



Request for Proposal
Northern College, Northern Training Div. (NTD)
Beginner Driver Education

Proposal Number RFP 21-NC0301BDE

SCHEDULES

- Schedule A – RFP Data Sheet
- Schedule B – Proposal Submission Form
- Schedule C – Conflict of Interest Declaration
- Schedule D – Submission Requirements and Evaluation Criteria
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**RFP DATA SHEET
SCHEDULE A TO THE RFP**

RFP SECTION REFERENCE AND DESCRIPTION	ITEM
RFP Section 1.1(1)– Educational Institution Issuing RFP Documents	The name of the educational institution(s) issuing the RFP Documents is: <i>Northern College</i>
RFP Section 1.1(1) – Description of Goods and/or Services	Northern College is seeking qualified Proponents to provide and deliver, Ministry approved driver’s education training. The successful Proponent would be required to provide both in-class and in-vehicle, for the Northern Training Division a sub division of Northern College, located at 4715 Highway 101 East, Timmins, ON.as per the scope of services as outlined in Schedule 1A.
RFP Section 1.1(1) – RFP Number	The RFP Number is 21-NC0301BDE
RFP Section 1.1(1) – Number of Successful Proponents	The College intends to award to One (1) Successful Proponent.
RFP Section 1.1(2) – Proponents	The RFP Process is open to all parties submitting a Proposal in accordance with the RFP Documents.
RFP Section 1.2(1) and 3.2(1) – Contact Person and Requests for Information	The name of the Contact Person is: <i>John Harrington, Purchasing Officer</i> The Contact Person may be contacted via: <i>harringtonj@northern.on.ca</i>
RFP Section 2.1(3) – Background Information	Northern College’s (NTD) Northern Training Division provides training solutions for business and industry in the region and beyond. With offices at each of the Northern College campuses, college staff offers its expertise and knowledge to develop and deliver courses, programs and services with one primary objective: to assist corporate clients achieve maximum work performance for their employees through targeted training. Customized, online and sector specific training are offered to accommodate the needs of employers in the region.
RFP Section 2.2(1) – Distribution of Documents to Proponents	The RFP Documents, Notices and Addenda will be distributed by: Email Responses to RFIs will be distributed by: Email.

Schedule A – RFP Data Sheet

RFP SECTION REFERENCE AND DESCRIPTION	ITEM
RFP Section 3.1(1) - Timetable	<p>Timetable:</p> <p>(a) Issuance of RFP Documents March 1, 2021</p> <p>(b) Deadline to submit confidentiality agreement N/A</p> <p>(c) Deadline for Proponents to submit Questions/RFI's March 15, 2021 [10:00 a.m. local time]</p> <p>(d) Deadline for posting response to Questions/RFI's March 17, 2021 [1:00 p.m. local time]</p> <p>(e) Deadline for Submission of Proposals (Submission Deadline) March 30, 2021 [2:00:00 p.m. local time]</p>
RFP Section 3.2(1) – Requests for Information	<p>Proponents are required to submit all Questions/RFIs by:</p> <p>John Harrington @ harringtonj@northern.on.ca</p>
RFP Sections 3.5(1) and 3.5(2) – General Proponents Meeting	<p>The College will not be conducting a Proponents Meeting.</p>
RFP Section 3.6(2)(b)(ii) – Prohibited Contacts	<p><i>Not Applicable</i></p>
RFP Section 3.7(1) – Ineligible Persons	<p>Ineligible Persons: Not Applicable</p>
RFP Section 3.12 – Confidentiality Agreement	<p>Proponents are not required to execute a confidentiality agreement.</p>
RFP Sections 4.1 (1) and 4.1(2) – Format and Content of Proposal	<p>Not Applicable</p>
RFP Section 4.7(3) and 7.1(1)(q) – College Policies	<p>N/A</p>
RFP Section 5.1(2)(b) – Number of Copies	<p>Proponents must submit the following number of copies:</p> <p>One (1) electronic of the proposal to the email address below. Pricing to be submitted on a separate file.</p>

Schedule A – RFP Data Sheet

RFP SECTION REFERENCE AND DESCRIPTION	ITEM										
RFP Section 5.1(2)(c) – Address for Submission	<p>Proponents must submit electronic copy of their Proposals to the following address:</p> <p>harringtonj@northern.on.ca</p> <p>John Harrington, Purchasing Officer,</p>										
RFP Section 5.5(1) – Proposal Irrevocability	90 Days										
RFP Section 5.5(1) – One Proposal Per Person	There are no exceptions to RFP Sections 5.5(1)										
RFP Section 5.6(1) – Maintaining Prices & Proposal Commitments											
RFP Sections 6.1 & 6.2 – Evaluation of Proposals	<p>The Evaluation Criteria and weightings to be applied are as follows:</p> <table border="0"> <thead> <tr> <th data-bbox="500 1024 808 1052">EVALUATION CRITERIA</th> <th data-bbox="1094 1024 1203 1052">WEIGHT</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1073 1036 1100">Schedule D – Part 1 Business Submission</td> <td data-bbox="1130 1073 1182 1100">[25]</td> </tr> <tr> <td data-bbox="500 1121 1036 1148">Schedule D – Part 2 Technical Submission</td> <td data-bbox="1130 1121 1182 1148">[20]</td> </tr> <tr> <td data-bbox="500 1169 1036 1197">Schedule D – Part 3 Financial Submission</td> <td data-bbox="1130 1169 1182 1197">[55]</td> </tr> <tr> <td data-bbox="500 1218 570 1245">Total</td> <td data-bbox="1130 1218 1198 1245">[100]</td> </tr> </tbody> </table>	EVALUATION CRITERIA	WEIGHT	Schedule D – Part 1 Business Submission	[25]	Schedule D – Part 2 Technical Submission	[20]	Schedule D – Part 3 Financial Submission	[55]	Total	[100]
EVALUATION CRITERIA	WEIGHT										
Schedule D – Part 1 Business Submission	[25]										
Schedule D – Part 2 Technical Submission	[20]										
Schedule D – Part 3 Financial Submission	[55]										
Total	[100]										
RFP Section 6.3(1) – References and Past Performance Issues	Proponents are required to submit references.										
RFP Section 10.2(1) – Limit on Liability	The Limit on Liability cap is \$500.00										

**PROPOSAL SUBMISSION FORM
SCHEDULE B TO THE RFP**

**TO: Northern College, 640 Latchford St. Haileybury, ON P0J1K0
Attn: John Harrington, Purchasing Officer.**

RE: RFP 21-NC0301BDE

RE: Northern Training Div. Beginner Driver Education

1. Proponent Information

(a) Proponent's registered legal business name and any other name under which it carries on business:

(b) Proponent's address, telephone and facsimile numbers:

(c) Name, address, telephone, e-mail and facsimile numbers of the contact person(s) for the Proponent:

(d) Name of the person who is primarily responsible for the Proposal:

(e) Whether the Proponent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium or a consortium that is a partnership or other legally recognized entity:

(f) Name(s) of the proprietor, where the Proponent is a sole proprietor; each of the directors and officers where the Proponent is a corporation; each of the partners where the Proponent is a partnership; and applicable combinations of these when the Proponent is a joint venture, whichever applies:

(g) Joint Venture Information
(See Attachment 1 to this Proposal Submission Form)

Schedule B – Proposal Submission Form

2. Regulatory Matters

We confirm as follows:

- (a) With respect to the *Excise Tax Act*, we are either:
 - (i) a Harmonized Sales Tax (“**HST**”) registrant for purposes of the *Excise Tax Act* and our HST registration number is _____; or
 - (ii) not a HST registrant for the purposes of the *Excise Tax Act*.

[Note: Proponents to strike the provision not applicable to them.]

3. Proposal

With respect to the above noted RFP, we confirm as follows:

- (a) capitalized terms used in clauses (b) through (t) below will have the meanings given thereto in the RFP Documents;
- (b) except to the extent that we have sought and received written approval in accordance with RFP Section 3.20, there have been no changes to the Proponent;
- (c) there have been no changes in circumstance that could have a material adverse effect on the Proponent in a way that could impair our ability to perform the obligations under the Draft Agreement;
- (d) except for those actions, suits or proceedings as disclosed in our Prequalification Submission, if any, there are no actions, suits or proceedings pending that could have a material adverse effect on our ability to provide the Goods and/or Services or, to the best of our knowledge after reasonable inquiry, threatened against us and we are not aware of any ground on which such an action, suit or proceeding might be commenced, except for the following:
 - (i) actions, suits or proceedings, if applicable:

[Note to Proponents: Add additional lines if necessary.]

- 1. _____
- 2. _____
- 3. _____

- (e) we have not and, to the best of our knowledge, our Advisors have not engaged in any form of political or other lobbying, of any kind whatsoever, to influence the outcome of this RFP Process in contravention of RFP Section 3.6;
- (f) we have and, to the best of our knowledge, our Advisors have complied fully with RFP Section 3.9. We confirm that:
 - (i) we have not discussed or communicated, directly or indirectly, with any other Proponent, any information whatsoever regarding the preparation of our Proposal or the Proposal of the other Proponents in a way that would contravene applicable law; and

Schedule B – Proposal Submission Form

- (ii) we have prepared and submitted our Proposal independently and without connection, knowledge, comparison of information or arrangement, direct or indirect, with any other Proponent;
- (g) we have and, to the best of our knowledge, our Advisors have complied fully with RFP Sections 3.8, 3.11 and 3.13 and the provisions of any confidentiality agreement entered into in connection with the RFP Process;
- (h) at the time of submitting our Proposal, we are in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been paid or satisfactory arrangements for their payment have been made and maintained;
- (i) our Proposal is based on and relies solely upon our own examinations, knowledge, information, judgement, and investigations and not upon any statement, representation, investigation or information made or provided by the College whether provided in the method specified in the RFP for Notices and other communication or in any other way whatsoever;
- (j) we have obtained tax advice from our own Advisors and experts, including obtaining any advance interpretations or rulings that we consider appropriate or necessary in relation to the Goods and/or Services or Draft Agreement;
- (k) we have examined the RFP Documents and confirm that we have received all pages of the RFP Documents;
- (l) we have made any necessary inquiries with respect to Addenda issued by the College and have ensured that we have received and examined all Addenda to the RFP Documents;
- (m) our Proposal is based on the terms and conditions of the RFP Documents;
- (n) we acknowledge and accept the obligations set out in RFP Section 3.11;
- (o) we acknowledge and accept the limit of liability set out in RFP Section 10.2;
- (p) we acknowledge that, by the submission of our Proposal, we submit a binding offer to carry out all Goods and/or Services and obligations described in the RFP Documents in accordance with the terms and conditions of the RFP Documents; for the compensation set out in the Financial Submission of our Proposal and in accordance with the RFP Documents;
- (q) the prices contained in our Financial Submission are based on the terms and conditions of the RFP Documents;
- (r) we agree to hold our Proposal open for acceptance until the expiry of the Proposal irrevocability period set out in the RFP Documents;
- (s) we agree to provide any required information and cooperate with the College with respect to the conduct of background checks and security screening of employees at our own expense; and;
- (t) we have conducted ourselves with integrity and propriety and we have not engaged in any inappropriate bidding practices or unethical behaviour in the course of the RFP Process.

4. Conflict of Interest, Confidential Information and Inappropriate Bidding Practices

Conflict of Interest

- (a) We confirm that we do not have any perceived, potential or actual Conflict of Interest or any other type of unfair advantage in submitting our Proposal or performing or observing the contractual

Schedule B – Proposal Submission Form

obligations set out in the Draft Agreement, except as disclosed in the Conflict of Interest Declaration included in our Proposal.

Confidential Information

(b) We confirm that we have not had access to College confidential information, other than the RFP Documents themselves, with respect to this RFP Process, except as disclosed as follows:

In addition to the RFP Documents, we have access to the following confidential information relating to the RFP Process.

- 1. _____
- 2. _____
- 3. _____

[Proponent to add more rows if necessary.]

Inappropriate Bidding Practices

(c) The following is a description of all charges or investigations by a public body related to inappropriate bidding practices or unethical behavior by the Proponent or any of its Affiliates in relation to a public or broader public sector tender or procurement in any Canadian jurisdiction:

- 1. _____
- 2. _____
- 3. _____

[Proponent to add more rows if necessary.]

This Proposal Submission Form has not been modified in any manner, except to complete the required information.

Signed by person or persons authorised to bind the Proponent

Print Name and Title of Person Signing

**JOINT VENTURE INFORMATION
ATTACHMENT 1 TO SCHEDULE B**

1. General Information

Name of Person/Firm (List whether Sole Proprietor, Partnership or Corporation)	Role in Joint Venture	Representative Signing Proposal and Position of Representative
1.		
2.		
3.		
4.		
5.		

2. Attach Joint Venture Letter and Power of Attorney pursuant to RFP Section 3.16 for each Joint Venture Participant.

**CONFLICT OF INTEREST DECLARATION
SCHEDULE C TO THE RFP**

To: Northern College (the “College”)

Re: Request for Proposals RFP No. 21-NC0301BDE (the “RFP”)

This Conflict of Interest Declaration is delivered to the College pursuant to the RFP Section 4.7. All capitalized terms used in this Conflict of Interest Declaration have the meaning set out in the RFP.

The undersigned Proponent hereby declares that, to the best of its knowledge, having made all necessary inquiries and investigations to permit the Proponent to make this Conflict of Interest Declaration and except as disclosed, accurately and completely, in Attachment 1 hereto:

1. No Proponent or Person who has had or who will have significant involvement in the preparation and/or oversight of the preparation of our Proposal (together, the “**Proponent Conflict Declaration Parties**”) has any relationships with:
 - (a) a contractor to the College that is listed in Attachment 2 hereto or any of their respective current or former employees, shareholders, directors or officers; or
 - (b) employees (both current or former) of the College or individuals or firms who have been involved on the College’s behalf in this RFP Process or the design, planning or implementation of the Goods and/or Services,

that could constitute a perceived, potential or actual Conflict of Interest or unfair advantage, or could otherwise affect or impair or appear to affect or impair the integrity of this RFP Process;
2. There is no perceived, potential or actual Conflict of Interest, collusion or any other type of unfair advantage in any of the Proponent Conflict Declaration Parties’ participation in this RFP Process;
3. No Proponent Conflict Declaration Party has any knowledge of or the ability to avail themselves of Confidential information, other than Confidential Information which may have been disclosed by the College to the Proponent Conflict Declaration Party in the normal course of this RFP Process, that is or was relevant to the Goods and/or Services or this RFP Process;
4. None of the Proponent Conflict Declaration Parties, or any Affiliate of any of them has been charged in the last five years for any criminal offence involving fraud, fraudulent misrepresentation, bribery, collusion, anti-corruption, conspiracy, breach of competition laws, destruction of records or professional misconduct;
5. None of the Proponent or any of its Affiliates has sought protection under any bankruptcy or insolvency laws during the past five years;
6. None of the Proponent or any of its Affiliates has been the subject of a final determination that it has breached any applicable law relating to worker health and safety and/or protection of the environment within the past five years;
7. This Conflict of Interest Declaration has not been modified in any manner, except to complete the required information.

[INSERT NAME OF PROPONENT]

Dated _____, 2021.

Name of Authorized Signatory:
Title:

I have authority to bind the Proponent.

EXCEPTIONS
ATTACHMENT 1 TO SCHEDULE C

[Note: The Proponent must complete this Attachment 1 to Schedule C, setting out accurately and completely, any exceptions to the statements made in the Declaration. If there are no such exceptions, the Proponent must insert the word “NIL” in this Attachment 1 to Schedule C.

If there are exceptions set out in this Attachment 1 to Schedule C, the Proponent should submit to the College, as a separate document, the Proponent’s suggested measures for addressing each such conflict or potential conflict. The College will review such suggested measures and determine whether, in the College’s opinion, such measures satisfactorily address the conflict or potential conflict. If the conflict or potential conflict cannot be addressed to the satisfaction of the College, the College may, in its sole and absolute discretion, disqualify the Proponent.]

1. NIL

LIST OF MAJOR CONTRACTORS TO THE COLLEGE
ATTACHMENT 2 TO SCHEDULE C

1. **Not Applicable**

BUSINESS SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA
SCHEDULE D PART 1 TO THE RFP

BUSINESS SUBMISSION – GENERAL

- (1) The Proponent is advised to prepare its Business Submission such that the Business Submission demonstrates both the Proponent's understanding of the scope of the Goods and/or Services and the Proponent's ability to provide the Goods and/or Services in accordance with the Draft Agreement.
- (2) In preparing its Business Submission, the Proponent is encouraged to cite relevant lessons learned by the Proponent with respect to its past experiences.
- (3) The maximum permitted pages for each component of the Business Submission, indicated in the title to each Business Submission component below, is exclusive of maps, drawings, sketches, renderings, specifications, calculations and images which the Proponent may be required to or choose to include with such component.
- (4) Each Proponent will prepare and submit a Business Submission consisting of the following components:
 1. Company Profile
 2. Experience & Qualification

BUSINESS SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Submission Requirements	Maximum Pages	Evaluation Criteria	Maximum Points
1. BUSINESS SUBMISSION REQUIREMENTS			
1.1 Company Profile			
<p>1.1.1 The Proponent shall submit the following:</p> <p>(a) Summary of company's history;</p> <ul style="list-style-type: none"> • brief background history of the firm • Length of time in business; • Organization chart, ensure to identify all trainers, • Name of Contact for Scheduling and administration <p>(b) Describe the parent company in terms of financial stability and number of employees</p> <p>(c) What is your company's competitive advantage,</p> <p>(d) What distinguishes your company and how it would benefit Northern College</p>	N/A	<ul style="list-style-type: none"> • Provided the organization history, (4 pts) • Demonstrated Firms financial stability & number of employees (3 pts) • Demonstrated Firms competitive advantage & what distinguish themselves from the competition, including how it would benefit Northern College (3 pts) 	10
1.2 Experience & Qualification			
<p>1.2.1 The Proponent shall submit the following:</p> <p>(a) Name(s) and qualifications of all proposed key staff assigned and roles, including copy of resume, & proof of certification</p> <p>(b) References (see schedule F)</p>	N/A	<ul style="list-style-type: none"> • Demonstrated resources & qualification to the project to meet or exceed deliverables (9 pts) • Reference feedback (6 pts) 	15

Scoring Method

Score	Scoring Guidelines
Excellent	Exceeds the requirements of the criterion in a beneficial way to Northern. Very Desirable
Very Good	Exceeds the requirements of the criterion but not particularly beneficial to Northern.
Good	Fully meets all the requirements of the criterion
Above Average	Adequately meets all of the requirements of the criterion. May lack in some areas which are not critical
Average	Addresses the criterion to the minimum acceptable level. May be lacking in some areas, which are not critical
Below Average with some critical areas lacking	Addresses most, but not all, of the criterion to the minimum acceptable level. May be lacking in some areas, which are critical
Poor	Barely meets most of the requirements of the criterion to the minimum acceptable level. Is lacking in some critical areas.
Very Poor	Minimally addresses some, but not all of the requirements of the criterion. Lacking in most critical areas.
Does not meet any of the critical areas	Very Poor and does not meet any of the critical criterion of the proposal.
Failed to Understand the requirement	Does not satisfy the requirements of the criterion in ANY manner and includes significant errors

TECHNICAL SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA
SCHEDULE D PART 2 TO THE RFP

A. TECHNICAL SUBMISSION – GENERAL

- (1) The Proponent is advised to prepare its Technical Submission such that the Technical Submission demonstrates both the Proponent's understanding of the scope of the Goods and/or Services and the Proponent's ability to provide the Goods and/or Services in accordance with the Draft Agreement.
- (2) In preparing its Technical Submission, the Proponent is encouraged to cite relevant lessons learned by the Proponent with respect to its past experiences.
- (3) The maximum permitted pages for each component of the Technical Submission, indicated in the title to each Technical Submission component below, is exclusive of maps, drawings, sketches, renderings, specifications, calculations and images which the Proponent may be required to or choose to include with such component.
- (4) Each Proponent will prepare and submit a Technical Submission consisting of the following components:
 1. Understanding Scope of Work

BUSINESS SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Submission Requirements	Maximum Pages	Evaluation Criteria	Maximum Points
2. TECHNICAL SUBMISSION REQUIREMENTS			
2.1 Understanding Scope of Work			
<p>2.1.1 The Proponent shall describe in detail the following questions:</p> <p>(a) Outline the curriculum (Ministry approved) to be delivered</p> <p>(b) Pick up and drop off radius and procedure</p> <p>(c) Describe the vehicle(s) fleet, including, number of vehicles, maintenance and inspections program to be performed on the vehicles</p> <p>(d) Number of participants (Min and max) for course delivery.</p> <p>(e) Cancellation policy, (i.e., Number of days prior to Delivery Date the College can cancel/reschedule to course without penalty)</p> <p>(f) Quality Control</p> <ul style="list-style-type: none"> • Describe how instruction shall be monitored to ensure the curriculum is being adhered to and student driving hours are tracked. • Describe your process for how you will maintain safe confidential information <p>(g) Describe the procedure in the event of an accident/incident</p> <p>(h) Approach and methodology to promote the partnership,</p> <p>(i) Expectation towards exclusivity Agreement</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Provided Detailed response to curriculum (2 pts) • Clearly identified Pick up and drop off radius and procedure (2 pts) • Clearly identified vehicle fleet and outlined maintenance & inspection program (4 pts) • Clearly Identified Participant Min and Max required for course delivery, and meets the College criteria (2 pts) • Clearly Identified Cancellation Policy, and meets the College criteria (2 pts) • Provided Detailed response to company's quality control for trainers & confidential information (3 pts) • Provided detailed response to accident/incident procedure (2 pts) • Provided detailed response to Approach & Methodology to Promote Partnership (2 pts) • Clearly Identified expectation towards Exclusivity (1 pts) 	<p>20</p>

Scoring Method

Score	Scoring Guidelines
Excellent	Exceeds the requirements of the criterion in a beneficial way to Northern. Very Desirable
Very Good	Exceeds the requirements of the criterion but not particularly beneficial to Northern.
Good	Fully meets all the requirements of the criterion
Above Average	Adequately meets all of the requirements of the criterion. May lack in some areas which are not critical
Average	Addresses the criterion to the minimum acceptable level. May be lacking in some areas, which are not critical
Below Average with some critical areas lacking	Addresses most, but not all, of the criterion to the minimum acceptable level. May be lacking in some areas, which are critical
Poor	Barely meets most of the requirements of the criterion to the minimum acceptable level. Is lacking in some critical areas.
Very Poor	Minimally addresses some, but not all of the requirements of the criterion. Lacking in most critical areas.
Does not meet any of the critical areas	Very Poor and does not meet any of the critical criterion of the proposal.
Failed to Understand the requirement	Does not satisfy the requirements of the criterion in ANY manner and includes significant errors

FINANCIAL SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

SCHEDULE D PART 3 TO THE RFP

A. FINANCIAL SUBMISSION -GENERAL

- The Rate Bid form has been attached as a Separate Document.

B. FINANCIAL SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Submission Requirements	Maximum Pages	Evaluation Criteria	Maximum Points
3. Financial Submission Requirements			
3.1 Rate Bid Form (Separate Attachment)			
3.1.1 The Proponent shall submit the following: (a) Rate Bid Form	1	The Lowest Total Price will receive maximum points. The Points for all other Proponents will be calculated as follows: Lowest Total Price / Proponent's cost x <ul style="list-style-type: none"> • In Class fees (20 pts) • In Vehicle fee (20 pts) • Student in Vehicle Cancellation Fee (5 pts) • Percentage Increase (Yearly) (10 pts) 	55

Fees			
	In Class (Hr.)	In Vehicle (Hr.)	Student in Vehicle Cancellation Fee
Individual Rate	\$	\$	\$

Percentage Increase Yearly	
Year of Contract	Percentage
Year 2	%
Year 3	%

REQUEST FOR INFORMATION FORM
SCHEDULE E TO THE RFP

[Note to Proponents: Proponents must use this form to submit RFIs to the Contact Person in accordance with the requirements set out in Section 3.2 of the RFP.]

To Be Completed by the Proponent:			
Proponent Name:			
Proponent Address:			
Telephone:			
Proponent Representative E-mail:			
RFP No.:			
Date Submitted:			
Do you want this question to be a “Commercially Confidential RFI” in accordance with Section 3.2(1)(b)(ii) of the RFP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Source of Query:			
Reference Document Name:			
Reference Document Section:			
Question (One question per sheet)			
To Be Completed By The College:			
RFI Tracking #:			
Date of Response:			
Response			

REFERENCE FORM
SCHEDULE F TO THE RFP

1		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	EMAIL:	
NUMBER OF YEARS SERVICE PROVIDED		
2		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	EMAIL:	
NUMBER OF YEARS SERVICE PROVIDED		
3		
	COMPANY NAME	
	INDUSTRY	
	CONTACT FULL NAME	
	TITLE	
	STREET ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	DAY TIME TELEPHONE	
	EMAIL:	
NUMBER OF YEARS SERVICE PROVIDED		