#### FORM A: PROPOSAL (See B8)

1.	Contract Title	PROVISION OF COLLECTION AGENCY SERVICES FOR CONSUMER AND COMMERCIAL ACCOUNTS				
2.	Proponent					
		Name of Proponent				
		Usual Business Name of Proponent as it appears on Invoice (if different from above				
		Street				
		City	Province	Postal Code		
		Email Address of Propone	nt			
		Facsimile Number				
	(Mailing address if different)	Street or P.O. Box				
		City	Province	Postal Code		
		GST Registration Number	(if applicable) Province	Postal Code		
		The Proponent is:				
	(Choose one)	a sole proprietor				
		a partnership				
		a corporation				
		under the above name.				
3.	Contact Person	The Proponent hereby authorizes the following contact person represent the Proponent for purposes of the Proposal.				
		Contact Person	Title			
		Telephone Number	Facsimile Number			
4.	Definitions	All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D2.1.				

5.	Offer	The Proponent hereby offers to perform the Work in accordance with the Contract for the Price(s), in Canadian funds, set out on Form B: Prices, appended hereto.		
6.	Execution of Contract	The Proponent agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.		
7.	Commencement of the Work	The Proponent agrees that no Work shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.		
8.	Contract	By submitting a bid in response to this RFP, the Proponent certifies that it has read, understands, and agrees to the terms and conditions of this RFP and that the RFP, in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal.		
9.	Addenda The Proponent certifies that the following addenda have and agrees that they shall be deemed to form a part of			
		No Dated		
10.	Time	This offer shall be open for acceptance, binding and irrevocable for a period of one hundred and twenty (120) Calendar Days following the Submission Deadline.		
11.	Indigenous Self- Declaration	The City is requesting that Proponents identify if their business is at least 51% owned by one or more Indigenous persons of Canada.		
		YES, 51% or more Indigenous ownership		
		NO, it is not		

This information is being gathered for statistical purposes only and will not be used for purposes of evaluation.

12. Signatures The Proponent or the Proponent's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_ , 20\_\_\_\_\_ .

Signature of Proponent or Proponent's Authorized Official or Officials

(Print here name and official capacity of individual whose signature appears above)

(Print here name and official capacity of individual whose signature appears above)

#### FORM B: PRICES (See B9)

## PROVISION OF COLLECTION AGENCY SERVICES FOR CONSUMER AND COMMERCIAL ACCOUNTS

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	COMISSION RATE	AMOUNT
1.	First placement accounts for 2018/2019	D3.1(g)	%	\$25,000,000.00		
2.	Re-assigned accounts less than 1 year	D3.1(h), E3	%	\$2,500,000.00		
3.	Re-assigned accounts between 1 and 2 years	D3.1(h), E3	%	\$4,700,000.00		
4.	Re-assigned accounts between 2 and 3 years	D3.1(h), E3	%	\$1,200,000.00		
5.	Re-assigned accounts between 3 and 4 years	D3.1(h), E3	%	\$2,400,000.00		
6.	Re-assigned accounts between 4 and 5 years	D3.1(h), E3	%	\$2,400,000.00		
7.	Re-assigned accounts 5 years and older	D3.1(h), E3	%	\$3,100,000.00		
TOTAL BID PRICE (GST and MRST extra) (in numbers) \$						

Name of Proponent

#### FORM C: EXPECTED RECOVERY RATES

(See B10)

# PROVISION OF COLLECTION AGENCY SERVICES FOR CONSUMER AND COMMERCIAL ACCOUNTS

### **RECOVERY RATES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	EXPECTED RECOVERY RATE	AMOUNT
1.	First placement accounts (column F)	E3.15	%	\$25,000,000.00		
2.	Re-assigned accounts less than 1 year (column G)	E3.15	%	\$2,500,000.00		
3.	Re-assigned accounts between 1 and 2 years old (column I)	E3.15	%	\$4,700,000.00		
4.	Re-assigned accounts between 2 and 3 years old (column K)	E3.15	%	\$1,200,000.00		
5.	Re-assigned accounts between 3 and 4 years old (column M)	E3.15	%	\$2,400,000.00		
6.	Re-assigned accounts between 4 and 5 years old (column O)	E3.15	%	\$2,400,000.00		
7.	Re-assigned accounts 5 years and older (column Q)	E3.15	%	\$3,100,000.00		
TOTAL AMOUNT (in numbers) \$						

Name of Proponent