



Request for Proposal No. 2022-01

LVI Project Management Fee for Service Proposal

Issue date: 2022-March-01

Closing date and time:

Proposals must be received before **3:00 PM** (15:00 hours) Pacific Time on **March 31, 2022**

Contact person:

Project Manager: Craig Richardson

Phone: 250.668.6958

Email: lvirfp202201@gmail.com

Available for questions between March 1 and March 31, 2022



Instructions to Proponents

Closing Date/Time/Location

It is the sole responsibility of the Proponent to submit their Proposal to Leadership Vancouver Island (LVI) prior to the closing time of 3:00 PM (15:00 hrs.), Pacific Time, March 31, 2022. Proposals received after the noted due time will not be considered. The time received alert is the official time piece for the receipt of all Proposals received by email.

Proposals shall be received by the following method:

- i. By Email: At the only acceptable electronic address: lvirfp202201@gmail.com

Please note: Maximum email file size limit is 8MB, or less.

Leadership Vancouver Island will not be liable for any delay for any reason including technological delays, spam filters, firewalls, job queue, file size limitations, etc.. It is the Proponent's sole responsibility to ensure they allow themselves enough time to submit their Proposal prior to the posted closing date and time.

Proposals received by facsimile **WILL NOT** be accepted. All costs to prepare the Proposal shall be borne solely by the Proponent.

A confirmation of receipt response will be e-mailed. If you do not receive a confirmation of receipt, please check your spam folder. If it is not there, contact the Project Manager by phone at the number provided.

Cover Letter and Signature

The Proposal should include a cover letter signed by a person authorized to legally bind the Proponent to the statements made in the Response to this RFP similar to the example provided in Appendix A.

Amendment to Proposals

Proposals may be amended in writing and delivered to the e-mail indicated before the closing time but not after. Such amendments should be signed by the authorized signatory of the Proponent and emailed to lvirfp202201@gmail.com.

Addenda

If LVI determines that an amendment is required to this RFP, LVI will send an electronic copy of the written addendum to each of the invited Proponents. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the organizations procurement team.

Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time prior to the Proposal closing time by submitting an e-mail withdrawal letter to LVI's Project Manager to lvirfp202201@gmail.com



Specifications

1. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified Proponents to provide Organizational Management and Administration services to The Leadership Society of Vancouver Island (LVI) for the period of 2 years with an option for annual 1-3 year renewal.

The previous budget range has been between \$25,000 and \$30,000.

The proposal evaluation criteria process listed in this section will be used in making the final selection of the preferred Proponent.

LVI is seeking an organization or independent contractor to house and fulfill the management and administrative functions of our not-for-profit organization on a fee for service model.

Preference will be given to organizations that can provide meeting space, bookkeeping functions, maintain an online presence for LVI, and be a champion for our program. There must be alignment with our greater purpose, values and strategic plan.

2. BACKGROUND

LVI is the community leadership program coordinated and run by the Leadership Society of Vancouver Island (incorporated August 2010). The LVI program is based on a number of leadership programs and developed, most directly, from the Leadership BC initiative that previously operated in Ladysmith and Nanaimo (background information on LVI can be found at <http://leadershipvi.com>). LVI has evolved to become a unique, popular and effective leadership development experience, joining individual citizens with community business, government and not-for-profit organizations to foster a positive future for Vancouver Island.

Our program provides leadership training and support. We encourage our participants and graduates because they help shape the future of businesses and organizations, as well as their respective communities. Since 2005, Leadership Vancouver Island has graduated over 300 local women and men from institution such as Vancouver Island University, School District 68, City of Nanaimo, and other local businesses. These emerging leaders have learned new skills, made important contacts, and gained a greater understanding of our community's issues, challenges, and opportunities.

The LVI program addresses leadership development through the concept of “inside-out” leadership learning. Inside-out emphasizes that, in order to lead others, an individual must begin by looking inward to develop the personal knowledge, attitudes and skills for self-awareness and self-management that will enable him/her to be effective when facing outward to work with others. This development occurs at three levels:



1. **Leading Self** – In order to practice leadership, to understand and engage the interests and abilities of stakeholders, to address the potential complexity of situations and the balancing of tensions that can occur in any undertaking, one has to see his/her unique self within this context. This requires self-knowledge, emotional intelligence, effective thinking, and the willingness to learn and change.
2. **Leading Others** – Individuals who can lead themselves are in a position to see others as similarly unique and empowered. They can develop positive relationships through effective communication, managing differences and disagreements, and can co-create a common purpose to bring people together.
3. **Leading Community** – Once an individual is effective at leading self and leading others, he/she can turn his/her attention to understanding the “bigger picture”, the reality of the economic, social, political and other systems within and outside of the community. At this level, leaders understand the relationships between stakeholders in varying perspectives of community and the implications of these relationships overtime.

3. OUR HIGHER PURPOSE

We inspire and generate outstanding leadership, learning and service.

4. WE CARE ABOUT

- Making a positive contribution to our community;
- Affirming that leadership lives within each of us, that it is accessible and inclusive;
- The sustainability of our organization;
- Creating community and a sense of belonging;
- Providing meaningful learning opportunities to practice and embody personal and professional leadership;
- Strengthening leadership accountability in our community.



5. OUR VALUES

Integrity

We live in alignment with our values.

Authenticity

We act, speak, think and feel in a way that is congruent with our commitments and higher purpose.

Courage

We take action in the face of uncertainty in order to grow and expand in alignment with our organizational values.

Service

We give back to our community in support of our higher purpose.

Trust

We rely on each other's positive intentions and commitment to our values as part of the LVI community in fulfilling our higher purpose.



6. PROJECT GOALS

Leadership in Action

Goals / Thrusts

1. A different and diverse delivery model/platform (e.g. grad programs, leadership institute)
2. Deliver reputable programs that define/develop/deliver leadership across all sectors
3. Alumni sought after for partnerships

Organizational Sustainability

Goals / Thrusts

1. We have a sufficient fiscal surplus (and capital to grow)
2. Multiple profitable revenue streams, including grants, government subsidies and partnerships
3. We have systemized and consistent: process, financial, administrative (metrics, financial, administrative, process, operating, roles, responsibilities, governance)

Brand Presence

Goals / Thrusts

1. Investors choose us (Not-For-Profit of choice)
2. We are acknowledged by and serve all sectors (community)
3. We are *the* destination leadership development program on Vancouver Island

7. RESULTS EXPECTED

Move from a working board of directors to a governing board of Directors. Our expectation is that the Proponent coordinates and manages the LVI program in a cohesive, timely delivery.

8. DELIVERABLES

Please see Addendum "A"

9. LVI SUPPORT INFORMATION

For more information about LVI please visit our website at www.leadershipvi.com



10. PROPOSAL SUBMISSION REQUIREMENTS

Proponents are encouraged to keep their proposals brief, readable, and a reflection of the quality of work the LVI can anticipate.

The following information is requested to be included in the proposal, to enable LVI's selection team to evaluate the preferred proponent to undertake the work:

1. **Approach to Project:** briefly describe the proponent's general approach to the problem and specific approach to the project, how collaboration with LVI will be handled, innovative or value-added work that would be included.
2. **Methodology/Project Understanding:** demonstrate through a work plan how the project will proceed, listing of tasks, deliverables, means and methods of obtaining desired results.
3. **Project Management:** provide an organizational chart, details on the experience of the Project Manager, communication methods and capabilities of project management.
4. **Experience/Qualifications:** describe the principle business of the Proponent, identify the project team, their relationship within the project, any sub-consultants proposed, a listing of similar projects and unique approaches undertaken.
5. **Timeline:** provide a schedule which corresponds to tasks outlined in the methodology section, identifying critical items and availability and ability of proponent to meet the timeline.
6. **Fees:** provide a schedule of effort spreadsheet of each project team member's tasks and fees subtotaled separately; show charge rates and time requirements for personnel involved in the work, as well as costs for disbursements.

Additional information may be included at the Proponent's discretion but this must not detract from the ability of LVI to easily reference information for evaluation purposes.

11. EVALUATION CRITERIA

The following criteria identify the key components on which submissions to this RFP will be evaluated. A committee of various LVI representatives will evaluate all submissions.

Mandatory Criteria

1. The proposal must be received by the specified closing date and time.
2. The proposal must be in English.
3. The Proposal must include a cover letter signed by a person authorized to legally bind the Proponent to the statements made in the Response
4. Proof of financial stability.
5. Provision of references.



Proposal Evaluation Desirable Criteria	Point Value	X Rating	Total Score
Approach to Project	10		
Alignment (Values, Greater Purpose, Cares and Key Thrusts)	20		
Methodology/Project Understanding	15		
Project Management	10		
Experience/Qualifications	20		
Timeline	10		
Fees	15		
Total	100		

RATING	DESCRIPTION
5	Exceeds Expectations, Proponent clearly understands the requirement, Excellent Probability of success
4	Somewhat Exceeds Expectations,
3	Meets Expectations. Proponent demonstrates a good understanding of the requirement. Good probability of success.
2	Somewhat meets Expectations. Minor weakness and/or deficiencies. Fair probability of success
1	Does not meet expectations. Does not demonstrate a good understanding of the requirements, low probability of success.
0	Non-compliant. Response indicates a complete misunderstanding of the requirements, very low probability of success.

NOTES:

1. A score of ZERO (0) on ANY of the Rated Criteria items MAY result in disqualification of a Submission.
2. These are the primary factors which will be used to evaluate the submission.
3. The highest scoring or any submission will not necessarily be accepted.
4. The lowest price proposal will receive a rating of 5. Other proposals will receive reduced ratings based on the proportion higher than the lowest price. i.e. Rating = (Min Cost x5)/Cost

12. PROPOSAL EVALUATION

12.1. The selection committee, formed at the LVI's sole discretion, will score the Proposals in accordance with the criteria provided.

12.2. The selection committee will proceed with an award recommendation and LVI will proceed to enter into negotiations with the selected proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, LVI and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and LVI may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with the Proponent, and so on until a contract is concluded.



12.3. LVI reserves the right to award the assignment in whole or in part or to add or delete any portion of the work.

12.4. Throughout all stages of the evaluation process, the evaluation committee may, at its discretion: seek additional clarification on any aspect of the Proposal; and perform reference checks as required to verify or clarify the information provided and to obtain additional performance information.

General Terms and Conditions

Conduct of the Contract

The Chair (or approved designate) of LVI shall have the conduct of the Purchase Order and the Contract. The conduct of the work performed in this Contract will be monitored by the Chair of LVI and evaluated by the board of directors.

Negotiation

LVI reserves the right to negotiate enhancements or changes to the preferred Proposal with the proponent.

Irrevocability

All Proposals are irrevocable for a period of (60) business days from the closing date.

Right of LVI to Cancel the RFP Process

LVI is not bound to select a preferred Proponent or accept any Proposal and reserves the right in its sole discretion cancel this RFP at any time for any reason whatsoever including budget and to proceed with the Services in some other manner separate from this RFP process.

Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with LVI or its appointed officials.

Solicitation of Board Members

Proponents and their agents will not contact any member of LVI Board of Directors with respect to this RFP, other than the LVI Contact named in this document.

Ownership of Proposals

All documents, including proposals, submitted to LVI become the property of LVI. They will be received and held in confidence by LVI, subject to the provisions of the Province of BC's *Freedom of Information and Protection of Privacy Act*.

Governing Law

This agreement shall be governed by the laws of the Province of British Columbia.



Invoicing

The Consultant will be solely responsible for invoicing LVI ensuring to include LVI's Purchase Order number on all invoices to assure timely payment.

All invoices are subject to prior review and approval by LVI, and approved invoices will be paid on a quarterly basis unless otherwise negotiated and agreed to in writing.

If LVI does not approve of the services or part of them which are the subject of the invoice, LVI shall advise the Proponent in writing of the reasons for non-approval and the Proponent shall remedy at no additional cost to LVI before LVI shall be obliged to pay the invoice or any part of it, as the case may be.

Intellectual Property

All information and data, in any form, prepared by the Proponent pursuant to this agreement, together with all designs or materials capable of intellectual property protection, prepared, developed or created by the Proponent, its employees or agents during the performance of and/or pursuant to this agreement shall automatically become the property of LVI unless specifically noted otherwise in this agreement.

Force Majeure (Act of God)

Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, governmental action, Act of Public Authority, Act of God or to any other cause beyond its control.

Prime Consultant Designation

Proponent organizations are to be designated as the Prime Consultant for this project per WorkSafe BC Occupational Health and Safety Regulations Sections 20.2 **Notice of Project** and 20.3 **Coordination of Multiple Employer Workplaces** and Workers' Compensation Act, Section 24 **Coordination of Multiple-Employer Workplaces** (1) and (2). WCB number must be supplied. The Proponent should also understand the general duties of the Owner as defined in the Workers' Compensation Act, Section 25 **General Duties of Owner**. The Proponent should have the necessary qualifications and be willing to accept the responsibilities as Prime Consultant for the project.

Independent consultants are required to meet all applicable WorkSafe BC Occupational Health and Safety Regulations.

Dispute Resolution

In the event of a dispute arising between LVI and the Proponent as to their respective rights and obligations under the Agreement, both parties agree to resolve the dispute by:

- (a) Frank and open negotiations whereby both parties use their best efforts to resolve the dispute by mutual agreement including the most Senior Management of both parties.
- (b) If, after 30 calendar days, the dispute is not resolved, both parties agree to appoint a mediator to resolve the dispute. All costs to be split equally.
- (c) If, after the mediation process is complete and the dispute is not resolved, the parties shall proceed to arbitrations following the rules of procedures as per the British Columbia International Commercial Arbitration Centre located in Vancouver, B.C. All costs, with the exception of legal fees, shall be borne equally.



Indemnification

The Proponent shall indemnify and save harmless LVI, its agents, employees and elected officials from and against any and all liability whatsoever for losses, liens, charges, claims, demands, payments, suits, actions, recoveries, and judgments including legal fees and expenses of every nature and description brought or recovered against either LVI, its agents and employees, or the consultant by reason of an act, error or omission of the Consultant, its agents employees or licensees in providing the services, including, without limiting the generality of the foregoing, loss or damage to property, injury to or the death of any persons, alleged copyright, patent or other intellectual property rights infringement or interference, defective design or damage to the environment.

Local Preference

Preference shall be given to suppliers located in the mid-Vancouver Island region where quality, service, and price are equivalent.

Litigation Clause

LVI may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against LVI, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from LVI's exercise of its powers, duties, or functions

within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, LVI will consider whether the litigation is likely to affect the Proponent's ability to work with LVI, its consultants and representatives and whether LVI's experience with the Proponent indicates that LVI is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

Professional Liability Insurance and Errors and Omissions Coverage

Proponent shall obtain, at Proponent's expense, and keep in effect during the term of this Contract, Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts of the Proponent, its sub-proponents, agents, officers, or employee's performance under this Contract. Combined single limit per occurrence shall not be less than \$250,000.00. Annual aggregate limit shall not be less than \$1,000,000.00.

Commercial General Liability Insurance

The successful proponent shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain throughout the Contract hereby granted the following insurance with insurers licensed in the Province of British Columbia and in forms and amounts acceptable to LVI of Nanaimo.

- (a) **Commercial General Liability Insurance** in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and



property damage and including liability assumed under this Contract and this insurance must show proof of insurance that:

- a. Includes LVI of Nanaimo as an additional insured;
- b. Is endorsed to provide LVI of Nanaimo with (30) days advance written notice of cancellation or material change; and
- c. Includes a cross liability clause.

Non-Assignment

The contractor will not – without prior written consent of LVI – assign, either directly or indirectly, any portions of any Agreement awarded through this RFP.

Termination

LVI may terminate the contract with 60 days notice. The Contractor may terminate the contract as at June 30th of each year with 120 days prior notice.



Addendum A - Deliverables

The Leadership Society of Vancouver Island (LVI) is seeking an organization or independent contractor to house and fulfil the management and administrative functions of our not-for-profit organization. There must be alignment with our greater purpose, values and strategic plan.

This will be a fee for service model. Preference will be given to proponents that can provide meeting space, bookkeeping functions, maintain an online presence for LVI, and be a champion for our program.

Deliverables:

Operations / Physical Plant / Equipment

- a) Hub of connection for our organization. For example:
 - a. Acting as the external interface for LVI: Correspondence through e-mail, phone-ins, walk-in inquiries, mail, etc.
 - b. Act as a point of contact for participants, sponsors, guest speakers, facilitators and volunteers;
- b) Expertise and technology to host virtual meetings and learning days.
- c) A physical place to store society records, documentation and materials.
- d) Must be able to print multiple page booklets and photocopy hand-outs.
- e) Supply own computer keeping LVI electronic files and responsible for back-up storage of files. This includes security of all records /data. There needs to be reasonable access to these records by program and Board members. The process of record keeping must adhere to the provincial and federal privacy and information act. Proponent must show proof of privacy guidelines and demonstrate that all work on behalf of or for LVI will be met with the privacy guideline.
- f) Supply any other technology or equipment required to fulfill the responsibilities in the contract such as hard drives, printer, copier, etc.

Management

- a) Ensure that program operates within established budget maintaining accurate and up-to-date records including financial records (with receipts).
- b) Oversee administrative function of record keeping and all bookkeeping functions such as payable and receivables.
- c) Ensure the creation of an intellectual capital capture – document processes.
- d) Comply with all regulatory aspects such as insurances (i.e. liability insurance), maintaining corporate records and responsible for all work related employee expenses / deductions. All employee remittances are the responsibility of the proponent.
- e) In collaboration with the Board, aid in the development of a policy and procedure manual as well as orientation manual for new Board members.
- f) Ensure that all copyright and use of logo requirements are maintained;
- g) Maintain up-to-date records and files of contacts and other related information for facilitators, guest speakers, sponsors, scholarship providers and recipients, volunteers and participants;



- h) Maintain up-to-date files of program materials, meeting agendas, minutes, etc.
- i) Summarize, assess and measure the success of the program through participant evaluation forms and observations;
- j) Report the overall success of the program through collated data for reports such as preparation and submission of the year-end report.
- k) Provide quarterly financial statements for the Board following acceptable accounting standards or as requested.
- l) Requirement to attend and oversee the coordination of LVI leadership days in conjunction with curriculum committee chair
- m) Support the Board in seeking funding, grants and other sources of revenue, which may include assisting with applications, referrals to the program for participants and sponsors.

Coordination/Administration

Program Specific Responsibilities

- a) Be the primary contact for participants, sponsors, guest speakers, facilitators and volunteers;
- b) Arrange, schedule and book venues for the leadership days (8 per program year), orientation, opening retreat, and graduation as per the direction of Curriculum Chair;
- c) Arrange catering as and when required. For example orientation, opening retreat, graduation and volunteer appreciation events;
- d) Prepare, update, edit, proofread, collate and distribute participant workbooks in electronic format, hand- outs, and materials for the program (i.e. program participants and facilitators) as required. General printing costs are for the account of the Contractor. Annual reports and other significant printing requirements are to be paid by LVI;
- e) Prepare and send program correspondence as required;
- f) Coordinate program, facilitators and guest speakers for 8 leadership days, orientation, opening retreat, and graduation as per the direction of Curriculum Chair;
- g) Coordinate the collection and distribution of registration packages and manage the registration process of the program in conjunction with the Recruitment and Sponsorship Chair;
- h) Track student attendance, assignment completion, and progress supporting fulfilment of program requirements. All concerns or problems with participants should be reported to the Board or the appropriate Board representative;
- i) Complete and distribute agendas for program learning events;
- j) Ensure program sponsor commitments are fulfilled: Ensure that agreements and promises between LVI and sponsors in exchange for their sponsorship are delivered upon (i.e. sponsors assigned to and recognized for Leadership Days, acknowledgement of sponsors on program materials, etc.). Ensure contract is fully consumed;
- k) Compile guest lists and prepare VIP invitations for LVI events including the graduation ceremony; arrange thank you gifts and cards



Broader Responsibilities

- l) Attend meetings of the Board (including monthly meetings, any ad hoc committee meetings and strategy sessions) and regularly liaise with the LVI Board through the Chair or Committee Chairs;
- m) In the absence of a Board Secretary, complete and distribute agendas, reports and materials for all Board and Committee meetings;
- n) In the absence of a Board Secretary record and distribute minutes for all board meetings;
- o) Manage the routine tasks and responsibilities of the program as well as track and monitor program goals and requirements as laid out by the Board. Any additional activities that arise in the contract term will be the Boards responsibility or negotiated with the proponent.
- p) Follow budgetary guidelines for room bookings, catering, program materials, printing, etc. as established by the Board – responsibility lies on the Proponent to pay bills, provide financial statements to Treasurer and operate within approved budget;
- q) Forward for approval, to the Treasurer of LVI, to pay all invoices for goods and services that comply with the program budget.
- r) Create and update a policy and procedure manual;
- s) Maintain a chronological history of the organization;
- t) The Proponent together with Marketing Chair and in collaboration with the Marketing Committee, will determine a marketing strategy and plan as outlined in the budget and contract. The Coordinator will deliver on the marketing strategy. Any new initiatives that arise over the year would be negotiated with the Proponent;
- u) Forward regular promotional content to the appropriate venue, i.e. Press Releases, email distribution list, recruitment ads, annual wrap up thank you, or website. This will include pictures, when possible. Approved by the Marketing Committee Chair of the Board;
- v) Maintain and update web site, and coordinate and execute regular social media postings

1. Obligations of the Leadership Society of Vancouver Island

- a) The Board will take responsibility for:
 - o Making all decisions regarding criteria for completion of program requirements and its respective communication;
 - o Disciplinary action of participants and respective communication;
 - o The Board Chair will be responsible for determining the Agenda for Board meetings with assistance of the Proponent;
 - o Respective Committee Chairs provide guidance, advice and support to the Proponent for the implementation of the program;
 - o The Board will provide a primary contact to liaise with the Proponent;
- b) The Sponsorship Committee in consultation with the Proponent will:
 - o update, produce, and distribute sponsorship information packages as required;
 - o arrange for recognition awards for sponsors and community partners
 - o ensure sponsorship monies are received within specified time-frame
- c) The Curriculum Committee will:
 - o Provide necessary curriculum and learning materials for the program and implement them;
 - o Create and evaluate all program assignments and projects;
 - o Give direction to the Proponent on curriculum outcomes;



- d) Volunteer Recognition Committee will:
 - Arrange for recognition awards volunteers in collaboration with the Proponent;
- e) The Finance Committee will:
 - Aid in the development of a budget to be presented to the Board regarding annual operations as well as accountability for balancing the budget in collaboration with Proponent;
- f) The Marketing Committee will aid in the development of a marketing strategy for LVI, giving direction to the Proponent for deliverables.

Delivery

- The Proponent will coordinate the leadership days according to a mutually determined schedule each program year.

Budget

The previous budget range has been between \$25,000 and \$30,000.



Appendix A – Response Covering Letter

(Example to be used in Submission)

Letterhead or Respondent’s name and address

Date:

Leadership Vancouver Island
Nanaimo, B.C.,

Attention: **Craig Richardson, Project Manager**

Subject: **Request for Proposal No. 2022-001, including any amendments or additions (the “Request for Proposal”)**

The enclosed Response is submitted in response to the above-referenced Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are legally authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature

Name: _____

Title: _____

Telephone Number: _____

email address: _____

Legal name of Respondent: _____

Date: _____



Appendix B
Receipt Confirmation Form

REQUEST FOR PROPOSAL No. 2022-001
CLOSING DATE: PRIOR TO 3:00 P.M., PACIFIC TIME, March 31,
2022

For any further distributed information about this Request for Proposal,
please return this form by email as soon as possible to:

Craig Richardson,
Project Manager,
E-mail: lvirfp202201@gmail.com

COMPANY: _____

STREETADDRESS: _____

CITY: _____ **POSTAL/ZIPCODE:** _____

PROVINCE/STATE: _____ **COUNTRY:** _____

FAXNUMBER: (____) _____ **PHONE NUMBER:** (____) _____

CONTACTPERSON: _____

TITLE: _____

E-MAILADDRESS: _____