

SCHEDULE R – SUBMISSION FORM

1. WE CONFIRM THAT:

(a) Response

- (i) we have examined the RFPQ and have received all pages including all Addenda;
- (ii) we acknowledge that the content of all Addenda form part of the RFPQ;
- (iii) we acknowledge and accept the limit of liability set out in RFPQ Section 1.8 and 4.6;
- (iv) except as explicitly provided in the RFPQ, the submission of this Response creates no legal or contractual obligations or rights on The City or the Respondent, all as set out in RFPQ Section 4.6; and
- (v) if we are identified as the Selected Respondent, we will provide to The City all documentation required by the RFPQ.

(b) Communication and Information

- (i) we have not discussed or communicated, directly or indirectly, with any other Respondent, any information whatsoever regarding the preparation of our Response or the Response of the other Respondents in a way that would contravene any law applicable to the Respondent, The City, or this RFPQ;
- (ii) we have prepared and submitted our Response independently and without connection, knowledge, comparison of information or arrangement, direct or indirect, with any other Respondent;
- (iii) to the best of our knowledge after reasonable inquiry, we, and all our respective employees and representatives, have:
 - 1. conducted ourselves with integrity and propriety;
 - 2. not engaged in any form of political or other lobbying, of any kind whatsoever, to influence the outcome of the RFPQ Process;
 - 3. not engaged in any inappropriate bidding practices or unethical behaviour in the course of this RFPQ Process; and
 - 4. complied fully with Sections 4.1.3, 4.4.4 and 4.5.1 of the RFPQ and the provisions of any confidentiality agreement entered into in connection with the RFPQ Process; and
- (iv) except through the RFPQ Process, we have not received Confidential Information of The City relevant to the RFPQ.

(c) Conflict of Interest

- (i) to the best of our knowledge, the following is a complete list of Conflicts of Interest, including those:

1. that have already been reported to The City; and
2. individuals (as employees, advisors, or in any other capacity) who participated in the preparation of the Response; **AND**;
 - A. were employees of The City and ceased employment within twelve (12) months prior to the submission date of the Response;
 - B. are current employees of The City; or
 - C. are a spouse of a current employee of The City.

Name of Party:	Person A		Person B		Person C	
Details of Conflict of Interest:						
Brief description of nature of participation in preparation of the Response:						
Date of employment with The City (past or current): *if applicable	From:	To:	From:	To:	From:	To:

- (ii) upon request, we will provide The City with any additional information about each party identified above; and
- (iii) **IF THE TABLE ABOVE IS LEFT BLANK**, we declare that (i) there was no Conflict of Interest in preparing the Response; and (ii) there is no foreseeable Conflict of Interest in performing the obligations set out the RFPQ.

(d) Supplier Code of Conduct

- (i) we have read and understood the Supplier Code of Conduct and will comply to the best of our ability.

2. WE REPRESENT AND WARRANT:

- (a) there have been no changes in circumstance that could impair our ability to perform our obligations in connection with this RFPQ; and
- (b) **EXCEPT FOR THOSE ACTIONS, SUITS OR PROCEEDINGS SET OUT AS FOLLOWS** there are no actions, suits or proceedings pending that could have a material adverse effect on our ability to perform our obligations in connection with this RFPQ or, to the best of our knowledge after reasonable inquiry, threatened against us and we are not aware of any ground on which such an action, suit or proceeding might be commenced:

1.	
2.	
3.	
4.	

3. WE AGREE THAT:

any information provided in the Response, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal.

SIGNATURE PAGES FOLLOW – NOTE TO RESPONDENTS: The Respondent must sign the Submission Form in a manner which legally binds the Respondent.

Name of Business Entity	
Complete Address	
Phone	Mobile Phone
Email	
Website	

Respondent Handwritten Signature
Title
Printed Name
Date