

**APPENDIX A - RESPONSE CONFIRMATION FORM**

This form acknowledges receipt of the RFP document, as referenced below.

The Proponent submits this **Appendix A - Response Confirmation Form** in order to advise The City of Coquitlam of its intent to submit a Proposal in response to the RFP document, and requests to be sent:

* Appendix C – Scope of Work
* Appendix D – Proposal Submission Form
* Appendix E – Consulting and Professional Services Agreement
* Appendix F ‐ Privacy Impact Assessment
* Addenda as published

Please return this form and **Appendix B – Non Disclosure Agreement** to:

Email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

Email Subject: 24-110 RFP - Consulting Services for Technology Modernization

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| **Yes we will be submitting a Proposal in response to the above‐noted RFP** |
| **Yes** |

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| **Legal Name of Proponent** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |
| **Authorized Signature** |  |
| **Printed Name** |  |
| **Date** |  |

1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business related to technology modernization, etc.): |
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| 1. **CORPORATE ACCOUNTABILITY** - If response to any of the questions below is YES, on a separate page provide a complete explanation. Include all details including project name, location, names of all parties involved and relevant dates, etc. | |
| 1. Has your firm been terminated on any contract prior to completing a contract or has any officer, partner or principal of your firm been an officer, partner or principal of another firm that was terminated or failed to complete a contract, in the last five years? |  |
| 1. Has your firm, within the last five years, filed any lawsuits or requested arbitration with regard to contracts? |  |
| 1. Are there any judicial proceedings (other than criminal proceedings) pending or concluded (in the last five years) against your firm or a principal or officer or anyone with a financial interest in your firm relating to the procurement or performance of any contract including but not limited to actions to obtain payment brought by subcontractors, suppliers or others? |  |

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| 1. **REFERENCES –** Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. Muncipal and public sector references are preferred. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary): | |
| **Reference No. 1** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 2** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 3** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| 1. **KEY PERSONNEL –** Proponent proposes the following key personnel for the Services stated in the RFP. (use the spaces provided and/or attach additional pages, if necessary) | | | | |
| **LINE ITEM** | **NAME** | **TITLE/POSITION** | **EXPERIENCE AND QUALIFICATIONS** | **YEARS WITH YOUR ORGANIZATION** |
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| 1. **TRAINING PROGRAM:** Can you demonstrate your comprehensive training program for staff who will be supporting the City in the SOC(s**)?** |
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| 1. **HIRING PRACTICES:** Proponent to describe their process for screening and hiring their staff including required certifications: |
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| 1. **TEAM SUITABILITY:** A brief narrative explaining why and how the Proponent’s team is best suited for the Project. |
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| 1. **SUB-CONTRACTORS -** The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written approval: | |
| **Sub-Contractor No. 1** | |
| **Legal Name** |  |
| **Trade/Services Performed** |  |
| **Background and Experience** |  |
| **Contact Information** | Name: |
| Phone Number: |
| Email Address: |

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| **Sub-Contractor No. 2** | |
| **Legal Name** |  |
| **Trade/Services Performed** |  |
| **Background and Experience** |  |
| **Contact Information** | Name: |
| Phone Number: |
| Email Address: |

**All subsequent information will sent directly to those Proponents who have returned this form, but it is the responsibility of the Proponents to ensure that all information has been received.**