



**Request for Tender
Consultant – Instructional Designer
Proposal Number 12-NC-0130ID**

| | |
|---|--|
| Opening Date: | January 30th, 2012 |
| Closing Date: | Consideration will be given to your proposal only if you have registered by submitting a Letter of Intent by February 8th , by 2:00 p.m. and your proposal is received no later than February 20th , by 2:00 p.m. local time. |
| Submit To: | Submit Three (3) 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 RFT Must Be Directed by Email To: | Sara Munroe, Northern College munroes@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 Tender (RFT) as outlined in the terms and conditions of this RFT. For qualified Instructional Designers to advise, create and implement e-learning courseware, for a multi phase project.

Length of Contract

This will be (3) three phases project. Phase 1 of the project must be completed by March 31, 2012. Phase 2, and Phase 3 TBD, after completion of Phase 1.

Background

Northern College serves an area of Northern Ontario that extends approximately 160,000 square kilometers. The region has a concentration of approximately 50% of its population in four communities: Timmins, Kapuskasing, Kirkland Lake and Temiskaming Shores. There are many smaller communities of fewer than 5,000 residents. With four main campuses, Northern College offers in excess of 65 postsecondary and apprenticeship programs, employment and corporate training services.

The College also works with key governmental and non-governmental partners to ensure that both large and small communities have growing access to literacy, preparatory training and education. Northern College is working to provide increased access to its programs and services to all the communities in our area, with special emphasis on the First Nations communities along the James Bay Coast and the Reserves in proximity to our campuses.

The college offers many of our programs through different modes of delivery, including web-based and distance learning. Northern College is in the process of redesigning several of its programs in an online format to make the courses more focused on student engagement and active learning. The successful proponent will be responsible for the instructional design, implementation, and review of the courses for our web-based and distance learning courses.

Section 2 COMMUNICATIONS, RFT COORDINATOR, CLARIFICATION AND AMMENDMENTS TO RFT

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 RFT and Northern College, must be with the RFT Coordinator.

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

Sara Munroe, Learning Excellence Innovation Department, munroes@northern.on.ca
-Cc: John Harrington, Purchasing Officer harringtonj@northern.on.ca

RFT Clarification Questions

It is the responsibility of proponents to seek clarification from the RFT 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 RFT or RFT Process.

All answers to questions, to this RFT 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.

Northern College will endeavor to answer all questions related to this RFT by February 14th, 2012.

Section 3 SUBMISSION, AMENDMENT AND WITHDRAWAL OF PROPOSAL

Proposal Submission

To be eligible for consideration, for RFP **12-NC-0130ID** the following dates must be met:

Letter of Intent, **See Appendix "B"** by **February 07th, 2012 2:00 p.m. (local time)**

Proposal submission, **See Appendix "A"** by **February 20th, 2012 2:00 p.m., (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

NOTE: Proposals received after the stated closing time period above will not be accepted nor considered and will be returned unopened and proposals sent by fax or email will not be accepted.

Pricing

The pricing sheet 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 proponents 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 12-NC0130ID 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 RFT 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 RFT. Any non-compliance with the instruction or failure to provide information set out in the RFT 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 (RFT) is received after the specified closing date and time
- II. 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
- III. 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.
- IV. 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 RFT was published
- V. 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 RFT

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 RFT;
3. at any time prior to or after the Closing Time, cancel this RFT; and
4. Any amendments or supplements to this RFT shall be communicated to Respondents in the same manner in which this RFT was issued (Northern College Web site). Any amendments or supplements to this RFT 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 RFT 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 RFT 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 RFT 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 RFT. 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.

Project Description

The proponent understands the role of an instructional designer. Northern College has several courses that need to be developed over the next several months to be available in an online format. The proponent should have an understanding of the Blackboard Learning Management System, as well as the use of different e-learning software, such as Soft Chalk, SHIFT, and others.

In Phase 1, the proponent will gain an understanding of what our current online and e-learning course repository contains, and liaise with the appropriate individuals to identify the goals and deliverables for new project initiatives, and provide appropriate timelines and benchmarks. The proponent will effectively research potential course design and / or shells that will effectively meet the College's long-term distance learning needs.

In Phase 2, the proponent will design and implement the outcomes of Phase 1.

In Phase 3, the proponent will provide recursive consultation and support on the strengths and weaknesses of the implemented product.

Schedule

Phase 1, should include one site visit per campus within the first 2 weeks of commencement further visits and work may be completed remotely, with pre-determined and agreed-upon progress meetings. The proponent will collaborate with faculty on an as-needed basis.

Phase 2, TBD

Phase 3, TBD

The proponent will liaise with all impacted parties at all four (4) campuses, Haileybury, Kirkland Lake, South Porcupine, and Moosonee.

Haileybury campus, 640 Latchford Street, Haileybury, Ontario;
Kirkland Lake campus 140 Government Rd. East, Kirkland Lake, Ontario;
South Porcupine campus, 4715 Highway 101 East, Timmins, Ontario;
Moosonee campus, First Ave, Moosonee, Ontario;

Description of the Successful Proponent

The proponent shall detail their qualifications and experience, as well as that of any additional team members. The proponent shall provide three (3) examples of previous successful projects of the same magnitude, type, and complexity that have been completed. The proponent shall demonstrate the necessary foresight and ingenuity to approach this task with innovative ideas and be prepared to view the project from its broadest perspective to ensure that the end solution is one that provides relevant, representative, and re-useable resources consistent with the College's long term distance learning initiatives. The successful proponent shall fulfill the above criteria, as well as show that they are capable of successfully accomplishing projects on time and on budget.

Proposals must demonstrate that the proponent understands the nature of the assignment and the needs of Northern College with respect to this undertaking.

Proponents are required to demonstrate the following in their proposals:

- A. An understanding of the postsecondary environment;
- B. Previous experience completing consultations of a similar nature;
- C. Ability to complete the consultation within the specified timeframe;
- D. Requirements from the College in terms of time, resources, and input.

Project Deliverables

Based on the consultation during Phase 1, the proponent will provide a written report outlining the goals and deliverables for new project initiatives. Included in the report will be the recommendation of the appropriate technology for each of the projects identified during phase 1.

The proponent will facilitate focus groups composed of the impacted parties across all (4) campuses in person, by telephone and email; internal staff meetings to disseminate and gather information relevant to the course development process.

Section 6 REQUEST FOR TENDER SUBMISSION REQUIREMENTS

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

Mandatory RFT Submission Requirements

THE PROPOSAL SHALL NOT EXCEED 15 PAGES IN LENGTH.

Section 1: Cover Letter

Provide as part of their cover letter a brief synopsis of their firm's background and areas of expertise with Instructional Design. Furthermore, include the approach to be used to complete projects and explain why your firm is most suited for this project.

Section 2: Qualifications

Name(s) and qualifications of individual or project team members and how their experience directly relates to this project. References and samples of similar work should also be included in this section, web addresses, portfolios, etc...

Section 3: Work Plan

Include a work plan describing the main tasks to be undertaken, as per Section 5 "PROJECT DESCRIPTION". Within the body of the work plan, the proponent shall list who from their team (if applicable) shall be overseeing each of the respective parts of the investigation. **Please note that Phase 1 must be completed by March 31, 2012.**

Section 4: Fee Proposal

The fee proposal shall include all costs and disbursements (Labour, travel, meals, and accommodation) necessary for the proponent to complete the project of Phase 1. In addition the proponent must provide the following:

- A standard hourly rate for course development and design thereafter.
- Estimated fees per course based on the examples that are provided in the portfolio and previously used costing models.
- Per Diem rates: Meals, travel, and accommodations, etc...

Section 5: Team Members' Resumes

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 RFT 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 Tender and any contractual agreements that may be developed through such an RFT.

References

The proponent must submit three (3) references with its proposal, **see Appendix "C"**. The references should be from clients for whom the proponent has provided goods and/or services that are similar to the deliverables within the last 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.

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, in 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 RFT 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 Instructional Design. This initial evaluation will be based solely on the information provided in the Request for Tender Submission requirements, as outlined in Section 6. Each submission will be scored using a pre-set marking scheme prior to advancing to Phase II.

Stage 2 – Scoring

Phase I – Technical Score

Each vendor 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 | Weight |
|---|---------------|
| Experience and qualifications of the consultant or project team | 15 |
| Approach and methodology – the work plan | 20 |
| Experience on similar projects – (Corporate or Educational) | 30 |
| Total Technical Score | 65 |

Note: Proponents must score a minimum of 10 and above under the Experience on Similar Projects section, otherwise there submission will be disqualified.

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 | Weight |
|-------------------------------------|---------------|
| Pricing for Phase 1 | 20 |
| Course Development and Design Rates | 5 |
| Fee's and Costing Models | 5 |
| Per Diem Rates | 5 |
| Total Pricing Score | 35 |

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 RFT, the proponent whose proposal has the highest overall score based on the methodology set forth in the RFT 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 7 of this RFT.

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 RFT.

Proposed Work Plan and Time Lines

Northern College has established the dates set forth below for the completion and various activities contemplated by this RFT. 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 RFT.

| Activity | Date |
|-------------------------------|--|
| RFT Issue | January 30th, 2012 |
| RFT Letter of Intent Closing | February 7th, 2012 (2:00 p.m.) |
| RFT Submission Closing | February 20th, 2012 (2:00) |
| Finalize Agreement | February 24th, 2012 |
| Commencement Date for Project | March 1st, 2012 |

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 Tender 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 RFT to one or more proponents. Northern College reserves the right 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 RFT.

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 RFT 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 RFT 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 RFT 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.

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 thirty (30) 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 thirty (30) 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

| | |
|---------------------------------------|--|
| RFT REFERENCE NUMBER | |
| RFT 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 | | |

“Appendix D” Service Agreement

See attached PDF – Service Agreement