# **FORM A: PROPOSAL**

(See B7)

1.	Contract Title			IT FOR THE
2.	Proponent			
		Name of Proponent (Legal Name		
		Usual Business Name of Propone	nt as it appears on Invoice (if different from	m 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 appl	icable) 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		authorizes the following conta r purposes of the Proposal.	ct person to
		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 and D5.

5.	Offer	The Proponent hereby offers to perform the Services in accordance with the Contract for the Fees, in Canadian funds, set out in response to B8 Fees.
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 P: PERSON HOURS

(See B8)
REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR ISO 14001:2015 CERTIFICATION AUDIT FOR THE CITY OF WINNIPEG WASTEWATER SERVICES (WWS)-ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

EMS AUDIT SCHEDULE AND		Summary												
APPROACH – PHASE 1	Leader	Audit								Audit Fees	Allowable	Other	Total Fees	
	Auditor	Team Member									Disbursements	Disbursements		
	Name:	Name:												
	Hourly	Total												
	Rate:	Person- Hours												
Part 1: Audit Opening Meeting  A. Auditors outline audit plan and														
approach														
B.Discuss organization processes and expected format for audit report  Estimated Hours														
Fees														
Part 2: Audit Evidence														
C.EMR Interview														
D.Document/Record Review														
E.Field Observations														
i. NEWPCC														
ii. SEWPCC														
iii. WEWPCC														
iv. Regional collection														
v. Local sewer														
vi. Civil Maintenance														
vii. Electrical Maintenance														

viii. Mechanical Maintenance						
Estimated Hours						
Fees						
Part 3:Audit Outcome Compilation- Documentation for Audit Findings						
F.EMR Interview						
G. Document/Record Review						
H.Field Observations						
Estimated Hours						
Fees						
Part 4: Closing Meeting to communicate findings with Auditee						
I. Pre-Certification Audit Report and Recommendations						
Estimated Hours						
Fees						
Total Hours						
Total Professional Fee						

# FORM P: PERSON HOURS

(See B8)
REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR ISO 14001:2015 CERTIFICATION AUDIT FOR THE CITY OF WINNIPEG WASTEWATER SERVICES (WWS)-ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

Part 1: Audit Opening Meeting  J. Auditors outline audit plan and approach  K.Discuss organization processes an						Summary				
APPROACH - PHASE 2	Leader Auditor	Audit Team Member				Audit Fees	Allowable Disbursements	Other Disbursements	Total Fees	
	Name:	Name:								
	Hourly Rate:	Total Person- Hours								
Part 1: Audit Opening Meeting										
approach										
K.Discuss organization processes and expected format for audit report  Estimated Hours										
Estimated Hours										
Fees										
Part 2: Audit Evidence										
L. EMR Interview										
M. Document/Record Review										
N.Field Observations										
ix. NEWPCC										
x. SEWPCC										
xi. WEWPCC										
xii. Regional collection										
xiii. Local sewer										
xiv. Civil Maintenance										
xv. Electrical Maintenance										

xvi. Mechanical Maintenance					
Estimated Hours					
Fees					
Part 3:Audit Outcome Compilation- Documentation for Audit Findings					
O. EMR Interview					
P.Document/Record Review					
Q. Field Observations					
Estimated Hours					
Fees					
Part 4: Closing Meeting to communicate findings with Auditee					
R.Pre-Certification Audit Report and Recommendations					
Estimated Hours					
Fees					
Total Hours					
Total Professional Fee					

# FORM P: PERSON HOURS

(See B8)
REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR ISO 14001:2015 CERTIFICATION AUDIT FOR THE CITY OF WINNIPEG WASTEWATER SERVICES (WWS)-ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

EMS AUDIT SCHEDULE AND					Summary							
APPROACH – PHASE 3	Leader Auditor	Audit Team Member					Audit Fees	Allowable Disbursements	Other Disbursements	Total Fees		
	Name:	Name:										
	Hourly Rate:	Total Person- Hours										
Part 1: Audit Opening Meeting S. Auditors outline audit plan and												
approach												
T.Discuss organization processes and expected format for audit report												
Estimated Hours												
Fees												
Part 2: Audit Evidence												
U.EMR Interview												
V.Document/Record Review												
W. Field Observations												
xvii. NEWPCC												
xviii. SEWPCC												
xix. WEWPCC												
xx. Regional collection												
xxi. Local sewer												
xxii. Civil Maintenance												
xxiii. Electrical Maintenance												

				1		
xxiv. Mechanical Maintenance						
Estimated Hours						
Fees						
Part 3:Audit Outcome Compilation- Documentation for Audit Findings						
X.EMR Interview						
Y.Document/Record Review						
Z. Field Observations						
Estimated Hours						
Fees						
Part 4: Closing Meeting to communicate findings with Auditee						
AA. Pre-Certification Audit Report and Recommendations						
Estimated Hours						
Fees						
Total Hours						
Total Professional Fee						