limited to, quality management/control, project management, information analysis tools, ISO certification.

## **19. Price Proposal**

- 19.1 Proponents shall complete the Price Proposal Form, found in this RFP.

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## EVALUATION CRITERIA SUMMARY TABLE

SECTION	CRITERIA	PAGE COUNT	WEIGHT
<b>14</b>	<b>Mandatory Requirements</b>		<b>Pass/Fail</b>
14.1	Security Requirements	N/A	Pass/Fail
14.2	Linguistic Requirements	N/A	Pass/Fail
14.3	Minimum Technical Score	N/A	Pass/Fail
<b>15</b>	<b>Experience of the Proponent</b>	<b>4</b>	<b>32</b>
15.1	Comparable Projects (approximately 2 pages per project):		
	- Project # 1	2	16
	- Project # 2	2	16
<b>16</b>	<b>Experience and Qualification of Key Personnel:</b>	<b>2</b>	<b>22</b>
16.1	Resume of Key Personnel (approximately 2 pages )		
	Actuarial Consultant	2	22
<b>17</b>	<b>Equity, Diversity and Inclusion</b>	<b>1</b>	<b>2</b>
<b>17.1</b>	The Proponents' understanding, approach or policy in relation to DIE.		2
<b>18</b>	<b>Approach and Methodology to Achieve Objectives</b>	<b>1</b>	<b>14</b>
18.1	Approach & methodology to perform the Work, satisfy the requirements, and attain the Project milestones and Deliverables.		10
18.2	Corporate management systems including, but not limited to, quality management/control, project management, information analysis tools, ISO certification.		4
<b>19</b>	<b>Price Proposal</b>	<b>N/A</b>	<b>30</b>
	Total Amount for 5 years		25
	Total Amount for Hourly Rates for 5 years		5
<b>Total Pages/Weight</b>		<b>8</b>	<b>100</b>

## PRICE PROPOSAL FORM

**Project Title** : **Actuarial Services**  
**Project Address** : **Ottawa, Ontario**  
**Project Number** : **RFP-2023-24-08**

**1. WE DO HEREBY OFFER** the PPS to diligently and faithfully perform and complete the Work for the amounts/rates shown below, which form part of this Price Proposal Form, in accordance with all the terms and conditions of the RFP documents.

(1)	(2)	(3)	(4)	(5)
Item	Description	Yearly Amount	Number of years	Total Amount
(A)	Annual amount for the complete services as per the SOW	\$	3	\$
(B)	Annual amount for the first optional Year	\$	1	\$
(C)	Annual amount for the second optional year	\$	1	\$
<b>Total amount for items (A) to (C) excluding GST/HST/QST in Canadian funds</b>				\$

**Proponents should provide, as an attachment to their Price Proposal, a cost breakdown structure that includes detailed tasks and assigned team members with associated hourly rates.**

Our annual amounts include all fees, supervision, office and administrative costs, any applicable travel and living expenses, overhead, profit and all other coordination fees, expenses, and costs associated with providing the Work outlined in this RFP and the SOW documents. The PPS will not pay for any parking fees or travel expenses.

**2. AND WE HEREBY OFFER** to complete the Work in accordance with the Scope of Work which forms part of this RFP.

**3. AND WE HEREBY AFFIRM AND CERTIFY** that we:

- 3.1 have visited, where and when required, the Place of the Work prior to Closing Time.
- 3.2 have examined to our satisfaction all conditions affecting the Work.
- 3.3 have carefully studied the RFP documents including all modifications set forth in the **issued Amendment(s)**, the undersigned and all relevant laws, rules, notices, directives, standards, orders, and regulations, licensing and permit requirements, labour markets, and other circumstances which may affect our submission, hereby submits a Proposal to provide the services and complete the Work as specified for this Project/Contract.

- 3.4 have full knowledge of the locality of the proposed Work, the conditions pertaining to the proper and successful performance of the Work and the materials to be furnished and used including, without limitation, every condition which may affect execution of the Work, both within the Place of the Work and adjoining areas.
- 3.5 have considered the market condition, inflation rates, wage increase, and the impacts associated with COVID-19 in preparing our rates/prices for the delivery and completion of the Work. In addition, our rates are fixed for the term of the Contract and include all costs for salary, labour burden, profit, administrative overhead, disbursements, travel, and if applicable yearly increase, union fees, insurance, other related costs, and all subcontractor coordination costs.
- 3.6 have not relied on any information or documents provided by or on behalf of the PPS other than the RFP documents.
- 3.7 have included the information that was required to be submitted, which information forms an integral part of the Price Proposal Form.
- 3.8 are skilled in the performance of the Work required by the RFP documents, are able to perform the Work in accordance therewith, and have experience in work which is of a similar type and scope to the Work required herein.
- 3.9 shall deliver to the PPS, in accordance with the RFP documents, all applicable bonds, insurance and warranties.

**Hourly Rate Table**

a) An hourly rate structure will be applicable for payments management and administration, for contracts with time-based fees or for additional services to be reimbursed on a time basis as may be requested by the PPS.

b) Proponent shall provide an hourly rate for each of the personnel identified in below table. The Total Amount for Hourly Rate will be used for evaluation purposes. The number of hours used in the Rate Table is for evaluation purposes only.

The Hourly Rates quoted below include all labour, supervision, office and administrative costs, any applicable travel and living expenses, overhead, profit and all other coordination fees, and expenses associated with providing the Work outlined in this RFP and the SOW documents.

<b>Hourly Rate Table for Years 1, 2 &amp; 3</b> (Estimated number of hours for evaluation purposes only)				
<b>Item</b>	<b>KEY Personnel</b>	<b>Hourly Rate (Years 1, 2, 3)</b>	<b>Estimated # of Hours</b>	<b>Sub-Total</b>
1	Actuarial Consultant	\$	50	\$
2	Administrative Support	\$	50	\$
<b>Total Amount for Hourly Rates</b>				\$



<b>Hourly Rate Table for Years 4 &amp; 5</b> (Estimated number of hours for evaluation purposes only)				
<b>Item</b>	<b>KEY Personnel</b>	<b>Hourly Rate (Year 4 and year 5, Option Years)</b>	<b>Estimated # of Hours</b>	<b>Sub-Total</b>
1	Actuarial Consultant	\$	50	\$
2	Administrative Support	\$	50	\$
<b>Total Amount for Hourly Rates</b>				\$

Proponents should note that where unit/hourly rates are required, the unit/hourly rates provided by the Proponent shall take precedence over the extension rate should an error in the extension be discovered. If an arithmetic error is noted in the addition of the line items, the line items shall take precedence and the total amount will be changed to reflect the correct sum. The estimated number of hours is used for evaluation purpose.

The **undersigned** has completed this RFP Price Proposal Form and accepted all the terms, provisions, stipulations and requirements set out in the RFP documents:

**Proponent’s Legal Name** : \_\_\_\_\_  
**Proponent’s Business Name** : \_\_\_\_\_  
**Street Address** : \_\_\_\_\_  
**City/Province/Postal Code** : \_\_\_\_\_  
**Contact’s Name and Position** : \_\_\_\_\_  
**Phone/Cell #** : \_\_\_\_\_  
**Email address** : \_\_\_\_\_

Signature of the Proponent\*: \_\_\_\_\_ Date \_\_\_\_\_

\*Duly Authorized Representative, by signing above we certify that:

1. we are authorized to sign this Proposal on behalf of the corporation, partnership, JV or sole proprietorship; and
2. we comply with the Integrity clause #30 and the Non-Disclosure clause #31 of the Instructions to Proponents.