RALPH THORNTON CENTRE
Request for Quotation

Website Project
Request for Quotation No. 16-03

Issue date:
Monday 5 December 2016

Closing location:

E-MAIL ONLY:
info@ralphthornton.org
Attention: **Glenn Gustafson, RFQ# 16-03**

Closing date and time:
Complete copies of each Response must be received **before 2:00 PM Eastern Time** on

Friday 3 February 2017

Contact person:
Glenn Gustafson, Business Manager
Fax: 416-392-0025
glenng@ralphthornton.org

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1. Overview of the Requirements

1.1   Overview of the Ralph Thornton Centre

The Ralph Thornton Community Centre, located in the historic Postal Station "G" was established by the Toronto City Council in 1980 as a multipurpose community facility and "Town Hall" to recognize its historic role as a gathering place for community members. The Centre has played a key role in bringing residents together to identify, discuss, and address local issues and needs. The Centre is committed to supporting social justice and civic engagement along with social, recreational, and cultural activities.

The Ralph Thornton Centre's mission is to serve all residents of the catchment area by being a place where community members gather and work together to celebrate diversity, foster inclusivity and community well-being, and promote social justice.

The Centre works collaboratively with partners, stakeholders, and community members to strengthen neighbourhoods, support resident engagement, and nurture a collective sense of belonging. The Centre assists individuals and groups to build their capacity to participate in the community's social, political, economic, and cultural life.

1.2   Purpose of the RFQ

The current website (www.ralphthornton.org) is approximately six years old. Since its launch, there have been few modifications or changes to the format or performance, apart from running the most current, stable version of WordPress (Version 4.6).

The current website has cumbersome navigation and functionality. Information on the site is not always easy to find, with confusing menu options and multiple layers creating too many steps to reach specific articles. The site also lacks a calendar of events, making it difficult for users to know what is happening in the Centre on any given day. The current site does not meet current or future accessibility standards, and it is not adaptable to mobile devices. Finally, the site is considered by some to be tired and in need of a refresh and/or redesign, with a cluttered home page, unattractive theme and colour scheme, and a scrolling banner that is no longer able to be updated or changed.

The primary objective of the site is to provide the target audience with a visually appealing and easily navigated resource regarding the Centre, its programming and the programming of partners and space users, its operations and mandate, and other related news and activities. As an integral part of the core administrative function of the Centre, the website is the first "face" that the public sees. A redesigned website should be welcoming to those with varying levels of English language comprehension and comfort with computers.

The secondary goal of the site is for it to be easy for non-technical staff to update and maintain. The Centre has limited staff capacity and is unable to fund a dedicated webmaster or communications officer. The website is maintained by staff with other responsibilities and obligations, and content should be easy to add, update, and remove.

The tertiary goal of the site is to have the capacity for future upgrades and additional functionality. The Centre has not fully explored the relevance, desirability, or practicality

of functions such as on-line room bookings, on-line registrations, and on-line payments, and the Centre does not currently have the financial or logistical resources to properly explore these options at this time. However, the platform should have the flexibility to add other functions at an undetermined future date.

The purpose of this Request for Quotations (RFQ) is to determine the best ranked bid using the scoring system outlined in Section 5.5 to obtain goods and/or services required by the Ralph Thornton Centre.

This RFQ is open to all interested individuals, firms, or collaborative teams (hereinafter called "Respondents") with experience in the required disciplines and having the required resources, as further described in the RFQ Document.

Based on the review of the RFQ Responses, the Centre intends to enter into a Contract for provision of the services described in Section 4.

2. Request for Quotation Definitions

Throughout this Request for Quotation, the following definitions will be used:

a) "Board" means Ralph Centre Board of Management;

b) "Centre" and "RTC" means Ralph Thornton Centre and includes the Board of Management;

c) "City" means City of Toronto;

d) "Contract" means a written contract executed by the Centre and the Contractor as a result of an RFQ;

e) "Contractor" means a Qualified Respondent who is the successful Proponent to an RFQ who enters into a Contract with the Centre;

f) "must" or "mandatory" means a requirement that has to be met in order for a Response to receive consideration;

g) "Qualified Respondent" means a Respondent possessing the qualifications described in this RFQ;

h) "Respondent" means an individual or a company that submits, or intends to submit, a Response;

i) "Response" means a statement of qualifications submitted in reply to this RFQ;

j) "RFQ" means the process described in this Request for Quotations;

k) "Social Procurement" means the Centre's commitment to source goods and services from vendors that reflect the Centre's values, following the social procurement framework outlined in the Centre's procurement policies and procedures; and

l) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of this RFQ.

3. Request for Quotations

3.1   Policies
This RFQ is administered through the following policies and procedures:
- *Finance Policy & Procedures* – Ralph Thornton Centre
- *Executive Limitations Policy* – Ralph Thornton Centre
- *AOCC Relationship Framework* – City of Toronto
- *Conflict of Interest Provisions* – City of Toronto Public Services By-Law
- *Disclosure of Wrongdoing and Reprisal Protection Provisions* – City of Toronto Public Services By-Law
- *Procurement Process Policy* – City of Toronto

3.2   Enquiries
All enquiries related to this RFQ are to be directed, in writing, to the contact person at the e-mail address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon. Do not contact employees of the Centre or members of the Board. Attempts to contact or influence employees or Board members through lobbying or inducements will result in the immediate disqualification of Respondent.   Enquiries and answers may be recorded and may be distributed to all Respondents at the Centre's discretion.

3.3   Closing Date
One (1) complete Response in PDF format must be received before 2:00 PM, Eastern Time on **Friday 3 February 2017** at the e-mail address on the front cover of this RFQ. Responses should be clearly marked with the name and address of the Respondent, the RFQ number, and the project or program title.

3.4   Late Responses
Responses will be marked with their receipt time at the Centre. Only complete Responses received and marked before closing time will be considered to have been received on time. Responses that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the Response receipt time as recorded at the Centre by e-mail time stamp will prevail, whether accurate or not.

3.5   Evaluation Committee
Review of Responses will be by a committee formed by the Centre and may include employees, Board members, and contractors of the Centre.

3.6   Review and Selection
The Evaluation Committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses not meeting a minimum score (if specified) in a category will not be considered further.

3.7   Estimated Time-Frames

The following timetable outlines the anticipated schedule for the RFQ and Contract process. The timing and the sequence of events resulting from this Request for Quotation may vary and shall ultimately be determined by the Centre.

Event	Anticipated Date
Request for Quotation issue date	**5 December 2016**
Close of RFQ call	**3 February 2017**
Evaluation Concluded	**17 February 2017**
Board Approval of Evaluation Committee Recommendation	**22 February 2017**
Winning Respondent contacted	**24 February 2017**
Anticipated signing date of Contract	**28 February 2017**
Internal (beta) website launch	**24 April 2017**
Public Launch of Website	**15 May 2017**

3.8   Signed Responses

The Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in the Response to this RFQ.

3.9   Changes to Response Wording

The Respondent may change the wording of its response prior to the closing date and time specified on the front cover of this RFQ. Changes must take the form of a reissued Response and include a signed letter retracting the previous response.

The Respondent may not change the wording of its Response after the closing date and time specified on the front cover of this RFQ and no words or comments may be added to the Response unless requested by the Centre for purposes of clarification.

3.10 Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Centre, if any. The Centre will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.11 Acceptance of Responses

This RFQ is not an agreement to purchase goods or services. The Centre is not bound to enter into a Contract with any Qualified Respondent. Responses will be assessed in light of the qualification review criteria. The Centre will be under no obligation to receive further information, whether written or oral, from any Respondent.

3.12 Definition of Contract

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Respondent and the Centre enter into a subsequent full written Contract, as a result of this RFQ, will a Respondent acquire any legal or equitable rights or privileges.

3.13 Modification of Terms

The Centre reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without entering into a Contract. Amendments and additions to the RFQ will be posted to the Centre's website at www.ralphthornton.org.   It is the Respondent's sole responsibility to check for amendments and additional information.

3.14 Ownership of Responses

All documents, including Responses, submitted to the Centre become the property of the Centre. They will be received and held in confidence by the Centre, subject to the provisions of *Municipal Freedom of Information and Protection of Privacy Act*.

3.15 Confidentiality of Information

Information pertaining to the Centre obtained by the Respondent as a result of participation in this RFQ and any subsequent Contract is confidential and must not be disclosed without written authorization from the Centre.

3.16 Respondent Meeting

A Respondent meeting may be held at the Centre's sole discretion. Respondents may attend an arranged meeting in person or participate by teleconference call. Please advise the contact person by e-mail of the estimated number of attendees. Participation is optional. There will be limited opportunity for oral questions at the Respondent meeting. Therefore, questions should be forwarded in advance by e-mail, prior to the meeting, to the contact person designated on the front cover of this RFQ.

4. Services

4.1   Services

The Qualified Respondents who become Contractors shall perform and be responsible for the following services and duties:

a) Either refresh the existing site or create a new site, consistent with requirements. The site is to maintain the current domain (www.ralphthornton.org) and may continue with the current web hosting service (Laughing Squid, with 4GB disk space), but the Centre is open to considering alternative hosting packages;

b) Design and template recommendation and customization, consistent with the Centre's style guide and required/desired components;

c) Pages and sections designed and built;

d) Transfer specified legacy content from existing site to new site and populate pages with additional content provided by the Centre's staff;

e) Functionalities tested and implemented;

f) Meetings with designated Centre staff at key milestones and decision points, including, but not limited to, following final beta testing and after the site has been live tested for thirty (30) days;

g) Provide ongoing support (retainer-based support preferred);

h) Create a Quick Reference Placemat for staff in operating and maintaining the site, to a maximum of 27.9 cm x 43.2 cm (11" x 17"), single or double sided; and

i) Provide a minimum of one (1) on-site training session for Centre staff.

4.2 The Target Audience

The website must meet the needs of target audience. ***The website's objective is to provide community members with relevant and current information on programs and services delivered by the Centre, organizations in partnership with the Centre, and by third parties renting space in the Centre.*** While the site may provide information for those wishing to rent space in the Centre and information for funders and donors, these are lesser goals and will have limited presence and functionality on the site.

The Centre serves all residents regardless of race, ancestry, place of origin, ethnic origin, citizenship, creed, religious beliefs, sexual orientation, gender identity, gender expression, age, marital status, family status, physical or intellectual ability or socio-economic status.

Key socio-demographic and environmental trends affecting the Centre's catchment area include:
a) Increased gentrification and income inequality; a decrease in processing/ manufacturing/ utility occupations and increase in self-employment/ arts/ culture/ recreation/ sport occupations; an ageing population; and urban redevelopment;
b) Intense urban redevelopment is occurring primarily in the South Riverdale neighbourhood within the catchment area, fostering a declining proportion of rental and social housing units and increased ownership properties, accompanied by a shift from single-family homes to multi-unit condominium buildings with smaller units;
c) An increased proportion of households without children and fewer residents aged 5 – 14 years, but growth in the population under 4 years old;
d) While the majority of residents speak English at home, the vast majority of those speaking "non-official" languages speak Cantonese, Mandarin or another Chinese language. Riverdale continues to be a reception community for new immigrants to Canada, but the proportion of new immigrants is declining.

The Centre prioritizes service to (in no particular order):
a) Groups that are socially marginalized and/or economically disadvantaged;

b) Groups that are new to the community or Canada; and

c) Young children and their families.

Many in the target audience, therefore, are:

a) **Economically disadvantaged** – these individuals rely on mobile phones as their primary means of accessing online information and services;

b) **Speak English as a second language** – these individuals may have limited English literacy capacity and require a clean and intuitive navigation system. Many would benefit from visual (rather than text-based) cues, as well as the ability to have written information easily translated into the language with which they have greater comfort:

   a. Chinese speakers are served at the Centre, including having a Chinese speaker on staff nearly every day of the week;

   b. Other language groups are not represented; and,

c) **Have visible and invisible disabilities** – the website must meet future Accessibility for Ontarians with Disabilities Act (AODA) requirements of WCAG 2.0 Level AA

4.3   Site Map

The following is a draft site map. Respondents/Contractors are welcome to present options to improve the structure and flow of the site map to facilitate navigation.

Much of the content to populate the pages already exists, either currently on the site or in documents waiting to be published.

- **Home Page**
  - Banner
  - Menu Bar
  - Upcoming Special Events (slider or other dynamic visual)
  - Today's events
  - Location
  - Operating Hours
  - Contact information
  - Link to current newsletter
  - Link to Chinese section
- **About RTC**
  - Our Story (who we are)
    - General RTC Brochure PDF
  - Mission Statement and Strategic Vision
  - Board of Management
    - Board Profiles
    - Board Meeting Schedule
    - Board Meeting Minutes
    - Annual Reports
  - Staff Profiles (including contact information)
  - RTC Guiding Documents
    - RTC Policies
    - Constitution and Governance Policies

- ▪ Relationship Framework
  - o Job Postings
  - o About Our Community
  - o Our Partners
  - o Archives
  - o Photo gallery
- **What We Do – Programs**
  - o Families
    - ▪ Good Food Market
  - o Children and Teens
    - ▪ Mentor Program
    - ▪ After School Program
    - ▪ Summer RAC Camp
    - ▪ Sunday Escape
  - o Adults and Seniors
    - ▪ Exchange Loft
    - ▪ Community Matters
  - o Newcomers
    - ▪ Mentor Program
  - o Partner Programming
- **Space Centre**
  - o Space Use Policy and Rates
  - o Our Spaces
    - ▪ Third Floor Multi-purpose Room
    - ▪ Second Floor Auditorium
    - ▪ Second Floor Meeting Room
    - ▪ Betsy Swift Kitchen
    - ▪ Mezzanine
    - ▪ Basement Program Space
    - ▪ Basement Computer Lab
- **Support RTC**
  - o Donate
    - ▪ Information on Ralph Thornton Community Organization and link to CanadaHelps site *[NOTE: The Centre cannot issue charitable tax receipts and donations are received via a separate charitable organization]*
  - o Volunteer
    - ▪ What volunteers do
    - ▪ Program volunteers
    - ▪ Governance volunteers
    - ▪ Online volunteer form
  - o Join – what membership means
    - ▪ Membership policy
    - ▪ Online membership form
- **What's Happening**
  - o Events Calendar.
  - o Centre News
  - o In the News
  - o Special Events

- o Partner Events
- o Newsletter
- o Newsletter Archives
- **Contact Us**
  - o Complete Contact Information
- **Chinese**
  - o Who we are
  - o General RTC brochure in PDF
  - o Contact Us
  - o Programs
  - o Volunteer
  - o Membership
  - o Donate
  - o Events

4.4   Considerations

At the time of the posting of this RFQ, the Centre is in the process of adopting a new logo and a style guide (RFQ# 16-01).   The results of this process will have a direct impact on the appearance of the website.

This project is a three stage process: pre-qualification (Stage 1); logo design competition among shortlisted Respondents (Stage 2), and; delivery of a complete style guide by the winning Respondent (Stage 3). The following are the relevant upcoming milestones of the project:

Event	Anticipated Date
Public Exhibition of Logo Submissions	**24 October -7 November 2016**
Review of Submissions by Jury Members	**14 November 2016**
Approval by Board of Management	**23 November 2016**
Announcement of Competition Winner	**28 November 2016**
Style Guide deadline	**3 January 2017**

The following encompasses the scope of work to be delivered as part of the Style Guide:

a) Make modifications or changes to the winning logo design, if requested by the Board;

b) Provide content for the branding/identity system, including;
   a. Style guide that encompasses, and demonstrates by example,
      i. System of fonts (primary and secondary) and text
         1. Free licence fonts preferred
      ii. Official colours (primary and secondary)
      iii. Use of logo, patterns, and icons
         1. Logo in colour
         2. Logo in black and white
         3. Logo reversed if placed on black or dark background

iv. Stationery/letterhead/print material/business cards
v. On-line applications (web banner, buttons)

c) Based on the Style Guide, provide recommendations for Building Identity Signage specific to wayfinding, including;
   a. Signage identifying floors
   b. Signage identifying rooms

d) Based on the Style Guide, provide recommendations for Building Identity Signage specific to information signage, including;
   a. Lobby directory
   b. Bulletin Boards (main lobby, third floor)
      i. Permanent information
      ii. Information that is changed

e) Based on the Style Guide, provide recommendations for Building Identity Signage specific to identity and welcome signage, including;
   a. Lobby (outward and inward facing)
   b. Reception
   c. Exchange Loft; and

f) Based on the Style Guide, provide recommendations for paint treatment in main public areas.

While the Style Guide should be complete prior to the close of this RFQ, and will be posted as an addendum once it is available, it is understood that delays in the Style Guide project could result in delays in the delivery of the completed website.

5. Review Criteria

5.1   Overview of Review Process

Following the RFQ's closing date, members of the Evaluation Committee will review all submissions.

Any submissions that do not meet the Mandatory Criteria (Section 5.3) will be disqualified. Should no Respondent meet the Mandatory Criteria, this RFQ will be cancelled and a new RFQ, with revised criteria, will be issued at a future date, to ensure the procurement process's integrity and transparency.

Submissions from Qualified Respondents will be assessed based on the Desirable Criteria, using the accompanying point system (Section 5.5). Each member of the Evaluation Committee will make an assessment and provide a grading based on the point system. The results from the Committee members will be collated to determine the Contractor.

A Qualified Respondent interview may be held at the Centre's sole discretion, or in the event that two or more Responses have final grades that are substantially similar. Respondents may attend the arranged meeting in person or participate by teleconference

call. Participation is mandatory. In advance of the meeting, the Centre will provide by e-mail a list of questions and the point system for responses.

5.2 Social Procurement

Where possible, the Centre will pursue procurement of goods and services that reflect the values set out in the renewal plan and statement of values, with emphasis on promoting social justice, inclusion, and community. The Centre's social procurement processes will be open, fair, competitive and transparent, consistent with its procurement processes, will not provide an unfair advantage to a particular vendor over another vendor, will provide unemployed/underemployed residents and diverse businesses with equal opportunities, and promote and adhere to all policies and practices related to furthering access, equity, and diversity.

During the evaluation process, additional consideration shall be given to proponents that meet the Centre's social procurement goals. Wherever possible, the Centre will attempt to source goods and services from

- Local independent businesses;
- Local residents starting new enterprises;
- Vendors owned by equity-seeking groups and/or employing a diverse workforce;
- Vendors that favour ethically-sourced supplies;
- Vendors that favour local-sourced supplies;
- Vendors that pay living wages to the work force or are unionized.

5.3 Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

Criteria	
a)	The Response must be received at the Centre by the specified closing date and time.
b)	The Response must be in English.
c)	**One (1)** complete Response in PDF format must be received.
d)	The Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed, by a person authorized to sign on behalf of the Respondent and to bind the Respondent to the statements made in the Response to this RFQ. The document must be provided in PDF format.
e)	The Response must include a completed Project Experience Form, in Appendix B, that must include a minimum of three (3) and maximum of six (6) relevant projects going back no more than five (5) years. URLs for all projects must be provided. If a project was provided pro bono, complete the "Project Value" box with an approximate value, followed by the note "(PRO BONO)".

	The document must be provided in PDF format.
f)	Build on the most current, stable version of WordPress. - Intuitive content management system is vital - Functions related to public comments to be disabled.
g)	Core Functionality: - Responsive approach to mobile browsers - Browser independence - HTML 5 standard
h)	Abides by Web Content Accessibility Guidelines (WCAG) 2.0 Level AA
i)	Industry standard plug-ins - No beta or experimental plug-ins - No Flash plug-ins
j)	Adhere to style guide (see Section 4.4)
k)	Provide a timeline of milestones and deliverables, in keeping with the anticipated project timeline. - On time delivery is expected, based on the timeline provided by the Respondent. Barring delays that are the responsibility of the Centre (such as circumstances laid out in Section 4.4), a financial penalty may be applied.
l)	Provide itemized costing of the project - Include terms for amendments (i.e., additional services or functions) to the scope of the project.

5.4   Anticipated Functions

The following are functions and services that the website should deliver. Responses should respond to these needs, either as a service that can be delivered or with alternative recommendations.

Criteria	
a)	Landing page for Chinese speakers - Site integration with Google Translate or similar
b)	Search engine optimization
c)	Social media and sharing capabilities
d)	Printable pages
e)	Electronic newsletter sign-up that includes capturing name and physical address - Current newsletter delivered via MailChimp
f)	Ease in creating fillable forms for program registration, user feedback, etc.
g)	Site search
h)	Event calendar - Clean, easy to read design - Searchable by date, program name, program key word

	- At-a-glance highlights of the current day, with as many as twelve (12) events, which should be given a prominent position on the Home Page
i)	Slider or other dynamic visual on the Home Page
j)	Google Analytics or similar, including page view tracking
k)	Ability for possible expansions in functionality - On-line program enrolment and payment (the Centre uses Moneris for credit card payments) - As noted in Section 4.3, donations are received by the Ralph Thornton Community Organization and are administered on the CanadaHelps site
l)	Support and maintenance services - Security and/or backups - Updates to core WordPress and associated plug-ins.

5.5 Desirable Criteria

Responses meeting all mandatory requirements will be assessed against the desirable criteria using the following point system.

Criterion	Points Available
Past Projects	**20**
Design and Functionality	*10*
References from Previous Clients	*10*
Responses to Required Functions (Section 5.3)	**20**
Responses to Desirable Functions (Section 5.4)	**20**
Additional Recommendations	**10**
Cost	**20**
Project Cost	*15*
Recurring Costs	*5*
Social Procurement	**10**
Local (inside catchment area) independent businesses	*4*
Local (inside catchment area) residents starting new enterprises	*3*
Vendors owned by equity-seeking groups and/or employing a diverse workforce	*3*
TOTAL POINTS AVAILABLE	**100**

6. Respondent's Response

The following format and sequence should be followed in order to provide consistency in the Respondent's submissions and ensure each Response receives full consideration.

a) The following headings/sections should be included:
   a. **Cover Page**
      i. To include the name of the individual, firm, or collaborative team, primary contact/ project lead, and contact information
   b. **Table of Contents**
   c. **Project Summary**
   d. **Quotation**
      i. Itemized costing by service, and where applicable, noting costs for required functions, desirable functions, recommended functions not identified in the RFQ, and any recurring costs.
      ii. Payment Terms
   e. **Proposed Timeline**
   f. **Required Functions**
      i. Comment, response, and/or recommendation related to criteria outlined in Section 5.3
   g. **Anticipated Functions**
      i. Comment, response, and/or recommendations related to criteria outlined in Section 5.4
   h. **Recommended Functions**
      i. Comments and recommendations related to functions not specifically identified in the RFQ
      ii. Provide rationale for the recommendations

b) Additional sections may be included, at the discretion of the Respondent.

c) All pages should be consecutively numbered.

d) Pages must be printable as 21.6 cm x 27.9 cm (8.5" x 11").

e) There is no limitation on the number of pages or the use of colour or illustrations.

Appendix A – Response Covering Letter

Letterhead or Respondent's name and address

Date:

Ralph Thornton Centre
765 Queen Street East
Toronto ON M4M 1H3

Attention: Glenn Gustafson, Business Manager

Subject: **Request for Quotation No. 16-03, including any amendments or additions (the "Website Project")**

> **NOTE: Amendments and additions will be posted to the Centre's website at www.ralphthornton.org   It is the Respondent's sole responsibility to check for amendments and additional information.**

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

We make the following declaration for consideration pertaining to the Ralph Thornton Centre's Social Procurement Policy…   **NOTE: If applicable, the Respondent provides indication of alignment with social procurement goals. Respondents found to be making false or misleading declarations will be disqualified.**

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

Yours truly,

_____
          Signature

Name: _____

Title: _____

Telephone Number: _____

e-mail address: _____

Legal name of Respondent: _____

                                _____

Date: _____