Whether your Proposal represents one or both streams, you must complete **Form A - Part 1 only once**. Detailed instructions on preparing all Forms are located in Part Four of the RFP Guidelines.

**Respondent Information**

Respondent’s legal company name: Click here to enter text.

Respondent’s usual business name (if different from above): Click here to enter text.

Is your organization a not-for-profit corporation? Yes  No

Business/Charity registration number (if applicable): Click here to enter text.

Mailing address: Click here to enter text.

Street address (if different from mailing address): Click here to enter text.

Primary contact person: Click here to enter text.

Primary contact telephone: Click here to enter text.

Primary contact e-mail:Click here to enter text.

**Overview of Organization**

- Outline your organization’s mission and goals; and

- Summarize services currently offered by your organization

Click here to enter text.

**Respondent’s acknowledgement of:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a.) **Non-binding Procurement Process**  We acknowledge that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any goods or services shall be created between the Respondent and Manitoba unless and until the Respondent and Manitoba sign a written Agreement for the Services.  b.) **Ability to Provide Deliverables**  We have carefully examined the RFP documents, including any addenda, and have a clear and comprehensive understanding of the Services required. The Respondent is able to provide the Services in accordance with the requirements of the RFP for the cost set out in the attached Form B - Proposed Project Budget (in sealed Envelope 2).  c.) **Non-binding Cost Estimates (Proposed Project Budget)**  We have submitted our cost estimates in accordance with the instructions in the RFP. We confirm that the cost information provided is accurate. We acknowledge that any inaccurate, misleading or incomplete information, including withdrawn or altered costing, could adversely impact the acceptance of the Proposal or the Respondent’s eligibility for future work. | | | | |
| I/We have the authority to bind the Respondent: | | | | |
|  |  |  |  | |
| *Printed name* | *Signature of Authorized Representative* | |
|  |  | |
|  |  | |
|  | *Date* | |
|  |  | |
| *Printed name* | *Signature of Authorized Representative* | |
|  |  | |
|  |  | *Date* | |