

**Name of Bidder**

**Proposal to Nunavut Broadband Development Corporation**

**Closing Date April xx, 2003**

[Cover Page]

[The style and format of this document is for convenience of the Bidders and is not mandatory. The overall section headings and the content and format of the Tables are required. Bidders may add sections to better explain their proposal.]

**[Version 1.0, March 21, 2003**

**Please check the NBDC Web Site for amendments.]**

Name and Mailing Address of Bidder

Name, Phone and E-Mail of Bidder's contact person

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# 1 Executive Overview

[The Executive Overview should consist of 1 to 3 pages summarizing your Target market and your Business Plan for providing Broadband Services in one or more communities in Nunavut.]

## 2 Services Proposed

### 2.1 Categories of Goods and Services

[Using the right-hand column, Bidders should identify the categories of services being proposed. Please do not change the contents of the first three Columns.]

	<b>Name of Category</b>	<b>Description of Category</b>	<b>Bid</b>
1	Satellite Services	Connection of Nunavut communities to each other and to the Internet through satellite communications to a community point of presence.	Yes or No
2	Community Broadband Services	Distribution of Internet services from the community point of presence to users within community homes and offices by means of cables, wires or wireless services.	
3	Community Technology Services	Community-based provision of computers, communications equipment and the related software including sales, service, support and regional and territorial help desks.	
4	E-Mail & Web Hosting	Provision of E-Mail and/or Web hosting services using local community-based or remote servers.	

5	E-Commerce Services	Provision of banking, merchant and/or procurement services to assist the purchase and/or sale of goods and services.	
6	Content and Application Development and Support	Design, development and support of Internet-based applications including training, web sites and software targeted specifically for Nunavut and Inuit use.	
7	Internet Application Services	Provision of services to users within and outside Nunavut that depend on or are based on Internet access.	

## **2.2 Satellite Services**

### **2.2.1 Category Description**

[Describe the services you are proposing in this category including the communities you will serve.]

### **2.2.2 Technology Evolution**

[Describe how you expect this technology to evolve over time and your plans to accommodate this evolution in Nunavut.]

### **2.2.3 Eligibility for Funding**

[To meet the requirements of the BRAND program Bidders offering this category of service must describe the details of third party access arrangements to the community PoP including the standards proposed and any related technology or operational processes applicable to third party users.

The BRAND program also requires that projects be sustainable based on a one-time contribution from the BRAND program. Bidders should describe how their proposal (with the requested assistance) is a sustainable service that fits the intent of this program.]

### **2.2.4 Two-tier Prices**

[Bidders should describe how they propose to meet the need for two prices at the PoP as outlined in the RFP.]

### **2.2.5 Technology Description**

[Bidders should describe the technology proposed in enough detail to allow NBDC to understand the offering and to compare the offering to other proposals. Use Appendices to contain specification-level details.

To meet the requirements of the Industry Canada BRAND program, the following items should be addressed when providing a description of the proposed services.

- a) The broadband infrastructure and architecture (Including network diagrams for how the community broadband network will connect to the Nunavut and national systems and how users will access the local service) and technologies for broadband communication of voice, video, data and graphics.
- b) How the proposed service will meet the broadband connectivity requirements of the community.
- c) Broadband applications and the bandwidth required to support these applications.
- d) The technical standards that the vendor will use for this project.
- e) How the broadband service will connect to the specific customers identified in the RFP.
- f) The terms under which a third party service provider could interconnect to the vendor's facilities to offer their own broadband services
- g) The scalability of the proposed broadband service; that is, how the service can be extended to the new customers who may wish to sign up for the service at a later date, and how the level of service can be upgraded to provide a higher level of service to the customers who have already signed up for the service.
- h) The security of the physical infrastructure and the safeguarding from unauthorized access established for the service.
- i) The redundancy (if any) of the facilities.]

### **2.2.6 Relationship with other Parties and Categories**

[If relevant, Bidders should address the issue of potential conflict with their own Community Broadband Services as outlined in the RFP.

Bidders using infrastructure from other parties should describe the relationships here and provide acknowledgements from the other parties in an Appendix.]

### **2.2.7 Common Nunavut Standards**

[Bidders should address the subject of standards that are relevant to provision of the service including standards related to subjects such as video conferencing and the demarcation point at the community PoP in this section.]

### **2.2.8 Price Format and Options**

[Prices are quoted by completing tables in another section in this document. This section is used to describe the prices proposed, the Bidder's pricing methodology, any constraints or limits and any other issues that NBDC needs to know related to the prices quoted for this category all as outlined in the RFP.]

### **2.2.9 Security and Privacy**

[Bidders should address privacy and security in this section as outlined in the RFP.]

### **2.2.10 Performance Targets**

[Bidders should address service levels and performance against service levels in this section as outlined in the RFP.]

### **2.2.11 Installation, Service and Support**

[Bidders should address installation, service and support in this section as outlined in the RFP. Details related to sub-contractors should be contained in an Appendix.]

## **2.3 *Community Broadband Services***

### **2.3.1 Category Description**

[Describe the services you are proposing in this category including the communities you will serve and an overview of the proposed technology.]

### **2.3.2 Target Markets**

[Describe the Target Markets that you intend to service as outlined in the RFP.]

### **2.3.3 Technology Description**

[Bidders should describe the technology proposed in enough detail to allow NBDC to understand the offering and to compare the offering to other proposals. Use Appendices to contain specification-level details.

To meet the requirements of the Industry Canada BRAND program, the following items should be addressed when providing a description of the proposed services.

- j) The broadband infrastructure and architecture (Including network diagrams for how the community broadband network will connect to the Nunavut and national systems and how users will access the local service) and technologies for broadband communication of voice, video, data and graphics.
- k) How the proposed service will meet the broadband connectivity requirements of the community.
- l) Broadband applications and the bandwidth required to support these applications.
- m) The technical standards that the vendor will use for this project.
- n) How the broadband service will connect to the specific customers identified in the RFP.
- o) The terms under which a third party service provider could interconnect to the vendor's facilities to offer their own broadband services
- p) The scalability of the proposed broadband service; that is, how the service can be extended to the new customers who may wish to sign up for the service at a later date, and how the level of service can be upgraded to provide a higher level of service to the customers who have already signed up for the service.
- q) The security of the physical infrastructure and the safeguarding from unauthorized access established for the service.
- r) The redundancy (if any) of the facilities.]

### **2.3.4 Relationship with other Parties**

[Bidders using infrastructure from other parties should describe the relationships here and provide acknowledgements from the other parties in an Appendix.]

### **2.3.5 Price Format and Options**

[Prices are quoted by completing tables in another section in this document. This section is used to describe the prices proposed, the Bidder's pricing methodology, any constraints or limits and any other issues that NBDC needs to know related to the prices quoted for this category all as outlined in the RFP.]

### **2.3.6 Security and Privacy**

[Bidders should address privacy and security in this section as outlined in the RFP.]

### **2.3.7 Performance Targets**

[Bidders should address service levels and performance against service levels in this section as outlined in the RFP.]

### **2.3.8 Installation, Service and Support**

[Bidders should address installation, service and support in this section as outlined in the RFP. Details related to sub-contractors should be contained in an Appendix.]

## **2.4 *Community Technology Services***

[NBDC needs information from Bidders to prepare a complete Business Plan for Broadband in Nunavut. **Specifically, we need to have information and plans related to Broadband Applications so that we can support the request for funds from Industry Canada and other financial partners. This information is requested only to assist NBDC in preparing a Business Plan. The information if present will not add or subtract from the evaluation of the previous sections.**

## **2.5 E-Mail & Web Hosting**

[As for Category 2.4.]

## **2.6 E-Commerce Services**

[As for Category 2.4.]

## **2.7 Content and Application Development and Support**

[As for Category 2.4.]

## **2.8 Internet Application Services**

[As for Category 2.4.]

## **3 Project Management Requirements**

[Use this section to cover the Project Management material as outlined in the RFP.]

## **4 Implementation Plan**

[Use this section to cover the Implementation Plan material as outlined in the RFP.]

## **5 Ongoing Service Maintenance and Assistance**

[Use this section to cover the ongoing service maintenance and assistance material as outlined in the RFP.]

## **6 Vendor Qualifications and References**

[Use this section to cover the vendor qualifications and references material as outlined in the RFP.]

## 7 Financial Proposal

### 7.1 *Financial Overview*

[Bidders should provide an overview of their financial proposal summarizing the key financial elements of their Business Plan to provide services in Nunavut, the extent of financial and other support needed from NBDC and other contributors and the price levels proposed for customers of the Bidder.

For an understanding of the RFP volume data and the Bidder's price data see Section 8.3 Financial Overview Charts. Notes that the boxes on the Financial Overview Charts represent Tables in the RFP and in this section.

Note that the purpose of the financial analysis and the Financial Overview Charts is to determine the amount of financial and other assistance needed by each Bidder to enable a sustainable business case in their selected target market. The amount of assistance needed is called the **Project Deficit** and is calculated as a single one-time subsidy that would enable the Bidder's business plan on a sustainable basis.

The RFP section on Evaluation outlines in detail the method for selecting bidders. From a financial perspective, the Bidder with the lowest or zero **Project Deficit** will be selected to enable the most broadband service across Nunavut for a given amount of subsidy.

In summary, in this section the Bidder should explain financial situation so that NBDC can understand the Bidder's financial plan and can assess the need for the project deficit compared to the need outlined by other Bidders.]

## 7.2 *Satellite Services*

### 7.2.1 **Satellite Services -- Communities Proposed**

[Bidders must indicate the communities that are being proposed for Satellite Services. If all communities are being proposed, enter “all” in Column A of the first row in the Table (“all” means every community in the Appendix -- List of Nunavut Communities in the RFP). If identifying specific communities, use the Short Community Name in Column A of this Table and whenever individual communities must be identified.

If a Bidder is not offering this category please enter “not offered” in Column A in the first row of Table 1 and ignore the remaining Tables in the Satellite Services section.

Where Bidders are providing more than one price for all or a subset of communities or where Bidders are proposing conditions of any kind by community or set of communities, please describe such conditions here and if appropriate in Column B of the Table.]

***Table 1-0 – Satellite Services -- Communities Proposed***

A	B
Short Community Name	Comments/Conditions

### 7.2.2 **Satellite Services -- Proposed Prices to PoP Users**

[Bidders must identify the price components they propose to charge users of the PoP. Every component of the price must be given a line number (Column B), a name (Column C), a price (Column D) and any comments, explanations

and constraints for the item in Column E. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the related price that applies to each community. Where volume price breaks or discounts are applicable, separate the price component into multiple lines and provide comments that clearly indicate how to apply the discount.]

**Table 1-3 -- Satellite Services – Proposed Prices to PoP Users**

A	B	C	D	E
Community	Line	Item	Price	Units/Comments

**7.2.3 Satellite Services – Implementation Costs**

[Bidders must identify one-time Implementation Costs of providing the proposed service. Implementation Costs include costs of one-time activities including labour for installation of equipment and software, travel, consumables, training, project management, engineering and consulting. Installation Costs do not include capital costs of equipment or software. Where the category is offered but there are no costs applicable please enter “none” in Column C of the first row. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the related price that applies to each community. Indicate the Quarter that the cost will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 1-5 – Satellite Services – Implementation Costs**

A	B	C	D	E	F	G	H
Community	Line	Item	Quarter	Price	Quantity	Cost	Units/Comments

**7.2.4 Satellite Services – Capital Costs**

[Bidders must identify Capital Costs of providing the proposed service. Capital Costs include costs of equipment or software. Where the category is offered but there are no costs applicable please enter “none” in Column C of the first row. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the related price that applies to each community. Indicate the Quarter that the cost will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 1-6 – Satellite Services – Capital Costs**

A	B	C	D	E	F	G	H
Community	Line	Item	Quarter	Price	Quantity	Cost	Units/Comments

### 7.2.5 Satellite Services – Satellite Costs

[Bidders must separately identify the cost of satellite bandwidth for the proposed service for the workload outlined in the RFP exclusive of implementation and capital costs and exclusive of other operating costs. NBDC needs a single cost that can be viewed by Industry Canada as a one-time payment that will be sustainable over time. Bidders are invited to provide creative options and alternatives on this issue. Bidders should also recognize that for any fixed amount of satellite bandwidth, Nunavut may not be able to consume the proposed amount early in the project and will require more than the fixed amount near the end of the contract term. Bidders may wish to propose solutions to this issue. Indicate the Quarter that the costs will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 1-7 – Satellite Services – Satellite Costs**

A	B	C	D	E	F	G	H
Community	Line	Item	Quarter	Price	Quantity	Cost	Units/Comments

### 7.2.6 Satellite Services – Operating Costs

[Bidders must identify the Operating Costs of providing the proposed service for the workload outlined in the RFP. Bidders should provide a reasonable level of detail to allow NBDC to assess the nature of the Bidder’s proposal. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the

related price components that apply to each community. Indicate the Quarter that the costs will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 1-10 – Satellite Services – Operating Costs**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Community</b>	<b>Line</b>	<b>Item</b>	<b>Quarter</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost</b>	<b>Units/Comments</b>

**7.2.7 Satellite Services – Pro Forma Invoices**

[Bidders must provide sample invoices for NDBC and for users of the PoP showing usage and project deliverables for a typical period and application of the proposed prices and calculations indicating the amount owing for the typical workload. Bidders should describe reports that are proposed to provide usage and service level data in support of the invoices. The intent of this requirement is to clearly display the calculations related to prices.]

**7.3 Community Broadband Services**

**7.3.1 Community Broadband Services -- Communities Proposed**

[Bidders must indicate the communities that are being proposed for Satellite Services. If all communities are being proposed, enter “all” in Column A of the first row in the Table (“all” means every community in the Appendix -- List of Nunavut Communities in the RFP). If identifying specific communities, use the Short Community Name in Column A of this Table and whenever individual communities must be identified.

If a Bidder is not offering this category please enter “not offered” in Column A in the first row of Table 1 and ignore the remaining Tables in the Community Broadband Distribution section..

Where Bidders are providing more than one price for all or a subset of communities or where Bidders are proposing conditions of any kind by community or set of communities, please describe such conditions here and if appropriate in Column B of the Table.]

**Table 2-0 – Community Broadband Services -- Communities Proposed**

A	B
Short Community Name	Comments/Conditions

### 7.3.2 Community Broadband Services -- Proposed Prices to Customers

[Bidders must identify the price components they propose to charge customers. Every component of the price must be given a line number (Column B), a name (Column C), a price (Column D) and any comments, explanations and constraints for the item in Column E. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the related price that applies to each community. Where volume price breaks or discounts are applicable, separate the price component into multiple lines and provide comments that clearly indicate how to apply the discount.]

**Table 2-3 -- Community Broadband Services – Proposed Prices to Customers**

A	B	C	D	E
Community	Line	Item	Price	Units/Comments

### 7.3.3 Community Broadband Services – Implementation Costs

[Bidders must identify one-time Implementation Costs of providing the proposed service. Implementation Costs include costs of one-time activities including labour for installation of equipment and software, travel, consumables, training, project management, engineering and consulting. Installation Costs do not include capital costs of equipment or software. Where the category is offered but there are no costs applicable please enter “none” in Column C of the first row. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the

related price that applies to each community. Indicate the Quarter that the cost will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 2-5 – Community Broadband Services – Implementation Costs**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Community</b>	<b>Line</b>	<b>Item</b>	<b>Quarter</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost</b>	<b>Units/Comments</b>

**7.3.4 Community Broadband Services – Capital Costs**

[Bidders must identify Capital Costs of providing the proposed service. Capital Costs include costs of equipment or software. Where the category is offered but there are no costs applicable please enter “none” in Column C of the first row. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the related price that applies to each community. Indicate the Quarter that the cost will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 2-6 – Community Broadband Services – Capital Costs**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Community</b>	<b>Line</b>	<b>Item</b>	<b>Quarter</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost</b>	<b>Units/Comments</b>


**7.3.5 Community Broadband Services – Cost for PoP Usage**

[For the purposes of evaluation, Bidders shall assume that the cost of usage of the PoP is zero. This assumption ensures that all proposals are evaluated equally. Of course there will be a cost for PoP usage which will be determined by NBDC after a proposal is selected for Category 1 – Satellite Services and the subsidy for Satellite Services is known.

Bidders may wish to comment in this section on their concerns and wishes regarding PoP prices, either the overall price level or the structure of the prices. In particular, Bidders may wish to identify the maximum price level that they could tolerate within their Business Plan. The following table is provided for this information but the information is not required and will not be evaluated.]

***Table 2-10 – Community Broadband Services – Cost for PoP Usage (Optional Table)***

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Community</b>	<b>Line</b>	<b>Item</b>	<b>Quarter</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost</b>	<b>Units/Comments</b>

### 7.3.6 Community Broadband Services – Operating Costs

[Bidders must identify Operating Costs of providing the proposed service for the workload outlined in the RFP. Bidders should provide a reasonable level of detail to allow NBDC to assess the nature of the Bidder’s proposal. Where the same price is applicable to all communities enter “all” in Column A. Otherwise, communities must be listed in the order they appear in the Appendix – List of Nunavut Communities indicating the price components and the related price that applies to each community. Indicate the Quarter that the cost will be incurred (e.g. 03Q1 for year 2003, Quarter 1). ]

**Table 2-10 – Community Broadband Services – Operating Costs**

A	B	C	D	E	F	G	H
Community	Line	Item	Quarter	Price	Quantity	Cost	Units/Comments

### 7.3.7 Community Broadband Services – Pro Forma Invoices

[Bidders must provide sample invoices for NDBC and for customers showing usage and project deliverables for a typical period and application of the proposed prices and calculations indicating the amount owing for the typical workload. Bidders should describe the reports that are proposed to provide usage and service level data in support of the invoices. The intent of this requirement is to clearly display the calculations related to prices.]

## 8 Contract and Certification Issues

[The paragraph below, the completed Table 3-0 and completed signature block is required.]

The Bidder certifies that this proposal complies with the following as outlined in the RFP in the Appendix and Section of the RFP noted below by entering “Yes” in Column C. Comments or suggestions to NBDC (if any) are noted in Column D. The Bidder agrees that Proposals that do not contain “Yes” in Column C will not be evaluated by NBDC.

**Table 3-0 - Contract and Certification Issues**

A	B	C	D
RFP Appendix & Section	Statement Certified by Bidder	Compliant Yes or No	Comments or Suggestions
B.2.4	Bidder has sufficient financial capability to deliver the goods and services outlined in the Bidders Proposal over the expected life of the proposed service. Bidder agrees to supply information on this issue of Financial Capability to NBDC as outlined in Appendix B, section 2.4 in this RFP. Bidder further agrees that if in the sole opinion of NBDC sufficient information is not provided on this issue, Bidder’s Proposal may be set aside as non-compliant.		
E.5.1	Bidder agrees that the entire RFP and all related processes may be delayed or cancelled by NBDC at any time without notice and without penalty for any reason whatsoever with or without providing a reason.		
E.5.2	Bidder agrees that Bidders will not be compensated for any costs of responding to or supporting this RFP at any		

	stage in the process;		
E.5.3	Bidder agrees that until funding submissions are prepared, delivered, accepted and funds are available to NBDC, no contractual commitments can be made.		
E.5.4	Bidder agrees that Proposals containing confidential material will not be evaluated since confidential material cannot be reviewed by the Board of Directors of NBDC and cannot be used in submissions to obtain funding.		
E.5.5 a)	Offers contained in the Bidder's proposal must remain firm and open for acceptance for a period of not less than one hundred and eighty (180) calendar days from the closing date of this solicitation valid in all aspects, including price.		
E.5.5 b)	The Proposal must be signed by an authorized representative of the Bidder in the space provided on page 1 of the Bidder's Proposal.		
E.5.5 c)	The Proposal must provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.		
E.5.6	Bidder agrees that all questions, answers, statements and amendments to the RFP will be located on the NBDC public web site for review at the option of the Bidder.		
E.5.7	Bidders agree that the contracting authority is NBDC and nothing in this RFP or the related process creates a relationship between the Bidder and any of the NBDC funding sources.		
E.5.8 a)	The Bidder must have the legal capacity to contract with NBDC.		
E.5.8 b)	If the Bidder has an interest in being included in a total		

	solution with other potential Bidders but has not located any partners as of the closing date of the RFP this should be noted.		
E.5.8 c)	If the Bidder has existing relationships with other potential Bidders that are relevant, these relationships should be noted and described.		
E.5.8 d)	If the Bidder has contractual or marketing commitments or constraints due to regulation that could preclude or limit the Bidder's goods and services from being included in a total solution with any other potential Bidder, such constraints must be identified and described		
E.5.8.1	Bidder is not a Joint Venture		
E.5.8.2	Bidder has outlined the details of all Sub-contractor arrangements.		
E.5.9	Bidder agrees that NBDC reserves the right to: a) reject, in whole or in part, any or all proposals received; b) accept proposal(s) without negotiation for the purpose of funding submissions and contract award; c) enter into negotiations with Bidders on any or all aspects of their proposals;d) conduct a facility survey and/or request other evidence as necessary to verify the Bidder's capability, the viability of the proposal, and/or obtain clarifications of any Bidder's offer; and e) cancel and/or re-issue this requirement at any time.		
E.5.10	Bidder agrees that the Contract shall be interpreted and governed, and the relations between the Parties, determined by the laws in force in Nunavut.		

Name of Bidder: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

Title of Authorized Person: \_\_\_\_\_

Date of Signature \_\_\_\_\_

## **Appendices**

### ***Appendix A – Name of Appendix***

[As determined by the Bidder.]