**RFP# 1070-1819/14**

**APPENDIX A – SUBMISSION FORM**

1. Proponent Information

| Please fill out the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary. |
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| Full legal name of Proponent: |  |
| Any other relevant name under which the Proponent carries on business: |  |
| Street Address: |  |
| City, Province/State: |  |
| Postal Code: |  |
| Phone Number: |  |
| Contact Person and Title: |  |
| Contact Phone: |  |
| Contact E-mail: |  |

1. Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until BC Housing and the selected Proponent have executed a written contract.

1. Ability to Provide Deliverables

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The Proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the Rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed contract. The Proponent encloses herewith as part of the proposal the required forms and documents set out below:

|  |  |
| --- | --- |
| **FORM** | **INITIAL TO ACKNOWLEDGE** |
| Appendix A – Submission Form |  |
| Appendix C – Capital Budget Template |  |
| Appendix D – Operating Budget Template |  |
| Appendix E – Organization Structure |  |

1. Ability to Provide Deliverables

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The Proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the Rates set out in the Submission Form and has provided a list of any Sub-Consultants to be used to complete the proposed contract.

1. Electronic Funds Transfer

BC Housing implemented direct deposit payment (EFT) that requires all vendors to set up direct deposits as the method of receiving payments from BC Housing. Please identify your current payment status:

* Our company currently receives payment from BC Housing through direct deposit
* Our company does not currently receive payment from BC Housing through direct deposit. A BC Housing direct deposit form and void cheque will be submitted upon award of the opportunity.

<https://www.bchousing.org/resources/Bid/Vendor_direct_deposit.pdf>

1. Addenda

The Proponent is deemed to have read and accepted all addenda issued by BC Housing prior to the Deadline for Issuing Addenda. The onus remains on Proponents to make any necessary amendments to their proposal based on the addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: \_\_\_\_\_\_\_\_\_\_\_\_.

Proponents who fail to complete this section will be deemed to have received all posted addenda.

1. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including bios, profiles and/or other personal information concerning employees and/or employees of any subcontractors.

Where BC Housing has issued a RFP that requires a Proponent to provide personal information of employees and/or subcontractors included as resources in response to the RFP, Proponents shall ensure that they have obtained written consent from each of those employees and/or subcontractors prior to submitting its proposal.   Such written consents are to specify that the personal information forwarded to BC Housing is required for the purposes of responding to this RFP and use by BC Housing only for the purposes as set out in the RFP.

BC Housing reserves the right to request original or copies of the consents when required. Proponents shall comply and respond to all such requests as immediately possible.

* Personal Information ***has been submitted*** in relation to the RFP requirements and all required employee consents have been obtained and are retained by the Proponent.
* Personal Information ***has not been submitted*** in relation to the RFP requirements. Employee consents are not required.
1. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

1. In relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of BC Housing in the preparation of its submission that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or,
2. In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

* The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest.

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of BC Housing and have ceased that employment within twelve (12) months prior to the Submission Date.

|  |
| --- |
| Name of Individual:  |
| Job Classification:  |
| Department:  |
| Last Date of Employment with BC Housing and/or its Affiliates:  |
| Name of Last Supervisor:  |
| Brief Description of Individual’s Job Functions:  |
| Brief Description of Nature of Individual’s Participation in the Preparation of the Proposal:  |

 *(Repeat above for each identified individual)*

The Proponent agrees that, upon request, the Proponent shall provide BC Housing with additional information from each individual identified above in the form prescribed by BC Housing.

1. Disclosure of Information

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this proposal by BC Housing to BC Housing’s advisers retained for evaluating or participating in the evaluation of this proposal.

 **I have authority to bind the Proponent**

|  |  |  |
| --- | --- | --- |
| Signature of Witness |  | Signature of Proponent Representative |
|  |  |  |
| Name of Witness |  | Name and Title |
|  |  |  |