

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

1. Contract Title REQUEST FOR PROPOSALS FOR THE DEVELOPMENT,  
INSTALLATION AND MAINTENANCE OF CEMETERY 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.

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 C4.3.01.

7. Commencement of the Work The Bidder agrees that no Work shall commence until he 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 ninety (90) 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\_\_\_\_\_.

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 PROPOSALS FOR THE DEVELOPMENT, INSTALLATION AND MAINTENANCE OF  
CEMETERY SOFTWARE**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Purchase and installation of Cemetery Management Software including license fees	E3.2(a), E4, E5, E6	Lump Sum	1		
2.	Annual Software Maintenance Fee Year one	E3.2(b)	Year	1		
3.	Annual Software Maintenance Fee Year two	E3.2(b)	Year	1		
4.	Annual Software Maintenance Fee Year three	E3.2(b)	Year	1		
5.	Software Package User Training	E3.2(e), E8	Per User	6	<hr/> Each user	
6.	Migration of existing cemetery data records	E3.2(f)	Lump Sum	1		
7.	Additional Cost not included above (if applicable)	B9	Lump Sum	1		
8.	Daily rates for any possible customization of the software (if applicable)	B9.2	Per day	1	<hr/> Each day	
TOTAL BID PRICE (GST and MRST extra) (in figures) \$ _____ (in words) _____ _____						

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