



PARLIAMENTARY PROTECTIVE SERVICE  
SERVICE DE PROTECTION PARLEMENTAIRE  
CANADA

# REQUEST FOR PROPOSAL (RFP)

## Bid Management Platform

Date of Solicitation: Monday, May 27, 2024

**Date & Time of Closing: Monday, June 17, 2024, before 2:00 p.m.**

Contracting Authority: Sylvie Thibault

Email: [proposals-soumissions@pps-spp.parl.gc.ca](mailto:proposals-soumissions@pps-spp.parl.gc.ca)



TABLE OF CONTENTS

<b>1. TERMS OF REFERENCE.....</b>	<b>3</b>
1.1 Interpretation.....	3
1.2 Purpose.....	4
1.3 Project Objective.....	5
1.4 Scope of Services.....	5
<b>2. PROPOSAL EVALUATION .....</b>	<b>5</b>
2.1 Evaluation Process.....	5
2.2 Evaluation Committee.....	6
2.3 Scoring of Technical Information .....	6
2.4 Scoring of the Price Proposal.....	7
2.5 Negotiation and Award.....	7
<b>3. PROPOSAL SUBMISSION REQUIREMENTS.....</b>	<b>8</b>
3.1 Format.....	8
3.2 Closing Date and Time .....	8
3.3 Complete Proposal .....	8
3.4 Submission of Proposals.....	9
3.5 Mandatory Requirements.....	10
3.6 Technical requirements.....	11
3.7 Experience of the Proponent.....	12
3.8 Team Structure and Experience and Qualification of Key Personnel.....	Error! Bookmark not defined.
3.9 Understanding of the Project.....	Error! Bookmark not defined.
3.10 Price Proposal .....	13
<b>4. EVALUATION CRITERIA SUMMARY TABLE.....</b>	<b>14</b>
<b>Price Proposal Form.....</b>	<b>15</b>

**List of Attachments:**

- Appendix A – Instructions to Proponents
- Appendix B – General Conditions
- Appendix C – Statement of Work

## **1. TERMS OF REFERENCE**

### **1.1 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.

- 1.1.1 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.
- 1.1.2 Canada Buys: means the Portal to be used by the Proponents to access the solicitation documents or submit their questions.
- 1.1.3 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.
- 1.1.4 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.
- 1.1.5 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.
- 1.1.6 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.
- 1.1.7 Joint Venture (JV): means 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.
- 1.1.8 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.
- 1.1.9 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.

- 1.1.10 Place of the Work: means the designated site or location of the Project for the Work identified in the RFP and the SOW/SOR documents.
- 1.1.11 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.
- 1.1.12 Proponent Team: means the Proponent and its team of Subconsultant, specialists or Subcontractor proposed by the Proponent to perform the Work.
- 1.1.13 Project: means the total work of which the Work may be a whole or a part.
- 1.1.14 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.
- 1.1.15 Rated Criteria: means those requirements upon which a Proponent’s Technical Proposal will be scored to determine the Technical Score.
- 1.1.16 Request for Proposal: means the RFP document and all documents appended and referenced thereto.
- 1.1.17 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.
- 1.1.18 Technical Proposal: means the response to the Mandatory Requirement and Rated Criteria that forms part of the Proposal.
- 1.1.19 Technical Score: means the score for a Technical Proposal after the technical evaluation is completed.
- 1.1.20 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).

## **1.2 Purpose**

- 1.2.1 The Parliamentary Protective Service (the PPS) is seeking non-binding Proposals from potential firms who have managerial and technical experience for the provision of Bid Management Platform to use for all future competitions, as further described in Appendix C, Statement of Work for the prices established in the Price Proposal Form.
- 1.2.2 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.
- 1.2.3 The objective of this RFP is to establish a Contract for a period of two (2) years from the date of award.

- 1.2.4 If mutually agreeable between the selected Proponent and the PPS, the awarded Contract may be extended for one (1) additional three year periods and one (1) additional five year periods with the same terms and conditions.

### 1.3 Project Objective

- 1.3.1 Bid Management Platform Schedule: Refer to Section 9 of the attached SOW.
- 1.3.2 The objective is to find a Bid Management Solution tailored for Request for Proposal and Tendering public competition. This platform aims to facilitate accessibility, promote an open, fair, and transparent process, provide free access to bidders, and include eBidding capabilities for national and international participants.

### 1.4 Scope of Services

- 1.4.1 As a selected Proponent, it will be required to deliver the Work contemplated for this Bid Management Platform including, but not limited to, the following services:
1. Create, publish and manage RFx competitions.
  2. User Registration and Profile Management
  3. RFx Issuance and Management
  4. RFx Submission and Evaluation
  5. Document Management
  6. eBidding Management
- 1.4.2 The platform must be bilingual.
- 1.4.3 Refer to Section 6 of the attached SOW for all additional details.

## 2. PROPOSAL EVALUATION

### 2.1 Evaluation Process

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.

- 2.1.1 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 36 out of 60 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. 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.

## 2.2 Evaluation Committee

- 2.2.1 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.
- 2.2.2 An Evaluation Committee will be convened by the PPS and a consensus will then be reached.
- 2.2.3 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.
- 2.2.4 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.
- 2.2.5 The successful Proponent's Proposal will be incorporated to form part of the Contract.

## 2.3 Scoring of Technical Information

- 2.3.1 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.
- 2.3.2 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.

<b>3</b>	<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.
<b>4</b>	<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.

2.3.3 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.

2.3.4 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.

## 2.4 Scoring of the Price Proposal

2.4.1 The scores for the Total Amount for annual rates 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

2.4.2 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.

2.4.3 Equal prices will receive the same score.

2.4.4 The weighted scores will be added to reach the total weighted score for the Price Proposal.

## 2.5 Negotiation and Award

2.5.1 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.

2.5.2 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.

- 2.5.3 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.

### 3. PROPOSAL SUBMISSION REQUIREMENTS

#### 3.1 Format

- 3.1.1 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.

#### 3.2 Closing Date and Time

- 3.2.1 Proposals must be received **before** the Closing Date and Time stated in the RFP.
- 3.2.2 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.

#### 3.3 Complete Proposal

- 3.3.1 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.
- 3.3.2 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.
- 3.3.3 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.
- 3.3.4 Proposals shall be submitted as described in **Section 3.4** 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.

### 3.4 Submission of Proposals

- 3.4.1 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.
- 3.4.2 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.
- 3.4.3 Proponents should structure their Proposal as specified in this Section.
- 3.4.4 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.
- 3.4.5 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.
- 3.4.6 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.
- 3.4.7 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.
- 3.4.8 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.

- 3.4.9 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.
- 3.4.10 Proposals must be received **before** the specified Closing Date and Time **by email** at: [proposals-soumissions@pps-spp.parl.gc.ca](mailto:proposals-soumissions@pps-spp.parl.gc.ca)

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

- 3.4.11 The Proponents should ensure that the Proponent's name and return address and the "RFP number" appear clearly in their Proposals.
- 3.4.12 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).

### **3.5 Mandatory Requirements**

- 3.5.1 Proponents must achieve a **minimum overall score of 36 out of 60 points** of the Technical Proposal to be eligible for further consideration.
- 3.5.2 **The Proponent must demonstrate or confirm in their written response that:**
- 3.5.2.1 Bidders and organizations across the country and internationally must be able to register, access and download all documents free of charge.
- 3.5.2.2 The Platform is compliant with relevant data privacy regulations.
- 3.5.2.3 The Platform is bilingual, capable of supporting both English and French languages. All user interfaces, including but not limited to, menus, buttons, forms, notifications, and error messages, must be available in both English and French. Additionally, all documentation, help guides, user manuals, and support materials provided with the platform shall be provided in both languages. The platform's language selection feature must be easily accessible and intuitive for users to switch between English and French interfaces seamlessly.
- 3.5.2.4 All content, including user-generated content such as RFx and bid submissions, can be entered, displayed, and processed in either English or French.
- 3.5.2.5 The Platform offers the ability to consult the documents online on the platform at any time during the lifecycle of an RFx.
- 3.5.2.6 The Platform ensures that all servers used for hosting, storing, or processing data are located within the geographical boundaries of Canada.
- 3.5.2.7 Bidders, organizations, and administrators are able to register and modify their accounts on the platform.
- 3.5.2.8 Bidders are able to submit bids and proposals electronically in response to published RFx.
- 3.5.2.9 Audit trails and logs are maintained to track all activities and changes made within the platform by the bidders and the buyers.

3.5.2.10 Robust security measures are implemented to protect sensitive data, including encryption, authentication, and access controls.

### **3.6 Technical requirements**

Proponents should **explain** and **demonstrate** in sufficient details how their existing platform addresses each of below requirement:

#### 3.6.1 User Registration and Profile Management

1. User should have the ability to manage their profiles, including contact information, preferences, and notification settings.

#### 3.6.2 RFx Issuance and Management

1. Explain how we are be able to create, publish, and manage RFx competitions through a user-friendly interface.

#### 3.6.3 RFx Submission and Evaluation

1. Unlimited bidders and revised electronic bid submissions should be allowed.
2. Evaluation capacity built into the platform and sharing documents/links with stakeholders.

#### 3.6.4 Document Management

1. Unlimited document downloads and uploads in PDF, Word, and Excel formats should be supported.
2. Access to the document request list (i.e. Bidders' list) should be provided to buyers.

#### 3.6.5 eBidding Features

1. Capacity to upload bids bonds and verification through a bid bond authorized Canadian third party.
2. Ability to receive bidders' questions and answer them through the platform.
3. Issuance of amendments and extensions to RFx as needed.
4. Option to send solicitations by invitations to specific bidders.

#### 3.6.6 Accessibility and Usability

The platform should preferably comply with accessibility standards such as WCAG 2.1 to ensure equal access for all users. Key accessibility features and requirements may include, but not be limited to:

1. Keyboard Accessibility: All functionality within the platform operable via keyboard alone without requiring a mouse or other pointing device.
2. Screen Reader Compatibility: The platform should be compatible with screen reader software, allowing users with visual impairments to navigate and interact with content effectively.

3. Alternative Text: All non-text content, such as images, icons, and graphical elements, should be accompanied by descriptive alternative text to provide context and understanding for users who cannot view visual content.
  4. Contrast Ratio: Text and interactive elements should have sufficient contrast with their background to ensure readability for users with low vision or color blindness.
  5. Resizable Text: Users should have the ability to resize text within the platform without loss of content or functionality, ensuring readability for users with visual impairments.
  6. Form Accessibility: Forms and input fields should be properly labeled and structured to facilitate completion by users with cognitive or mobility impairments.
  7. Consistent Navigation: Navigation menus and controls should be consistent across all pages of the platform, enhancing usability for users with cognitive disabilities.
  8. Error Identification: Error messages and alerts should be clearly identified and communicated to users, accompanied by suggestions for resolution.
  9. User interfaces should be intuitive and easy to navigate, with consideration for users with diverse abilities and devices including mobile devices.
- 3.6.7 The platform should support two levels of user roles: Buyers and Administrators. These roles shall be defined as follows:
- 1. Buyers:**
    - Buyers are users responsible for managing the RFX process within their respective organizations.
    - Buyers shall have the ability to create, publish, and manage the RFX or other procurement documents within the platform.
    - Buyers should review, evaluate, and respond to bids or proposals submitted by vendors in response to published RFX documents.
    - Buyers shall have access to features and functionalities necessary for conducting procurement activities, such as bid evaluation tools, communication channels with vendors, and document management capabilities.
  - 2. Administrators:**
    - Administrators are users responsible for managing the overall account and user access within the platform.
    - Administrators shall have the authority to add, remove, or modify user accounts and permissions within the platform.

### **3.7 Experience of the Proponent**

#### **3.7.1 Achievements of the Proponent on comparable projects**

In this section, the PPS is seeking to evaluate the corporate experience and qualifications of the Proponent. List and describe two (2) comparable projects completed within the last five (5) years by the Proponent. Comparable projects that are with similar challenges, and more relevant in nature, size and scope to this requirement may score higher.

**Information to be supplied:**

1. Provide a description and the intention of the project including the yearly 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. 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.
4. Provide your client reference (name, address and client contact). References may be checked to validate the information provided and may impact the final score.

**3.8 Equity, Diversity and Inclusion**

- 3.8.1 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.

**3.9 Price Proposal**

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

#### 4. EVALUATION CRITERIA SUMMARY TABLE

SECTION	CRITERIA	PAGE COUNT	WEIGHT
<b>3.5</b>	<b>Mandatory Requirements</b>		<b>Pass/Fail</b>
3.5.1	Minimum Technical Score	N/A	Pass/Fail
3.5.2	Other mandatory requirements: 3.5.2.1 to 3.5.2.10	N/A	Pass/Fail
<b>3.6</b>	<b>Technical requirements</b>	<b>6</b>	<b>40</b>
3.6.1	User Registration and Profile Management		2
3.6.2	RFx Issuance and Management		4
3.6.3	RFx Submission and Evaluation		
	Unlimited bidders and revised electronic bid submissions		3
	Evaluation capacity		4
3.6.4	Document Management		
	Unlimited document		3
	Access to the document		2
3.6.5	eBidding Features		
	Capacity to upload bids bonds		3
	Questions and answer		3
	Issuance of amendments and extensions		3
	Solicitations by invitations		4
3.6.6	Accessibility and Usability		6
3.6.7	User roles		3
<b>3.7</b>	<b>Experience of the Proponent</b>	<b>4</b>	<b>16</b>
3.7.1	Comparable Projects		
	- Project # 1	2	8
	- Project # 2	2	8
<b>3.8</b>	<b>Equity, Diversity and Inclusion</b>	<b>1</b>	<b>2</b>
<b>3.9</b>	<b>Price Proposal</b>	<b>N/A</b>	<b>40</b>
	Total Amount for annual fees		40
<b>Total Pages/Weight</b>		<b>11</b>	<b>100</b>

## PRICE PROPOSAL FORM

**Project Title** : **Bid Management Platform**  
**Project Address** : **Ottawa, Ontario**  
**Project Number** : **RFP-24-7060**

**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 first year	\$	1	\$
(B)	Annual amount for the second year	\$	1	\$
(C)	Annual amount for the first option of 3 years	\$	3	\$
(D)	Annual amount for the second option of 5 years	\$	5	\$
<b>Total amount for items (A) to (D) excluding GST/HST/QST in Canadian funds</b>				\$

Our Total Amount includes all licences, training, support, labour, 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.

**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.

- 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 certify for all resumes that the resources have given their permission to be proposed for the Work.
- 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.

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 #31 and the Non-Disclosure clause #32 of the Instructions to Proponents.