# Appendix B - SUBMISSION FORM

Respondent Information

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| **Please fill out the following form, and name one person to be the contact for the RFPQ response and for any clarifications or amendments that might be necessary.** |
| Full Legal Name of Respondent: |   |
| Any Other Relevant Name under Which the Respondent Carries on Business: |   |
| Street Address: |   |
| City, Province/State: |   |
| Postal Code: |   |
| Respondent Executive Officer / Equivalent Role Name and Title: |   |
| Respondent Executive Officer / Equivalent Role Contact Phone: |   |
| Respondent Executive Officer / Equivalent Role Contact E-mail: |   |
| Respondent Contact name and Title (if different from above): |   |
| Respondent Contact Phone (if different from above): |   |
| Respondent Contact E-mail (if different from above): |   |

1. Acknowledgment of Non-binding Procurement Process

The Respondent acknowledges that the RFPQ process will be governed by the terms and conditions of the RFPQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until BC Housing and the selected Operator have executed a written contract.

1. Ability to Provide Requirements and/or Deliverables

The Respondent has carefully examined this RFPQ and has a clear and comprehensive knowledge of the Requirements and/or Deliverables required. The Respondent represents and warrants its ability to provide the Requirements and/or Deliverables required under the RFPQ in accordance with the requirements of the RFPQ for the Rates set out in the Submission Form and has provided a list of any Sub-Consultants to be used to complete the proposed contract.

1. Electronic Funds Transfer

BC Housing implemented direct deposit payment (EFT) that requires all vendors to set up direct deposits as the method of receiving payments from BC Housing. Please identify your current payment status

[ ]  We currently receive payment from BC Housing through direct deposit.

[ ]  We currently do not receive payment from BC Housing through direct deposit. A BC Housing direct deposit form and void cheque will be submitted upon award of the opportunity.

<https://www.bchousing.org/resources/Bid/Vendor_direct_deposit.pdf>

1. Notice to Respondents

There may be forms required in the RFPQ other than those set out above. Please see the Minimum Requirements section of the RFPQ for a complete listing of required forms.

1. Addenda

The Respondent is deemed to have read and accepted all addenda issued by BC Housing prior to the Deadline for Issuing Addenda. The onus remains on Respondents to make any necessary amendments to their proposal based on the addenda. The Respondent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: . Respondents who fail to complete this section will be deemed to have received all posted addenda.

1. Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including bios, profiles and/or other personal information concerning employees and/or employees of any subcontractors.

Where BC Housing has issued a RFPQ that requires a Respondent to provide personal information of employees and/or subcontractors included as resources in response to the RFPQ, Respondents shall ensure that they have obtained written consent from each of those employees and/or subcontractors prior to submitting its proposal.   Such written consents are to specify that the personal information forwarded to BC Housing is required for the purposes of responding to this RFPQ and use by BC Housing only for the purposes as set out in the RFPQ.

BC Housing reserves the right to request original or copies of the consents when required. Respondents shall comply and respond to all such requests as immediately possible.

[ ]  Personal Information ***has been submitted*** in relation to the RFPQ requirements and all required employee consents have been obtained and are retained by the Respondent.

[ ]  Personal Information ***has not been submitted*** in relation to the RFPQ requirements. Employee consents are not required.

1. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means;

1. in relation to the RFPQ process, the Respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of BC Housing in the preparation of its submission that is not available to other Respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFPQ process (including but not limited to the lobbying of decision makers involved in the RFPQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFPQ process; or
2. in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Respondent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the Respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFPQ.

Otherwise, if the statement below applies, check the box.

[ ]  The Respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFPQ.

If the Respondent declares an actual or potential Conflict of Interest by marking the box above, the Respondent must set out below details of the actual or potential Conflict of Interest:

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1. Disclosure of Information

The Respondent 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 Respondent hereby consents to the disclosure, on a confidential basis, of this proposal by BC Housing to BC Housing’s advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

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| Signature of Respondent Representative*(Insert signature image)* |
|   |
| Name and Title |
|  |
| Date: Enter a date. |
| **I have authority to bind the Respondent.** |