

RFQ SUBMISSION CHECKLIST

COL-15-270

Parks – Mobile Application Development

To insure that your submission package is complete, please be sure the following items are enclosed:

- ☐ One (1) completed hard copy
- ☐ One (1) electronic copy, either via email or digital storage device in Adobe PDF format.
- ☐ Appendix A – Quotation Form is completed and signed.
- ☐ Appendix B – Reference Form is completed.
- ☐ Copy of Proof of Insurance

Please also insure:

- ☐ APC has been checked for Addendums issued for this solicitation. Any posted Addendum has been indicated in Section 5 of Appendix A – Quotation Form.
- ☐ The prices quoted are in Canadian Dollars.
- ☐ The package is appropriately labeled as indicated in Part 1.3 of the RFQ.
- ☐ Responses to be received no later than on the Submission Date as noted in the IMPORTANT DATES section of the RFQ document. Responses received after the Submission Date and Time will be rejected.