

FORM A: PROPOSAL
(See B7)

1. Contract Title REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT, IMPLEMENTATION AND DELIVERY OF "HOW TO" PROJECT MANAGEMENT TRAINING

2. Proponent

Name of Proponent (Legal Name)

Usual Business Name of Proponent as it appears on Invoice (if different from above)

Street

City Province Postal Code

Email Address of Proponent

Facsimile Number

(Mailing address if different)

Street or P.O. Box

City Province Postal Code

GST Registration Number (if applicable) Province Postal Code

The Proponent is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person The Proponent hereby authorizes the following contact person to represent the Proponent for purposes of the Proposal.

Contact Person Title

Telephone Number Facsimile Number

4. Definitions All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions.

5. Offer The Proponent hereby offers to perform the Services in accordance with the Contract for the Fees, in Canadian funds, set out on Form B: Fees, appended hereto.
6. Execution of Contract The Proponent agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.
7. Commencement of the Work The Proponent agrees that no Services shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Services.
8. Contract The Proponent agrees that the Request for Proposal in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal.
9. Addenda The Proponent certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:
- | No. | Dated |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
10. Time This offer shall be open for acceptance, binding and irrevocable for a period of ninety (90) Calendar Days following the Submission Deadline.
11. Signatures The Proponent or the Proponent's authorized official or officials have signed this
_____ day of _____, 20_____.

Signature of Proponent or
Proponent's Authorized Official or Officials

(Print here name and official capacity of individual whose signature appears above)

(Print here name and official capacity of individual whose signature appears above)

FORM B: FEES
(See B8)

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE DESIGN,
DEVELOPMENT, IMPLEMENTATION AND DELIVERY OF "HOW TO" PROJECT MANAGEMENT
TRAINING

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE
1.	Phase 1: Develop "How to" Project Management Training Course Materials based on the City's Project Management Manual (PMM) processes, procedures and templates for three (3) courses	D4.3	Lump Sum	1	
2.	Phase 2: Deliver 'Pilot' "How to" Project Management Training for three (3) courses through one (1) session of each course listed in B.12.1.1(a)	D4.4	Lump Sum	1	
3.	Phase 3: Deliver "How to" Project Management Training for three (3) courses through three (3) sessions of each course listed in B.12.1.1(a) in 2017	D4.5	Lump Sum	1	
4.	Phase 4: Deliver "How to" Project Management Training for three (3) courses through two (2) sessions of each course listed in B.12.1.1(a) in 2018	D4.6	Lump Sum	1	
5.	Improvement and Adjustments to Course Material	D4.4(i), and D4.5(g)	Hourly	50	

Name of Proponent