

FORM A: PROPOSAL
(See B7)

1. Contract Title REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR COMMUNITY WIDE CLIMATE CHANGE ACTION PLAN AND PUBLIC ENGAGEMENT PROGRAM

2. Proponent

Name of Proponent (Legal Name)

Usual Business Name of Proponent as it appears on Invoice (if different from 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 applicable) 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

The Proponent hereby authorizes the following contact person to represent the Proponent 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 D6.

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 COMMUNITY WIDE CLIMATE CHANGE ACTION PLAN AND PUBLIC ENGAGEMENT PROGRAM

Task Description and Activities (see D7 and D8 for details)										Summary			
	Name:									Labour Fees	Type 1 Disbursement	Type 2 Disbursement	Total Fees
	Role/ Project Role:												
	Hourly Rate:												
3. Identify and qualify/quantify key opportunities and constraints associated with each action													
4. Propose and apply selection criteria to actions													
5. Provide a draft list of recommended actions and facilitate a process for review and acceptance													
Hours													
Fees													
Goal 3: Define an implementation strategy													
1. Propose and apply a prioritization scheme to the recommended actions with clear, action-oriented statements													
2. Propose an implementation schedule with timelines, key 'owners' and partners, and estimated costs/resource requirements adequate to support successful implementation													
3. Clearly identify low/no-cost strategies that can be implemented immediately to build overall momentum													
4. Propose an evaluation and monitoring approach, schedule, and/or strategy to the action plan including metrics													

FORM P: PERSON HOURS

(See B8)

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR COMMUNITY WIDE CLIMATE CHANGE ACTION PLAN AND PUBLIC ENGAGEMENT PROGRAM

Task Description and Activities (see D7 and D8 for details)										Summary			
	Name:									Labour Fees	Type 1 Disbursement	Type 2 Disbursement	Total Fees
	Role/ Project Role:												
	Hourly Rate:												
5. Prepare an implementation plan/section with clear, action-oriented statements, timelines, costs, etc. using innovative presentation techniques													
6. Make presentation to Council on the recommended action plan													
Hours													
Fees													
Design and Deliver a Public Engagement Program Supporting the Development of the Community Climate Action Plan													
1. Develop a public engagement plan and associated communication strategy													
2. Deliver activities included in public engagement plan													
3. Administer statistically representative survey													
4. Prepare a final report on public engagement													
Hours													
Fees													
TOTAL HOURS													
TOTAL FEES													