

PROPOSAL SUBMISSION INSTRUCTIONS

Note: Unless the context otherwise requires, all capitalized terms used but not defined herein shall have the meanings set forth in the RFP.

Proponents who submit a completed Notice of Intent to Bid (due by the Notice of Intent to Bid Deadline as outlined in the RFP, via email to novascotia@cohoclimate.com) and Notice of Intent to Bid fee will be eligible to submit a Proposal for the RFP. To ensure confidentiality, all Proposal uploads and modifications must occur through the information sharing platform. Instructions regarding the use of the information sharing platform, including a randomized bid number, will be shared with Proponents who have submitted a Notice of Intent to Bid within one week of the Notice of Intent to Bid Deadline.

A Proposal may contain a maximum of three configurations. Each Proposal must contain:

1. a Proposal Completion Checklist; and
2. for each configuration:
 - a. a Configuration Form (including any Appendices and supplementary files); and
 - b. a Configuration Spreadsheet.

Proponents are responsible for ensuring that all documentation is easily readable and formatted correctly. Instructions for each required piece of a completed Proposal can be found below.

1. Proposal Completion Checklist

Each Proposal submitted in response to the RFP must include a Proposal Completion Checklist, regardless of the number of configurations contained within a Proposal. The Procurement Administrator (PA) has provided a template Proposal Completion Checklist with detailed instructions, which can be found on the For Proponents tab of GCP website, under Proponent Documents. The Proposal Completion Checklist must be uploaded to the folder titled "Bid Number_Proposal" on the information sharing platform.

2a. Configuration Form

The PA has provided a template of the Configuration Form on the "For Proponents" tab of the GCP Website under "Proponent Documents". The Configuration Form includes a summary of each input to be submitted in a Proposal. For a full description of each input, Proponents should refer to the RFP. Certain inputs must be attached as an Appendix to the Configuration Form. Appendices must be separated into the Appendix sections prescribed in the Configuration Form (i.e., as separate documents uploaded to the Appendices folder of the information sharing platform). Certain inputs must be uploaded to the specified folder on the information sharing platform. With the exception of Appendices and headers, the Configuration Form should be in size 12 Arial with narrow margins. The Configuration Form and the Appendix document must contain a table of contents. The Configuration Form and Appendix document must be saved using the following naming protocol: Bid Number_Configuration Letter_Configuration Form / Appendices.pdf. For example, if the bid number is 77 and the configuration is B, files would be named 77_B_Configuration Form.pdf and 77_B_Appendices.pdf. Completed Configuration Forms, Appendices, and any other materials must be uploaded to the folder titled "Bid Number_Configuration Letter" on the information sharing platform.

2b. Configuration Spreadsheet

Proposals must contain a unique configuration spreadsheet for each configuration. The PA has provide a template of the Configuration Spreadsheet on the "For Proponents" tab of the GCP Website under "Proponent Documents". The Configuration Spreadsheet must be saved using the following naming protocol: Bid Number_Configuration Letter_Configuration Spreadsheet.xlsx. For example, if the bid number is 77 and the configuration is B, Bid Spreadsheet would be named 77_B_Configuration Spreadsheet.xlsx. Completed Configuration Spreadsheets must be uploaded to the folder titled "Bid Number_Configuration Letter" on the information sharing platform.