



## **Intro / Project Overview**

Niagara Peninsula Conservation Authority (NPCA) requires a website redesign that drastically improves user interface, functionality, and visual interest. NPCA requires that WordPress be used as the platform. The successful bidder will be able to provide wireframing, design and layout, programming, plug-in integration and initial content flow. The website will have an eCommerce component, and must integrate with Reserve America (Campground booking software) if possible. The site must be compliant with the Accessibility for Ontario's with Disabilities Act (OADA). The site must be responsive across platforms.

**Proposals are due January 10th, 2017 by 2 p.m. Proposals received after this time and date will not be accepted. The onus is on the Proponent to ensure that the Proposal is received in the proper location and before the Proposal closing deadline. A signed copy of Schedule A must accompany each submitted RFP.**

### **Proposals should be sent/delivered to:**

Niagara Peninsula Conservation Authority  
230 Thorold Road West 3<sup>rd</sup> Floor  
Welland, Ontario L3C 3W2  
Attention: Michael Reles, Communications Manager

**NOTE:** The Proposal must be received in the form and quantity required by this RFP in order to qualify (i.e. delivered to the organization and include 3 copies) **Failure to do so may result in disqualification of your Proposal.** Proposals must be signed by an authorized official of the Proponent's organization.

**Unsigned Proposals will not be considered.**

For information regarding this Request for Proposals, please contact:  
Michael Reles, Communications Manager, [mreles@npca.ca](mailto:mreles@npca.ca)

## **Company Overview**

The Niagara Peninsula Conservation Authority was established on April 30, 1959, under the Conservation Authorities Act, and serves approximately half a million people in the Niagara Peninsula Watershed, encompassing the entire Niagara Region and portions of the City of Hamilton and Haldimand County. The NPCA manages the impact of human activities, urban growth, and rural activities on the watershed.

With its unique resources, the Niagara Peninsula is one of the most complex watersheds in the Province. It includes lands drained by the Niagara River, Twenty Mile Creek, the Welland River, the Welland Canal, Lake Erie and Lake Ontario. NPCA programs focus on initiatives that help keep people and their property safe from flooding and erosion while retaining our drinking water safe to drink.

The NPCA's ongoing commitment to land stewardship is reflected in the management of over 2,870 hectares of some of the most sensitive and unique natural areas in Niagara. These lands are held in public trust, allowing the people of the watershed to enjoy its distinctive natural heritage at 39 Conservation

Areas, each offering diverse recreational and educational opportunities and a place to experience nature's beauty.

The Niagara Peninsula Conservation Authority is a registered charitable organization.

### **Conservation Authorities Mandate**

The legislative mandate of the Conservation Authority, as set out in Section 20 of The Conservation Authorities Act, is to establish and undertake programs designed to further the conservation, restoration, development and management of natural resources. The NPCA fulfills this mandate by implementing programs that:

- Improve the quality of lands and waters
- Contribute to public safety from flooding and erosion
- Provide for the acquisition of conservation and hazard lands
- Enhance the quality of life in its watershed by using its lands for recreation, heritage preservation and conservation education

### **Audience**

NPCA audience is comprised of all people of the Niagara watershed.

- Our neighbours
- People who use Conservation Areas
- Local school boards
- Brock University
- Niagara College
- The Bruce Trail Club
- Local politicians
- Municipalities
- First Nations and Métis,
- Local tourism associations and businesses
- The Niagara Escarpment Biosphere Fund
- Local nature clubs
- The Ministry of Natural Resources and Forestry
- The Niagara Escarpment Commission
- Landowners
- Arts Communities
- All People of the Watershed

### **Audience of the website**

NPCA is an open and transparent organization, and as such we use our website to share valuable information with the people of the Niagara watershed, which is comprised of the Niagara region, and parts of Hamilton and Haldimand County. The primary users of our website visit for:

Flood notifications. This feature must be central to the homepage as an alert status is used to keep people and their property safe from flooding and erosion.

Conservation Areas Information. The NPCA has 39 conservation areas, some of which have varying degrees of public access varying from not accessible to people, to camping, children's day camps, wedding/events hosting. The website must be highly visual in order to compete with the market.

Hunting Permits

Building Permits

Meeting Agendas/Minutes/Streaming. NPCA live streams its Board of Director meetings, and occasionally press conferences. This information is shared via a streaming service live with the public.

### **New Website Objectives**

- Reduce clicks for end users to find the information they require
- Facilitate people's ability to submit feedback
- Improve aesthetic and functionality
- Feature partnerships and initiatives
- Change platform from Drupal to WordPress for better content management that is visually appealing
- Build our newsletter subscriber list
- Drive traffic to camping bookings
- Simplify access to wedding and special events information, in a way that is visual and engaging
- Simplify access to development approval information
- Simplify access to hunting permits
- Allow online payment for hunting licenses, camping, wedding etc.
- Allow guests to register and pay for camps at the various locations
- Allow guests to register and pay for camping at various locations (potential)
- Reconcile the technical aspects that we need to communicate with the community engagement pieces (for example, planning permits and day camps)

### **Current Website**

- Functionally, not serving the end-user – content is difficult to find
- Platform is non-intuitive and restrictive
- Bad UX, generally
- The focus is too technical
- No integrated shopping cart
- Bad search functionality
- Does not lend to storytelling
- Not visually representative of all NPCA services

### **New Website Functionality Requirements**

- Must be WordPress
- Must integrate with existing GIS and restore functionality to conservation area map filtering
- Must have a strong UX
- Must be OADA compliant
- Must integrate with Reserve America (if possible, or strong evidence is presented for the viability of an alternative)
- Must have a shopping cart

## **Ecommerce Details**

- Allow online payment for hunting licenses, camping, wedding deposits and balances, etc.
- Allow guests to register and pay for camps at the various locations
- Allow guests to register and pay for camping at various locations
- Allow online payment for hunting licenses, camping/reservations, wedding

## **Proposal Requirements**

Please ensure that you have accounted for all the items in your proposal, as listed in this RFP. Please provide samples of similarly scoped work for review.

## **RFP & Project Timeline Details**

The website redesign will begin in January 2018 with an anticipated launch date of **April 30, 2018**.

## **Core Functionality**

Our data pulls from GIS Geographic Information Services (GIS) is the technology used to collect, manage, and analyze spatial data, which includes both mapping and tabular data that has reference to a location on the surface of the earth. The NPCA relies heavily on spatial data, the bulk of which is topographic, environmental or natural resources based land information, to support or directly carry out most of its day to day tasks.

Our GIS department's data collection efforts focus on producing detailed large-scale data products in order to support and inform our decision-making models and tools. Most of this information is shared with our local, regional and provincial partners to provide accurate research and application data about the nature and physicality of our watersheds, natural areas and environmental conditions. Mapping and data is also made available to the public to help you plan a project, find a park, or better understand our watershed.

## **Online Information Access**

The NPCA Watershed Explorer is an online interactive mapping tool developed in cooperation with Niagara Region to provide NPCA geographic information to the public. Use the map to explore detailed visual information about NPCA planning and permitting interests, regulated areas, watershed monitoring efforts, natural area features and our Conservation Areas. For in-depth information on using the application, download the NPCA Watershed Explorer Reference Guide.

The NPCA also publishes water quantity and quality data through our NPCA Hydroserver. The HydroServer is part of the NPCA's developing Hydrologic Information System (HIS), providing publication, discovery and access to its hydrologic data through CUAHSI-HIS web services, and includes GIS water resources data. Visit <http://www.his.npca.ca/hydroserver> for more information and data access, or download the Fact Sheet.

Geospatial data is also made available to more advanced users through the NPCA's Web Mapping Services (WMS) which provide up to date data in a standard that can be used in custom applications or GIS software. Explore these services at the links below:

The camping reservations and payment functionality must be secure.

This website **MUST** be AODA compliant

### **Evaluation Process and Selection Criteria**

Responses to this RFP will be evaluated and scored by a Project Team selected by NPCA. The contents of the Proposal will be evaluated primarily based on, but not limited to, the following criteria:

#### **Proposal Suitability (80% of the total score):**

##### **Scope of Work (60% of Proposal Suitability)**

Each Proposal will be evaluated based upon the completeness of the Proposal and how well the Proposal addresses the identified scope of work and development of the deliverables.

##### **Project Cost (30% of Proposal Suitability)**

How does the total cost of the Proposal compare to that of other Proponents? Project costs should include Project-related expenses such as out-of-pocket, travel, per diem, etc.

##### **Project Schedule (10% of Proposal Suitability)**

The Proponent must provide a Project plan / schedule that clearly outlines the Project components. Each Proposal will be evaluated on the completeness of the Project plan / schedule which should include Project phases, milestones, activities, and related resource requirements. Also identify expected time commitments required of NPCA staff.

#### **Vendor Suitability (20% of the total score) Summary of Relevant Experience (80% of Vendor Suitability):**

Proponents must **demonstrate a proven ability** to perform the work and include references from at least 3 clients (preferably public-sector clients) where similar work was performed.

##### **Company Background (20% of Vendor Suitability)**

Proponents must provide information about their company so the NPCA can evaluate the Proponent's ability to address the requirements of the RFP. This should show there is evidence of the qualifications required (diversity of experience and expertise) that will be needed to address the scope of work.

NPCA, at its option, may require a Proponent to provide additional documentation to support and/or clarify requested information.

The evaluation will be based on the submitted Proposal and any follow-up requested by the NPCA Project Team. Proponents may be required to meet with NPCA Project Team to review their Proposals and answer

questions.

It is the intent of the NPCA that these criteria be used in evaluating the Proposals received. However, the NPCA Project Team shall be the sole judges as to the evaluation of Proposals received. The NPCA reserves the right to alter or adjust these criteria should it be deemed necessary.

No correspondence shall be entered into, regarding the results of the evaluation of any Proposal or its comparison to other Proposals received.

### **Proposal Submission**

Proposals must be complete, providing all the requested information in a sealed company envelope.

Submissions must follow the sequence outlined and be in the formats requested.

A copy of all Addenda issued during the Proposal period must be submitted with the Proposal, signed, dated and sealed where required.

Proposals sent by e-mail or fax or arriving after the stated closing time **will not** be considered.

Proposals must be delivered to:

Niagara Peninsula Conservation Authority  
230 Thorold Road West 3<sup>rd</sup> Floor  
Welland, Ontario L3C 3W2  
Attention: Michael Reles, Communications Manager

The Proposal must be organized into the following major sections:

### **Proposal Section Title**

1. Cover Letter
2. Executive Summary
3. Scope of Work and Required Deliverables Proposal
4. Project Cost Submission Form
5. Project Schedule
6. Summary of Relevant Experience
7. Company Profile
8. References
9. Contract Terms and Conditions
10. Miscellaneous / Additional Information

## **Executive Summary**

This should be a brief narrative highlighting the Proposal. The summary should contain as little technical jargon as possible, and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

## **Scope of Work and Deliverables**

Proponents are requested to address in detail each element of the Scope of Work and Deliverables identified.

**Project Cost** Estimate should include and account for all items listed in the deliverables within this RFP

NPCA reserves the right to negotiate costs and scope of work based on Proponent Proposals. However, Proponents are required to encompass the entire scope of work under this RFP in the price quoted.

## **Project Schedule**

Proposals should clearly describe the process required to complete this Project and should clearly indicate the delivery timelines for the various elements of the Project. Such timelines should indicate if a response is required from the NPCA, and the timing for that response, to meet the stated delivery timelines.

## **Summary of Relevant Experience and References**

Proponents must provide a listing of a minimum of 3 projects (preferably public-sector agency projects), of similar size and scope that the Proponent has completed within the last five years.

## **Company Profile**

Proponents must provide a profile of the entity submitting the Proposal so the NPCA may evaluate the Proponent's qualifications to address the requirements of the RFP. This profile should include the length of time in business, evidence of experience, capital and resources to complete the Project successfully within the timeframe indicated. The Proponent should also indicate the principals involved. Where a Proponent proposes to use a sub-contractor, similar information should be provided for that sub-contractor.

Proponents **must demonstrate a proven ability** to perform the work. Proponents must provide bios of all key personnel to be involved with the completion of this Project, including bios of sub-contractor key



personnel. Bios may be appended to the Proposal.

### **Contract Terms and Conditions**

The Proponent is to state any exceptions to the Terms and Conditions and Scope of Work listed in the RFP deemed important by the Proponent. This section, in conjunction with this RFP document, is intended to form the basis for the development of a contract to be awarded as a result of this RFP.

### **Miscellaneous / Additional Information**

Any miscellaneous or additional information can be included in this section.

### **NPCA's Acceptance or Rejection of Proposals**

The NPCA reserves the right to accept or reject any or all Proposals, in whole or in part(s) as the NPCA deems fit, in the NPCA's sole discretion. The Proposal with the lowest cost will not necessarily be accepted.

This RFP permits the negotiation of any aspect, including price, of any Proposal subsequent to its submission.

The NPCA reserves the right to reject the Proposal of any Proponent who does not furnish satisfactory evidence of sufficient qualification to successfully execute and complete the work.

The NPCA will not be held responsible for any liabilities, cost, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or non- acceptance by the NPCA of any Proposal or by reason of any delay in acceptance of a Proposal.

The Proponent acknowledges and agrees that:

- . nothing contained in this RFP, in the Proposal documents or elsewhere;
- . no act done or expense incurred by it in the preparation and submission of this Proposal;
- . no trade or industry custom or practice; and
- . no representation or assurance that may have been made or given to it by or on behalf of the NPCA, shall in any manner legally bind the NPCA, in any circumstances, to accept this Proposal, the lowest Proposal, a Proposal submitted in compliance with the requirements of the Proposal documents, or any Proposal at all. The Proponent further acknowledges and agrees that the NPCA shall have complete and unrestricted liberty in this regard and may reject any or all Proposals or may accept any Proposal in whatever manner, at whatever Project cost, on whatever terms and for



whatever reasons as the NPCA, in its sole discretion consider to be in its own best interests, all without liability or obligation of any kind to the Proponent. Proposals which are incomplete or conditional may be rejected. Any unsolicited communication or attempts to communicate with NPCA staff other than the Communications Manager regarding this process, either before or after the closing date, and prior to award by the NPCA, may at the NPCA's discretion be disqualified. Disqualified Proponents will have their Proposal promptly returned and will no longer be considered for this RFP.

### **Assignment**

Neither this Proposal nor the right to receive payment hereunder may be assigned or transferred by the Proponent without the prior written consent of the NPCA, which consent may be unreasonably withheld, and any assignment without such consent shall be void and of no force or effect against the NPCA.

### **Awarding the Contract**

NPCA may award a contract the initial Proposals received, without further discussion or clarification. Each initial Proposal should therefore contain the Proponent's best terms, including all required documentation as requested herein. Nothing in this RFP shall be interpreted as requiring the NPCA to accept the lowest price Proposal or to accept the Proposal having the best score on any rating system used to evaluate the Proposals. Any award under this RFP is subject to formal approval of the NPCA.

Proponents warrant that they have the necessary corporate power and authority to execute and deliver its obligations, as proposed, which includes compliance with any and all patent, copyright and related business transaction laws of Canada and Ontario.

Upon completion of the evaluation stage, the successful Proponent will be required to enter into a contract approved by the NPCA that references the selected Proposal and any agreed upon amendments and a statement that the Proponent's solution is fully compatible and functional with the NPCA's requirements.

### **Clarification**

Although the NPCA will make every reasonable effort to ensure a Proponent receives all addenda issued, it is Proponent's ultimate responsibility to ensure all addenda have been received and acknowledged as instructed or the Proposal submitted may be rejected.

### **Confidentiality**

All information regarding aspects of the Proposal, which in the Proponent's opinion, is of a proprietary or

confidential nature, should be clearly marked “Confidential” at each relevant item or page. All information marked confidential will be held in strict confidence and shall not be revealed to another party without the Proponent’s consent except as may be required by any applicable law. Similarly, any confidential information communicated to or acquired by the Proponent or disclosed by the NPCA shall not be disclosed unless authorized by the NPCA. No such information shall be used by the Proponent on any other Project without prior written approval. It is agreed that these reciprocal obligations of confidentiality will survive the termination of the RFP process and any contract that may arise between the NPCA and a successful Proponent(s).

### **Conflicts of Interest**

Proponents are required to state any perceived or actual conflicts of interest that they may have with the NPCA or its staff. This includes relationships with the Proponent, its employees, agents, subsidiaries or parent organizations.

### **Contract**

The successful Proponent will be required to enter into a contract with the NPCA. Once the contract is deemed acceptable by both parties three original contracts are to be supplied to the NPCA for execution (2 copies will be kept by the NPCA). The successful Proposal shall become an integral part of the contract. It shall not, however, be considered the total binding obligation for the contract. Any and all Proposal conditions may be included at the discretion of the NPCA as part of the final negotiated and approved contract.

### **Payment**

Proponents will submit invoices to the NPCA. Subject to any discrepancies or deficiencies, the NPCA shall pay each invoice received in accordance with this section within 30 days of receipt, provided there shall be a holdback of 10% of each invoice. The accumulated holdback will be released as each section of the Project has been completed to the satisfaction of the NPCA, in its sole discretion, which shall include the delivery of all final documents and deliverables for that section.

### **Errors and Omissions**

It is understood, acknowledged and agreed that while this RFP includes specific requirements and specifications, the NPCA shall not be held liable for any errors or omissions in any part of this RFP. While the NPCA has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the NPCA, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

### **Examination of Proposal Conditions**

It is the intent of the NPCA through this RFP and conditions contained herein, to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the contract resulting from the RFP. Before submitting a Proposal, the Proponent shall be familiar with all Proposal conditions referred to in this RFP, and any addenda issued. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Proponent's responsibility to ascertain that the Proposal includes all addenda issued prior to the submission deadline.

### **Incomplete Work**

The NPCA reserves the right to have the work completed by third parties in the event that the Proponent fails to complete the specified work within the time stated in the Proposal.

The Proponent shall be liable for any and all costs incurred by the NPCA in having the above-mentioned work performed. Costs shall be deducted from any monies payable to the Proponent.

### **Indemnification**

The successful Proponent shall indemnify and hold harmless the NPCA, its officers and employees from and against any and all liabilities, damages, costs, claims, suits or actions by third parties directly or indirectly arising out of the Project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by negligent acts or omissions of the contractor, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof, except where such damage or injury is due to the act, default or negligence of the NPCA, its officers and employees.

### **Professional Liability Insurance**

The Proponent shall take out and keep in force until three years after the Project is complete, Professional Liability Insurance in the amount of \$1,000,000 providing coverage for acts, errors and omissions arising from their professional services performed as part of this Project.

### **Legal Claims**

The NPCA, in its sole discretion, may refuse to accept any Proposal from a Proponent:

- . That has commenced a legal proceeding against the NPCA;
- . That has a potential claim against the NPCA;
- . Against whom the NPCA has a potential claim; or
- . Against whom the NPCA has instituted a legal proceeding.

### **Licenses, Permits and Approvals**

The successful Proponent shall, at its own expense, be responsible for obtaining, maintaining and keeping available for inspection, any licenses necessary to permit the Proponent, its employees or agents to carry out the requirements of the Proposal and ensuing Project. The NPCA reserves the right to require the Proponent to produce any evidence of same, including, but not limited to, the following:

- . Performance bonds;
- . Comprehensive insurance certificates, including WSIB;
- . Corporate information; and
- . Other additional assurances or protections deemed necessary by the NPCA.

### **Negotiations**

The NPCA reserves the right to enter into negotiations with the selected Proponent. If the NPCA and the selected Proponent cannot negotiate a successful contract, the NPCA may terminate the negotiations and begin negotiations with another Proponent. This process will continue until a contract has been executed or all short-listed Proponents have been rejected. No rights shall vest in the Proponent until a contract has been executed by both parties.

### **On-Site Presentation**

Short listed Proponents may be required to make an on-site presentation to the NPCA Project Team to support their Proposal. On-site presentations are expected to be conducted the **week of January 22nd, 2018**. Proponents will be contacted by NPCA by **January 17<sup>th</sup>, 2018** to schedule a presentation time.

Any and all costs incurred by the short-listed Proponents to provide this presentation, including preparation, the presentation itself, transportation, food, lodging, etc. shall be borne entirely by the Proponent.

#### **Ownership of Documentation and Freedom of Information**

The information submitted in response to this RFP will be managed in accordance with all applicable legislation governing municipal activity, including but not limited to the Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”). The Proponent does, by the submission of a Proposal, accept that the information contained in it will be treated in accordance with Section 5.5. Proponents should clearly indicate in their Proposal which parts, if any, are exempt from disclosure under the relevant freedom of information and protection of privacy legislation.

#### **Any Proposal shall immediately become the property of the NPCA.**

During the course of the Project or of the RFP process, the NPCA may provide information to Proponents to allow the preparation of a response to the RFP or of the Project deliverables. The NPCA retains the ownership of and reserves all rights (including copyright and other intellectual property rights) in any document, materials or other information that they provide to the Proponents. Proponents may not use any materials provided for other purposes without the written permission of the NPCA.

#### **Prices and Budgets**

The NPCA has strictly defined budgets for the scope of work contemplated within this RFP and reserves the right to change the scope of this RFP to bring the Proposal cost submission within the available budget limits. Should it be determined that the changes in the scope of the RFP are of sufficient magnitude (10% of total Project), then the NPCA may cancel the RFP. In its sole discretion, the NPCA may commence a new process in order to complete the Project within the available budget.

#### **Proponent’s Insolvency**

A Proposal may be rejected, at the NPCA’s sole option, effective upon written notice to the Proponent, in the event that: Proponent files for bankruptcy, becomes insolvent, makes an assignment for the benefit of creditors, or has a receiver appointed, or any proceeding is demanded for, by or against the Proponent under any provision of the Federal Bankruptcy Act, as amended or any applicable Provincial Law.

#### **Proponent’s Default**

Upon any default of the Proponent, the NPCA, in its sole discretion, may modify or terminate the contract.

A default shall include, but not be limited to, a failure to deliver any of the deliverables as per the agreed upon project schedule specified in the Proposal and ensuing contract.

### **Sales Taxes**

Applicable HST should be shown as a separate line item. Proponents should note the NPCA may be entitled to exemption from portions of the applicable sales tax. The successful Proponent will be supplied with details and proof of exemption prior to billing.

### **Scope of Work Changes**

No additional fee shall be paid for a reasonable number of changes or minor additions to the scope of work. It should be noted that no payments will be made for any other services unless written authorization is received from the NPCA prior to the commencement of any such work.

### **Sub-Contractors**

Proponents shall disclose any sub-contractors that they propose to employ in the performance of this Project. Sub-contractors may not be changed after award of the contract without written permission from the NPCA

### **Supplier Status**

The successful Proponent shall be considered a supplier of services to the NPCA. At no time will the Proponent, or any individual acting for the Proponent, be considered an employee or agent of the NPCA.

### **Right to Amend Requirements**

The NPCA reserves the right to request specific requirements not adequately covered in their initial proposal and clarify information contained in the RFP. The NPCA also reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of an agreement. Upon awarding the contract based on the information submitted in Proposals received, the NPCA reserves the right to work with the successful Proponent to modify any of the Proposal components outlined in the RFP that are agreeable to all parties. In the event that the chosen Proponent fails to act in good faith by refusing or failing to negotiate in a timely and reasonable manner, or fails to fulfill the intent of the RFP, or to execute the negotiated contracts, the Proponent will be considered to have abandoned all rights and interest in the contract award and the award may be cancelled without penalty to the NPCA. The



contract may then be awarded to another Proponent or the RFP may be terminated in the sole discretion of the NPCA.

### **Signature and Legibility**

Each Proponents' name, address, and signature shall be clear and legible. The Proposal shall contain a cover letter on corporate letterhead.

### **Withdrawal and Termination**

The NPCA, in its sole discretion, reserves the right to withdraw or terminate this RFP at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any Proponent as a result of such withdrawal or termination.

## **SCHEDULE "A" - FORM OF PROPOSAL**

### **NPCA WEBSITE PROJECT**

SUBMITTED BY: \_\_\_\_\_ (Proponent Name)

\_\_\_\_\_ (Contact Name)

TOI/We the undersigned do hereby offer to supply the required services or perform the scope of work as defined in this RFP, incorporated in full in this Proposal, including any supplementary terms, information, conditions or addenda, as acknowledged herein.

I/We have carefully examined the RFP and have a clear and comprehensive knowledge of the requirements and have submitted all the required and relevant information.

I/We agree, if selected, to provide the required services or scope of work to the NPCA in accordance with the terms, conditions and specifications contained in the RFP and this Proposal.

I/We acknowledge the receipt of and have reviewed and considered in our Proposal and Project Cost Submission, addendum number(s) \_\_\_\_\_ to \_\_\_\_\_.

I/We certify that: -

The party executing this document is authorized to sign the same and I/We have the authority to bind the company.





The matters set forth in the Proposal are correct as of the date of submission and will be true and correct throughout the term of the Project.

This Proposal is made without any comparison of figures or arrangement with or knowledge of any other Proponent making a Proposal for the same work.

No employee of NPCA is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived there from, except as disclosed in our Proposal. This Proposal will remain open for acceptance for a period of 30 (thirty) days after the closing date of the RFP and NPCA may accept this Proposal at any time within this period.

Date

Proponent Name and Title

Title

Proponent Signature

Proponent Address

Proponent Telephone

Proponent Email

**NOTES:**

**Failure to sign the previous page may result in non-acceptance of this Proposal.**

If the Proposal is submitted by or on behalf of any Corporation, it must be signed in the name of such Corporation by someone who has authority to bind the corporation.

If the Proposal is submitted by or on behalf of any Partnership, it must be signed in the name by someone who has authority to bind the partnership and witnessed.

If the Proposal is not being submitted on behalf of a Corporation, the Proponent's signature must be witnessed.

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