

ATTACHMENT 2 - SUBMISSION AND PRICING FORM

RFQ No. FCS 2599 for Older Adult Resources

Respondent Information

Please fill out the following form, naming the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which the Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

Acknowledgement of RFQ Terms of Reference

In responding to the RFQ, and to be eligible for consideration, the respondent acknowledges its acceptance of the RFQ Terms of Reference.

Ability to Provide Deliverables

The respondent has carefully examined the RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing below.

Addenda

The respondent is deemed to have read and taken into account all addenda issued by the County prior to the submission deadline.

Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by the RFQ.

Conflict of Interest

The respondent must declare all potential Conflicts of Interest (as defined in the RFQ Terms of Reference).

If the respondent declares an actual or potential Conflict of Interest, the respondent must set out below details of the actual or potential Conflict of Interest:

Confidential Information of Respondent

A respondent should identify any information in its quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the County. The confidentiality of such information will be maintained by the County, except as otherwise permitted or required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis to advisers retained by the County to advise or assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the collection, use, or disclosure of personal information pursuant to the RFQ, questions are to be submitted to the RFQ Contact.

1. Price

The respondent will provide the Deliverables for the following pricing:

Rates are in CANADIAN dollars, are all inclusive and will include all costs associated with providing the Deliverables.

Rates must be provided in the following format to be considered and evaluated.

Lump sum pricing to complete Deliverables as required in Attachment 3 Deliverables	\$
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The respondent has submitted its pricing in accordance with the instructions in the RFQ. The respondent confirms that the pricing is in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately. Unless otherwise indicated in the requested pricing information, rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

2. Non-Price

2.1. Experience and Qualifications

Provide responses in the space provided.

2.1.1	Each respondent should provide the following in its quotation: <ul style="list-style-type: none">• a brief description of the respondent.• a description of its knowledge, skills and experience relevant to the Deliverables.• a description of its knowledge, skills and experience interacting with members of the public;

2.2. Workload and Capacity

2.2.1	Describe how your company will have sufficient capacity in terms of timelines, capacity, staffing and experience managing similar workloads in municipal environments to meet the service requirements throughout the term. Respondents should identify how they will act as a lead in coordinating, scheduling and implementing this project and communicating with County representatives with the added complexity of short timelines.

2.3. Proposed Approach

2.3.1	Describe the approach and methods your company will use to fulfill the requirements outlined in attachment 3. Respondents should identify their approach, tools and why these will be effective in meeting the requirements.