

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

1. Contract Title REQUEST FOR PROPOSALS FOR THE PROVISION OF ACCOUNTS PAYABLE AND SALES TAX REVIEW SERVICES

2. Proponent

\_\_\_\_\_  
Name of Proponent

\_\_\_\_\_  
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)

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.

5. Offer The Proponent 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 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 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 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. Indigenous Self-Declaration The City is requesting that Bidders identify if their business is at least 51% owned by one or more Indigenous persons of Canada.

YES, 51% or more Indigenous ownership

NO, it is not

This information is being gathered for statistical purposes only and will not be used for purposes of evaluation.

12. 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 B: PRICES**  
(See B7)

REQUEST FOR PROPOSALS FOR THE PROVISION OF ACCOUNTS PAYABLE AND  
SALES TAX REVIEW SERVICES

UNIT PRICES

| ITEM NO. | DESCRIPTION  | SPEC. REF. | UNIT       | COMMISSION |
|----------|--|------------|------------|------------|
| 1.       | PeopleSoft Accounts Payable Recovery                     | PART E -   | Percentage | _____%     |
| 2.       | Purchasing Card Program Recovery                         | PART E -   | Percentage | _____%     |
| 3.       | Sales Taxes Recovery up to \$50,000 per year             | PART E -   | Percentage | _____%     |
| 4.       | Sales Taxes Recovery from \$50,000 to \$150,000 per year | PART E -   | Percentage | _____%     |
| 5.       | Sales Taxes Recovery over \$150,000 per year             | PART E -   | Percentage | _____%     |

\_\_\_\_\_  
Name of Proponent