

REQUEST FOR PROPOSALS

June 1, 2016



**BRANDON
UNIVERSITY**

**TITLE: CONSULTING SERVICES
CAMPUS MASTER PLAN and CAMPUS SPACE PLAN
For BRANDON UNIVERSITY**

CLOSING DATE: JUNE 17, 2016 4:00 P.M. CST

1.0 CAMPUS MASTER PLAN - CONSULTING REQUIREMENTS

1.1 Background

Brandon University became situated in its current location in the heart of Brandon Manitoba, in 1899. Established as Brandon College, degrees were granted by the University of Manitoba and McMaster University until Brandon College became Brandon University in 1967 and began to grant its own degrees.

Located in the City of 50,000 people, the University currently enrolls just over 3,000 students in five Faculties/Schools, served by about 240 academic teaching and support staff and 160 administrative staff as well as 1,000 casual and part-time employees. The main campus sits on approximately 27 acres or 10.6 hectares completely surrounded by residential and commercial development. The main campus is comprised of approximately 900,000 square feet of academic, administrative, residence, and recreational facility space. Degrees are granted at the undergraduate and Master's levels in all Faculties/Schools. The Psychiatric Nursing Faculty operates a site in Winnipeg of approximately 8,000 square feet on the University of Winnipeg Campus, with an additional approximately 3,000 square feet to be added shortly under a five-year lease agreement. A major student housing development is currently underway in Brandon located at the former Fleming School site, approximately three blocks from the campus, that will add 40,000 square feet of residential space and nearly 2 acres or 0.9 hectares to the campus.

In recent times the University has diversified its programming to better fulfill its roles as an economic driver in the Westman Region and a primary local provider (along with Assiniboine Community College) of post-secondary education to its mostly rural, northern and Aboriginal student catchment. While maintaining its traditional strengths in broad-based liberal education in Arts & Science as well as Music and teacher preparation (both undergraduate and graduate-level Education), it has added more graduate-level programming, a Fine Arts degree, an Emergency Studies department, and has dramatically expanded its range of Health Studies offerings. It has become a more research-intensive university with very significant increases in external research funding, especially in Science, and is now moving to add cooperative education options in a wide variety of programs, a first-year outreach to the City of Dauphin, and more directly collaborative programming options with ACC.

Program offerings increase and professional program enrolments increase and Arts and Science comprise 60% of student credit hours. Future growth is expected over the time horizon of the Campus Master Plan, and planning must be sensitive to a range of rates and time periods of growth ranging from modest to significant.

The City of Brandon has undertaken Master Planning of its various programs and facilities and has asked all major facilities in the city, including Brandon University, to develop a Master Plan that reflects the goals and direction of the University and that informs the services provided by the City that assist and are impacted by traffic, utilities, neighboring properties, downtown development plans, and so forth. Assiniboine Community College, also located in Brandon, has recently unveiled their Master Plan for the City. No Campus Master Plan has been prepared by the University in over 25 years.

Forming an element of the overall Institutional Plan, Brandon University invites proposals for the preparation of a Campus Space Plan and a Campus Master Plan.

1.2 Campus Space Plan

This Plan will inventory existing University indoor and outdoor space and conduct a utilization study of these spaces to determine the current capacity of the campus, the efficiency with which space is being used, proposals for improving space allocation, utilization and programming to maximize the value to students and employees of the current campus and to inform future development plans by identifying shortages, deficiencies and spaces that could be re-purposed to provide the most effective services and utilization of resources.

1.3 Campus Master Plan

Brandon University has existed in its present location for more than 115 years. It is a treasured community landmark and major economic driver for the region. It has grown significantly since inception and while a certain design consistency has been maintained, given the length of time since the last formal Master Plan for Brandon University, proposed plans will need to consult with the community to understand the history and character of the University in order to capture the basis on which future growth must be built.

Located in the centre of the City, the University is confined on all sides by primarily residential development as well as some commercial and institutional development. Undeveloped green space is at a premium. Buildings constructed in the 1960s and early 1970s are in need of upgrading for basic services and for effective utilization. In order to grow as a University and in order for Brandon University to potentially contribute to the growth and revitalization of the downtown of the City, in conjunction with Renaissance Brandon, the University has considered growth opportunities beyond the current main campus. There are benefits, but also challenges for the movement of employees and students between campuses, and potentially this has impacts on City services such as pedestrian corridors, bus routes, etc,

1.4 Plan objectives

1. The Plan will serve the University's Mission Statement and Academic Plan.
2. The Plan will serve as a framework for future decisions regarding the long-range physical development of the University Campus.
3. The Plan will strive to maximize the appropriate and efficient use of built and green space.
4. The Plan will engage and serve the diverse academic and social needs and interests of the University Community.
5. The Plan will provide flexibility to respond to changing needs.
6. The Plan will accommodate expanded enrolment.
7. The Plan will address the role of the University in City growth and development.
8. The Plan will address specific key issues facing the University related to physical development.

1.5 Key Issues

1. Consultation: The Plan must be developed through effective and engaged connection with students, faculty and staff.
2. Growth: Brandon University enrolment reflects the demographic changes in our Province. There have been program changes and increasing numbers of Graduate program offerings over the years. Enrolment has fluctuated between 50,000 and 70,000 credit hours (2,500 to 4,000 students) over the last 25+ years. The Plan has to prepare for modest growth and consider of the undulating nature of enrolment patterns in Brandon University.
3. Academic Plan: The University is moving from a primarily undergraduate, teaching institution to increasing numbers of graduate students and increasing levels of faculty research. The University has always served large numbers of First Nations, Inuit, and Metis students and now international student numbers are increasing. Brandon University is student-centred university that reflects the values and diversity of our students. Underpinning all activities and plans is the requirement that BU be sustainable intellectually, socially, and financially.
4. Efficiency: Physical use of space and physical development must reflect the scarce resources available to the University for capital development, and to operate and offer programs and services to our students. This means that Plans and developments must be able to adapt to changing student numbers, needs and technologies.
5. Aesthetics, character and identity: The University is located in the centre of the City along the busiest thoroughfare in the City and Region. Development must reflect the pride of the City and the University, consistency of the future designs with past developments, and present an inviting warm vibe to students and community alike.
6. Post-secondary destination: With Brandon University and Assiniboine Community College both located in Brandon, the City should reflect the fact that it is a destination for post-secondary education.
7. Safety and personal security: Environmental design has to consider the modern realities of the need for safe and secure designs for pedestrians, bicycles and vehicles; for students, employees and community visitors; of all ages and backgrounds. The environment must minimize points of conflict or seclusion so that all people feel welcome and safe on campus.
8. Movement and traffic: Pedestrians and personal and public vehicle numbers increase with enrolment and with public events and activities on campus. The School and Music and the Healthy Living Centre have constant flows of people moving in and out, vehicles stopping to load and unload, requiring parking, etc. Students arriving for and leaving classes at all hours from morning to night need access to the free public buses and need safe routes to their vehicles and nearby homes.
9. Environment: The Province of Manitoba, and modern common sense, requires that projects reflect environmental sustainability that minimize the requirements for energy to operate buildings. Community gardens and green spaces have grown and reflect the expectations of the community for healthy living.
10. Climate: This is Prairie Canada and designs should reflect the climate of the region particularly during the portion of the year when most students are on Campus. Interior gathering spaces, traffic movement throughout the campus, and effective year-round use of outdoor space will reflect this reality.

1.6 Scope of Work

The Lead Consultant will be expected to work in collaboration with the Working Committee and the office of the Vice-President, Administration and Finance, and the Director of Business Operations, to oversee all aspects of project development. At the outset of the study, a Project Initiation Meeting will be convened to review and confirm the proposed

approach and work program, and key dates will be outlined. It is expected that, at this time, the key roles will be identified. While the Lead Consultant will work closely with the Working Committee, it is expected that the bulk of the proposed undertaking will be the purview of the Lead Consultant.

Consultant services are required to undertake the following:

- 1.6.1 ***Community Engagement:*** A central element of the Campus Master Planning process will be the engagement of the University community and other stakeholders. Vendors are encouraged to propose an approach to community engagement that aligns with the objectives of the scope of work.
- 1.6.2 ***Background Reconnaissance:*** It will be necessary to undertake both an analysis of existing policy frameworks, as well as a site investigation to identify opportunities and constraints of the existing Campus, associated land holdings, buildings, landscapes, and infrastructure. In particular, consideration will need to be given to the relationship of the campus to its context, including the City of Brandon, local neighbourhood and downtown
- 1.6.3 ***A Vision for Future Campus Development:*** At the outset of the Planning Process, and in collaboration with stakeholders, a review of Best Practices in University Campus Planning will be used to inform the creation of a Campus Vision. The Vision will be presented to the Board of Governors for affirmation, and will include a set of Principles, which will establish the foundation for decision-making and for the development of the Campus Plan.
- 1.6.4 ***Growth Strategy Framework:*** The Growth Strategy Framework will identify the development pattern for campus growth, based on objectives for University development. In addition, consideration should be given to meeting larger place-making objectives to enhance the attractiveness of campus life for students, faculty and the administration. The Growth Strategy Framework will also need to take into account the implications of various scenarios from a growth perspective (modest to significant), and costing perspective (both capital and operating), with consideration for sustainable facility use planning and development. The Growth Strategy Framework is to include, but will not be limited to:
- Needs assessment for the campus: Main Campus and Winnipeg Campus.
 - Development and evaluation of alternatives and a preferred scenario for campus growth, based on consideration of a series of key directives.
 - Identification of implications of various approaches to growth; generation of evaluative criteria; assessment of the options outlined based on the evaluative criteria.
- 1.6.5 ***Open Space and Community Gathering Framework:*** The Open Space and Community Gathering Framework will identify, in the context of the preferred scenario for campus growth, an Open Space Plan indicating where various types of open spaces should be located, their spatial relationships, and their relation to campus facilities. This Plan will be based on a comprehensive open space planning rationale that seeks to fulfill the Vision as articulated earlier in the Planning process. The Open Space Framework will include, but not be limited to:
- A critical assessment of the existing condition on Campus
 - An approach to Open Spaces and Community Gathering
 - Open Space Design Guidelines
 - Graphic renderings of the Plan's concepts
- 1.6.6 ***Built Form Framework:*** A Built Form Framework is required to ensure all buildings on campus contribute to the whole, in such a way as to create an overall high quality aesthetic that enhances both the distinction of the campus and creates desirable places for students, faculty, and staff to linger and participate in campus life. Consideration will also need to be given to the transformation of existing underutilized buildings and spaces. The Built Form Framework will include, but not be limited to:
- General Design Guidelines
 - Appropriate Campus Building Typologies
 - Urban Design Guidelines
 - A Design Review Process
- 1.6.7 ***Project Management:*** The lead consultant will be responsible for managing the overall project, ensuring the timely output of deliverables and collaborating with key stakeholders. The following committees will be established to give the project a clear reporting structure.

A **Steering Committee**, comprised of members of the Senior Administration will be created to provide overall strategic direction to the project and to ensure alignment with larger strategic planning goals of the University. The Steering Committee will advise/make recommendations to the Board of Governors, as representatives of the project and will be the key decision making body for the Campus Master Planning process.

An **Advisory Committee**, which will be Chaired by the Vice-President Academic and Provost, will be created to act as a sounding board for the consultant team, to generate ideas, and to act as a liaison with key stakeholder groups. Ideas and materials will be presented to this group for consideration. This committee may be comprised of representatives from:

- Faculty
- Staff and the Administration
- Student Leaders

The **Working Committee**, which will be Chaired by the Vice President, Administration and Finance, will work most closely with the Consultant Team, liaising on matters related to the day to day management of the project. The Working Committee will be the key point of contact for the consultant team, and will vet key decisions through the Steering Committee. The Working Committee will provide key logistical support to the Lead Consultant. The Working Committee shall provide facilities for all project meetings, as required. The Working Committee shall endeavour to provide rapid approvals, information and feedback on all documents or plans submitted for review

A designated **Project Manager** for the Consultant will be the prime point of contact with the Committees. The Project Manager will be required to provide expertise related to University Campus Master Planning, Community Engagement, Project Management, Landscape Architecture, Urban Planning, Transportation Planning, and Sustainable Development.

1.7 Deliverables

The successful vendor will be responsible in the delivery of the final report for the Campus Space Plan and Campus Master Plan to Brandon University.

1.8 Project Time Line

The proposed Scope of Work is to be undertaken within a seven (7) month timeframe, commencing in July, 2016. Consultants must state their availability and capacity to undertake the work, within the required timeframe.

The following schedule is based upon the best available information and should be used by each consultant in preparing their submission. Environmental conditions or technical requirements may cause some deviations.

1.8.1	July 1, 2016 to December 31, 2016:	Bi-weekly Progress Reports
1.8.2	January 15, 2017:	Draft Report Submitted
1.8.3	January 31, 2017:	Final Report Submitted

1.9 Proposal Requirements

The consultant's submission must contain the following information:

- 1.9.1 A general statement on the project understanding and proposed methodology that will be used to conduct the study and public input process. Firm philosophy, and approach to previous similar projects should be outlined.
- 1.9.2 It is necessary to demonstrate capacity to collaborate with key stakeholder groups.
- 1.9.3 Employee resumes of all personnel who will be involved in the project, their respective roles within the project, and a statement of each person's availability to the project.
- 1.9.4 Experience of key personnel and how this experience relates to the type of work proposed for this project. Given the importance of the proposed Project Manager to the overall success of the project, the time allocation, and experience of, the Project Manager will be of prime importance. Experience, capability and availability of the Project Manager must be demonstrated.
- 1.9.5 Company-related experience, including staff and equipment resources. Provide:
 - University Space Planning Experience
 - University Master Planning Experience
 - General Master Planning Experience
 - Public Consultation Experience
 - Project Management Expertise
 - Team member Roles and Qualifications

- 1.9.6 A listing of all sub-consultants and their related experience
- 1.9.7 A list of all duties that the consultant feels are necessary to provide the clients with adequate professional services
- 1.9.8 A detailed schedule and work plan of how the consultant intends to proceed with the project
- 1.9.9 Consultants are required to demonstrate Quality Control Mechanisms utilized to ensure the successful execution of the project.
- 1.9.10 Three references for projects of a similar nature and value must be provided, complete with contact name and phone number. Include descriptions of the work performed, and the services provided. References may be contacted during the evaluation process.
- 1.9.11 A detailed statement on how the consultant intends to control consulting fees
- 1.9.12 The maximum fee for consulting services. This figure will be considered an upset fee. The project will not be awarded solely based on price, but will take into account the best value to be offered to the University in relation to the work program offered
- 1.9.13 A breakdown of how the upset fee was calculated, including the number of hours proposed for each activity. This information will be used to compare the level of effort proposed by each consultant
- 1.9.14 A schedule of rates and multipliers to be charged for all employees that may be used on this project. This information will be kept confidential and must be used when invoicing
- 1.9.15 Detail concerning mark-ups for disbursements, travel costs for out-of-town staff, and any other miscellaneous costs that may be expected
- 1.9.16 A summary of the consultant's insurance portfolio, specifically the professional liability insurance and the comprehensive liability packages carried by the consultant, or proposed to be secured by the consultant for the project.

2.0 REQUEST FOR PROPOSAL PROCEDURES AND INSTRUCTIONS

2.1 ISSUING OFFICE

Purchasing Office
 Brandon University
 270 18th Street
 Brandon, MB, R7A 6A9
 Attention: Jan Chaboyer

TEL: (204)727-9706
 FAX: (204)726-4573
 EMAIL: Chaboyer@brandonu.ca

2.1.1 Vice-President, Administration and Finance
 Attention: Susan Smale or Scott Lamont

TEL: (204)727-9723
 EMAIL: smale@brandonu.ca

2.2 PROPOSED KEY DATES

a)	Issuance of RFP	June 1, 2016
b)	Appendix A - Confirmation Receipt due	June 8, 2016
c)	Proposals due	June 17, 2016
d)	Evaluation and clarification of Proposals	June 20, 2016
e)	Interviews with Short-listed Consultants	By June 28, 2016
f)	Acceptance of successful Proposal (if any)	July 4, 2016
g)	Preferred Contract Start Date	Immediately Upon Awarding

2.3 CLOSING DATE AND TIME

The sealed Proposal, signed by the Consultant's authorized representative, must be received by the Issuing Office by registered mail, courier, or hand-delivery, not later than **4:00 PM, CST, June 17, 2016** and marked "**Consulting Services – Campus Master Plan**". Proposals received after the deadline date and time may not be considered.

2.4 PROPOSALS

This RFP states the instructions for submitting Proposals, and the procedures and criteria by which Vendors will be selected. Please acknowledge receipt of this RFP by faxing the Receipt Confirmation form (see Appendix A) to the Issuing Office (see Article 2.1).

Four (4) copies of each proposal, consisting of one original and three photocopies, as well as one pdf version are required.

Proposals received after the submission deadline may not be considered. Proposals are to be a maximum of twenty (20) pages, excluding appendices.

Vendor's costs to develop the Proposal and the costs for investigative work performed prior to the execution of any acquisition are entirely the obligation of the Vendor and shall not be charged in any part to Brandon University. The Vendor's Proposal and all supporting information become the property of the Brandon University. All such documentation may be reproduced by the University, provided that such reproduction is made solely for internal use or for any purpose required by law.

2.5 INQUIRIES AND CHANGES

It is the responsibility of each Vendor to inquire about and clarify any requirements of this RFP that are not understood, in writing. If a Vendor discovers any inconsistency, discrepancy, ambiguity, errors or omissions in this RFP, the Vendor must notify the RFP Contact immediately. **Written inquiries must be directed to Jan Chaboyer.** (see Article 2.1).

This RFP, and any subsequent modifications thereto, is designated as the sole reference for the preparation of Proposals and takes precedence over any and all information obtained from any source, either verbal or written. All addenda will be issued in written form to all Vendors and shall be incorporated into and become part of this RFP.

Amendments to Proposals will be accepted if received in writing prior to the Proposal closing date and time (see Article 2.3). Proposals may be withdrawn upon written request from the Vendor prior to the closing date and time only.

2.6 IRREVOCABLE OFFER

Vendors should state the period for which their submission will remain irrevocable. Unless otherwise stated by the Vendor, this period shall be a minimum of ninety (90) days from the date of the submission deadline. Any award within the period mentioned above will mean the prices quoted shall remain irrevocable through to delivery of the product or service submitted.

2.7 SELECTION PROCESS AND CRITERIA

It is the intent of the University to select the most effective Proposal that meets the requirements and provides the best overall value to the University. The University may or may not, conduct discussions, request further information or clarifications, either in succession or concurrently, with selected Vendors on the content of their Proposal(s) without becoming obligated to clarify or seek further information from any or all other Vendors. However, Vendors are cautioned that any request for clarifications will not be an opportunity either to correct errors or to change their Proposals in any substantive manner. The University will not be limited as to its criteria for evaluation of Proposals.

At its discretion, the University may engage the services of a third party technical consultant to review, evaluate and recommend the Proposal which best addresses the requirements of this RFP.

Unless required by law, all ratings shall be confidential, and no totals or scores of such ratings shall be released to any party. At the discretion of the University, upon conclusion of the evaluation process, the University may short-list Vendors to enter into an interview or presentation or both to determine the award of any contract arising from this RFP process.

Proposals shall be evaluated based on the following criteria:

	<u>Percentage Weighting</u>
a) QUALITY AND THOROUGHNESS OF THE RESPONSE	20%
<ul style="list-style-type: none"> · Understanding of the Project requirements · Ease of use of the proposed Services · Capability to provide Services to the locations as indicated · Identified project risks and potential solutions · Proposed methodology and approach · Other factors relevant to this criteria 	
b) MANAGEMENT PLAN AND CONSULTANT QUALIFICATIONS	50%
<ul style="list-style-type: none"> · Corporate structure and ownership · Demonstrated ability to satisfy the University's requirements · Relevant experience, competence and reliability in handling similar Projects, based on references (University Master Planning Experience, General Master Planning Experience, Public Consultation Experience, Project Management Expertise, Team Member Roles and Qualifications) · Markets served over the past year · Ability to meet timelines and provide quality service · Other factors relevant to this criteria 	
c) COSTS, INNOVATIONS AND TIME ALLOCATION	15%
<ul style="list-style-type: none"> · Proposed cost structure · Time allocation of the Project Manager · Quality Control Mechanisms · Cost saving proposals · Value-added benefits · Other factors relevant to this criteria 	
d) PROPOSAL	5%
<ul style="list-style-type: none"> · Format that is reasonably consistent, comprehensible, and appropriate to the RFP · Acceptance of Contractual Provisions · Contractual terms proposed by the Consultant · Other factors relevant to this criteria 	
e) WORKING KNOWLEDGE OF THE BRANDON CONTEXT	10%
<ul style="list-style-type: none"> · Ability to Collaborate with Key Stakeholder Groups · Knowledge of Local Planning Issues and Opportunities 	
Total:	100%

2.8 CONFIDENTIALITY

The Vendor acknowledges that the University is subject to The Local Authority Freedom of Information and Protection of Privacy Act (the Act). The Vendor shall review the Act and determine the categories of records that are exempted from disclosure under the Act. The Vendor shall clearly mark "Confidential" all information regarding the items and conditions, financial and/or technical aspects of the Vendor's Proposal response, which in the Vendor's opinion are of a proprietary or confidential nature at the relevant item or page. The University shall use all reasonable efforts to hold all information marked "Confidential" by the Vendor in strict confidence but shall not be liable for any inadvertent disclosure, nor for any disclosure required by law, including pursuant to the Act. Similarly, information about the University obtained by a Vendor and declared by the University representatives to be confidential must not be disclosed unless authorized by the University. The University is prepared to sign a non-disclosure agreement that may be required to obtain RFP information, however the University cannot waive the access to information provisions of the Act.

It is agreed that these reciprocal obligations of non-disclosure will survive the termination of any contract that might arise between the parties.

This RFP and all other data appended or related to it, are the property of the University and are applied only for the purpose of enabling each Vendor to prepare and submit a Proposal in response thereto. The information contained or referred to in the RFP or appended to it, is not to be disclosed or released for any other use or purpose and must be returned to the University if requested.

2.9 THE UNIVERSITY'S AUTHORIZED REPRESENTATIVES

The only persons who are, or shall be authorized to speak or act for the University with respect to any order/contract resulting from this RFP, are those whose positions or names have been specifically designated in Article 2.1.

2.10 PROPOSAL REJECTION/ACCEPTANCE

As it is the intention of the University to award to the Vendor (if any) who offers the best over-all value to the University, the University reserves the right in its sole discretion to accept or reject any bid which in the opinion of the University is incomplete, obscure, irregular, contains exceptions or counter-offers, or, which is non-compliant with the terms of this RFP.

2.11 PRESENTATIONS AND DEMONSTRATIONS

At the sole discretion of the University, individual oral presentations by each short-listed Vendor, or Vendor deemed most qualified, may be required after written Proposals are received by the University. Each Vendor should be prepared to discuss and substantiate any of the areas of the Proposal submitted, its own qualifications regarding the products and services offered, and any other area of interest relative to its Proposal.

It is the preference of the Selection Committee that interview of short listed vendors take place at the office of the vendor. This approach is intended to provide an opportunity for the Selection Committee to meet as much of the implementation team as possible. It is preferred that the presentation and interview be led by the proposed Project Manager.

2.12 SIGNING AUTHORITY

Vendor's proposal must be dated and signed in the firm or corporate name and must bear the signature of a principal duly authorized to represent the Vendor. The Vendor's name must be fully stated. Where Proposals are signed by an agent of the Vendor, evidence of authority to act as the Vendor's agent shall accompany the Proposal.

2.13 VENDOR REFERENCES

Provide a minimum of three (3) references for projects of a similar nature and value, complete with company name, contact name, title, and phone number. Include descriptions of the work performed, and the services provided. References may be contacted during the evaluation process.

2.14 COST STRUCTURE

Costs must be shown in Canadian dollars, Goods and Services Tax (GST) and Provincial Sales Tax (PST) excluded. Re-opener clauses will be included to allow for renegotiation if there are any Federal/Provincial legislative changes in the tax/duty content of the goods/services involved.

The following items should be included in your cost structure considerations and addressed in the Proposal:

- Cost structure in Canadian funds.
- Taxes, shown separately if applicable.
- Consulting, training, support, and maintenance.
- Insurance.
- Permits, licenses, fees.
- Miscellaneous charges
- Invoice payment terms
- Value added benefits.
- Other Project related costs.

2.15 VISUAL IDENTITY STANDARD (VIS)

Brandon University (BU) has an approved Visual Standards Guide (VSG). It is the responsibility of any person or organization creating visual media or promotional material on behalf of BU to ensure the requirements of the guide are met. Brandon University's VSG and digital copies of its logo are available online at brandonu.ca/communications/visual-identity/. Secondary logos, including faculty-specific logos, may be requested from the Marketing Communications office. For more information related to the VSG or approval of designs, please contact the Marketing Communications office at 204.571.8542 or 204.727.9762, or by email at communications@brandonu.ca.

APPENDIX A - RECEIPT CONFIRMATION FORM

Please complete this form and mail or fax **IMMEDIATELY** to:

Purchasing Office
Brandon University
270 18th Street
Brandon MB R7A 6A9
Attention: Jan Chaboyer
Fax Number (204)726-4573

Failure to return this form may result in no further communication regarding this Request for Proposal.

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CONTACT PERSON: _____ PHONE NUMBER or EXT: _____

E-MAIL ADDRESS: _____ COMPANY WEBSITE: _____

I have received a copy of the above noted Request for Proposal. I authorize the Brandon University Purchasing Office to send further correspondence that it deems to be of an urgent nature by either fax or e-mail, whichever method they deem appropriate.

I understand that if I do not submit a proposal, this will not affect our company's status as a potential supplier to Brandon University in the future. I also understand that if I do not return this form our company will not receive any further notices with regard to this Request for Proposal.

Please select one of the following:

I will be participating in this formal tendering process.

I will not be participating in this tendering process, for the following reasons:

NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____