**PART 4 – FORM OF PROPOSAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROPONENT INFORMATION:** | | | | |
| Full Legal Name: |  | | | |
| Address: |  | | | |
| GST Registration No: | |  | PST Registration No. |  |
| Business License No. | |  | Jurisdiction: |  |
| *(Note: If the scope of work results in services being performed in the City of Surrey, the terms of the City’s Business License By-law apply and the Proponent will be required to provide proof of compliance prior to the contract start date)* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AUTHORIZED REPRESENTATIVE / KEY CONTACT DETAILS:** | | | | |
| Name and title: | |  | | |
| Phone: |  | | Email: |  |

**TO: SURREY POLICE SERVICE (“SPS”) -** via email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**RE: REQUEST FOR PROPOSALS** 1220-031-2022-003 **(“RFP”)**

In furtherance of the RFP issued on behalf of SPS, we, the above-named Proponent, hereby certify we have read and fully understand the RFP documents and hereby submit our offer for the performance of the Work.

SPS may, at its option, accept our proposal for the performance of all or any portion of the Work.

|  |  |
| --- | --- |
| Signed on on behalf of the Proponent by its authorized signatory(ies):  *(date)* | |
| *Signature*  *Name (please print):*  *Title (please print):* | *Signature*  *Name (please print):*  *Title (please print):* |

|  |
| --- |
| Attachments:   * Attachment 1 – Proponent Profile and Qualifications   + *(Note: Identify and attach supporting documents applicable to this Attachment)* * Attachment 2 – Workplan   + *(Note: Identify and attach supporting documents applicable to this Attachment – such as catalogues, work product/reporting samples, work plans)* * Attachment 3 – Financial Proposal   + *(Note: Identify and attach supporting documents applicable to this Attachment* |

Attachment 1 - PROPONENT PROFILE AND QUALIFICATIONS

|  |
| --- |
| ***Notes:***   1. *If space is insufficient, additional rows/lines or additional pages may be added as necessary.* 2. *While there is no limit on the number of pages to be submitted, to facilitate the evaluation process provide only relevant information. The inclusion of corporate brochures and other advertising materials is discouraged.* |

1. **Form of Business Organization -** *check and complete as applicable*

|  |  |  |
| --- | --- | --- |
|  | Sole Proprietorship |  |
|  | Partnership – jurisdiction and date of establishment: |  |
|  | Corporation – jurisdiction and date of incorporation: |  |
|  | Joint Venture – identify all joint venturers, and who has primary responsibility for this RFP[[1]](#footnote-2) |  |

1. **Proponent Summary** *(Note: Provide background information (brief history, size, services offered, etc. If you have more than one location, identify the location(s) which will be performing the Work.))*

|  |
| --- |
|  |
|  |
|  |

1. **Experience** *(Note: Describe your relevant experience performing services the same/similar to the Work*):

|  |
| --- |
|  |
|  |
|  |

1. **Financial References** (*Note: Attach financial statements and/or bank references to demonstrate financial stability).*

We hereby consent to SPS contacting our financial institution to obtain financial references:

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Contact Name and Title** | **Contact Telephone Number** |
|  |  |  |
|  |  |  |

1. **Client References** (*Note: List 3 client references (excluding SPS, Surrey Police Board or the City of Surrey), preferably from police/law enforcement organizations, and preferably in Canada or North America).*

We hereby consent to SPS contacting references for the purposes of evaluating our proposal.

|  |  |  |
| --- | --- | --- |
| **Company and Contact Name** | **Phone / Email** | **Work Description** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Personnel** *(Note: List the personnel who will be the primary contact(s) for contract and performance management. Include a brief description of their experience, highlighting relevance and successful completion of work similar to the Work and its scope. Resumes and evidence personnel meet applicable mandatory criteria set out in Part 2 (Scope of Work / Specifications) should be attached. By providing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information in accordance with privacy laws.*

*(Note: As per contract terms, changes to personnel are not permitted without written permission of SPS.)*

| **Name and Title** | **Area of Responsibility** | **Experience** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Sub-contractors** *(Note: List all proposed subcontractors and the work they will undertake. Where final selection has not been made, identify the potential subcontractors from which the selection will be made. If none, indicate “Not Applicable”. Evidence sub-contractors meet applicable mandatory criteria set out in Part 2 (Scope of Work / Specifications) should be attached. If any sub-contractors are individuals, by providing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information in accordance with privacy laws.)*

*(Note: As per contract terms, changes to subcontractors are not permitted without written permission of SPS.)*

| **Name and Address** | **Contact Name / Phone Number** | **Area of Responsibility** | **Experience** (including years working with Proponent) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Conflict of Interest** – *check as applicable*

|  |  |
| --- | --- |
|  | To the best of our knowledge, upon undertaking appropriate investigation and due diligence, we are not aware of any employees or persons who may be involved in this project, being “Associates”[[2]](#footnote-3) of SPS or Surrey Police Board members, employees, officers or directors. |
|  | We are aware of conflict(s) of interest or potential conflict(s) of interest, as follows:  *(Note: Identify parties and their role in the project, confirm their relationship based on the definition of “Associate”, and described the proposed solution to manage, minimize or eliminate any perceived or actual conflict(s))*: |
|  |  |
|  |  |

**ATTACHMENT 2 – WORKPLAN**

|  |
| --- |
| ***Notes:***   1. *If space is insufficient, additional rows/lines or additional pages may be added as necessary.* 2. *While there is no limit on the number of pages to be submitted, to facilitate the evaluation process provide only relevant information. The inclusion of corporate brochures and other advertising materials is discouraged.* |

1. **Performance Methodology** (*attach separate page(s))*
   1. Demonstrate your capability to perform the Work, your understanding of the Work through a discussion of the key issues, and your ability to meet the requirements of the contract terms.
   2. Discuss your team’s approach to the Work.
   3. Provide a clear description of your plan and methodology to successfully accomplish the Work.
   4. Identify resources required to complete the Work from both you and SPS.
   5. Include assumptions made.
2. **Scope/Specifications**

(*check as applicable)*

|  |  |
| --- | --- |
|  | We accept Part 2 – Scope of Work/Specifications in its entirety. |
|  | We accept Part 2 – Scope of Work/Specifications with exceptions.  *(Note: Identify / describe proposed changes, equivalents, substitutions or alternatives with supporting information, data and documentation that the exception will meet or exceed SPS’s expectations. Nothing proposed in this section will apply unless incorporated into the Contract Terms.)* |
|  | |
|  | |

*(Note: Identify any recommended additional scope required or recommended to successfully complete the Work or improve the Work. Nothing proposed in this section will apply unless incorporated into the Contract Terms)*

|  |
| --- |
|  |
|  |

1. **DETAILED** **SPECIFICATIONS:**

*(Note: In addition to providing samples as identified on the cover page of the RFP, attach catalogues, goods listings, detailed specifications, etc. for the Goods, any optional accessories, etc.)*

1. **DELIVERY SCHEDULE / LEAD TIMES**

*(Note: State firm delivery, in calendar days, after receipt of requisition)*

1. From date of requisition (in days):

*(Note: Describe any known or potential ordering, delivery or availability issues that may impact your ability to promptly supply the Goods (including any caps on order quantities, long lead times, business environment/law enforcement industry factors), how these issues will affect SPS and any potential mitigation factors).*

|  |
| --- |
|  |
|  |

1. **WARRANTIES:** *(Note: Identity any warranties offered (by Contractor, suppliers, manufacturers, etc.) in addition to those required by the Contract Terms, and describe how your warranty meets the requirements of the Contract Terms)*

|  |
| --- |
|  |
|  |

1. **QUALITY ASSURANCE:** *(Note: Describe your quality assurance program)*

|  |
| --- |
|  |
|  |
|  |

1. **CUSTOMER SERVICE:**

**Customer Service Approach:** *(Note: Describe your customer service approach, including issues management, reporting, etc.)*

|  |
| --- |
|  |
|  |
|  |

**Response and Performance:** *(Note: Describe your ability to repair/replace defective Goods so there is always a 100% level of service or zero downtime for warranty/service work. If not applicable, insert “N/A”)*

|  |
| --- |
|  |
|  |
|  |

1. **AFTER PURCHASE SUPPORT:** *(Note: Describe after-purchase support, including location of these services, service desk phone number and hours of operation, and how SPS’s needs will be addressed in critical times. Include depth and breadth of support. If not applicable, insert “N/A”)*

**By Contractor:**

|  |
| --- |
|  |
|  |

**By Manufacturer:**

|  |
| --- |
|  |
|  |

1. **Contract Terms -** *Check one.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | We accept Part 3 (Contract Terms) of the RFP in its entirety. | | |
|  | We accept Part 3 (Contract Terms) of the RFP with exceptions.  *(Note: Identify and describe any proposed exceptions/changes.) (Nothing proposed in this section will apply unless incorporated into the Contract Terms).* | | |
|  | **Section** | **Change Proposed** | **Reason for Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Other Information** *(Note: Provide any other details and information you consider relevant or applicable to the RFP and your proposal or that specifically differentiates your proposal from others.)*

|  |
| --- |
|  |
|  |
|  |

**ATTACHMENT 3 – FINANCIAL PROPOSAL**

(Note: This Attachment, subject to negotiations between SPS and the successful Proponents(s), will be incorporated into the Contract Terms)

|  |
| --- |
| ***Note:*** *If space is insufficient, additional rows/lines or additional pages may be added as necessary.* |

1. **PRICING AND PAYMENT TERMS:**
2. Currency. All prices are expressed in Canadian dollars.
3. **Pricing**. Prices are FOB Destination, all-inclusive (including packing, delivery, duty, brokerage, tariffs, environmental fees (if applicable) and fixed and firm. Federal goods and services tax (“**GST**”) and Province of British Columbia provincial sales tax (“**PST**”) is not included in pricing. SPS may increase or decrease quantities without affecting the unit prices shown.
4. **Rebates and Discounts**.SPS shall be entitled to the benefit of any rebates or discounts offered by the Contractor, manufacturers, suppliers and others with respect to the Goods. The Contractor will apply any rebates or discounts as a credit on the applicable invoice; provided that if there are procedures for claiming rebates or discounts, the Contractor will co-operate with, and support SPS, in submitting the claims.
5. **FEE CALCULATION / SCHEDULE OF RATES** (Examples only – Proponents may provide alternate costing tables / methodologies)

**EXAMPLE 1 – BASED ON VOLUME DISCOUNTS – percentage reductions to catalogue rates**

| **Goods** | **Discount (from catalogue pricing)**  (based on “per order” quantities) | | |
| --- | --- | --- | --- |
| **1-50** | **51-100** | **100+** |
| 1. Promotional / branded goods from a range of the Contractor’s available offerings and catalogues. | Discount on rates set out in catalogue: | | |
|  |  |  |
| 1. Branding (such as embroidery, engraving, stamping, silk screening, iron ons, etc.) | If not included in cost of goods, discount on rates set out in catalogue: | | |
|  |  |  |

**EXAMPLE 2 – BASED ON NEGOTIATED RATES – for additional items (not part of Contractor’s available offerings/catalogue**

| **Goods** | **Unit Prices**  (based on “per order” quantities) | | |
| --- | --- | --- | --- |
| **1-50** | **51-100** | **100+** |
| 1. Promotional / branded goods not contained within the range of the Contractor’s available offerings and catalogues but capable of being obtained through the Contractor | Prices are TBD at time of selection and order. Quotes will be provided on an item-by-item basis. Prices may depend on order quantity, style, materials and other factors. | | |
| 1. Branding (such as embroidery, engraving, stamping, silk screening, iron ons, etc.) |

1. **DISCOUNT(S):**

**Early Payment Discount**: A cash discount of \_\_\_\_\_\_% will be allowed if invoices are paid within \_\_\_\_ days.

**Other Discounts:** *(Note: Identity any currently available discounts, including based on volume of Work, etc.)*

|  |
| --- |
|  |
|  |

1. **ADDITIONAL / VALUE ADDED SERVICES (optional)** *(Note: Describe in detail any additional or value-added services not specifically requested but offered. There will be no extra costs associated with these services unless such costs are specifically included and explained in Attachment 3 – Costs and Pricing. Nothing proposed in this section will apply unless incorporated into the Contract Terms)*

| **Description** | **Price** |
| --- | --- |
|  | $ |
|  | $ |

1. **ADDITIONAL EXPENSES:** *(Note: The contract terms provide that Fees are inclusive of all expenses, including shipping. Identify expenses, if any, that would be payable in addition to the Fees)*

| **Description** | **Price** |
| --- | --- |
|  | $ |
|  | $ |

1. If the Proponent is a joint-venture/limited partnership, all information requested in sections A and B should be submitted for each participant in the joint-venture/limited partnership. A separate page may be attached for this purpose. The primary representative who shall assume all responsibilities for the Work, if successful, shall be identified. [↑](#footnote-ref-2)
2. "Associate" means (a) a spouse, (b) a parent, sibling, son or daughter, or the spouse of any one of them, (c) a relative who lives in the person’s home, (d) a company in which a person owns shares carrying more than 10% of the voting rights attached to all shares of the corporation, (e) a person’s business partner, or (f) a trust or estate of which a person is one of the main beneficiaries or for which the person serves as a trustee. [↑](#footnote-ref-3)