

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

1. Contract Title SUPPLY AND DELIVERY OF DOCUMENT AND RECORD  
MANAGEMENT SOFTWARE

2. Bidder

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

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

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

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

(Mailing address if different)

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

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

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

The Bidder is:

(Choose one)

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 and D3.

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 GC.3.01.

7. Commencement of the Work The Bidder agrees that no Work shall commence until he is in receipt of a letter of intent 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 Submission.

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 In witness whereof the Bidder or the Bidder's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(If no corporate seal)  
Signed and sealed in  
the presence of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

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)

SEAL

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

SUPPLY AND DELIVERY OF DOCUMENT AND RECORD MANAGEMENT SOFTWARE

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Authorized Users of the Document Management, Records Management, Workflow Management software_component, and annual software maintenance	E2.1(a)	Each	200		
2.	System Administrator licenses, and annual software maintenance	E2.1(b)	Each	5		
<p>TOTAL BID PRICE (GST and MRST extra) (in figures)\$ _____</p> <p>(in words) _____</p> <p>_____</p>						

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

**FORM E: LICENSING PRICE BREAKDOWN**

Licensing price breakdown **shall** include the document - records management, and any built-in workflow components of the software;  
Should indicate software package offered (eg: edition or suite); and Indicate level of service offered (eg standard; plus, premium).

ITEM NO.	DESCRIPTION	SPEC REF.	APPX QTY.	UNIT	SOFTWARE UNIT PRICE 1 <sup>ST</sup> YEAR	MAINTENANCE UNIT PRICE 1 <sup>ST</sup> YEAR
1.	<b>for 1 to 50 -authorized users,</b> Indicate what is offered _____ Indicate what is offered _____ Indicate what is offered _____	E2.1(a)		EA	_____ _____ _____	_____ _____ _____
2.	<b>for 51 to 100 authorized users,</b> Indicate what is offered _____ Indicate what is offered _____ Indicate what is offered _____	E2.1(a)		EA EA EA	_____ _____ _____	_____ _____ _____
3.	<b>for 101 to 150 authorized users,</b> indicate what is offered _____ Indicate what is offered _____ Indicate what is offered _____	E2.1(a)		EA EA EA	_____ _____ _____	_____ _____ _____
4.	<b>for 151 to 200 authorized users,</b> indicate what is offered _____ Indicate what is offered _____ Indicate what is offered _____	E2.1(a)		EA EA EA	_____ _____ _____	_____ _____ _____
5.	<b>for 201 to 500 authorized users,</b> indicate what is offered _____ Indicate what is offered _____ Indicate what is offered _____	E2.1(a)	500	EA	_____ _____ _____	_____ _____ _____

**FORM E: LICENSING PRICE BREAKDOWN**

<p>6.</p>	<p>for an <b>unlimited number of authorized users</b> limited to one <b>department</b> of the City of Winnipeg for the DRMS software (<i>please include the maximum number of users</i>),</p> <p>indicate what is offered _____</p> <p>indicate what is offered _____</p> <p>indicate what is offered _____</p>	<p>E2.1(a)</p>	<p>1</p>	<p>lot</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>7.</p>	<p>for an <b>unlimited number of authorized users</b> limited to the <b>enterprise-wide</b> license for the DRMS software,</p> <p>Indicate what is offered _____</p> <p>Indicate what is offered _____</p> <p>Indicate what is offered _____</p>	<p>E2.1(a)</p>	<p>1</p>	<p>lot</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>8.</p>	<p><b>Licenses to be used solely for the purpose of training staff,</b></p> <p>Indicate what is offered _____</p> <p>Indicate what is offered _____</p> <p>Indicate what is offered _____</p>	<p>E2.1(a)</p>	<p>20</p>	<p>EA</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>