



TAHLTAN  
STEWARDSHIP  
INITIATIVE

# Land & Resource Stewardship Capacity Development Request for Proposals (RFP)

**ISSUED BY THE TAHLTAN CENTRAL GOVERNMENT (TCG) ON APRIL 21, 2022.**

**TCG RFP CONTACT: KALA HOOKER EMAIL: [TSI.PM@TAHLTAN.ORG](mailto:TSI.PM@TAHLTAN.ORG) FOR ENQUIRIES ONLY. ALL ENQUIRIES MUST BE SUBMITTED BY EMAIL ONLY BY MAY 12, 2022 AND RESPONSES MAY BE SHARED WITH OTHER PROPONENTS.**



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## Part 1: Instructions to Proponents

Proponents are cautioned to carefully read and follow the instructions set out in this Request for Proposals (“RFP”), as any variation from them may result in a proposal being rejected.

- 1) Proposals must be submitted in electronic form via email by 12:00 am (midnight) PST, May 19, 2022 (the “Closing Time”) to: [tsi.pm@tahltn.org](mailto:tsi.pm@tahltn.org)
- 2) Proponents must abide to the following email requirements in submitting their proposals in response to this RFP:



- a) The maximum size of each attachment must be 15 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by their internet service provider);
  - b) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If, however, the file size of an electronic submission exceeds the applicable maximum size, the Proponent may submit multiple emails to reduce attachment file size to be within the maximum applicable size. In such an event, Proponents must identify the order and number of emails making up the email proposal submission (e.g., "email 1 of 3, email 2 of 3...");
  - c) For proposal submissions submitted by multiple emails, the Tahltan Central Government (TCG) reserves the right to seek clarification or reject the proposal if the TCG is unable to determine what documents constitute the complete proposal; and
  - d) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents are solely responsible for ensuring that any emails or attachments submitted as part of their proposal are not corrupted. The TCG may reject proposals that contain compressed files, cannot be opened or that contain viruses or malware or corrupted attachments.
- 3) The Proponent is solely responsible for ensuring that the TCG receives a complete proposal, including all attachments and enclosures, before the Closing Time and in accordance with the manner outlined in section 2 above.
  - 4) The Proponent must identify in its proposal its business name and address, its subsidiaries and parent companies (if applicable), the title of the proposal enclosed, and the Closing Time.
  - 5) Proposals must be received by email at the Closing Location on or before the Closing Time, as determined by Pacific Standard Time. Proposals received after this time or through other means will not be considered regardless of the reason for their being late or provided through the wrong means.
  - 6) If a Proponent wishes to verify that its proposal has been received prior to Closing Time, the Proponent may email the TCG RFP Contact (as per section 27). The Proponent must identify its business name and confirm that they are a duly authorized representative of the Proponent before this information may be released. No other information concerning the proposals will be released under any circumstances prior to proposal review.
  - 7) Proposals may be withdrawn by submitting an email request to the TCG RFP Contact, submitted by the Proponent, prior to the Closing Time. After receipt of such a withdrawal request, the proposal will be deleted with confirmation of deletion sent to the Proponent.



- 8) If discrepancies or omissions are found in the specifications or other documents provided in this RFP, or if any clarification is required, a Proponent may contact the TCG RFP Contact. The TCG RFP Contact will respond by email or by issuing addenda to all Proponents if necessary. If addenda are issued or if there are any changes to the work, reasonable efforts will be made to inform all Proponents by email prior to the Closing Time. All addenda will become part of the subsequent services contract(s) between successful Proponents and the TCG (the "Services Contract"), and receipt of addenda must be acknowledged by Proponents in their proposals. Failure to provide such acknowledgement will, however, not alter that all addenda will be incorporated into the terms of Services Contracts. It is the sole responsibility of the Proponent to ensure all addenda issued before the Closing Time were received by the Proponent.
- 9) Proposals submitted by individuals shall be signed by those individuals. Proposals submitted by partnerships shall be signed by at least one partner. Proposals submitted by corporations shall be signed by properly authorized signing officers.
- 10) Erasures and/or corrections must be initialed by the person(s) authorized to sign the proposal.
- 11) Proposals must be submitted by email: no proposal faxed, mailed, or otherwise delivered to the TCG RFP Contact will be considered. Amendments to the proposal may be made by email provided that such amendments are received by the Closing Time and are clearly marked as an amendment to a specified proposal. To maintain the confidentiality of the proposal, an amendment in the form of an email must specify only the change to the proposal and the authorized person submitting the amendment on behalf of the Proponent; the entire proposal should not be re-submitted unless the change has broad implications to the overall proposal.
- 12) The property and/or services contracted for are for the use of, and are being purchased by, the TCG and are not subject to the Goods and Services Tax or Provincial Sales Tax ("GST/PST"). It is the responsibility of the Proponent to apply directly to Canada Revenue Agency for Input Tax Credits on any GST/PST paid.
- 13) This is intended to be a value-driven process, with proposals to be evaluated on the basis of the evaluation criteria outlined in Part 3 of this RFP. The TCG need not accept the lowest priced, the highest ranked, or any proposal, and reserves the right to reject or accept any or all proposals without further explanation.
- 14) All proposals shall be unconditional, irrevocable, and open to acceptance by the TCG at any time within thirty (30) days after the Closing Time.
- 15) This RFP does not commit the TCG to award a Services Contract. The TCG reserves the right to cancel this RFP at any time without award or compensation to any Proponents.
- 16) Failure to comply with any instruction contained in this RFP may be deemed sufficient cause for the rejection of all or part of any proposal. Any items omitted or any special conditions or qualifications



added to the proposal (for example, the Proponent's standard terms of sale) may cause the proposal to be rejected or affect the evaluation of the proposal. No escalation clauses will be accepted.

- 17) Submission of a proposal shall be deemed to be confirmation that the Proponent acknowledges and agrees to the general terms and conditions of the Services Contracts, as set out in Part 4 of this RFP.
- 18) Proponents are solely responsible for their own fees and expenses incurred in preparing, presenting, and delivering their proposals.
- 19) Proponents are solely responsible for delivering their proposals via email prior to the Closing Time.
- 20) If, in the opinion of the TCG, any proposal contains a minor defect, or fails in some way to comply with any requirement of this RFP that, in the opinion of the TCG, can be remedied without providing an unfair advantage with respect to the other Proponents, the TCG may request clarification from the applicable Proponent, and the TCG, upon receipt of the appropriate clarification, may waive the minor defect or any irregularity, and accept the proposal. Any failure by the Proponent to provide a written response that, in the opinion of the TCG, properly clarifies its proposal within the specified time of receiving a request for clarification may result in rejection of the proposal.
- 21) Once proposals are received, they become the property of the TCG, and will not be returned. Information contained in proposals submitted will be held in confidence.
- 22) Proponents are only entitled to receive information about their own proposals, and how they were evaluated.
- 23) After final evaluation, the TCG may in its sole discretion, with the highest ranked or any Proponent, negotiate specific terms and conditions that are different or additional to those listed in Part 4 of this RFP. Such changes, if any, shall, however, generally fall within the scope of the RFP, and by limited to those items that would not have a material effect on the ranking of proposals.
- 24) This RFP is subject to the TCG purchasing and contracting policies.
- 25) Each Proponent, by submitting a proposal, irrevocably waives any claim, action or proceeding against the TCG and against any of TCG's employees, advisors or representatives for damages, expenses or costs including costs of proposal preparation, loss of profits, loss of opportunity and/or any consequential loss for any reason including: any actual or alleged unfairness on the part of the TCG at any stage of the RFP process; if the TCG does not award or execute a Contract; and, if the TCG is subsequently determined to have accepted a noncompliant proposal or otherwise breached or fundamentally breached any of the terms of this RFP.
- 26) By submitting a proposal, the Proponent agrees that the Proponent has investigated all conditions that may affect the work, and assumes all risks associated with those conditions.

27) Proponents shall direct any questions regarding this RFP to the following:

**Kala Hooker**

**Tsi.pm@tahltan.org**

(the “TCG RFP Contact”) through email. Information obtained from any other source is not official and may be inaccurate.

28) A meeting with all proponents to answer questions or discuss the proposed work may occur if sufficient numbers of proponents make the request. Otherwise, responses to proponents will occur through email.

29) Any questions regarding this RFP should be communicated to the TCG RFP Contact no less than two (2) business days prior to the Closing Time to allow the TCG RFP Contact sufficient time to reply.

## Part 2: Lands & Resource Stewardship Capacity Development Background & Scope of Work

### 1. Purpose

The purpose of this RFP is to establish a Services Contract with a successful Proponent (“Contractor”), for the provision of the services outlined in section 3 below. Where a Service Contract is executed, the Contractor agrees to provide the services at the agreed upon fees and terms specified in the RFP; however, the TCG provides no guarantee and has no obligation to award any work under the RFP to any Contractor.

### 2. Background

The Tahltan Nation, as represented by the Tahltan Central Government, holds inherent rights including Tahltan jurisdiction and authority over all Tahltan Lands and Resources.

We govern ourselves and our lands in accordance with A’ii / Dula (our sacred laws). Every Tahltan has a connection to their ancestral clan’s place within Tahltan Territory, and at the same time connected to other parts of Tahltan Territory through extended relationships. We belong to our land – it is our home and an essential part of who we are and our continued well-being as individuals and as a community.



We continue to be guided by the wisdom of our ancestors as declared in the 1910 Declaration of the Tahltan Tribe. All Tahltan Lands and Resources issues must begin and end with what is asserted within the 1910 Declaration of the Tahltan Tribe, acknowledging and honouring our ancestors. Fundamental Tahltan values are set out in the 1910 Declaration of the Tahltan Tribe and remain central to Tahltan governance of Tahltan Lands and Resources today and into the future.

The Tahltan Central Government has experienced significant growth during the last decade including the additions of the Fisheries Department and the Culture & Heritage Department to Resource Management Administration. This growth is partially in response to the growing complexity of Natural Resource Management or Stewardship of Tahltan Lands. Climate change, development pressures, overfishing and harvest of our wildlife populations and the implementation of the BC Declaration Act and United Nations Declaration on the Rights of Indigenous Peoples Act all contribute to this increasing complexity and how we make decisions to care for our land. The Tahltan Stewardship Initiative (TSI) brings the Lands and Resource Departments together working towards a common vision: Continued stewardship of all lands, water, air, wildlife, fish and natural resources in Tahltan territory for future generations. Increased responsibilities for land and resource decisions requires organizational capacity, efficiency and readiness to meet our responsibilities as stewards of the land.

The TSI Capacity Development Project will assess, plan and support capacity development for the TCG Lands, Wildlife, Fisheries and Culture and Heritage Departments to support decision-making, manage operations and engage communities for land, natural and cultural resource stewardship decisions for Tahltan Territory and Tahltan's Indigenous Protected and Conserved Areas (IPCAs). This project will build the foundation and operational structure to support people to do the necessary work, including the implementation of the Land and Resource Governance Policy Framework and the Tahltan Stewardship Plan. "Capacity building is the systematic strengthening of the capabilities of an organization to perform more effectively".

### 3. Description of Services

Work with the TCG Executive Director, TSI Project Lead and identified stakeholders to:

- 1) Measure the overall capacity of the TCG Lands and Resource Departments to meet the vision of the TSI including for:
  - a) Operational governance,
  - b) organizational management,
  - c) program management,
  - d) human resources management, and

- e) financial management.
- 2) Identify land and resource management and stewardship responsibilities for “what we currently do” and “what we want or need to do” to meet our stewardship responsibilities, including as set out by the Governance Policy Manual, Land and Resource Governance Policy Framework and Tahltan Stewardship Plan.
- 3) Identify current and future gaps in capacity (human resources, policies, procedures and/or tools) to meet our stewardship responsibilities.
- 4) Make recommendations for the operational governance, organizational management, program management, human resources management, and financial management of Land and Resource management and stewardship operations.
- 5) Identify training opportunities and career paths for building capacity for the land and resource management and stewardship.
- 6) Develop an Action Plan for the implementation of the recommendations.

## 4. Requirements

The successful proponent will need to address the following requirements in their proposal:

- 1) Extensive experience (minimum ten years) working with organizations and governments on operational capacity development with preference to specific experience with Indigenous governments.
- 2) Demonstrated understanding of lands and resource legislation and policy in the context of British Columbia and Canada.
- 3) Demonstrated understanding of lands administration and governance.
- 4) Experience with successful change management for organizational restructuring.
- 5) Awareness of the opportunities and challenges of Free, Prior and Informed Consent (FPIC), the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Declaration Act.

## 5. Term

The Service Contract will commence by June 1, 2022 and terminate September 30<sup>th</sup>, 2022. These dates are not guaranteed and may change based on circumstances.



# Part 3: Proposal Evaluation

## 1. Evaluation Criteria

Proposals will be evaluated based on the criteria listed below in section 2. Proponents must ensure that the information they provide includes sufficient material to enable the TCG to assess their capabilities. Proposals will be graded to reflect the quality of the response.

## 2. Criteria

WEIGHTED CRITERIA	WEIGHT	MINIMUM SCORE
Relevant Qualifications & Experience	40	30
Approach & Methodology	40	30
Budget	20	10
Total	100	70

## 3. Copies

The TCG reserves the right to make additional copies of all or part of the Proponent’s proposal for internal use, or for any other purpose required by law.

## 4. Consent to Investigation

In order to assist the TCG in determining the best qualified and capable Proponent, the TCG reserves the right to make any investigations of a Proponent’s business experience, financial capability and business practices as deemed necessary. The Proponent agrees to permit and cooperate with such investigations.

## 5. Conflict of Interest

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, as determined in the TCG’s sole discretion, give rise to a conflict of interest in connection with any Services Contract that may be awarded pursuant to this RFP.

## Part 4: General Conditions of the Service Contract

The terms and conditions contained herein shall apply to any individual Services Contract(s) issued pursuant to the RFP. In the event of conflict between terms and conditions of this RFP and the TCG standard contract form, the terms and conditions of this RFP will prevail.

For the purpose of interpretation, Tahltan Central Government is the "Owner" in this Services Contract, and the successful Proponent is the "Contractor".

- 1) **TIME OF ESSENCE** Time is of the essence of this Services Contract.
- 2) **COMPLETION** This Services Contract will be for the completion of the applicable services described in Part 2 of the RFP.
- 3) **CONFIDENTIALITY** The Contractor shall treat as confidential and shall not, without the prior written permission of the Owner, publish, release, or disclose or permit to be published, released, or disclosed either before or after termination of this Services Contract, any information supplied to, obtained by or which comes to the knowledge of the Contractor under this Services Contract. The Contractor shall ensure its facilities, systems and files are secure and that access to data and confidentiality of data and information gained while performing the Services Contract, are strictly controlled, to the satisfaction of the Owner.
- 4) **PERFORMANCE** The Contractor shall carry out its obligations under this Services Contract to the complete satisfaction of the Owner. The Contractor shall:
  - a) work on its own premises, with its own workstations and software;
  - b) maintain close contact with the Tahltan Central Government coordinators and specific project leads as needed for direction, review, feedback, and acceptance of services and deliverables;
  - c) attend meetings as required in person, by telephone, or by video or tele-conference (Skype or a similar service that is acceptable to the Tahltan Central Government); and
  - d) commit resources to dedicated periods of work as determined with the Tahltan Central Government.
- 5) **WARRANTY BY CONTRACTOR** The Contractor warrants that the Contractor is competent to perform the work required under this Services Contract, and has the necessary qualifications, including the knowledge, skill, and ability, to perform the work.



- 6) **GOVERNING LAW** This Services Contract shall be deemed to have been made in and shall be interpreted and enforced in accordance with the laws in force in British Columbia.
- 7) **LAWS, PERMITS AND BY-LAWS** The Contractor shall comply with all laws and regulations applicable to the place of the work, and shall pay for all permits and certificates required in respect of this Services Contract.
- 8) **BUSINESS LICENSE** The Contractor must obtain and maintain throughout the term of this Services Contract a valid business license applicable to the location of this Services Contract.
- 9) **WORKERS COMPENSATION** The Contractor must obtain and maintain throughout the term of this Services Contract workers compensation coverage applicable to its employees and the location of the Services Contract. The Contractor must provide proof of such coverage to the Owner; the Owner may withhold payment pursuant to this Services Contract until such proof is provided to the satisfaction of the Owner.
- 10) **INTERPRETATION** Should any dispute arise regarding the meaning or intent of this Services Contract, the Owner will make a decision which will be final.
- 11) **EXECUTION OF THE WORK** The Contractor shall provide all necessary labour, materials, tools, and equipment to carry out the work, and shall carry out the work in a careful and professional manner and to the satisfaction of the Owner throughout the term of this Services Contract. A failure on the part of the Contractor to complete services and deliverables as agreed to or to the standard required by the Project Manager may be cause for the Owner to withhold payment and/or terminate this Services Contract. The Owner may review the work at any point during the term, and may, in its sole discretion, withhold payment and/or terminate this Service Contract based on the results of such reviews.
- 12) **NO ASSIGNMENT** Without the prior written consent of the Owner, which consent will be provided in the Owner's sole discretion, the Contractor shall not assign or sublet this Services Contract or any of the Contractor's rights, benefits or monies accruing hereunder, and any purported assignment without such consent will be void and of no force or effect.
- 13) **CHANGES** Changes to the Services Contract may only be made on prior written approval from the Owner. Any resulting adjustment to the contract price must first be agreed to by the Owner and the Contractor and must represent the reasonable and proper costs incurred by, or savings accruing to, the Contractor.
- 14) **DELAY** No payment will be made for any extension of the completion date for this Services Contract granted by the Owner to the Contractor due to delay encountered during the execution of this Services Contract, unless such delay was directly caused by the Owner as confirmed by the Owner in its sole discretion.

- 15) **SUSPENSION OF WORK** In the event that any work is suspended, the Contractor will arrange for protection of such work as directed by the Owner. The Contractor will be reimbursed for reasonable and proper expenses incurred in protecting the work as a result of suspensions directly caused by the Owner as confirmed by the Owner in its sole discretion.
- 16) **TERMINATION** The Owner may at any time, upon 6 days' notice in writing to the Contractor, suspend or terminate this Services Contract for reasonable cause. The Owner may additionally terminate this Services Contract without cause by giving the Contractor 6 days' written notice of its intention to terminate. The Owner's obligation to make payment to the Contractor will cease when payment for the work satisfactorily performed has been made. Unless otherwise directed by the Owner, the Contractor shall continue in good faith the work until the date of termination.
- 17) **CO-OPERATION AND MAKING GOOD** The Contractor shall perform the work under this Services Contract with minimum disturbance to personnel and the public and will ensure that the health and safety of persons occupying adjacent or contiguous parts of the building or project is protected. The Contractor shall obtain the approval of the Owner for the hours during which the work will be performed and shall provide a work schedule for approval by the Owner before commencing the work, unless otherwise directed by the Owner.
- 18) **PROPERTY OF THE OWNER** The Contractor shall be liable to the Owner for any loss or damage to any property of the Owner arising out of the performance of this Services Contract, unless and to the extent that such loss or damage is caused or contributed to by the Owner.
- 19) **FACILITIES** The Contractor shall comply with all rules, policies and standards governing access to, and use of, facilities owned or occupied by the Owner and in or around which the Contractor will be working. The Owner shall provide the Contractor with copies of, or information regarding, applicable rules, policies, and standards applicable to such facilities owned or occupied by the Owner.
- 20) **PAYMENT** The Contractor shall submit monthly invoices to the Owner. Subject to verification by the Owner, payment of the Contractor's invoice for work satisfactorily completed will be made not later than 30 days after receipt thereof. As the contract price is not subject to GST/PST, the Contractor's invoice must show the amount claimed for work satisfactorily performed, excluding GST/PST.
- 21) **INTEREST ON OVERDUE ACCOUNTS** If the Owner fails to make payment to the Contractor within 30 days from the date of the satisfactory receipt of an invoice, interest will be paid at the current prime rate of the Bank of Canada on such unpaid accounts provided such accounts are greater than \$100. Such interest will be calculated and added to any unpaid amounts monthly.
- 22) **DEDUCTIONS** The Contractor shall pay all valid claims for wages and other fees and expenses it incurs in respect of this Services Contract, as and when such claims become due. If the Contractor fails to do so, the Owner may do so and deduct from monies owing to the Contractor by such sums including: any outstanding wages owing to persons employed to perform this Services Contract; any

assessments of applicable health and safety, unemployment insurance and/or workers' compensation boards relating to this Services Contract; and any other claims, charges or encumbrances arising in any manner whatsoever from the operations of the Contractor which the Owner determines, in its sole discretion, to be valid and enforceable. The Owner may also set off against amounts owing to the Contractor any sums owing by the Contractor to the Owner.

- 23) **WORKERS** The Contractor shall ensure that all workers engaged in this Services Contract are competent and qualified to carry out their duties and responsibilities. The Contractor shall be responsible for all assessments, returns, remittances, and deductions in respect of the Contractor's workers under the applicable workers compensation legislation, unemployment insurance legislation, income tax legislation and pension plan legislation.
- 24) **INDEMNIFICATION** The Contractor shall indemnify and save harmless the Owner from and against all claims, demands, losses, damages, costs, fees, expenses, actions, and suits that may arise, directly or indirectly, from its performance of this Services Contract or by reason of any matter or thing done, permitted, or omitted to be done by the Contractor, its subcontractors and/or any of their agents or employees with respect to this Services Contract.
- 25) **INSURANCE** The Contractor, during the period of time this Services Contract is in force and during any warranty period stated in this Services Contract, will provide, pay for, and maintain the following insurance with minimum policy limits as specified below, in forms and with insurers acceptable to the Owner.
- a) **Commercial General Liability Insurance** with a minimum liability limit of \$2,000,000 per occurrence covering bodily injuries and property damage and including the Contractor's premises, property, and operations; contingent liability with respect to the Contractor's subcontractors; and contractual liability covering the Contractor's liability under this Services Contract with the Owner.

In addition, professionals may be requested to provide proof of professional liability insurance.

The Contractor shall ensure that:

- a) each insurance policy states that it cannot lapse, be cancelled, or be materially altered without at least 30 days' notice in writing to the Owner;
- b) any deductible is borne in full by the Contractor; and
- c) the Owner is listed as an additional insured on all insurance policies contemplated in this Services Contract, except Professional Liability insurance and Automobile insurance.

Preceding the start of any work under this Services Contract, the Contractor shall provide the Tahltan Central Government with a certificate of insurance showing that all required coverage is in force.

If the Contractor fails to provide, maintain, and pay for insurance as required by this section 25, the Tahltan Central Government shall have the right to obtain and pay for the required insurance, the cost of which shall be payable on demand by the Contractor. The Tahltan Central Government shall have the right to offset such amounts from monies due to the Contractor if not paid within 15 days.

- 26) **ACCESS TO WORK** The Contractor shall permit the Owner and/or its representatives to have access to the work at all times during the execution of the work and shall co-operate fully with other contractors or workers sent to the place of the work by the Owner.
- 27) **OWNERSHIP** The Owner is the sole and exclusive owner of any material produced under this Services Contract. Without the prior written approval of the Owner, the Contractor shall not use or disclose for any purpose (other than for the Work) any material produced under this Services Contract. In this section 27, "material" includes both tangible and intangible (including intellectual) property.
- 28) **ENTIRE AGREEMENT** This Services Contract, the RFP and the proposal submitted by the Contractor (including amendments submitted in accordance with the RFP), constitute the entire agreement between the Parties in respect of the subject matter of this Services Contract and supersedes all previous negotiations, communications, and other agreements in respect of it, unless they are specifically incorporated by reference into this Services Contract. Where a conflict exists between any provision of this Services Contract and a provision of the Proposal, the provision of this Services Contract shall prevail.
- 29) **WAIVER** The failure by the Owner to exercise or enforce any of the terms or conditions of this Services Contract will not constitute or be deemed a waiver of the Owner's rights to enforce each and every term of this Services Contract. The failure by the Owner to insist upon strict performance of any of the terms or conditions of this Services Contract will not be deemed a waiver of any subsequent breach or default in the terms or conditions herein.
- 30) **PRICING** Prices quoted in the proposal are to remain firm, except that if the Contractor offers the service or product for public sale at a lower cost, the Contractor shall immediately extend the same or better pricing to the Owner pursuant to this Services Contract.

## 1. Proponent Section

For proposals, a person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally signed and completed page with the first copy of the proposal. An electronic signature is deemed to be an original signature and indicates agreement with the below statement. The rest of this page must be otherwise unaltered and submitted as part of your proposal.



The enclosed proposal (Part 5) is submitted in response to the above-referenced Request for Proposals ("RFP"), including any addenda. Through submission of this proposal, we agree to all of the terms and conditions of the RFP and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the RFP and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:

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Printed Name of Authorized Representative:

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Title:

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Legal Name of Proponent (and Doing Business As Name, if applicable):

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Address of Proponent:

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Date:

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Authorized Representative phone, fax, or email address (if available)

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## Part 5: Proposal

### 2. Executive Summary

Provide an Executive Summary of the key points of this proposal.

### 3. Proposed Staff or Sub-Contractor(s) (PLEASE SPECIFY)

The Proponent proposes to use the following staff or subcontractor(s) to provide the services described in the RFP. If staff or subcontractors will be used but are not yet identified, indicate this.

### 4. Relevant Qualifications and Experience

The Proponent and/or the proposed subcontractors should have experience delivering at least two projects within the last five years of a similar scope and complexity as of the closing date of the RFP. Include start and completion dates, scope, deliverables and outcomes.

### 5. Proposed approach, methodology, and timeline

In the space below, propose an approach that addresses the Description of Services and Requirements in Part 2. Include any additional processes in your approach that may improve quality, increase





efficiency, and/or otherwise benefit the TCG that are included in the price proposed, explaining why such processes are recommended.

## 6. Budget

Budgets will be evaluated on direct service contractor fees and overall cost-effective implementation of the proposed work.

The budget should specify amounts for staff time (hourly or day rate), as well as any supplies and/or administration and travel expenses.