

Request for Quote (RFQ)

for

**Algoma University
“International Student Homestay Program”
Sault Ste Marie and Brampton Campus**

Request for Quote No.: INT.57.2020

Issued: October 1, 2020

Submission Deadline: **October 29, 2020, 4:00 p.m.**

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

This Request for Quote ("RFQ") is an invitation by Algoma University (the "University") to prospective proponents to submit non-binding proposals for the provision of International Student Homestay Program, as further described in Part 2 - The Deliverables (the "Deliverables").

1.2 Algoma University Background

Algoma University, with campuses in Sault Ste. Marie (SSM), Brampton and Timmins, Ontario is one of Ontario's 21 publicly funded universities. Initially established in 1965, as an affiliated college of Laurentian University, Algoma University offers a wide range of degrees spanning the liberal arts, sciences, and professional disciplines.

The legislation that created an independent Algoma University in 2008 clearly states that in addition to advocating the pursuit of learning through scholarship, teaching, and research within a spirit of free enquiry and expression, the University has a Special Mission to:

- 1) be a teaching-oriented university that provides programs in liberal arts and sciences and professional programs, primarily at the undergraduate level, with a particular focus on the needs of Northern Ontario; and
- 2) cultivate cross-cultural learning between First Nations, Metis, Inuit communities and other communities, in keeping with the history of Algoma University and its geographic site.

The University's current [Five-Year Strategic Plan](#), adopted in 2016, outlines a series of core institutional objectives intended to guide university operations and development. In 2020 senior leadership, in consultation with the Board of Governors and Academic Senate Executive, established the following institutional priorities to help expedite the efficient implementation of its five (5) objectives:

- 1) Continue focus on institutional sustainability through an enrollment growth strategy: recruitment, retention, vibrant programming.
- 2) Target activities and investments that enhance student experience, academic and operational excellence.
- 3) Through partnerships, advance the University's leadership and commitments to Truth and Reconciliation, and our special mission to cultivate cross-cultural learning.
- 4) Cultivate a culture of research and innovation that enhances the University's economic and community engagement and its impact.
- 5) Institutional excellence: facilitate the ongoing improvement of the University by focusing on problem solving, teamwork, and leadership.

Further information on Algoma University is available at: www.algomau.ca.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into negotiations for an agreement with the University for the provision of the Deliverables in the form attached as Appendix A to this RFQ. It is the University's intention to enter into the Form of Agreement attached as Appendix A to this RFQ with only one (1) legal entity for both cities or one (1) legal entity for each city. The term of the agreement is to be for a period of **five (5) years** with an option in favour of the University to extend the agreement on the same terms and conditions for an additional term of up to **three (3) years**. The contract will be reviewed for extension 18 months prior to the completion of the first five year term. It is anticipated that the agreement will be executed on or around January 1, 2021.

1.4 No Guarantee of Volume of Work

The University makes no guarantee of the value or volume of work to be assigned to the successful proponent.

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

This RFQ is an invitation to submit non-binding offers for the provision of Algoma University International Student Homestay Program, as further described in Appendix A.

The University is seeking an experienced homestay company to undertake the homestay placements and supervision (guardianship) of students if necessary, while they attend the University.

The University currently offers academic and non-academic (English as a Second Language (ESL)) programming to international students from over 55 countries at its Sault Ste. Marie and Brampton campuses. The University currently has over 1,000 international students. This number is expected to double over the next five (5) years. The students are enrolled in a variety of programs ranging from four (4) year bachelor degrees to three (3) week intensive short-term ESL programs. The University has three (3) intakes per year (January, May and September) for students entering English for Academic Purposes Program (EAPP) or degree programs.

Currently, the University administers an in-house homestay program at a fee of \$800/month for the SSM campus ESL students. Long-term homestay students also pay a one-time \$200 application fee.

Host Family Expectations:

Specific criteria that must be met include:

- Be located in SSM or in the Region of Peel, less than 60 minutes by public transport from the SSM or Brampton campus
- Accommodation must include an individual room with a locked door. It is **not** permitted to ask students to share a room
- Provide their student with a fully furnished room including a desk, a chair, bed, clean beddings, linen, closet or dresser, shelves, proper lights and heating
- Provide food for three nutritious meals a day (breakfast foods, food for a packed lunch, a cooked dinner) and some snacks for the students
- Provide free WiFi and local telephone service
- Provide students with access to a bathroom (generally shared with members of the host family) and laundry facilities
- Respect all known/listed allergies of the students (e.g., a student who is allergic/fearful to dogs cannot be placed in a home that has a dog)
- Be fluent in the English language both verbally and in writing

- Commit to spending at least 30 minutes a day in conversation with their student and include them in as many daily family activities as possible
- Sensitive to religious practices and cultural beliefs (i.e. a student who eats Kosher or Halal)
- Be willing to help students adjust to a new culture
- Be open to learning about other cultures and exchanging ideas
- Pass Criminal Background Check: Vulnerable Sector Search (CBC:VSS) - required for all host family members 18 years of age or older in the same household
 - The initial CBC:VSS cannot be more than six (6) months old
 - If the CBC:VSS is older than six (6) months, the individual must complete a new CBC:VSS before a student can be placed in his/her home
 - CBC:VSS are valid for 5 (five) years from the date of issue

It is the responsibility of the proponent(s) to request evidence of a current CBC from all host family members 18 years of age or older and keep said evidence on file. The proponent(s) must monitor CBC to ensure that new CBC are obtained prior to expiry. The proponent(s) must also have all host family members 18 years of age or older complete an annual offence declaration. The proponent(s) must produce and manage the annual offence declarations.

The proponents(s) must ensure that the host family is aware of their responsibilities as guardians as per the school attendance provisions of the [Education Act, R.S.O. 1990, C. E.2](#), and sections 18 to 30. Proponent(s) must confirm with their submission that such communication shall be provided to the host family.

The successful proponent(s) must be responsible for the recruitment of suitable hosts for both long-term and short-term programs. The successful proponent(s) must build and maintain an active network of hosts and they must ensure that the number of active hosts exceeds the number of students requiring homestay.

The successful proponent(s) must also work with the ESL@Algoma Department for Languages Canada's accreditation audition, as ESL@Algoma is an LC accredited program and must adhere to its standard regarding homestay services. The audition takes place every four (4) years. The successful proponent(s) must prepare the required documents and participate in the on-site review.

Proponents are expected to use the University's name in the proponent's advertising to recruit hosts, however, with prior approval.

2.2 Material Disclosures

The University's Branding Standard: The successful proponent will need to adhere to the University's branding standard and all advertising will need approval by the Director, Communications.

The following summaries of past work or estimates of future work are meant to provide transparency based on current information; however, these summaries and estimates may not capture all past work, and may not reflect future volumes or values of work. The University makes no guarantees on the accuracy of this information, or on the volume or value of work.

Volume Report for the 2018-2019 fiscal year:

<i>Program & Term (2018-19 fiscal year)</i>	<i>Total HS students</i>	<i>Homestay Dates</i>	<i>Number of Nights</i>
2018 Spring/Summer Term			
English for Academic Purposes Program	20	May 1-Aug. 31, 2018	123 nights x 20 students = 2,460
STEP, 2 week program	15	Aug. 27-Sep.7, 2018	12 nights x 15 students = 180
STEP, 4 week program 1	15	June 10-July 5, 2018	26 nights x 15 students = 390
STEP, 4 week program 2	18	Aug. 10-Sep 5, 2018	27 nights x 18 students = 486
2018 Fall Term			
English for Academic Purposes Program	23	Sep 1-Dec. 31, 2018	122 nights x 23 students = 2,806
2019 Winter Term			
English for Academic Purposes Program	10	Jan. 1-Apr. 30, 2019	120 nights x 10 students = 1,200
STEP, 3 week program 1	15	Jan. 16-Feb. 3, 2019	19 nights x 15 students = 285
STEP, 3 week program 2	18	Feb. 16-Mar. 9, 2019	22 nights x 18 students = 396
STEP, 3 week program 3	20	Mar. 3-22, 2019	20 nights x 20 students = 400
STEP, 4 week program	2	Feb. 28-Mar. 23, 2019	24 nights x 2 students = 48
Total	156		8,651

Volume Report for the 2019-2020 fiscal year:

Program & Term (2019-20 fiscal year)	Total HS students	Homestay Dates	Number of Nights
2019 Spring/Summer Term			
English for Academic Purposes Program	7	May 1-Aug. 31, 2019	123 nights x 7 students = 861
STEP, 2-week program	10	Aug. 25-Sep.7, 2019	14 nights x 10 students = 140
STEP, 4-week program	19	Aug. 9-Sep. 4, 2019	27 nights x 19 students = 513
2019 Fall Term			
English for Academic Purposes Program	13	Sep. 1-Dec. 31, 2019	122 nights x 13 students = 1,586
2020 Winter Term			
English for Academic Purposes Program	9	Jan. 1-Apr. 30, 2020	120 nights x 9 students = 1,080
STEP, 3 week program 1	19	Feb. 15-Mar. 7, 2020	19 nights x 19 students = 361
Total	77		4,541

PART 3 – EVALUATION OF PROPOSALS

3.1 Stages of Proposal Evaluation

The University will conduct the evaluation of proposals in the following four (4) stages:

(1) Stage I

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements (as outlined in 3.2). Proposals failing to satisfy the mandatory proposal content requirements as of the Submission Date will be provided with an opportunity to rectify any deficiencies.

(2) Stage II

Stage II will consist of a scoring by the University of each qualified proposal on the basis of the rated criteria. Up to three (3) proponents will move forward to the interview stage based on the highest scores. Please see 3.3 for more information.

(3) Stage III

Proponent Interviews will be held with the top three (3) proponents.

(4) Stage IV

The highest scoring Proponent will be selected for contract negotiations.

3.2 Stage I - Mandatory Requirements

3.2.1 Submission Date

All proposals must be submitted by the deadline October 29, 2020, 4:00 p.m..

3.2.2 Submission Form (Appendix B) - MANDATORY REQUIREMENT

Each proposal **must** include a Submission Form (Appendix B) completed and signed by a person authorized to bind the proponent. Other than inserting the information requested on the mandatory submission forms set out in this RFQ, a proponent may not make any changes to any of the forms.

3.2.3 Rate Bid Form (Appendix C) - MANDATORY REQUIREMENT

Each proponent **must** include this form completed according to the instructions contained in the form as well as those instructions set out below:

- (a) rates shall be provided in Canadian Funds, inclusive of all applicable duties and taxes except for HST or PST and GST (where applicable) which should be itemized separately; and

- (b) rates quoted by the proponent shall be all inclusive and shall include all labour and materials, travel and carriage costs, insurance costs and all other overhead including but not limited to any fees or other charges required by law.

NOTE: Pricing should only be included in the Rate Bid Form and not in any other documents submitted as part of your response.

3.2.4 Reference Form (Appendix D) - MANDATORY REQUIREMENT

Each proponent must complete the Reference Form (Appendix D) and include it with its proposal.

3.2.5 Other Mandatory Requirements

The proponent(s) must be responsible for ensuring that all host family members 18 years of age or older have a current Criminal Background Check: Vulnerable Sector Search (CBC:VSS). If the above mandatory criteria has not been met, the submission will be disqualified.

3.3 Stage II – Evaluation of Rated Criteria

3.3.1 Rated Criteria

The following is an overview of the categories and weighting for the rated criteria of the RFQ:

Rated Criteria Category	Weighting (Points)
Written Response:	
(1) Experience and Qualifications	75 Points
(2) Host Family Services	100 Points
(3) Student Services	100 Points
(4) Implementation Project Plan	75 Points
(5) Proponent Documentation	25 Points
(6) Value Add	25 Points
(7) Pricing	250 Points
Total for Written Response	650 Points
Interviews:	100 Points
Total	750 Points

(1) Experience and Qualifications (75 points)

Each proponent should provide in its proposal:

- (a) a brief description of the proponent;
- (b) a description of the goods and services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;

- (c) the roles and responsibilities of the proponent and any of its agents, employees and subcontractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise;
- (d) its knowledge, skills and expertise in the following areas;
 - Homestay programs
 - Experience with international students
 - Experience working with student representatives such as university leaders, agents and sponsoring agencies
 - Knowledge of international culture, customs and languages
- (e) a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the University;

(2) Host Family Services (100 points)

- (a) Detail your approach to homestay host application process
- (b) Provide information on your host family interviews and home inspection services
- (c) Describe in detail your screening process
- (d) Describe in detail what process is in place for ensuring that the requirements for host family Criminal Background Check: Vulnerable Sector Search (CBC:VSS) are performed. How do you monitor CBC:VSS to ensure that host family members comply?
- (e) Clearly outline the student matching process
- (f) List your host family support including but not limited to: pre arrival and during the stay support
- (g) Describe your mediation policy and escalation process
- (h) Outline your time periods, if a student leaves early, payment trial period, how far in advance do students receive information on their placement? Etc.
- (i) Explain your satisfaction and monitoring process
- (j) List any expectations for host insurance requirements
- (k) Pandemic safety protocols

(3) Student Services (100 points)

- a) Please provide a detailed overview of your student communication plan
- b) Describe your application process for students
- c) What are your standard hours of operations and what are the after-hours policies?
- d) Please describe your emergency protocol for both students and hosts
- e) How do you support student challenges?
- f) The University expects an airport group pick up and drop off service be included in the contract, describe your pick/up drop off service
- g) Describe your group welcome and farewell procedures

(4) Implementation Project Plan (75 points)

- (a) Outline your transition and implementation plan
- (b) Provide a timeline for the above transition and implementation plan
- (c) How would your organization recruit current hosts from the International Student Homestay Program.
- (d) Describe the administrative structure that would exist between your company and the University.
- (e) Explain how your company will customize a homestay program specific to the University.

(5) Proponent Documentation (25 points)

Proponents are requested to provide the following documentation:

- (a) Homestay Application - PDF or weblink
- (b) Host Family Contract - PDF or weblink
- (c) Student Application - PDF or weblink
- (d) Provide an overview including screenshots of your website, i.e. student and host applications - PDF or weblink

(6) Value Added Services (25 points)

Proponents are invited to provide any value added services such as but not limited to specialized services for the hosts, students or the University.

(7) Pricing (250 Points)

Pricing will be scored based on a relative pricing formula using the Rates set out in the Rate Bid Form.

Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent's price for that category into the lowest bid price in that category. For example, if the lowest bid price for a particular category is \$120.00, that proponent receives 100% of the possible points for that category ($120/120 = 100\%$), a proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$) and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

$\text{Lowest rate} / 2^{\text{nd}} \text{ lowest rates} \times \text{Total available points} = \text{Score for proposal with } 2^{\text{nd}} \text{ lowest rate}$

$\text{Lowest rate} / 3^{\text{rd}} \text{ lowest rates} \times \text{Total available points} = \text{Score for proposal with } 3^{\text{rd}} \text{ lowest rate}$

Etc. for each proposal

3.4 Stage III – Proponent Interviews (100 Points)

The top three (3) scoring proponents will move forward to the interview stage. Details of the interviews will be sent to the selected proponents one week in advance.

3.5 Stage IV – Cumulative Score and Selection of Highest Scoring Proponent

At the conclusion of the evaluation the highest scoring proponent will be selected for negotiations. Proponents are advised that where two or more proposals achieve a tie score on completion of the evaluation process, the evaluation committee shall break the tie by selecting the proponent with the lowest price as the successful proponent. When pricing is also equal between two or more proposals, the evaluation committee shall conduct a “coin toss” to select the successful proponent.

3.6 Dispute Resolution

The University is committed to procurement processes that are open, fair, and transparent. The bid dispute process ensures that procurement complaints are addressed and resolved quickly and efficiently.

The question and answer period or vendor debriefing meeting of the procurement process should be the first step before raising a complaint. In addition, before initiating a complaint, vendors must raise their concerns with the designated contact and try to resolve the issue.

Any proponent that wishes to challenge a decision or process made by the University is required to provide a written complaint to the Director of Financial Services. The Director of Financial Services will distribute accordingly to the appropriate staff to respond. The Director of Financial Services shall respond to the complaint within ten working days.

In the event the proponent is not satisfied with the response provided, they can request a meeting with the Vice-President, Finance and Operations. The proponent’s request shall be in writing and shall provide a detailed statement of the grounds of the complaint, including copies of relevant documents, and identify the form of relief requested. The Vice-President, Finance and Operations will make the final decision regarding the complaint, which decision will be made in writing.

4.4 Debriefing

Once an agreement is executed by the successful proponent and the University, the other proponents will be notified in writing of the award of the contract. Proponents have 60 days from the issue date of the award notification to request a debriefing. Proponents are to forward a written request for debriefing to the Project Contact.

APPENDIX A – FORM OF AGREEMENT

Proponents are invited to submit their standard terms and conditions. This document will be utilized as a starting point for negotiations.

Mandatory clauses include:

- Termination Clause
- Term must reflect section 1.3 of this RFQ document
- Limited liability and indemnification for the University.

Term

This agreement shall become effective as of the date of execution, and unless sooner terminated as hereinafter provided shall remain in effect for a period of five (5) years.

Renewal Term

The University may, at its sole option, choose to extend the term of this agreement for one (1) additional period of three (3) years. The University shall provide [COMPANY] with written notice of the University's intent to exercise this option no later than one hundred and eighty (180) days before the expiration of the initial term.

Termination

(1) Notwithstanding anything to the contrary contained herein this agreement shall terminate:

- (a) automatically, if [COMPANY] becomes bankrupt or insolvent and/or if the business of [COMPANY] is placed in the hands of a receiver, assignee, or trustee, whether as a voluntary act of [COMPANY] or otherwise; or
- (b) upon thirty (30) days written notice from the University to [COMPANY] if [COMPANY] breaches or defaults on its obligations hereunder, unless before the end of the thirty (30) day cure period, [COMPANY] has cured the default or breach and so notifies the University, stating the manner of the cure; or
- (c) at any time by mutual written agreement of the parties.

(2) If this agreement is terminated for any cause:

- (a) nothing herein will be construed to release the either party from any obligation matured before the effective date of the termination; and
- (b) after termination [COMPANY] will continue to be bound by the provisions of section [] (Indemnification) and section [] (Limitation of Liability and Release).

Indemnification

[COMPANY] agrees to indemnify and save the University and its respective governors, officers, employees, consultants, agents and assigns or any of them from and against any actions, causes of action claims, demands, interest, damages, expenses, liens, losses, costs, charges and other proceedings (including without limitation legal fees and disbursements) whatsoever kind and nature that may be made or brought against or suffered by or imposed upon any or all of them as a result of anything related directly or indirectly to the provision of services under this agreement.

Limitation of Liability and Release

[COMPANY] hereby releases and forever discharges the University and its respective governors, officers, employees, consultants, agents and assigns and [COMPANY] further agrees that notwithstanding anything to the contrary contained herein, the University and its respective governors, officers, employees, consultants, agents and assigns shall not be liable to [COMPANY] or to anyone for whom [COMPANY] may be in law responsible for any loss of or damage to property, personal injury, illness or death or any other losses, actions, claims, causes of action, damages, both direct or indirect and such other costs and expenses, however and whatsoever incurred, suffered or sustained by [COMPANY] or any of [COMPANY'S] agents, employees, and contractors in relation to the University performing its obligations under this agreement.

Governing Law; Attornment to Ontario

This agreement shall be governed by and construed in accordance with the laws of Ontario and the laws of Canada applicable therein. Any and all disputes arising under this agreement, whether as to interpretation, performance or otherwise, shall be subject to the jurisdiction of the courts of the Province of Ontario and each of the parties hereto hereby irrevocably attorns to the jurisdiction of the courts of such province.

APPENDIX B – SUBMISSION FORM

1. Proponent Information

(a) The full legal name of the proponent is:

(b) Any other relevant name under which the proponent carries on business is:

(c) The jurisdiction under which the proponent is governed is:

(d) The name, address, telephone, facsimile number and e-mail address of the contact person for the proponent is:

Name of the Contact Person:

Title/Position:

Phone #:

Email:

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that this RFQ process will be governed by the terms and conditions of the RFQ and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process and that there will be no legal relationship or obligations created until the University and the selected Proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required under the RFQ. The proponent represents and warrants its ability to provide the Deliverables required under the RFQ in accordance with the Rates set out in the Rate Bid Form.

4. Non-Binding Price Estimates

The proponent has submitted its Rates in accordance with the instructions in the RFQ and in the Rate Bid Form set out at Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The proponent has read and accepted all addenda issued by the University prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None". Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

For the purposes of this section, the term "Conflict of Interest" means "in relation to the RFQ process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to: (i) having or having access to confidential information of the University in the preparation of its proposal that is not available to other proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process); or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFQ process."

If the box is left blank, the proponent will be deemed to declare that: (1) there was no Conflict of Interest in preparing its proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

The following individuals, as employees, advisors, or in any other capacity (a) participated in the preparation of our proposal; AND (b) were an employee of the University and have ceased that employment within twelve (12) months prior to the Submission Date (Repeat above for each identified individual):

Name of Individual:
Job Classification (of last position with the University):
Department (where last employed with the University):
Last date of employment with the University:
Name of last supervisor with the University:
Brief description of individual's job functions (at last position with the University):
Brief description of nature of individual's participation in preparation of proposal:

The proponent agrees that, upon request, the proponent shall provide the University with additional information from each individual identified above in the form prescribed by the University.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, 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. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the University to the University advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

8. Proof of Insurance

By signing the Submission Form, the proponent agrees, if selected, to provide proof of insurance coverage, in the amount of \$5 million liability coverage, as required in the Form of Agreement. If selected, the Proponent must provide proof of insurance coverage in the form of a valid certificate of insurance prior to the execution of the Agreement by the University.

Signature of Witness

Signature of proponent representative

Name of Witness

Name and Title

Date:

I have authority to bind the proponent

APPENDIX C - RATE BID FORM

PRICING – Pricing should only be included in the Rate Bid Form and nowhere else. Under no circumstances should pricing be included in any file that is uploaded to the Written Proposal slot or Additional Info slot. See click the link below to view the spreadsheet.

[Rate Bid Form](#)

APPENDIX D – REFERENCE FORM

Please note: The University requests three (3) references for three (3) categories - Clients, Students and Hosts - who have obtained goods or services from the proponent in the last three (3) years similar to those requested in this RFQ.

References from Clients

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact Email Address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference from Students

Reference #1

Student Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Dates of Service:	

Reference #2

Student Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Dates of Service:	

Reference #3

Student Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Dates of Service:	

Reference from Hosts

Reference #1

Host Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Dates of Services:	
Nature of Assignment:	

Reference #2

Host Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Dates of Services:	
Nature of Assignment:	

Reference #3

Host Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Dates of Services:	
Nature of Assignment:	

APPENDIX E – SUBMISSION INSTRUCTIONS

Please follow these instructions to submit your documents electronically.

1 – Prepare to send the nine (9) requested documents:

Name	Type	Requirement
Appendix A - Vendor's Form of Agreement, Terms and Conditions	File Type: PDF (.pdf)	Required
Appendix B - Submission Form and Bid Package	File Type: PDF (.pdf)	Required
Appendix C - Rate Bid Form	File Type: PDF (.pdf)	Required
Appendix D - Reference Forms (from Clients, Students and Hosts)	File Type: PDF (.pdf)	Required
3.3.1 (5) Homestay Application*	File Type: PDF (.pdf) or weblink	Required
3.3.1 (5) Host Family Contract*	File Type: PDF (.pdf) or weblink	Required
3.3.1 (5) Student Application*	File Type: PDF (.pdf) or weblink	Required
3.3.1 (5) Website Information*	File Type: PDF (.pdf) or weblink	Required
Additional Info	File Type: PDF (.pdf) or weblink	Optional

Please note that only one (1) file can be sent for each Requested Document above. Please do not embed any documents within your uploaded files.

PRICING – Pricing should only be included in the **Rate Bid Form** (Appendix C) and nowhere else. Under no circumstances should pricing be included in any other files.

All Submissions should be sent via email to:

Dave Trudelle
 Director of Student Life and Ancillary Services
 Algoma University
 dave.trudelle@algomau.ca