



## **REQUEST FOR PROPOSAL (RFP)**

### **Project Manager - Finance and HR Systems Modernization**

Date Issued: April 21, 2026

**ISSUED BY:**

Gabriel Dumont Institute of Native Studies and Applied Research Inc.

917 22nd Street West

Saskatoon, SK, S7M 0R9

**Proposal Closing Date: May 21, 2026**

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## INTRODUCTION

1. Gabriel Dumont Institute of Native Studies and Applied Research Inc. ("GDI") is inviting proposals for the provision of project management services to support its Business Central Migration and HR & Payroll Modernization initiative (the "Services"). The Services will support the planning, coordination, implementation, and successful delivery of GDI's transition to a new financial management system (Microsoft Dynamics 365 Business Central) and the modernization of its Human Resources and Payroll systems.
2. Further background information regarding GDI and the project context is provided in Schedule "A" - Background Information. The purpose of this Request for Proposal ("RFP") is to select a qualified Proponent to enter into a Service Agreement with GDI for the delivery of the Services. Detailed information regarding the Services required is set out in Schedule "B" - Service Requirements.
3. This RFP outlines the requirements, expectations, and evaluation criteria for the selection of a Proponent capable of successfully delivering the Services. Proponents should review all sections and schedules of the RFP carefully to ensure that their proposals are complete, responsive, and compliant with the stated requirements.
4. This RFP is organized into multiple sections and schedules:
  - a) Schedule A - Background Information
  - b) Schedule B - Service Requirements
  - c) Schedule C - Proposal Content Requirements
  - d) Appendix 1 - Rate Schedule
5. Proposals will only be considered from Proponents who demonstrate the relevant experience, qualifications, and capacity to provide the Services as described in this RFP. Demonstrated experience in managing enterprise resource planning (ERP) system implementations, including Microsoft Dynamics 365 Business Central migrations, and/or Human Resources and Payroll modernization initiatives, or similarly complex organizational system transformation projects, is strongly preferred.
6. Proposals must be submitted electronically, in accordance with the instructions in this RFP, by the deadline specified. Late or incomplete proposals will not be considered.
7. This RFP is not a tender and is not subject to the laws of competitive bidding. Submission of a proposal does not create any contractual relationship or obligation between GDI and any Proponent. GDI reserves the right, in its sole discretion, to modify, cancel, or re-issue this RFP at any time, and no Proponent shall have any claim for damages or compensation as a result.

## INQUIRIES

8. Proponents are responsible for carefully reviewing and familiarizing themselves with all provisions of this RFP and any accompanying documents. Proponents should submit any inquiries they consider necessary to clarify the requirements of this RFP prior to submitting a proposal.
9. All inquiries, requests for clarification, or questions regarding this RFP must be submitted in writing to the RFP contacts identified below:



Beverly Lonsdale, Director of Finance and Operations  
Gabriel Dumont Institute  
[beverly.lonsdale@gdins.org](mailto:beverly.lonsdale@gdins.org)  
917 22<sup>nd</sup> Street West, Saskatoon, SK, S7M 0R9

Gary Kichula, Program Head of Human Resources  
Gabriel Dumont Institute  
[gary.kichula@gdins.org](mailto:gary.kichula@gdins.org)  
917 22<sup>nd</sup> Street West, Saskatoon, SK, S7M 0R9

10. Inquiries must be received by GDI no later than May 13, 2026, at 16:00 CST, prior to the RFP closing date.
11. GDI may circulate amendments to all Proponents by issuing a written addendum to this RFP. Such addendum will be distributed electronically to all registered Proponents and, where applicable, posted to the website through which this RFP was issued. Proponents are solely responsible for ensuring they have received all addenda issued by GDI prior to the Closing Date.
12. Proponents should refrain from contacting other GDI employees, agents, or members of the GDI Board in relation to this RFP, including for the purposes of lobbying or attempting to influence the outcome. Any such contact may, at GDI's sole discretion, result in disqualification from the RFP process.

## SUBMISSIONS

13. Proposals will only be accepted in electronic format. Proponents must submit one (1) electronic copy by email, clearly indicating the RFP Title and Closing Date in the subject line, to the contacts identified below no later than May 21, 2026, at 16:00 CST.

Beverly Lonsdale, Director of Finance and Operations  
Gabriel Dumont Institute  
[beverly.lonsdale@gdins.org](mailto:beverly.lonsdale@gdins.org)  
917 22<sup>nd</sup> Street West, Saskatoon, SK, S7M 0R9

Gary Kichula, Program Head of Human Resources  
Gabriel Dumont Institute  
[gary.kichula@gdins.org](mailto:gary.kichula@gdins.org)  
917 22<sup>nd</sup> Street West, Saskatoon, SK S7M 0R9

14. Proposals must be clearly marked as follows: "Finance and HR Systems Modernization Project - Confidential"
15. All proposals and accompanying documentation submitted to GDI in response to this RFP shall become the property of GDI and will not be returned.



## CONTENT OF PROPOSALS

16. Proposals must address the requirements set out in Schedule "C" - Proposal Content Requirements. Proponents are responsible for ensuring their submissions are complete, clearly organized, and responsive to the structure outlined in Schedule "C."
17. Proponents may include additional information beyond the requirements of this RFP for GDI's consideration. Any such additional information may be reviewed and considered by GDI in its sole discretion.
18. GDI reserves the right to request additional information from any Proponent relating to its proposal, including but not limited to past experience, qualifications, financial capacity, or any other information GDI considers relevant. Proponents shall provide such information within the timeframe specified by GDI.
19. Proposals must be complete and responsive to the requirements set out in this RFP and Schedule "C." Failure to provide the requested information may result in disqualification or a lower evaluation score, at GDI's sole discretion.
20. Proponents must clearly identify any assumptions, limitations, exclusions, or conditions included in their proposal. Failure to identify such assumptions may result in GDI interpreting the proposal as fully compliant with the requirements of this RFP.
21. Proponents must identify any subcontractors proposed for the performance of the Services and describe their role and qualifications. The Proponent remains fully responsible for the performance of any subcontractors.

## COST OF PROPOSALS

22. GDI shall not be liable for any costs, expenses, losses, damages, or liabilities incurred by any Proponent in connection with the preparation or submission of a proposal or participation in this RFP process, regardless of the outcome.
23. The submission of a proposal does not create any legal obligation or contractual relationship between GDI and any Proponent. No agreement shall be formed unless and until a written agreement is executed by both parties.
24. GDI reserves the right to cancel, suspend, amend, or re-issue this RFP at any time without liability to any Proponent.
25. Proponents are responsible for ensuring the accuracy of all pricing provided. GDI shall not be responsible for errors or omissions in pricing submitted by a Proponent.

## EVALUATION PROCESS

26. Proposals will be evaluated in private in accordance with GDI's process and policies.
27. GDI intends to evaluate proposals in accordance with the evaluation criteria set out in this RFP to determine the proposal that offers the best overall value to GDI.
28. In assessing proposals, GDI will consider the following evaluation criteria and sub-criteria, with relative weightings as indicated below:
  - a) Cost/Fee Proposal (25%)



In assessing each proponent's pricing submission, GDI will evaluate the overall reasonableness, competitiveness, and transparency of the proposed fees including alignment with the scope and complexity of the project.

- i. Project Management Services – proposed professional fees, hourly rates, estimated time, and overall pricing structure.
- ii. Disbursements & Travel – appropriateness, necessity, transparency, and clarity of proposed travel and reimbursable expenses.
- iii. Other Costs/Price Transparency – completeness of pricing breakdown, identification of assumptions, contingencies, limitations, additional fees, or potential hidden fees; and
- iv. Any other pricing related factors that GDI considers relevant.

b) Team and Personnel (15%)

In assessing the proposed team, GDI will evaluate the qualifications, experience, and overall suitability of the individuals proposed to deliver the Services.

- i. Qualifications & Designations – professional credentials, certifications, education, and formal project management training relevant to enterprise finance system implementations, HR and payroll modernization initiatives, and comparable technology-based projects.
- ii. Relevant ERP/Finance & HR Project Management Experience – depth and relevance of direct experience managing Microsoft Dynamics 365 Business Central implementations, ERP system migrations, HR and payroll system modernization projects, or similarly complex organizational transformation initiatives.
- iii. Roles & Level of Involvement – clarity of roles and responsibilities, allocation of time, senior-level oversight, and team structure; and
- iv. Any other personnel-related factors that GDI considers relevant.

c) Relevant Experience (25%)

In assessing organizational experience, GDI will evaluate the proponent's demonstrated track record delivering similar services in comparable sectors.

- i. Post-Secondary Institutions and Colleges in Saskatchewan – experience providing services to Saskatchewan colleges or similar provincially funded post-secondary institutions, including familiarity with governance, reporting, and public-sector accountability environments.
- ii. Advanced Education Sector – experience within the broader post-secondary or advanced education sector, including an understanding of institutional operations, stakeholder structures, and regulatory considerations.
- iii. Other Comparable Projects experience delivering ERP implementations, Microsoft Dynamics 365 Business Central migrations, HR and payroll system modernization projects, or other technology-enabled transformation initiatives of similar scope, size, and complexity; and
- iv. Any other experience-related factors that GDI considers relevant.

d) Proposal Quality & Approach (20%)



In assessing overall quality of the proposal and proposed project methodology, GDI will evaluate the proponent's understanding of the project and the strength of the proposed approach.

- i. Understanding the Scope - demonstrates understanding of GDI's objectives, requirements, risks, and success factors.
  - ii. Methodology & Work Plan - clarity and appropriateness of the proposed project management methodology, governance structure, deliverables, and phased approach.
  - iii. Schedule & Risk Mitigation - realism of the proposed timeline and identification of mitigation of key project risks.
  - iv. Cybersecurity & Data Protection - demonstrates a clear and proactive approach to safeguarding financial, employee, and organizational data, including identification and mitigation of cybersecurity and privacy risks throughout implementation and post-implementation operations; and
  - v. Any other proposal-related factors GDI considers relevant.
- e) Métis Business Participation (15%)

In assessing each Proponent's contribution to Métis economic participation, GDI will evaluate the extent to which the proposal demonstrates meaningful involvement of qualified Métis-owned businesses in the delivery of services.

- i. Métis Ownership - whether the Proponent is a Métis-owned business and the extent to which Métis ownership and leadership are reflected within the organization.
  - ii. Métis Business Participation - the degree to which the proposal includes participation, subcontracting, or partnerships with qualified Métis-owned businesses in the delivery of the Services; and
  - iii. Any other Métis participation related factors that GDI considers relevant.
29. GDI may in its sole discretion seek clarification from proponents regarding any aspect of their proposal. Clarifications will not be used to materially alter or supplement the proposal.
30. GDI reserves the right to conduct reference checks, verify information provided in a proposal, and consider such information in its evaluation.

## ANTICIPATED SCHEDULE OF EVENTS

31. The following is the anticipated schedule of events for this RFP. These dates are provided as target dates only and may be changed at the sole discretion of GDI. GDI reserves the right to modify the schedule at any time and will notify Proponents of any changes by addendum, where appropriate.

- |  |                |
|--|----------------|
| a) RFP Released                              | April 21, 2026 |
| b) Deadline for Inquiries                    | May 13, 2026   |
| c) RFP Closing Date                          | May 21, 2026   |
| d) Evaluation of Proposals                   | June 2, 2026   |
| e) Notice of Intent to Award (if applicable) | June 5, 2026   |



*The anticipated schedule is subject to change. GDI shall not be liable for any costs incurred by Proponents as a result of changes to the schedule.*

## FORM OF SERVICE AGREEMENT

32. The successful Proponent will be required to enter into a Service Agreement with GDI substantially in the form attached to this RFP (if applicable), or as otherwise contemplated in Schedule "C" - Proposal Content Requirements. Submission of a proposal shall be deemed acceptance of the terms of the proposed Service Agreement, unless expressly identified as an exception in the Proponent's submission.
33. GDI anticipates that the term of the Service Agreement will be for 24 months, with a projected end date of June 30, 2028. Any extensions to the initial term may be considered at GDI's sole discretion and, if applicable, will be negotiated no later than sixty (60) days prior to the expiry of the initial term.

## EFFECT OF RFP

34. This RFP is not intended to constitute a tender and is not subject to the laws applicable to competitive bidding. Until such time as GDI executes a written Service Agreement with a successful Proponent, GDI does not intend to create any contractual relationship, either express or implied, with any Proponent responding to this RFP.
35. For greater certainty, terms such as "requirement," "shall," "must," or other similar imperatives used in this RFP are intended for convenience only, unless expressly identified as mandatory requirements. GDI intends to evaluate proposals based on the degree to which a Proponent's submission addresses the stated requirements; however, GDI is not obligated to disqualify or reject any proposal solely on the basis that a requirement is not fully met.
36. Submission of a proposal does not obligate GDI to accept any proposal, to proceed further with the process, or to enter into a Service Agreement with any Proponent. Consideration of any proposal shall be at GDI's sole discretion.
37. Proposals may be withdrawn or amended by a Proponent by written notice to GDI at any time prior to the execution of a formal Service Agreement.
38. GDI intends to conduct a flexible process that is not subject to the law of competitive bidding. Accordingly, GDI may, in its sole discretion and at any time:
  - a) Reject any or all proposals, including the lowest cost proposal.
  - b) Modify, clarify, or vary any aspect of this RFP before or after the submission deadline.
  - c) Extend the deadline for submission of proposals.
  - d) Accept any non-compliant, conditional, or irregular proposal, in whole or in part.
  - e) Seek clarification from, or enter into discussions or negotiations with, any Proponent regarding its proposal.
  - f) Permit any Proponent to modify its proposal.



- g) Verify any information provided and allow Proponents to correct defects, informalities, or irregularities.
  - h) Negotiate any aspect of a proposal or the terms of the Service Agreement, including fees and scope of services, with one or more Proponents at any time; and
  - i) Cancel this RFP at any time and proceed in any manner GDI considers appropriate, including:
    - i. Issuing a new RFP document with the same or revised scope.
    - ii. Entering into negotiations with one or more Proponents or any other party; or
    - iii. Cancelling the RFP entirely.
39. Nothing in this RFP shall create any duty of care, fairness, or contractual obligation on the part of GDI toward any Proponent, except as expressly set out in this RFP.
40. GDI may waive minor informalities, irregularities, or technical non-compliance in a proposal where GDI considers it appropriate to do so.

## CONFIDENTIALITY

41. This proposal and project may contain personal and company sensitive data. Proponents shall keep confidential all documents, data, information, and other materials of GDI that are provided to, obtained by, or accessed by the Proponent in connection with this RFP, except for information that is publicly available. Proponents shall not make any public announcement, news release, or other public disclosure regarding this RFP or any resulting Service Agreement without the prior written consent of GDI.
42. Proponents are advised that GDI is subject to the provisions of The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) ("LAFOIP"), which provides a right of access to information in records under the control of publicly funded institutions. As such, GDI may be required to disclose all or part of this RFP and any proposal submitted in response to it in accordance with LAFOIP.
43. LAFOIP provides limited protection for confidential and proprietary business information. Proponents are therefore responsible for clearly identifying any information in their proposal that they consider confidential or proprietary. GDI does not guarantee that information marked as confidential will be exempt from disclosure and encourages Proponents to seek independent legal advice regarding the marking of confidential or proprietary information.

## INTELLECTUAL PROPERTY

44. All documents, reports, materials, analyses, configurations, process documentation, recommendations, and other deliverables developed specifically for GDI in connection with this RFP or any resulting agreement shall become the property of GDI upon full payment, unless otherwise agreed to in writing.
45. Proponents shall clearly identify any pre-existing intellectual property, proprietary tools, templates, or methodologies included in their proposal or incorporated into any deliverables.



46. Ownership of a Proponent's pre-existing intellectual property shall remain with the Proponent; however, the successful Proponent shall grant GDI a perpetual, non-exclusive, royalty-free license to use, reproduce, and modify such materials to the extent they are incorporated into the deliverables.
47. The successful Proponent warrants that the work performed and deliverables provided shall not infringe upon the intellectual property rights of any third party and agrees to indemnify GDI against any claims arising from such infringement.

## **CONFLICT OF INTEREST**

48. Proponents must disclose any actual, potential, or perceived conflict of interest that may arise in connection with the preparation or submission of a proposal, or the performance of any Services under a resulting Service Agreement. This includes, but is not limited to:
  - a) Financial interests, relationships, or arrangements with GDI employees, Board members, contractors, or consultants that could influence the Proponent's objectivity.
  - b) Prior, current, or anticipated engagements with other institutions or entities that could interfere with impartial performance; and
  - c) Any personal, professional, or business relationships that could create the appearance of preferential treatment.
49. Proponents shall immediately disclose in writing to GDI any actual, potential, or perceived conflict of interest that arises during the RFP process or the term of the Service Agreement. GDI reserves the right to determine, in its sole discretion, whether such conflict constitutes grounds for disqualification, termination, or other action.
50. Failure to disclose a conflict of interest to GDI may result in disqualification from the RFP process or termination of any resulting Service Agreement. GDI may, at its sole discretion, consider the nature, timing, and impact of any conflict in evaluating proposals and awarding the Service Agreement.
51. Proponents must not attempt to influence the RFP process, the evaluation of proposals, or the decision-making of GDI employees, Board members, or consultants involved in this procurement. Any such attempt may, at GDI's sole discretion, result in disqualification.



## SCHEDULE "A" - Background Information

Gabriel Dumont Institute of Native Studies and Applied Research Inc. ("GDI") was founded in 1980 to help meet the educational and cultural needs of Saskatchewan's Métis community. GDI's mission is:

*"To promote the renewal and development of Métis culture through research; materials development, collection, and distribution; and the design, development, and delivery of Métis-specific educational programs and services."*

GDI operates as the parent organization to several affiliated entities that provide educational, cultural, and community-based services throughout Saskatchewan, including:

### **Gabriel Dumont Institute of Native Studies and Applied Research Inc.**

Utilizes the following modules:

- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger
- Purchasing
- Inventory

### **Dumont Technical Institute Inc.**

Utilizes the following modules:

- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger
- Purchasing

### **Gabriel Dumont Institute Training & Employment Inc.**

Utilizes the following modules:

- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger
- Purchasing

### **Gabriel Dumont College Inc.**

Utilizes the following modules:



- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger
- Purchasing

### **The Gabriel Dumont Scholarship Foundation II**

Utilizes the following modules:

- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger

GDI's Finance and Operations Department supports all affiliated entities by providing centralized services in:

- Finance and Accounting
- Human Resources
- Payroll (staff and students)
- Information Technology
- Facilities Management

The primary system currently used across GDI is Microsoft Dynamics GP (Great Plains). The system is an on-premises application operating on Microsoft SQL Server.

Microsoft has announced the end of product support for Microsoft Dynamics GP effective December 31, 2029. After this date, product updates, including payroll tax compliance updates, will no longer be available. As a result, GDI must transition to a modern replacement platform to ensure continued operational reliability, security, and regulatory compliance.

GDI has identified Microsoft Dynamics 365 Business Central as the preferred replacement platform. Business Central is a cloud-based enterprise system that will support modernization of GDI's financial management processes while also enabling broader modernization of Human Resources and Payroll functions across the organization.



# SCHEDULE "B" - Services Requirements

## Overview

The Proponent shall provide comprehensive project management services support to the Gabriel Dumont Institute of Native Studies and Applied Research Inc. ("GDI") in the successful planning, implementation and delivery of its Finance and HR Modernization Project, including migration to Microsoft Dynamics 365 Business Central and modernization of GDI's HR and Payroll Systems.

### 1. Project Oversight

The Proponent shall:

- Represent GDI in project related meetings, including but not limited to:
  - Project Team Meetings
  - Vendor Meetings
  - Senior Leadership Team Briefings
  - Workshops and Working Sessions
- Recommend and support a formal project governance structure.
- Prepare and deliver regular status reports:
  - Progress against schedule
  - Budget status
  - Risk and mitigation strategies
  - Issues requiring escalation
- Maintain a project risk register and issue log.
- Establish and manage a formal Change Management and Change Control process.
- Ensure alignment with the signed Service Agreement and vendor contractual obligations.

### 2. Schedule & Resource Management

The Proponent shall:

- Develop and maintain a comprehensive project plan and schedule.
- Track milestones, dependencies, and critical path activities.
- Identify resource gaps and provide recommendations to GDI.
- Coordinate with internal stakeholders and external implementation partners to ensure timely delivery.
- Maintain a schedule change log and ensure appropriate approvals for timeline deviations.

### 3. Vendor Coordination & Contract Oversight

The Proponent shall:

- Serve as GDI's primary liaison with implementation vendors.



- Monitor vendor performance against contractual deliverables.
- Support review and validation of vendor deliverables prior to approval.
- Identify risks related to vendor performance and recommend corrective actions.
- Support negotiation and documentation of change orders, where applicable.

#### 4. Business Process

The Proponent shall:

- Support the documentation of current-state finance, HR, and payroll processes.
- Facilitate workshops to define future-state processes aligned with system capabilities.
- Assist in identifying process improvements and standardization opportunities.
- Support stakeholder engagement across required departments.
- Support the development of go-live strategies.

#### 5. Technical & Implementation Oversight

The Proponent shall:

- Oversee data migration strategy, including:
  - Identification of required historical data
  - Data extraction planning
  - Validation processes
- Monitor system configuration decisions to ensure alignment of business needs and requirements.
- Support risk identification related to integration and system dependencies.
- Assist in escalation of technical issues where required.

#### 6. Training & Transition Support

The Proponent shall:

- Support the development of training strategy and materials.
- Coordinate training timelines with system readiness.
- Assist in transition planning from legacy systems.
- Support post-implementation stabilization planning.

#### 7. Term

The anticipated project term is approximately July 2, 2026, to June 30, 2028.

The final schedule will be confirmed in consultation with the successful Proponent and GDI.

#### 8. Deliverables

Deliverables shall include, but are not limited to:

- Detailed Project Plan and Schedule
- Governance Framework



- Risk and Issue Register
- Status Reports (as agreed between GDI and the Proponent)
- Change Management Plan
- Data Migration Strategy
- Cybersecurity and Data Protection Plan
- Training and Knowledge Transfer Plan
- Go-Live Readiness Assessment
- Post-Implementation Review Report

Successful completion of the Services will result in:

- Implementation of Microsoft Dynamics 365 Business Central for GDI's finance operations.
- Modernization and implementation of updated HR and Payroll systems.
- Delivery of structured staff training to support user adoption and long-term system sustainability.
- Help support change management.
- Strengthen cybersecurity protection of financial and employee data; and
- A documented transition plan and stabilization strategy supporting sustained operational success.



# SCHEDULE "C" - Proposal Content Requirements

## Company Details & Ownership Information

1. Provide a brief description of your company, including qualifications, experience, or other attributes that are relevant to the successful delivery of this project.
  - a. Identify whether the Proponent is a Métis-owned business. If applicable, provide a brief description of Métis ownership, leadership, or governance within the organization and identify any certification or registration with a recognized Métis business registry.

## Relevant Experience

2. Describe your company's experience in performing similar work, including relevant projects, clients, and outcomes.

## Lead Personnel

3. Identify the lead personnel who will be responsible for managing and delivering the Services, including their expected level of involvement.
4. Describe the relevant experience of the lead personnel, including professional designations, and any certifications that support their qualifications.

## Capacity

5. Demonstrate that your company has sufficient resources available to meet the service requirements of GDI in a timely and efficient manner. Include a brief description of your company's staffing resources that will be allocated to this project.
6. Identify and provide a brief description of any subcontractors you propose to engage in the delivery of the Services.
  - a. Where applicable, identify any partnerships, subcontractors, or collaborators that are Métis-owned businesses and describe their anticipated role in the delivery of the Services.

## Schedule

7. The Services are expected to commence on July 2, 2026, and be completed by June 30, 2028. Provide a detailed schedule outlining the planned delivery of the Services, key milestones, and any dependencies.
8. The anticipated term of the resulting agreement will be two (2) years. GDI reserves the right to negotiate and enter into extensions, amendments, or additional related services with the successful Proponent without issuing a new competitive procurement process, where such services are within the general scope of the Services described in this RFP and where permitted under applicable procurement rules.

## Fee Proposal

9. Proponents should provide a fee proposal which addresses the following:



### Time and Material Basis

GDI expects the Services to be provided on a time and material basis. Proponents should provide a complete pricing proposal, substantially in the form of Appendix A, including:

- a) Applicable hourly labour rates
  - b) Applicable equipment rates
  - c) Any applicable unit prices for materials
  - d) Any applicable markup on materials or equipment
  - e) An estimate of the total cost of providing the Services
10. Describe any reimbursable expense categories and other charges and indicate when they would apply.
11. All prices and rates should be quoted in Canadian Dollars, exclusive of any applicable GST.

### **Services Agreement Terms**

12. Proposals should include a proposed form of Services Agreement for consideration by GDI.

### **Liability Insurance**

13. Provide certificates of insurance outlining the amounts and types of liability insurance your company carries that are applicable to this project.

### **Conflict of Interest Disclosure**

14. Disclose any actual, potential, or perceived conflicts of interest that may exist between your company and its management and GDI, its directors, or employees, and describe the nature of such conflicts. If no conflicts exist, include a statement to that effect. GDI employees are ineligible to participate, directly or indirectly, with any Proponent.

### **Confidentiality**

15. Proponents are advised that The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) provides protection for confidential and proprietary business information. Proponents should clearly identify any information in their proposals that they consider confidential or proprietary. Proponents are strongly encouraged to seek independent legal advice regarding how best to mark confidential or proprietary information in their proposal.



## APPENDIX "1" - RATE SCHEDULE

All rates submitted by the Proponent in this Appendix "1" - Rate Schedule shall be fully burdened and inclusive of all costs necessary to perform the Services.

Without limiting the generality of the foregoing:

1. Labour Rates shall include all payroll burdens, statutory remittances, benefits, insurance, supervision, safety certifications, training, permits, licenses, overhead, administration, and profit.
2. Equipment Rates (if applicable) shall include all operating costs, insurance, licenses, shop supplies, maintenance, wear, fuel, transportation, overhead, and profit.
3. Administration Fee (if applicable)

Unless expressly identified and itemized in this Appendix "1" - Rate Schedule, no additional costs, fees, charges, markups, or expenses shall be payable by GDI in connection with the performance of the Services.

### Labour Rates

Proponents must provide the hourly rates for all personnel proposed to perform the Services. Rates must be fully inclusive of overhead, administration, and profit.

Role / Title	Relevant Certification(s)	Years of Experience	Hourly Rate (\$)	Estimated Hours	Estimated Subtotal (\$)

Total Estimated Labour Cost: \$ \_\_\_\_\_

### Equipment

Identify any equipment proposed to be charged separately. If none, indicate "Not Applicable."

Equipment Description	Purpose	Unit Rate (\$)	Quantity	Estimated Subtotal (\$)

Total Estimated Equipment Cost: \$ \_\_\_\_\_



### Material

Identify any equipment proposed to be charged separately. If none, indicate "Not Applicable."

Material Description	Purpose	Unit Cost (\$)	Quantity	Estimated Subtotal (\$)

Total Estimated Equipment Cost: \$ \_\_\_\_\_

Materials or equipment not expressly identified in this Rate Schedule shall only be reimbursable if pre-approved in writing by GDI. Documentation is required for reimbursement.

### Disbursements & Travel

Identify all reimbursable expenses and provide estimated amounts. Travel must be necessary and directly related to delivery of the Services.

Expense Category	Basis of Charge (e.g., at cost, per diem)	Estimated Cost (\$)

Total Estimated Disbursement: \$ \_\_\_\_\_

### Summary of Total Estimated Costs

Cost Category	Total Estimated Cost (\$)
Labour	
Equipment	
Materials	
Disbursements	
Administration Fee	
<b>Total Estimated Proposal Costs</b>	<b>\$</b>

