

**PART 3  
FORM OF SUBMISSION**

**RESPONDENT INFORMATION:**

Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ PST Registration No.: \_\_\_\_\_

Business License No.: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE / KEY CONTACT DETAILS:**

Name and title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TO: SURREY POLICE SERVICE (“SPS”) - via email: [bids@surreypolice.ca](mailto:bids@surreypolice.ca)**

**RE: REQUEST FOR EXPRESSIONS OF INTEREST 1887-001-2024-001 (“RFEOI”) – PRE-QUALIFICATION FOR WEBSITE SERVICES**

In furtherance of the RFEOI issued on behalf of SPS, we hereby certify we have read and fully understand the RFEOI documents and hereby make our submission to be considered to participate in this project.

Signed on \_\_\_\_\_ on behalf of the Respondent by its authorized signatory(ies):  
(date)

\_\_\_\_\_  
*Signature*  
*Name (please print):*  
*Title (please print):*

\_\_\_\_\_  
*Signature*  
*Name (please print):*  
*Title (please print):*

**Attachments:**

- Attachment 1 – Profile and Qualifications

## ATTACHMENT 1 - PROFILE AND QUALIFICATIONS

**Notes:**

1. If space is insufficient, additional rows/lines or additional pages may be added as necessary.
2. While there is no limit on the number of pages to be submitted, to facilitate the evaluation process provide only relevant information. The inclusion of corporate brochures and other advertising materials is discouraged.

### PROFILE

A. **Form of Business Organization:** - check and complete as applicable

Sole Proprietorship

Partnership – jurisdiction and date of establishment \_\_\_\_\_

Corporation – jurisdiction, date of incorporation and incorporation number \_\_\_\_\_

Other – identify and describe<sup>1</sup> \_\_\_\_\_

B. **Establishment:** Year Established \_\_\_\_\_

C. **Respondent Summary:** (Note: Provide background information (brief history, size, services offered, etc.)).

Comments:

### EXPERIENCE, REPUTATION AND RESOURCES

D. **Experience and Qualifications:** (Note: Describe your relevant experience, qualifications and applicable certifications to perform the work, addressing any specific requirements and details set out in Part 2 of the RFEOI).

Comments:

E. **Minimum Requirements:** (Note: Describe how you meet any minimum requirements set out in Part 2 of the RFEOI).

Comments:

<sup>1</sup> If the Proponent is a joint-venture/limited partnership, all information requested in sections A and B should be submitted for each participant in the joint-venture/limited partnership.

- F. **Client/Customer References:** (Note: List 3 current/recent (within past 3 years) client/customer references (excluding SPS, Surrey Police Board or City of Surrey), preferably from police/law enforcement organizations, and preferably within British Columbia).  
We hereby consent to SPS contacting references for the purposes of evaluating our submission.

Company and Contact Name	Phone / Email	Work Description

- G. **Financial References:** (Note: Provide bank references to demonstrate financial stability).  
We hereby consent to SPS contacting our financial institutions to obtain financial references.

Name and Address	Contact Name and Title	Contact Telephone Number

- H. **Resources/Key Personnel:** (Note: List key personnel who would be involved in the project. Include a description of their experience).  
By providing this information, we warrant we have the consent of the named individuals, in accordance with privacy laws, to disclose their personal information.

Name and Title	Area of Responsibility	Experience

- I. **Proposed Sub-Consultants/Team:** (Note: Identify potential subcontractors who may be involved in the project. Include a brief description of their experience).  
For any individuals listed, by providing this information, we warrant we have the consent of the named individuals, in accordance with privacy laws, to disclose their personal information.

Name and Address	Contact Name & Phone Number	Area of Responsibility	Experience (including years working with Respondent)

- J. **Representative Projects:**  
(Note: List three of your most relevant completed projects for the last 5 years).

Project Name	Details

(Note: Identify similar projects underway as of the date of your submission).

Project Name	Details

## PERFORMANCE METHODOLOGY

- K. **Project Understanding:** (Note: Describe your capability to perform the work, your understanding of the work through a discussion of key issues, and your ability to meet the key requirements of the project).

Comments:

- L. **Approach:** (Note: Provide a general overview of your approach to the work, including as it relates to technical design and distinct project phases).

Comments:

- M. **Methodology:** (Note: Describe your plan and methodology to successfully accomplish the project).

Comments:

- N. **Assumptions and Risk:** (Note: Identify any assumptions made and assessment of preliminary risks, and proposed mitigation strategies).

Comments:

- O. **Performance Management:** (Note: Describe how you would maintain quality control and meet quality standards in the performance of the work).

Comments:

P. **Responsiveness:**

*(Note: Describe your ability to complete assignments on time and within budget).*

Comments:

*(Note: Confirm your ability and approach to undertake the work within the estimated times provided (if any), or as may be otherwise required to maintain an aggressive schedule).*

Comments:

Q. **Performance History:**

Has your firm defaulted on a contract or had work terminated for non-performance within the last five (5) years?

Yes  No. If "Yes", briefly describe the project, date and circumstances:

Comments:

## ADDITIONAL INFORMATION

R. **Security Clearances/Background Checks:** *(Note: Describe your process for performing/updating background checks/security clearances for personnel and sub-contractors).*

Comments:

S. **Protection of Personal and Confidential Information:**

(a) Privacy Policy - *(attach a copy of your Privacy Policy).*

(b) Storage of Information - *– check as applicable:*

- We will not store confidential and/or sensitive information of SPS or personal information obtained as part of the project on servers outside of Canada.
- We will or may store confidential and/or sensitive information of SPS or personal information obtained as part of the project on servers outside of Canada.

T. **Conflict of Interest:** – check as applicable

To the best of our knowledge, upon undertaking appropriate investigation and due diligence, we are not aware of any employees or persons who may be involved in this project, being “Associates”<sup>2</sup> of SPS, Surrey Police Board or City of Surrey, employees or officers.

We are aware of conflict(s) of interest or potential conflict(s) of interest, as follows: *(Note: Identify parties and their role in the project, confirm their relationship based on the definition of “Associate”, and described the proposed solution to manage, minimize or eliminate any perceived or actual conflict(s)).*

Comments:

U. **Other Information:** *(Note: Provide any other details and information you consider relevant or applicable to your submission or that may differentiate your submission from others).*

Comments:

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<sup>2</sup> “Associate” means (a) a spouse, (b) a parent, sibling, son or daughter, or the spouse of any one of them, (c) a relative who lives in the person’s home, (d) a company in which a person owns shares carrying more than 10% of the voting rights attached to all shares of the corporation, (e) a person’s business partner, or (f) a trust or estate of which a person is one of the main beneficiaries or for which the person serves as a trustee.