



**Request for Proposal
Printer of Record
Proposal Number 12-NC-0116PR**

Opening Date:	01/16/12
Closing Date:	Consideration will be given to your proposal only if you have registered by submitting a Letter of Intent by 01/25/12 and your proposal is received no later than 02/03/12 at 2:00 p.m. local time.
Submit To:	Submit four (4) copies of the proposal to: John Harrington, Purchasing Officer, Northern College, Haileybury Campus 640 Latchford St, P.O Box 2060 Haileybury, Ontario P0J 1K0
Questions Related to RFP Must Be Directed by Email To:	Crystal Bresson, Manager, Marketing and Communications bressonc@northern.on.ca -C.C. John Harrington, Purchasing Office harringtonj@northern.on.ca

NOTE: Proposals received by fax or email will not be accepted

Section 1 INTRODUCTION

Purpose

Northern College is soliciting Request for Proposals (RFP) as outlined in the terms and conditions of this RFP from qualified proponents to provide printing services to all Northern College campuses in Timmins, Kirkland Lake, Temiskaming Shores and Moosonee on an as-needed basis. Primarily, the Printer of Record will provide printing for, but not limited to, corporate stationary and forms. Ancillary services, such as cutting, folding, collating and binding materials may also be required. The Printer of Record may, on occasion, be invited to tender on special printing projects as they arise, such as brochures, viewbooks/calendars, folders, oversize posters, etc.

At times, the Printer of Record may also be required to provide some layout/graphic design and printing consultative services/advice.

Length of Contract

The contract will be for a three (3) year term, subject to annual review beginning April 1st, 2013. A further term may be approved at the mutual option of the College and the successful bidder for a one (1) additional two (2) calendar years, subject to annual review.

Approval of the further term above will depend on the satisfaction of performance by the successful bidder with the department and the rate increase, if any.

Background

Northern College has four main campuses in Kirkland Lake, Moosonee, Temiskaming Shores and Timmins, and delivers over 65 certificate and diploma programs. Service areas include Administration and Finance, Human Resources, Registrar's Office, Student Services, Marketing and Communications, Foundation, Academic divisions, Continuing Education and Training among others. A full description of the College is available at www.northernc.on.ca

Section 2 COMMUNICATION, RFP COORDINATOR, CLARIFICATION AND AMMENDMENTS TO RFP

Communication

It is vital to Northern College that the process leading to the recommendation of a supplier and the conclusion of an agreement be seen to be open and fair and that each of the respondents is treated equally. No respondent can be seen to be deriving, intentionally or otherwise, an advantage of information, which is not equally available to all other respondents, nor is it acceptable that any advantage or information be sought or obtained from any unauthorized staff of Northern College, or any benefit derived from and special or personal relationship or contracts. Therefore, all communication, including request for information between respondents to the RFP and Northern College, must be with the RFP Coordinator.

All questions related to the RFP must be directed by email to:

RFP Coordinator Crystal Bresson, Manager, Marketing and Communications bressonc@northern.on.ca
-Cc: John Harrington, Purchasing Officer harringtonj@northern.on.ca

RFP Clarification Questions

It is the responsibility of proponents to seek clarification from the RFP Coordinator on any matters it considers to be unclear. Northern College will not be responsible for any misunderstanding on the part of proponents concerning the RFP or RFP Process.

All answers to questions, to this RFP shall be communicated to proponents in the same manner in which the questions were received. Northern College reserves the right to edit clarification questions or to

consolidate any clarification questions which are repetitive and provide a response by posting a single answer to a particular question.

The cutoff date for all submission of questions related to this RFP is 01/26/12, 2:00 p.m. Northern College will endeavor to answer all questions related to this RFP by 01/30/12, 4:00 p.m.

Section 3 LETTER OF INTENT, SUBMISSION, AMENDMENT AND WITHDRAWAL OF PROPOSAL

Letter of Intent & Proposal Submission

To be eligible for consideration, for RFP **12-NC-0116PR** the following dates must be met:

Letter of Intent, **See Appendix "B"** by **01/25/12, 2:00 pm (local time)**

Proposal submission, **See Appendix "A"** by **02/03/12 2:00 pm, (local time)**

Addressed to:

John Harrington, Purchasing Officer
Northern College, Haileybury Campus
640 Latchford, P.O Box 2060
Haileybury, ON P0J 1K0
Email: harringtonj@northern.on.ca

Pricing

The Pricing Sheet ("**Appendix D**") must be enclosed and sealed in a separate envelope and included with your submission in order for your bid submission to be considered. Upon completion of the evaluation process, only those envelopes submitted by vendors whose services are deemed to meet the needs of the College will be opened and their pricing will be considered as the final phase of this call.

Withdrawal or Amendment of Proposal

A proponent that submits a Proposal to Northern College may withdraw its proposal by delivering a written notice to Northern College's Purchasing Officer by email at the address provided above before the closing time, indicating that the proponent is withdrawing its proposal. Please quote Proposal Number 11-NC-1201DE in the subject line of the email.

A proponent may amend its proposal only by delivering a written notice to Northern College's Purchasing Officer at the address provided above before the closing time, indicating that the proponent is amending its proposal accompanied by an amended proposal in a sealed envelope or package. Any amended proposal must comply with all requirements to the RFP that are applicable to the proposal that it is replacing. The last proposal received by Northern College before the closing time shall supersede and invalidate any proposal previously submitted by the proponent.

Proposal Irrevocable by Proponent

Subject to a withdrawal by the respondent prior to the closing time, proposals shall be valid and shall remain in effect and open for acceptance by Northern College for ninety (90) calendar days following the closing time.

Instruction Non-Compliance

Proponents are expected to complete their proposal in accordance with the instructions in this RFP. Any non-compliance with the instruction or failure to provide information set out in the RFP by a proponent may result in the proponent's proposal being disqualified.

Section 4 NORTHERN COLLEGE RIGHTS

Rejection of Proposals

Northern College reserves the right to reject any, or any part of, or all tenders and also reserves the right to award a contract to other than the bidder submitting the lowest bid.

At the election of Northern College, rejection of proposals will occur when:

- I. the submission (letter of intent/RFP) is received after the specified closing date and time
- II. the mandatory bidder's briefing and site visit is not attended
- III. proper authorization has not been granted for the use of copyrights, patents, licenses, standards, approval of products and or services from appropriate manufacturers, government agencies or industry associations
- IV. unauthorized communication has taken place with any executive or board member of the College as well as any director, agent or employee of the College without prior approval from the College's Purchasing Officer.
- V. the submission is received from a person or company that is or which has been involved in litigation with Northern College within the five year period immediately preceding the date on which the RFP was published
- VI. the submission is received from a person or company which in the opinion of Northern College or its professional advisors, does not possess the financial, technical, personnel, experience, or other resources that may reasonably be expected to be necessary in order to carry out the obligations that the bidder proposes to assume under the terms of its bid.

Right to Amend, Supplement or Cancel RFP

Northern College, without liability, cost or penalty may do all or any of the following acts:

1. at any time prior to the Closing Time, alter the date and/or time specified as the Closing Time;
2. at any time prior to or after the Closing Time, alter any other dates in this RFP;
3. at any time prior to or after the Closing Time, cancel this RFP; and
4. Any amendments or supplements to this RFP shall be communicated to Respondents in the same manner in which this RFP was issued (Northern College Web site). Any amendments or supplements to this RFP made in any other manner shall not be binding.

Proposal Acceptance

Neither the proposal with the lowest cost nor any proposal will necessarily be accepted. Cost is an important element in the selection process, but there are other evaluation criteria in the RFP that Northern College will consider in evaluating proposals.

Right to Waive Irregularities

Northern College, without liability, cost or penalty, may, in its sole discretion, waive irregularities in any proposal which Northern College, in its discretion, determines to be non-material.

Right to Clarify Proposals

Northern College, without liability, cost or penalty, in its sole discretion and at any time after the submission of a proposal, may seek clarification from any respondent with respect to its proposal. Any written information received by Northern College from a respondent in response to a request for clarification by Northern College shall be considered an integral part of the respondent's proposal.

Limited Submissions Received

In the event that the College receives less than three (3) responsive bid submissions, the College, at its sole discretion, reserves the right not to proceed and may delay/change the closing date and/or cancel the process as it deems appropriate.

Withdrawal

Northern College reserves the right to withdraw, cancel or postpone this RFP at anytime and will not be liable for any expense, cost, loss or damage incurred or suffered by any bidder as a result of such withdrawal.

Bid Acceptance Period

This RFP submission is irrevocable and is to remain open for acceptance by the College for a period of ninety (90) calendar days after the date and time set for submissions of RFP. Northern College may at

any time within the above ninety (90) day calendar period accept this tender whether or not any other tender has previously been accepted.

No Volume Guarantees or Exclusivity Provisions

Except as otherwise expressly set out in the Agreement Northern College makes no guarantee or commitment with respect to the amount or value of the Deliverables to be procured by Northern College pursuant to the Agreement.

Section 5 REQUEST FOR PROPOSAL SCOPE

Northern College spends an average of \$35,000 annually for the printing of corporate stationary ranging from business cards, forms, various types and sizes of envelopes, letterhead, and labels to brochures, booklets, covers, folders, and other material.

The Marketing Services Office coordinates external printing services for all Northern College campuses. Purchase orders are necessary before any print job proceeds. The proponent provides proofs of each job before printing.

The printer of Record provides printing services to all Northern College campuses in Timmins, Kirkland Lake, Temiskaming Shores and Moosonee on an as-needed basis throughout the length of the agreement. At times, the proponent may be required to provide some layout/graphic design services and consultation on best practices.

The corporate colours are:

4 colours: PMS 476, PMS 7495, PMS 173, PMS 542
2 colours: PMS 476, PMS 173

Note: See “Appendix F” NC Logo Quick Reference Guide (QRG)

Section 6 REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS

This section outlines the requirements that must be complied with in order for a proposal to be considered and evaluated by Northern College.

1. Mandatory Technical Criteria and Specifications

Prospective proponents must meet the following technical criteria. Proposals must clearly and specifically address how each criterion is met. Proponents who cannot meet all of the criteria will be disqualified.

a) File Compatibility and Transfer

Northern College operates in a PC-based environment running Microsoft Office Suite and Adobe CS5 (Adobe Creative Suite 5)

Files are generally provided in press-optimized PDF format through email, ftp or drop sites; however, some files and or source files may include Photoshop, InDesign, Illustrator, and at times, Publisher or Word 2010.

Proponent must specify file types used and compatibility, file transfer options and typical maximum file size accepted.

b) Printing Capabilities

Proponent must provide technical specifications of in-house printing/finishing capabilities (i.e. digital and press printers, run information, collating/finishing capabilities, etc.), as well as indicate any limitations. Proponent must also identify the types of jobs that are subcontracted (e.g. folders, oversized printing, large-format scanning, varnishing/coating, etc.).

c) Paper Stock

Proponent must identify standard stock that is generally available.

2. Delivery

The proponent will deliver jobs by deadlines indicated on purchase orders and will ship F.O.B. to the following College's campuses: Timmins (P0N1H0), Kirkland Lake (P2N3L8), Haileybury (P0J1K0) and Moosonee (P0L1Y0), or in combination as directed by the Marketing Services Office.

a) Delivery Time

Proposals must indicate the average turnaround time for delivery of routine print jobs, such as standard business cards, letterhead and envelopes.

b) Delivery Method and Costs

Proposals must indicate preferred method(s) of delivery (e.g. personal delivery, courier, Canada Post, BPX, etc.), as well as any costs associated with delivery to all of the campuses indicated above. See "**Appendix D**" tab 2 for listing of items to be priced.

3. Job Costs

The proponent must provide costs for the list of jobs provided on "**Appendix D**". Separate set-up charges, and printing costs, for each job/quantity listed. These costs would be in effect from commencement of the agreement till March 31, 2015.

4. Qualifications and Quality of Work

The proponent must be able to provide as part of their bid a general description of their organization including number of staff, skills, evidence of previous experience in business, scope of services offered, and partial list of clients (5 page maximum).

Samples representative of the type of printing the College normally requires must be included with the proposals (i.e. Business cards, corporate stationary, marketing materials, booklets, brochures, etc.)

Proponent Information Form

The Proponent Information Form attached as "**Appendix A**" must be completed and signed by a person authorized to sign on behalf of the proponent and attached to the proposal.

Conflict of Interest

The proponent must confirm that except as disclosed in its proposal, the proponent and any proposed subcontractors do not and will not have any actual or potential conflict of interest in submitting a proposal or, if selected, in fulfilling their obligation to Northern College under this RFP and under any Agreement that may follow.

Any real, potential, or apparent conflict of interest must be fully disclosed in writing to Northern College's Purchasing Officer at the time of submission of this proposal. Northern College will determine the possible effect the conflict will have on the Request for Proposal and any contractual agreements that may be developed through such an RFP.

References

The proponent must submit three (3) references with its proposal. The references should be from clients for whom the proponent has provided goods and/or services that are similar to the deliverables outlined in this RFP within the last five (5) years. The proponent should provide the name, telephone number and email address of a contact person for each reference and a brief outline of the nature of goods and/or services provided by the proponent to the client named as the reference. See "**Appendix E**" for form.

In addition to the references to be provided by the proponent as set out in the preceding paragraph, Northern College reserves the right to request the proponent to provide the names of one or more references if required.

Northern College, at its sole discretion, may confirm the qualifications and experience of the proponent (and if applicable, each proposed subcontractor) by checking the references provided by the proponent at any time during the RFP process. By providing information about references in their proposal,

proponent's represent, warrant and certify that they have the legal authority to do so including any consent required.

Section 7 EVALUATION, AGREEMENT AND PROPOSED WORK PLAN

Methodology

This is a multi-stage proposal process which gives consideration to both the qualification of the proponent and price. This process will be based on the following steps:

Stage 1 – Vendor Qualifications

Phase 1 – Request for Information

Vendor submissions will first be evaluated by an Evaluation Team that has specific expertise in the subject being tendered. This initial evaluation will be based solely on the information provided in the Request for Proposal Submission requirements, as outlined in Section 6. In the event that the proponent's submission does not meet the technical criteria as outlined in Section 6 their submission will be disqualified. Each submission will be scored using a pre-set marking scheme prior to advancing to Phase I.I

Stage 2 – Scoring

Phase I – Technical Score

Each proponent will be scored based on the Request for Information in Stage 1. Stage 1 scores will be combined for a total Technical Component Score.

Description	Score
Delivery	20%
Qualifications	15%
Quality of work	15%

Phase II – Pricing Score

The Pricing will be scored using a pre-set marking scheme by the Evaluation Team. This score will be combined with the Technical Component Score for a Total Final Score.

Description	Score
Delivery Cost	10%
Product Cost	40%

The Vendor with the highest Total Final Score will be recommended for award.

Stage 3 – Selection of Proponent

Subject to the terms and conditions of this RFP, the proponent whose proposal has the highest overall score based on the methodology set forth in the RFP will become the selected proponent and Northern College will issue a notice of intent to the proponent. In case of a tie between responsible proponents with substantially equal qualification, the tie proponents may be invited to resubmit written bids below their original bid. As an alternate, all bids may be rejected and new bids solicited. Any proponent who has not been approved to proceed further in the procurement process may request a debriefing from Northern College as outlined in Section 8 of this RFP.

Form of Agreement

Within 14 days following the issuance of a Letter of Intent (or such other period as deemed required by Northern College in its discretion), Northern College will prepare a proposed form of agreement to be made with the selected proponent. The proposed form of agreement will be based substantially on the terms and conditions outlined in this RFP.

Proposed Work Plan and Time Lines

Northern College has established the dates set forth below for the completion and various activities contemplated by this RFP. Note that dates may be altered as required by the College in accordance with the provisions of the General Terms and Conditions set forth in this RFP.

Activity	Date
RFP Issue	01/16/12
Letter of Intent Closing	01/25/12 2:00 P.M.
RFP Closing	02/10/12 2:00 P.M
Finalize Agreement	03/01/12
Commencement Date for Project	04/01/12

Section 8 EVALUATION, CONTRACT AWARD AND DEBRIEFING

Evaluation

1. Proposals will be evaluated on the basis of information provided by the proponent at the time of submission as well as any additional information provided during subsequent meetings with the proponent(s) at the option of Northern College and the previous experience of the proponent in this marketplace. Northern College is subject to the provisions of the Freedom of Information and Protection and Privacy Act. Please note: **The lowest or any bid may not be necessarily accepted.**
2. Proposals will be evaluated by a selection team comprised of not less than three (3) Northern College employees or professionals in the community. The selection team will screen each proposal to ensure the proponent is compliant with this proposal. The acceptability of any submission will be determined by the selection team who, following the closing date, reserves the right to negotiate with the preferred proponent(s) and add to and/or delete any items required in the proposal. Negotiations may take place with the selected proponent(s) without obligation to recall proposals or to provide an opportunity for other proponents to quote on the same changes.
3. Northern College does not bind itself to accept the whole, or any part of any proposal. Proposals are subject to a formal contract being negotiated, prepared and executed. Northern College reserves the right to negotiate the terms of the contract. Northern College may, at its sole discretion, terminate negotiation with the selected proponent and negotiate with another proponent of its choice with no liability to the previously selected consultant.
4. Northern College intends to award a contract to the proponent whose proposal offers the best value to the College. However, Northern College is under no obligation to award any contract, in whole or in part, and Northern College reserves the right in its sole discretion to cancel the request for proposal at any time before or after closing without providing reasons for such cancellation.
5. Northern College reserves the right to award all or any part of this RFP to one or more proponents and to exclude items from the contract.

Debriefing

Any bidder who has not been approved to proceed further in the procurement process may request a debriefing from Northern College. Debriefings shall cover a general overview of the evaluation process and discuss the proponent submission. A debriefing can be booked at the conclusion of the procurement process by contacting the Purchasing Officer represented in this RFP.

SECTION 9 GENERAL TERMS AND CONDITIONS

General

Northern College shall make every effort to safeguard the confidentiality of each proposal submission. However, all proposal submissions are subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Broader Public Sector Procurement Directive

Northern College is obligated to adhere to the Ontario BPS Procurement Directives effective July 1, 2011 issued by the Ontario Management Board of Cabinet.

The Purpose of the directive is:

- I. To ensure that publicity funded goods and services, including construction, consulting services, and information technology are acquired by BPS organizations through a process that is open, fair and transparent
- II. To outline responsibilities of BPS organizations throughout each stage of the procurement process; and.
- III. To ensure that procurement processes are managed consistently throughout the BPS

Bid Fairness

The bidder declares that their submission is **NOT** made in connection with any other bidder submitting an offer for the same commodity or commodities, and is in all respects fair and without collusion or fraud.

Canadian Funds

All prices are to be in Canadian funds. Harmonized Sales Taxes (HST) are applicable. The proponent may be requested to provide their HST registration number. Proponents may be required to complete and submit a Government of Ontario Tax Compliance Declaration.

Terms of Payment

Payment shall be made to the proponent within thirty (30) days from the date of the invoice, or otherwise negotiated.

Cost to Proponent

Northern College is not responsible for any costs incurred by the proponent in the preparation of their response to the RFP and the presentation.

Contract Negotiations

Northern College reserves the right to enter into a final negotiation and award the contract to the proponent(s) submitting the proposal that best meets the requirements of this RFP and serves the best interests of Northern College. Northern College reserves the right to award a contract to a proponent (or multiple proponents) selected on an overall best response basis considering all criteria and not solely based on the basis of apparent lowest product cost.

Northern College, at its discretion, may decide to seek "Best and Final Offers" from one or more proponents if additional information is necessary or responses will be altered in order to make a final decision. Proponents may not request an opportunity to submit a "Best and Final Offer."

Northern College reserves the right to accept the best proposal as submitted, without discussion or negotiation, and may do so. Proponents should therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals.

Prohibition Against Gratuities

Northern College may preclude any proponent from proceeding with this RFP if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the proponent, or any employee, agent, or representative of the proponent, to any executive or board member of the College as well as any director, agent or employee of the College for the purpose of securing an agreement or seeking favorable treatment in respect to the award or amendment of the agreement or influencing the performance of the agreement. The proponent must certify that no executive or board member of the College, as well as officer, director, agent, or employee of the College has benefited or will benefit financially or materially from the proposed agreement. Any agreement may be terminated by Northern College if it is determined that gratuities of any kind were either offered to, or received by any executive or board member of the College as well as officer, director, agent or employee contrary to this policy.

Personnel Suspension/Rejection Criteria

The following conditions will be cause for an immediate request by Northern College for the removal of personnel from the site:

1. use of illicit drugs or alcohol;

2. behavioural instability;
3. criminal acts;
4. persistent problems of absenteeism;
5. persistent performance problems;
6. persistent unacceptable appearance and attitude;
7. inadequate training or experience.

College changes

The College may, order in writing, at any time before or after the commencement of the Work, alter the Work to be done provided that such extension or increase or alteration is within the reasonable competence of the proponent to perform. If a change order increases or decreases the cost of the Work, the proponent shall notify the College by fax within 24 hours of notice of the change. The proponent and the College shall agree on the increase or decrease in price to be made to the purchase order. Where the proponent and College fail to agree, the appropriate contract laws apply.

Order of precedence in the event of conflict

In the event of any inconsistency or conflict in the provisions of the Document, such provisions shall take precedence and govern in the following order, where applicable:

1. Addenda
2. Terms of Reference.
3. Form of Proposal
4. Instructions to Proponents.
5. Supplementary Terms and Conditions.
6. Standard Terms and Conditions.

Indemnification

1. The proponent agrees to indemnify, and save harmless Northern College and their officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the contractor.
2. The proponent's obligation to indemnify Northern College shall be limited to those liabilities arising from the negligence of the proponent in the performance of its obligations under the agreement. In no event shall the proponent be responsible for those liabilities arising from the negligence of Northern College, its agents or employees.

Termination

1. Either Northern College or the proponent may terminate the contract for any reason on ninety (90) days notice in writing to the other party.
2. Should a termination notice be given by either Northern College or the proponent, then the proponent shall continue to provide the services as outlined in the contract documents during the ninety (90) day termination period. Failure by the proponent to comply with these conditions may result in Northern College deducting money from the proponent's invoices, and/or billing the proponent; to ensure that the services as outlined in the contract documents continue to be provided without additional cost to Northern College so that the building remains at an acceptable standard.
3. In case the proponent defaults or delays in executing the work satisfactorily, Northern College may give notice to the proponent in writing that the proponent has made such default. Should the proponent fail to remedy satisfactorily such defaults without delay, or should the proponent become insolvent or abandon the work or otherwise fail to observe the provisions of the Contract then in any part of such cases, Northern College may immediately take the work or portions thereof out of the proponent hands and employ person or persons such as he may see fit to complete the work so taken over. In any case, the proponent shall be chargeable with and remain liable for all loss or damage which may be suffered by Northern College by reason of such default, and shall be liable to Northern College for the cost of doing any such work over and above contract price thereof?

Comply with Laws

The successful bidder shall comply with all applicable statutes, laws, by-laws, regulations, ordinances, notices and orders whether Federal, Provincial, Municipal or otherwise, at any time in effect during the currency of this contract, and all rules and requirements of the Police and Fire departments, or other governmental authorities, and procure all C.S.A. approvals, if required. The successful bidder shall obtain and pay for all necessary permits and licenses, and shall not do or suffer to be done anything in violation of any such laws, ordinances, rules or requirements. If the attention of the successful bidder is called to any such violation on the part of the successful bidder, or of any person employed or engaged by the successful bidder, the successful bidder shall immediately desist from and correct such violation.

Notices, Orders, ETC.

Any notice, order, decision, direction or communication given or required to be given by Northern College under the contract shall be in writing. It shall be deemed to have been received by the proponent on the day it was delivered in person to the proponent, the Supervisor, or if it was mailed to the proponent at the address indicated on the Proposal and Acceptance, on the sixth day following the day on which it was mailed.

“Appendix A” Submission of Proposal

Proponent Information Form

This form must be completed, signed and returned with proposal

Closing Date: _____

Closing Time: _____

Submit to: John Harrington, Purchasing Officer
Northern College, Haileybury Campus
640 Latchford, P.O. Box 2060
Haileybury, ON P0J 1K0

RFP REFERENCE NUMBER	
RFP DESCRIPTION	
NAME OF ORGANIZATION	
ADDRESS	
CITY/PROVINCE/ POSTAL CODE	
CONTACT PERSON	
POSITION	
TELEPHONE	
FACSIMILE	
E-MAIL	
SIGNATURE OF AUTHORIZED PERSON	
DATE	

“Appendix B” Letter of Intent

Submit to: John Harrington, Purchasing Officer
Email: harringtonj@northern.on.ca

RFP REFERENCE NUMBER	
RFP DESCRIPTION	
NAME OF ORGANIZATION	
ADDRESS	
CITY/PROVINCE/ POSTAL CODE	
CONTACT PERSON	
POSITION	
TELEPHONE	
FACSIMILE	
E-MAIL	

“Appendix C” References

Minimum of three (3) references

1		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
2		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
3		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
4		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		
5		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	FAX	
EMAIL ADDRESS		

“Appendix D” Printer Of Record Cost Sheets

See Attached Excel Document

Tab 1 Product Costs

Tab 2 Delivery Costs

“Appendix E” Service Agreement

See Attached PDF Document

“Appendix F” NC Logo Usage Guidelines

See Attached PDF Document

“Appendix G” Forms Samples

See Attached PDF Document

Sample 1 – Approval for Overtime – 8 ½” x 7”

Sample 2 – Employee Request for Time off – 8 ½” x 11”

Sample 3 – Requisition to Purchase – 8 ½” x 8 ¾”

Sample 4 – Student Record Amendment – 8 ½” x 11”

Sample 5 – Original to Payee – 7 1/8” x 3 ½”