

APPENDIX B – SUBMISSION FORM

B.1 Proponent Information:

Please fill out the following form, naming one person to be the Proponent's contact for the RFSQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code / Zip Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	
Nova Scotia Registry of Joint Stock Number (Leave blank if NOT applicable):	
HST / GST Registration Number (Leave blank if NOT applicable):	
SIN # (only required if you do not have an HST/GST or NSRJST number):	

B.2 Offer

The Proponent has carefully examined the RFSQ documents and has a clear and comprehensive knowledge of the Deliverables required. By submitting a response, the Proponent agrees and consents to the terms, conditions, and provisions of the RFSQ, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith.

B.3 Mandatory Forms

The Proponent encloses as part of the response the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Appendix B - Submission Form	
Company/Organizational Description	

B.4 Addenda

The Proponent is deemed to have read and taken into account all addenda issued by Develop NS.

B.5 No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFSQ.

B.6 Conflict of Interest

For the purposes of this RFSQ, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) In relation to the RFSQ process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) Having, or having access to, confidential information of Develop NS in the preparation of its response that is not available to other Proponents;
 - (ii) communicating with any person with a view to influencing preferred treatment in the RFSQ process (including but not limited to the lobbying of decision makers involved in the RFSQ process); or
 - (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFSQ process or render that process non-competitive or unfair
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the Proponent’s other commitments, relationships or financial interests:
 - (i) Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the response; **AND** were employees of Develop NS within twelve (18) months prior to the Submission Deadline.

If the box below is left blank, the Proponent will be deemed to declare that:

- (a) There was no Conflict of Interest in preparing its response; and
- (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFSQ.

Otherwise, if the statement below applies, check the box.

The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its response, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFSQ.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest:

B.7 Disclosure of Information

The Proponent hereby agrees that any information provided in this response, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this response by Develop NS to the advisers retained by Develop NS to advise or assist with the RFSQ process, including with respect to the evaluation of this response.

I have the authority to bind the Proponent.

Signature of Witness

Signature of Proponent

Name of Witness

Name of Proponent

Title of Proponent

Date