# Appendix A – Client List

|  |  |
| --- | --- |
| **Name of Client/Organization** | **Description of Project** |
|  |  |
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# Appendix B – Reference Form

*Each Proponent must provide references from three (3) different clients (including the Partnership, if applicable)* *to whom each candidate proposed for a key role has provided services within the last three (3) years in a role similar to that set out for the candidate in their submission.*

*Please include in your submission a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.*

|  |  |
| --- | --- |
| Name of Candidate: |  |
| Proposed Role: |  |

**Reference #1**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Email Address and Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

**Reference #2**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Email Address and Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

**Reference #3**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Email Address and Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

# Appendix C – Submission Offer

The Proponent must not amend this Form in any way other than by providing the requested information. This form must be completed, signed and submitted as part of the Proponent’s submission.

**To the Canadian Partnership Against Cancer:**

1. **Proponent Information**

The full legal name of the Proponent is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other relevant name under which the Proponent carries on business is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The jurisdiction under which the Proponent is governed is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The name, address, telephone, facsimile number and e-mail address of the contact person for the Proponent are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Proponent is: (*Proponents must select* ***ONE*** *of the following choices.*)

[ ]  an individual {Provide HST/GST #}

[ ]  a sole proprietorship {Provide HST/GST #}

[ ]  other legally recognized entity: {Specify type or state "N/A".}

The Proponent is applying for the following services: (*Proponents must* *select* ***all that apply****.*)

[ ]  Translation

[ ]  Revision

[ ]  Interpretation

[ ]  Operational support

The Proponent has carefully examined the RFSQ documents and has a clear and comprehensive knowledge of the Deliverables required under the RFSQ. By making this submission, the Proponent agrees and consents to the terms, conditions and provisions of the RFSQ.

1. **Forms**

(a) The Proponent encloses herewith as part of the Proposal, the mandatory forms set out below:

| **MANDATORY FORMS:** | **Yes** | **Page** |
| --- | --- | --- |
| Client List (**Appendix A**) |  |  |
| References (**Appendix B**) |  |  |
| Submission Offer (**Appendix C**) |  |  |

1. **Addenda**

The Proponent is deemed to have read and accepted all Addenda issued by the Partnership prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Addenda. The Proponent confirms that they have received the following Addenda:

|  |
| --- |
| {List Addenda numbers or, if no Addenda were issued, state “None”.} |
|  |
|  |
|  |

1. **Proposal Validity**

The Proponent agrees that their Proposal shall be valid for one hundred twenty (120) days following the Proposal Submission Deadline.

1. **Conflict of Interest**

The Proponent, by submitting the Proposal, confirms that to their best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in this **Appendix C – Submission Offer**. Where the Partnership discovers a Proponent’s failure to disclose all actual or potential Conflicts of Interest, the Partnership may disqualify the Proponent or terminate any Agreement awarded to that Proponent as a result of this procurement process.

A Conflict of Interest includes, but is not limited to, any situation or circumstance where:

1. in relation to the RFSQ process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give them an unfair advantage, including but not limited to
	* 1. having or having access to information in the preparation of their Proposal that is confidential to the Partnership and not available to other Proponents;
		2. communicating with any person with a view to influencing preferred treatment in the RFSQ process; or
		3. engaging in conduct that compromises or could be seen to compromise the integrity of the RFSQ process and render that process non-competitive and unfair; or
2. in relation to the performance of their contractual obligations under the Agreement, the Proponent’s other commitments, relationships or financial interests
	* 1. could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of their independent judgment; or
		2. could or could be seen to compromise, impair or be incompatible with the effective performance of their contractual obligations.

*Proponents must choose one of the following two options.*

[ ]  The Proponent declares that: (1) there was no Conflict of Interest in preparing their Proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFSQ.

**OR**

[ ]  The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of their Proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFSQ. The details of the actual or potential Conflict of Interest are as follows:

|  |
| --- |
|  |

1. **Disclosure of Information**

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consentsto the disclosure, on a confidential basis, of this Proposal by the Partnership to its advisers retained for the purpose of evaluating or participating in the evaluation of this Proposal.

1. **Execution of Agreement**

The Proponent understands that, in the event their Proposal is selected by the Partnership, in whole or in part, the Proponent agrees to abide by the terms and conditions set out in **Appendix D** to the RFSQ.

1. **Financial Proposal Form**

Please provide the following pricing information for two (2) years. All prices quoted in response to the RFSQ shall be firm and in Canadian dollars, exclusive of taxes.

The Partnership reserves the right to clarify any information provided, and to request additional pricing-related information from shortlisted Proponents, to fully understand potential cost impacts associated with a Proposal.

The Proponent’s Financial Proposal must include their firm, all-inclusive per-word and hourly rate to provide the services for the category or categories that they selected in Appendix C, as described in this RFSQ document in the format provided below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Work** | **Qty (A)** | **Unit Price\* (Yr. 1 & 2) (B)** | **Sub Total****(A x B)** | **Rush\*\* Unit price (Yr. 1 & 2)** |
| 1 | Translation | 3000 words | $ Per word | $  | $ Per word |
| 2 | Translation | 10 hours | $ Per hour | $  | $ Per hour |
| 3 | Translation (repetitive content / 100% matches) | 1000 words | $ Per word | $  | $ Per word |
| Total (Items 1 – 3) | Total Price\*\*\* for Year 1 & 2 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Work** | **Qty (A)** | **Unit Price\* (Yr. 1 & 2) (B)** | **Sub Total****(A x B)** | **Rush\*\* Unit price (Yr. 1 & 2)** |
| 4 | Revision | 1 hour | $ Per hour | $  | $ Per hour |
| 5 | Revision | 3000 words | $ Per word | $  | $ Per word |
| 6 | Proofreading | 1 hour | $ Per hour | $  | $ Per hour |
| 7 | Proofreading | 3000 words | $ Per word | $  | $ Per word |
| Total (Items 4 – 7) | Total Price\*\*\* for Year 1 & 2 |  |
| 8 | Interpretation | 1 hour | $ Per hour |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Work** | **Qty** | **Unit Price (Yr. 1 & 2)** |
| 9 | Operational support | 1 hour | $ Per hour |

\*Please confirm if there are minimum fees applicable.

\*\*Rush translation requests are those that would require faster turnaround than the following:

|  |  |
| --- | --- |
| # of Words | # of Days |
| 1000-1500 words | 1 day |
| 1501-3000 words | 2 days |
| 3001-4500 words | 3 days |
| 4501-6000 words | 4 days |

\*\*Rush revision/proofreading requests are those that would require faster turnaround than the following:

|  |  |
| --- | --- |
| # of Words | # of Days |
| 1000-4500 words | 1 day |
| 4501-9000 words | 2 days |
| 9001-13500 words | 3 days |
| 13501-18000 words | 4 days |

\*\*\*Total price for Year 1 & 2 will be used for evaluation purposes. Quantities provided **are for weighting purposes** only and should not be interpreted as an indication of minimum or maximum order quantities for translation, revision or proofrading requirements. The quantities shall be used as a basis for comparison upon which the award of the Contract will be made. These quantities are not guaranteed to be accurate and are furnished without any liability to the Partnership whether increased or decreased.

In the event of mathematical errors in extensions, unit prices shall prevail.

By affixing my signature below, I confirm that this Submission Offer form has been completed with no changes to the text provided in the RFSQ.

|  |  |
| --- | --- |
| Signature of Witness: | Signature of Proponent representative: |
|  |  |
| Name of Witness: | Name and Title of Proponent representative: |
|  |  |
|  | Date: |
|  | I have authority to bind the Proponent. |