



Request for Proposal: Public Funding Business Strategy GMWC-ADM0003

Closing Date: 18-Dec-15 @ 4.00 PM Atlantic Standard Time

Greater Moncton Wastewater Commission

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Section One – Terms and Conditions

1. Organizational Overview

1. The Greater Moncton Wastewater Commission was established in 1983 to serve the communities of Moncton, Dieppe and Riverview with a collector sewer system and a wastewater treatment plant. Recent expansion of the Commission has seen the completion of a composting site to facilitate the disposal and recycling of organic solid waste. The Commission has a small team of 15 employees and a commission consisting of 6 appointed members, 2 from each local community.

2. General Overview

1. The Commission is seeking Proposals from interested and qualified consultants/firms for the development of a **Public Funding Business Strategy** that would guide the Commission in all future applications for Provincial and Federal funding of capital and operational projects.

3. Definitions

1. In this Request for Proposal, except where otherwise qualified, the following terms will be defined as follows:
 1. "Closing Date" means the closing date as indicated on the cover page.
 2. "GMWC" or "Commission" means the Greater Moncton Wastewater Commission;
 3. "Proponent" shall mean "Consultant", "Supplier", "Vendor", or "Bidder" (person or company) who submits a Proposal(s) under the RFP;
 4. "Subcontractor" or "Sub-Consultant" refers to any person or firm to whom a Proponent intends to delegate all or part of the execution of the services, to be provided under the Agreement;
 5. "RFP" means this Request for Proposal, including all schedules attached hereto and any Addendum issued hereafter by the Commission;
 6. "Proposal" means the submission of a Proposal pursuant to article 5 of this RFP.
 7. "Selected Supplier / Successful Proponent" means the Consultant(s), if any, whose Proposal is / are accepted by the Commission.
 8. "Contract" means the formal signed agreement between the Commission and the successful proponents.

4. Eligibility of Proponents

1. **Proponents responding to the public notice are advised that official RFP documents may only be obtained from the New Brunswick Opportunities Network (NBON) (<https://nbon-rpanb.gnb.ca>) or directly from the Greater Moncton Wastewater Commission. Only Proponents who have received the RFP directly from the Commission or through NBON are eligible to submit a Proposal at this time.**
2. The Proponent shall be a qualified business consultant, with experience in the field of governmental and municipal operations and the funding of those operations.
3. The proposed solution offered shall operate within the parameters set forth in this Request for Proposal document.

5. Submission of Proposals

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1. All submissions must be received in a sealed envelope clearly showing the Request for Proposal Name, Number, Closing Date and the Proponent's name on the front of the envelope and delivered to:

**Greater Moncton Wastewater Commission
355 Hillsborough Road
Riverview NB E1B 1S5**

2. The Commission will accept Proposals submitted by e-mail or facsimile. Proponents should ask for written confirmation of receipt, acknowledging the time and date of receipt.
3. **If submitting in hard copy, Proponents must submit Two (2) Identical Copies of their Proposal submission.**
4. Each Proposal must be accompanied by the following:
 1. Responses to the General Requirements and/or Specifications;
 2. Specific, clear and concise responses for each request for information;
 3. A copy signed by the Proponent of all Addenda issued by the Commission in relation to this RFP;
 4. Detailed pricing information, which shall be shown as line items with applicable unit price, quantity of units, unit of measure, extended price, as well as all "lump sum" items.;
 5. Any other information that the Proponent feels would aid the Commission in evaluating their Proposal (i.e. provide any information which describes which methods, experience, expertise, or other qualifications are unique to your firm, or that differentiate your firm from possible competitors);

Submissions of all RFP's are final. All documents submitted with respect to this RFP shall become the property of the Commission and will not be returned to the Proponent.

6. Proposal Closing

1. All Proposals must be submitted to the Greater Moncton Wastewater Commission no later than the closing date of **Friday, 18-Dec-15 @ 4:00 PM – Atlantic Standard Time**.
2. Proposals received after the Closing Date will **NOT** be considered and will be returned unopened to the Proponents. It is the responsibility of each Proponent to ensure that its Proposal(s) is received at the address referred to in 5.1 no later than the Closing Date and time specified.
3. The opening of Proposals will be done and recorded by Commission senior staff. An opening of proposals, open to the public, will be held on:
Tuesday, 22 December 2015 @ 12:00 PM – Atlantic Standard Time

7. Authorizing Office/Contact

All Proposals must be signed by a representative of the company having lawful signing authority, and include the name of one (1) representative for all communication concerning the Request for Proposal.

8. Requests for Additional Information, Instructions, and/or Clarifications

1. All requests for additional information, clarifications or instructions concerning the RFP and the preparation of Proposals must be **emailed** to the Commission **no later than Seven (7) Working Days prior to the RFP Closing Date**. Questions shall be submitted to:

Michael Asplet, Director of Finance & Administration

email: masplet@transaqua.ca

Written information provided to any Proponent by anyone other than the appointed will not be binding. Oral information must be confirmed in writing to become binding.

2. A list of all relevant questions from all Proponents and the Commission's response to each question will be issued to all Proponents in the form of an Addendum. Any Addendum issued as aforesaid by the Commission will automatically, upon its issuance, become an integral part of the RFP, provided it is issued by the Commission and sent to Proponents at least three (3) working days prior to the Closing Date. Said Proponents will be deemed to have agreed to the terms of any such Addendum and will be automatically bound thereby unless they withdraw or amend their Proposals before the opening. No addendum or responses to questions and additional information will be issued during the 3 days prior to closing.
3. It is the duty of the Proponent to take all appropriate measures in order to obtain all information and instructions required by it to make its Proposal(s) conform to the requirements of the RFP. No Proponent will be entitled to claim that it or its employees had a lack of information or instructions to support or justify its Proposal(s) or to avoid any obligation, condition or Specification contained in the RFP or Proposal submission(s).
4. It will be the responsibility of the Proponent to contact the commission prior to submitting a Proposal to ascertain if any Addenda have been issued, to obtain the Addenda and to return executed Addenda with the Proposal(s).

9. Modification or Withdrawal of Proposal

1. Prior to the Closing Date, a Proposal(s) may be modified or withdrawn by way of written request to the contact person referred to in 8.1.
2. No Proposal(s) can be modified or withdrawn after the Closing Date. No Sub-consultant or object or details of a Contract with a Sub-consultant referred to in the Supplier's Proposal or any information relating thereto in a Proposal may be changed after the Closing Date. Once a Proposal has been selected, it may only be amended in detail with the agreement of the Commission and the Proponent upon entering into negotiations. The right to negotiate is specifically and hereby reserved by the Commission.

10. Validity of Proposals

1. All Proposals must remain valid and open for acceptance by the Commission for a period of ninety (90) working days after the Closing Date. This period may be extended in writing by the Commission.

11. Insurance

1. The successful Proponent shall be required to provide proof of **Commercial General Liability (CGL) Insurance listing the Commission as “Additional Insured”** in a **minimum amount of two million dollars (\$2,000,000) for each claim**, which shall indemnify and save harmless the Commission from all suits and actions for damages and costs to which the Commission may be put by reason of injury to or death of persons and damage to property resulting from negligence, carelessness or any other circumstances caused by the Proponent which may arise in the performance of this work. The Proponent shall be responsible for full payment of the deductible portion of all claims under this clause.
2. Proof of Insurances shall be provided to the Commission prior to the commencement of the Contract. Such proof shall contain assurances that the policy cannot be cancelled during the term of the Contract.
3. Written notification of any changes in the Insurance Policy, Insurance Company, must be given to the Commission in writing, thirty (30) days prior to the date the change will take effect.
4. Insurance contracts shall be procured from a Canadian based Insurance Company licensed to do business in the Province of New Brunswick. Any and all claims shall be settled in Canadian Funds and must be stated on the policy.
5. All insurances shall remain in effect for the duration of the contract period.

12. Worker’s Compensation

1. The *Workers Compensation Act* of New Brunswick requires employers who employ three (3) or more workers at any one time to register with WorkSafe NB .
2. The successful Proponent will be required upon written request by the Commission to provide the Commission with a certificate which verifies registration in accordance with Regulation 82-13 under the Workers’ Compensation Act, and which states that the Proponent’s assessment has been paid and the account is in good standing.
3. If the successful Proponent does not currently retain Workers’ Compensation coverage, you will be required to register with WorkSafe NB, and submit a letter to the Commission stating that the Proponent’s assessment has been paid and the account is in good standing, in order to receive a contract from the Commission to supply the services described herein.
4. Under the requirements of the New Brunswick Occupational Health and Safety Act, the Act defines the minimum acceptable standard for Health and Safety to which the employers must comply. A copy of the Act and the Regulations can be obtained by contacting WorkSafe NB (Regulation 91-191). The Commission requires that the Proponent comply with these minimum standards.

13. Permits and Licenses

1. The Proponent shall obtain and pay for all licenses and permits which may be required to comply fully with laws, ordinances and regulations of the proper public authorities, in connection with the performance of this work. The Proponent shall be responsible for all damages, fines, assessments or any other liability whatsoever and shall indemnify and

save the Commission harmless from and against all damages and liability, which may arise out of the failure of the Proponent to obtain and pay for such licenses and permits and to comply fully with any and all applicable laws, ordinances and regulations.

14. Subcontractors / Sub Consultants

1. Proponents must, where applicable, specify in its Proposal, the name of each Subcontractor / Sub-Consultant, and details of all the subcontracts it proposes to enter into with each of them. Proponents must also demonstrate in their Proposal(s) the qualifications of each Subcontractor / Sub-Consultant, and capacity to perform in conformity with the RFP and the Proposal. **The Subcontractor(s) / Sub-Consultant(s) will be expected to meet the same standards and quality of work as those required from Proponents.**
2. **Proponents will be responsible for all aspects of the work carried out by the Subcontractor(s) / Sub-Consultant(s).** Proponents will be solely responsible for the quality of service and / or materials supplied by their Subcontractors and Sub-Consultants. Proponents will have the responsibility to coordinate all activities related to their Subcontractors / Sub-Consultants. The Commission retains the right to approve all Subcontractors / Sub-Consultants; however, any approval of Subcontractors / Sub-Consultants by the Commission shall not diminish the responsibility of the successful Proponent.
3. If a Proposal with Subcontractors / Sub-Consultants is selected and the successful Proponent wishes to substitute one Contractor / Consultant for another, the decision will be permitted only at the sole discretion of the Commission.

15. Conflict of Interest

1. All Proponents and / or Proponent's Partners / Suppliers / Contractors / Subcontractors / Sub-Consultants shall disclose any interests that could conflict with the interests of the Commission.

16. Grounds for Disqualification

1. Proponents are requested to direct all questions regarding the RFP via email to:

Michael Asplet, Director of Finance & Administration

email: masplet@transaqua.ca

Any attempt on the part of the Proponent or any of its employees, agents, Contractors or representatives to contact any of the following persons for the purpose of lobbying, influencing, with respect to this RFP shall lead to disqualification:

1. Any member of the Proposal Review Committee or other advisor to the Proposal Review Committee;
2. Any member of the Commission;
3. Any employee of the Commission, with the exception of the individual named above;
4. Any Project Consultant / Engineer retained by the Commission to assist staff and / or the successful Proponent with the preparation of tender specifications, and / or execution of the work.

17. Governing Law

1. This RFP shall be governed by, and construed in accordance with the laws of Canada and New Brunswick. If a Proponent's RFP submission is accepted, the Proponent agrees to submit to the exclusive and irrevocable jurisdiction of the New Brunswick Courts.

18. Laws, Acts, Regulations, Bylaws and Codes

1. The successful Proponent and their Subcontractor(s) / Sub-Consultant(s) shall be responsible for carrying out the works in accordance with all Federal, Provincial and Municipal Laws, Acts, Regulations, Bylaws and Codes.

19. Infringements and Indemnifications

1. Proponents shall protect, defend and save the Commission harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction or form of the work covered by either order or Contract. Proponents further shall indemnify and save the Commission harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the Proponents, and / or the agents, employees, successors or assigns of the Proponents.

20. Proponent's Responsibilities / Requirements

1. This RFP document lists only major details with respect to the products and services required; therefore, it is the Proponent's responsibility to provide all labour, materials, tools, equipment, software and incidentals required to supply and deliver a **Public Funding Business Strategy**, in accordance with the Terms & Conditions, and Specifications detailed herein.
2. All work shall be performed by qualified individuals, in order to produce a professionally completed job. The successful Proponent shall work closely with designated Commission staff to ensure that the project is successfully completed within the established timeframe.
3. Is it the sole responsibility of the Proponent to become familiar with and understand the nature and extent of the work to be executed. Information on any matter derived from existing plans, specifications or supporting documentation shall not in any way relieve the Proponent from his obligations in completing the terms of the contract. All details with respect to the scope of this supply agreement, whether in temporary or permanent work, may not be included in this RFP document; however, these items shall be considered as included in the scope of the Contract. On submission of the bid, it shall be understood that this has been done and provisions for all risks, incidental items, and contingencies are included in the RFP price.

21. Evaluation Criteria

1. Proposals submitted by non-eligible Proponents, incomplete Proposals or Proposals which do not comply with all of the requirements of this RFP, contain false information or the contents of which do not permit a full analysis thereof, will not be considered by the Commission. General statements or restatements of the conditions of the RFP will not be satisfactory to the Commission.
2. At the close of the submission period, Proposals will be evaluated by a team comprised of Commission staff.
3. **ONLY THOSE PROPOSALS MEETING ALL MANDATORY REQUIREMENTS DETAILED IN SECTION 2 – SPECIFICATIONS WILL RECEIVE FURTHER CONSIDERATION**, and will be subjected to the Evaluation Criteria specified. Therefore, it is essential to ensure Vendors provide a clear, unambiguous response to each mandatory specification. Mandatory specifications contain the words “shall”, “will”, or “must”.
4. Where the RFP document stipulates a mandatory requirement, and your firm can only offer a variation to the mandatory requirement as part of your proposed solution, **PROPOSERS ARE STRONGLY ENCOURAGED TO SUBMIT WRITTEN REQUESTS FOR APPROVAL OF THE PROPOSED VARIATION(S) UP TO TEN (10) WORKING DAYS PRIOR TO THE RFP CLOSING DATE**. Such requests shall be accompanied by complete descriptive and technical information so that a proper evaluation can be made. The Vendor’s proposed variation must meet or exceed all of the specifications attributed to the requirement stipulated in the RFP document.
5. When a request for approval of a variation to a mandatory requirement is made, the Commission may grant approval, at which time a written Addendum to this effect will be issued to all registered Bidders. If a variation is approved, Bidders may use that item in place of the specified requirement.
6. In the submission of Proposals incorporating approved variations to mandatory requirements specified, Proponents shall include in their response, any changes required in the work to accommodate such variations. A later claim by the Proponent for an addition to their original tendered price because of changes in work necessitated by the use of an approved variation(s) shall not be considered.
7. Proponent selection will be on the basis of those Proponents providing the greatest overall benefit to the Commission, and will include, but not be limited to, the completeness of the RFP response, price, compliance with all Specifications / Terms of Reference, relevant past experience and / or references, and any other factors which the Commission deems appropriate in the determination of the Proponent as a responsive and responsible Proponent and best value to the Commission.
8. In addition to the general evaluation criteria specified above, Proposals shall be evaluated on the following weighted criteria:

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Evaluation Criteria	Weighting
Adherence to Mandatory Specifications	Yes / No
Project Understanding	10%
Methodology	10%
Organisation and Team Qualifications and Experience	40%
Total Cost of the Proposal	40%
Total	100%

9. The Commission, at its discretion, may seek clarification of any aspect of any Proposal with one or more of the Proponents at any time. Negotiations with any Proponent shall not oblige the Commission to enter into a Contract with any Proponent or be construed as an acceptance of the Proposal.
10. In addition to reviewing the written Proposals, the evaluation process may include, at the sole discretion of the Commission, a formal interview with one or more of the Proponents involved in the Proposal to allow Commission staff to verify the capability and resources of the Proponent.
11. The Commission has no obligation whatsoever toward Proponents as a result of the acceptance or rejection of any Proposal. By submitting a response to this Request for Proposal, Proponents acknowledge and accept that they cannot challenge, in any way whatsoever, the Commission’s decision to accept or reject any Proposal, nor request any compensation, or claim damages as a result thereof.

22. Cost of Preparation of Proposals

1. All expenses incurred by the Proponent in connection with the preparation of its Proposal, including, without limitation, the cost of oral presentations (if requested) shall be borne by the Proponent. The Commission shall not incur any obligation whatsoever toward the Proponent whether said Proposal is accepted or rejected. All Proposals shall become the property of the Commission and will not be returned to the Proponent.

23. Agreement / Contract

1. Unless otherwise agreed upon or amended in writing by the Proponent and the Commission, the selection of a Proposal shall be binding upon the selected Proponent, and the Terms & Conditions and undertakings of this RFP document will form part of that agreement unless the agreement provides otherwise. The agreement shall be binding upon and inure to the benefit of the Commission and the Proponent and their respective successors and permitted assigns.
2. No alterations or variations of the terms of the Contract shall be valid or binding upon the Corporation unless authorized in writing by the General Manager.
3. The Commission is neither bound to accept the lowest priced Proposal, nor to accept any Proposal which is submitted. If an award results from this RFP, the award may not be exclusive. The Commission may choose to work with the other consultants or in-house

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resources for specific tasks. The Commission is not bound to justify its decision with respect to the selection or rejection of any Proposal.

4. It is the Commission’s intention to prepare and execute a formal written agreement “Contract” between the Commission and the successful Proponent within thirty (30) working days from the date of acceptance by the Commission.

24. Cancellation of Contract

1. In the event that the successful Proponent fails to comply with the Terms and Conditions, and Specifications outlined in this Request for Proposal document or the “Contract”, the Commission reserves the right to cancel the Contract within thirty (30) calendar days of delivery of written notice to the Proponent and to award it to another Proponent without penalty or action against the Commission. This will include, but not be limited to, unsatisfactory performance by the Proponent, to the Proponent and to its employees and / or Sub-Consultants, significant or repetitive deficiencies, excessive delays or inability to comply with agreed to delivery milestones, use of inexperienced / unqualified staff, poor quality of service and / or products, and / or unresolved problems. The Commission maintains the right to determine the level of performance that is satisfactory.
2. In addition to any investigation of complaints, the general performance of the Proponent and its employees shall be assessed on an ongoing basis and any deficiencies or complaints noticed shall be reported in writing.
3. In the event that insufficient funds are appropriated to the Commission for these services in any fiscal year or insufficient funds exist to continue the service, the services will be postponed and the Contract terminated or postponed upon thirty (30) calendar days written notice.
4. The Commission also reserves the right to terminate the Contract(s) for any other reason for which the Commission must, or deems necessary, to determine the Contract(s). Thirty (30) calendar days written notice shall be provided to the successful Proponent(s).

25. Invoicing

1. The successful Proponent will be issued a Standing Purchase Order agreement by the Commission, or a Leasing Agreement may be signed by both parties.
2. Invoices shall be directed to:

**Greater Moncton Wastewater Commission
Accounts Payable
355 Hillsborough Road
Riverview NB E1B 1S5**

3. In addition to the H.S.T. Registration number, Vendors are required to provide the amount of H.S.T. separately on all invoices.
4. **Contract/Purchase Order Number must appear on all invoices.**

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5. It is the Commission's preference to pay the lease cost annually, and the maintenance/operating costs ("cost per copy" charge) monthly, quarterly or otherwise proposed in arrears.

26. Payment Terms

1. **Proponents are requested to include any proposed payment terms with their RFP submission.** In the event a Proponent does not specify a payment term, the Commission's standard payment term of "Net 30" days from date of monthly progress invoices shall prevail.
2. Payment(s) shall be authorized upon verification that the work completed meets the Project Requirements, and has been completed in accordance with the Terms and Conditions of the Contract, to the satisfaction of the Commission.

27. Greater Moncton Wastewater Commission's Rights:

1. The Commission reserves the right to request and receive additional information as required from Proponents within a reasonable length of time, in order to complete the RFP evaluation(s). Notice will be given to all Proponents of the additional information required.
2. The Commission reserves the right to award based on the specified evaluation criteria and not necessarily pricing; however, available budgeted monies shall be taken into consideration.
3. Based on available funding, the Commission reserves the right to delete components from this RFP and negotiate changes to more fully meet the Commission's adjusted needs.
4. The Commission reserves the right to award this RFP in whole, or in part to more than one (1) Proponent, as may be deemed to be in the Commission's best interest.
5. The Commission reserves the right to make interim arrangements if the successful Proponent or its agents are affected by strikes, lockouts, Acts of God, or any other disturbances which render the Proponent unable to perform the services specified herein.
6. The Commission reserves the right to determine acceptability of deviations and / or equivalencies.
7. The issue of this RFP or any negotiations with a Proponent after the Closing Date does not bind the Commission to enter into a Contract to purchase the services described herein.
8. The Commission reserves the right to terminate the Contract within thirty (30) calendar days written notice should ownership of the service provider change.
9. The Commission reserves the right to award in its best interest. RFP's offering the lowest price or any price need not necessarily be accepted.
10. The Commission also reserves the right **NOT** to award this RFP due to budgetary or any other reasons.

Section Two – Specifications

Note: Proponents shall promptly notify the Commission in writing of any ambiguity, inconsistency, or error which they may discover upon examination of the scope of work below. Interpretations, corrections or changes made to the RFP document shall be made by issue of an addendum document

28. Scope of Work

1. Complete a report outlining all funding options available to TransAqua as it relates to the current wastewater treatment facility (WWTF) upgrade project. These options would include:
 1. Traditional three level funding (1/3 Federal, 1/3 Provincial, 1/3 TransAqua);
 2. 1/3 Federal funding, interest bearing loan from the Province through RDC and the MCBB, 1/3 TransAqua;
 3. TransAqua funding the project completely - 100% paid for by TransAqua;
 4. TransAqua borrowing 100% of required funds from commercial banking market place, based on a direct approach method;
 5. TransAqua borrowing 100% of required funds through a broker. If an interest rate cannot be obtained by financial institutions and / or a broker, an assumption of interest rates for each model would be required.

For each option identified, the impact of each option on the current Wastewater Treatment Rate levied per household will be required, in terms of an increase in the dollar amount and as a percentage.

2. Identify all Federal and Provincial funding programs available (i.e. P3, PTIC) and not available (i.e. NB ETF) to TransAqua for major capital Wastewater Treatment Facility upgrades and Combined Sewer Overflow projects. Identify and outline the application processes for identified funding programs applicable to TransAqua. Outline how the Commission can become aware of any funding opportunities that may arise that are currently not available (i.e. register to receive funding alerts) such that the application process can begin upon notification as required. What have other similar organizations done to access funding for similar projects?
3. Outline the specific processes, including steps and associated timelines that the Provincial and Federal Governments undertake to process a request for funding from the GMWC in order to meet project construction deadlines (i.e. application should be submitted in 2015 such that the project is constructed in 2016). These processes shall include, but not limited to, the point where an application is received, to which Department(s) and Committee(s) the application is received for and is subject to review and approval and notification of the approval of the application.
4. Identify the types of projects that the Commission would be eligible to complete a Provincial and/or Federal funding application. For example, would the Commission's biosolids operation be eligible or only the wastewater treatment operation as it relates to infrastructure?
5. Identify the most cost effective private sector or "market" funding methods instruments.
6. Review the Scope of Work and identify any Business Strategy items that are not currently listed for consideration by the Commission.
7. Complete a Best Practice Funding Application Template

29. Project Completion Deadline

1. The completed Public Funding Business Strategy will be completed and ready for presentation to the Commission by the **31st of March 2016**.

30. Project Evaluation Criteria

1. Project Understanding
 1. Each Proponent must clearly demonstrate their understanding of the project request.
2. Methodology
 1. Each Proponent should outline their proposed methodology and solution to the proposal request, and a timeline to ensure the business strategy is completed for presentation to the Commission by the deadline.
3. Organisation and Team Qualifications and Experience
 1. Each Proponent should include an organisational experience history and a detailed biography for each proposed team member, outlining qualifications and level of prior project experience.
4. Total Cost of the Proposal

31. Prior Project References

1. Each Proponent must complete the attached schedule to nominate past client references for similar projects.

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Section Three – Proposal Submission Guidelines

Proponent:

Contact Name:

Contact Email/Phone:

Client References for Consultant Firm Qualification Consideration:

1.

Contact Name:

Contact Email/Phone:

2.

Contact Name:

Contact Email/Phone:

3.

Contact Name:

Contact Email/Phone:

Scope of Work Pricing:

TransAqua Public Funding Business Strategy: \$

Pricing shall be in Canadian funds and include freight, duty, sales tax and all taxes, rates and charges which are applicable at the time of RFP submission. It is the responsibility of the Proponent to find out from the appropriate authorities what taxes, rates and charges are applicable to this RFP.

The amount of Harmonized Sales Tax (H.S.T. @ 13%) shall be considered “extra” to all RFP pricing.