

**REQUEST FOR PROPOSALS “RFP” NO. PS20211379  
Insurance Brokerage Services**

**QUESTIONS AND ANSWERS NO. 1**

**ISSUED ON: November 3, 2021**

Q1	Part C - Form of proposal - Do we need to complete this form as it stands completing our responses in its boxes or can we use our own format but follow the same headings and sequence? Also we would start off page C-1 and go from Appendix 2 to Appendix 11. We would not include Appendix 1 as it does not seem to have any requested information.
A1	<b>Yes, Proponents can respond to the questions in their own format but should take care to answer each question asked thoroughly in a logical easy to follow format. Correct, Appendix 1 of Part C of the RFP details the legal terms and conditions of the RFP and does not request any information to be provided.</b>
Q2	<b>Appendix 7 - Instead of collecting every employees signature, can we list their names on this form and have it signed by myself as the respondent to the City’s RFP?</b>
A2	<b>The form should be signed off by the individual employees, this can be limited to the employees listed to the project team who would have regular involvement in the contracted services.</b>

END OF Q&A No.1