

REQUEST FOR PROPOSALS

RFP TITLE	RFP NO.	ISSUE DATE	CLOSING DATE / TIME
ISSUING ORGANIZATION	CONTACT NAME	CONTACT EMAIL / PHONE	

1. PROJECT OVERVIEW

Briefly describe the project — what is being built or delivered, where, and why. Identify the owner, key stakeholders, and the desired outcome.

2. SCOPE OF WORK

Define the work in clear deliverables. Include start and end conditions, in-scope activities, and explicit out-of-scope items.

3. SUBMISSION REQUIREMENTS

Bidders must provide the following in their proposal. Incomplete submissions may be disqualified.

ITEM	Y	N	COMMENTS
Company profile — legal name, ownership, years in business, key personnel			
Relevant project experience — minimum three comparable projects with references			
Proposed approach and methodology			
Schedule (Gantt or milestone) with proposed start, key dates, substantial performance			
Detailed pricing — fixed price, unit price, or cost-plus as specified			
Safety program summary — SECOR/COR or equivalent, lost-time incident rate			
Insurance, WCB, and bonding capacity confirmation			
Subcontractor list and qualifications (if applicable)			
Indigenous participation plan (if applicable)			

4. CONTRACT FRAMEWORK

Successful bidder executes work under the applicable CCDC contract framework (e.g., CCDC 2 stipulated price, CCDC 3 cost plus, CCDC 4 unit price). Identify any deviations or supplementary conditions below.

5. EVALUATION CRITERIA

Proposals will be evaluated using a weighted scoring matrix.

CRITERION	WEIGHT (%)	NOTES

6. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically to the contact email above by the closing date and time. Late submissions will not be accepted.

7. GENERAL CONDITIONS

The issuer reserves the right to reject any or all proposals, to negotiate with one or more bidders, and to award all, part, or none of the work.