

**FORM A: PROPOSAL**  
(See B8)

1. Contract Title REQUEST FOR PROPOSAL FOR INTERNET- BASED ONLINE LEADERSHIP DEVELOPMENT COURSES

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Usual Business Name of Bidder as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

(Mailing address if different)

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address of Bidder

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

(Choose one)

The Bidder is:

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder 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 Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out on Form B: Prices, appended hereto.
6. Execution of Contract The Bidder 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.
7. Commencement of the Work The Bidder agrees that no Work shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.
8. Contract The Bidder 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 Bidder 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 sixty (60) Calendar Days following the Submission Deadline.
11. Signatures The Bidder or the Bidder's authorized official or officials have signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Bidder or  
Bidder'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: PRICES**  
(See B9)

REQUEST FOR PROPOSAL FOR INTERNET- BASED ONLINE LEADERSHIP DEVELOPMENT COURSES

UNIT PRICES

| ITEM NO.   | DESCRIPTION  | SPEC. REF. | UNIT     | APPROX. QUANTITY | UNIT PRICE |
|------------|--|------------|----------|------------------|------------|
| 1.         | Onboarding Set-Up for City of Winnipeg Leaders   | D3         | Per year | 1                |            |
| 2.         | Integration with City's Oracle- PeopleSoft system for Successful Completion of Courses, as described in D3 Scope of Work   | D3         | Per year | 1                |            |
| 3.         | Data Tracking, Analysis & Reporting, as described in D3 Scope of Work  | D3         | Per year | pkg              |            |
| Option One |  |            |          |                  |            |
| 4.         | Courses<br>- Minimum 15 courses<br>- <b>150 participants</b>   | D3         | Per year | pkg              |            |
| 4a         | Technological & Customer Service Support available 24/7 by toll-free phone number, immediate availability of service representative or call back response within 2 hours and an email address option with response time within 2 hours.                                  |            | Per year | 1                |            |
| 4b         | Technological & Customer Service Support available Monday – Friday, 9:00 AM – 5:00 PM CST by toll-free phone number, immediate availability of service representative or call back response within 4 hours and an email address option with response time within 4 hours |            | Per year | 1                |            |
| 4c         | Technological & Customer Service Support available Monday – Friday, 9:00 AM – 5:00 PM CST by toll-free phone number, call back response within one business day and an email address option with response time within one business day.                                  |            | Per year | 1                |            |
| Option Two |  |            |          |                  |            |
| 5.         | Courses<br>- Minimum 15 courses<br>- <b>225 participants</b>   | D3         | Per year | pkg              |            |
| 5a         | Technological & Customer Service Support available 24/7 by toll-free phone number, immediate availability of service representative or call back response within 2 hours and an email address option with response time within 2 hours.                                  |            | Per year | 1                |            |
| 5b         | Technological & Customer Service Support available Monday – Friday, 9:00 AM – 5:00 PM CST by toll-free phone number, immediate availability of service representative or call back response within 4 hours and an email address option with response time within 4 hours |            | Per year | 1                |            |
| 5c         | Technological & Customer Service Support available Monday – Friday, 9:00 AM – 5:00 PM CST by toll-free phone number, call back response within one business day and an email address option with response time within one business day.                                  |            | Per year | 1                |            |

**FORM B: PRICES**  
(See B9)

REQUEST FOR PROPOSAL FOR INTERNET- BASED ONLINE LEADERSHIP DEVELOPMENT COURSES

UNIT PRICES

| ITEM NO.     | DESCRIPTION  | SPEC. REF. | UNIT     | APPROX. QUANTITY | UNIT PRICE |
|--------------|--|------------|----------|------------------|------------|
| Option Three |  |            |          |                  |            |
| 6.           | Courses<br>- Minimum 15 courses<br>- <b>300 participants</b>   | D3         | Per year | pkg              |            |
| 6a           | Technological & Customer Service Support available 24/7 by toll-free phone number, immediate availability of service representative or call back response within 2 hours and an email address option with response time within 2 hours.                                  |            | Per year | 1                |            |
| 6b           | Technological & Customer Service Support available Monday – Friday, 9:00 AM – 5:00 PM CST by toll-free phone number, immediate availability of service representative or call back response within 4 hours and an email address option with response time within 4 hours |            | Per year | 1                |            |
| 6c           | Technological & Customer Service Support available Monday – Friday, 9:00 AM – 5:00 PM CST by toll-free phone number, call back response within one business day and an email address option with response time within one business day.                                  |            | Per year | 1                |            |

\_\_\_\_\_  
Name of Bidder