

APPENDIX A**LETTER OF COMMITTAL**

All Requests for Proposal must include a letter of committal in the form below and a copy of a resolution by the Society's Board of Directors or Executive Committee authorizing approval of the submission.

Date: _____

BC Housing
601 – 4555 Kingsway
Burnaby, BC, V5H 4V8

Sample

Attention: SSH Program Coordinator

Re: Call for Request for Proposal

I, (name) am the (position) of (Society's full legal name), the proponent of the attached Submission. By a resolution passed by the Society's Board of Directors on (date), a copy of which is attached, I have the authority to make this Submission and bind and make representations for the Society. Through this Submission, we agree to all the terms and conditions of the call for Request for Proposal (the "RFP") and we agree to be bound by statements and representations made in this Submission.

We understand that our Submission is subject to the *Freedom of Information and Protection of Privacy Act* under which applicants can request that provincially-funded bodies such as BC Housing release information on the allocation of provincial funds. Records can be withheld if their disclosure would be harmful to the business interests of the provincial body or the party with which it is doing business; however, in the case of a dispute, the final decision is made by the Information and Privacy Commissioner.

We certify that neither the officers nor directors have any actual or potential conflict of interest between our interests and the interests of BC Housing under this RFP process. We acknowledge that if a conflict exists, BC Housing may, at its discretion, withhold consideration of our Submission. Further, we understand that the president of the Society will be required to execute a statutory declaration with respect to conflict of interest if our Society is asked to make a detailed proposal.

We authorize and consent to BC Housing receiving and exchanging with others, including credit bureaus, any references provided in the Submission, and with other persons with whom we have had dealings, credit and other information about us. We understand that such information may be a factor in the decision of BC Housing to enter into agreements for this RFP.

Society's Legal Name: _____

Authorized Officer: _____ Date: _____