

City of Coquitlam

Request for Proposals

RFP No. 26-049

Pay Parking Mobile Payment Application

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### APPENDIX A – PRIVACY PROTECTION SCHEDULE

### APPENDIX B – PRIVACY IMPACT ASSESSMENT TEMPLATE

### [PROPOSAL SUBMISSION FORM](#)

**1. KEY DATES**

<b>RFP Issue Date</b>	<b>Friday, May 8, 2026</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>12:00 PM (local time)</b> <b>Tuesday, May 26, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Friday, May 29, 2026</b>

**2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents

**Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.**

- b) Commercial General Liability (CGL) insurance \$2M coverage and Professional Errors and Omissions Liability coverage \$1M provided on the City's Certificate of Insurance – Consultant Form
- c) Payment Card Industry (PCI) Data Security Standard (DSS)
- d) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

### 3. DEFINITIONS

**“Agreement” “Contract”** means the Contractor’s standard form agreement, master services agreement, terms of service, or equivalent contract governing the provision of Employee and Family Assistance Program and related services, as negotiated and executed between the City and the Contractor

**“City” “Owner”** means City of Coquitlam

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works

**“Merchant of Record”** Merchant of Record means the entity responsible for processing payment transactions, including collection of funds, tax remittance, and chargeback management

**“Mobile Payment Application”** Mobile Payment Application means the software platform provided by the Contractor that enables users to initiate, manage, and pay for parking sessions via mobile or web interface

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services

**“Proponent”** means responder to this Request for Proposals

**“Proposal”** means the submission by the Proponent

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for

#### **4. INSTRUCTIONS TO PROPONENTS**

##### **4.1. Acknowledgement**

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́ńqəmíhə́m (HUN-kuh-MEE-num) word kʷikʷə́łəm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́łəm traditional and ancestral lands, including those parts that were historically shared with the ǵííǵá́y (kat-zee), and other Coast Salish Peoples.

##### **4.2. Purpose**

The City of Coquitlam (“City”) is requesting responses to this Request for Proposal (“RFP”) from qualified mobile payment service providers to supply mobile parking applications and associated technology to supplement and integrate with the City’s on/off-street parking paystations and parking enforcement technology (Genetec).

##### **4.3. Information Meeting**

An information meeting may be hosted by the City Representative to discuss the City’s requirements under this RFP (the “Information Meeting”). While attendance is at the discretion of Proponents, Proponents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFP a meeting has not been scheduled.

##### **4.4. Proposal Submission**

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form.

##### **4.5. Prices**

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

##### **4.6. Requested Departures**

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

#### 4.7. Evaluation Criteria

##### **Mandatory Requirements (Pass/Fail)**

- Proponent must agree to the City's **APPENDIX A – PRIVACY PROTECTION SCHEDULE**
- Proponent must either provide a completed Privacy Impact Assessment (PIA) based on the Ministry Standard (**APPENDIX B – PRIVACY IMPACT ASSESSMENT TEMPLATE**), or cooperate with the development of one with the City.
- Proponent must provide security information necessary for the City to conduct a Security Threat and Risk Assessment (STRA) of the software.
- Proponent must maintain current PCI DSS compliance, where applicable to the services being proposed, and provide a valid and current PCI DSS Attestation of Compliance (AOC) with the Proposal

##### **Proponents who pass the Mandatory Criteria above will then be evaluated as follows:**

###### a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

###### b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

###### I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

###### II. Authenticity

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	20
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	35
<a href="#">Financial</a>	35
<b>Total</b>	<b>100</b>

d) The criteria for evaluation of the Proposals may include, but is not limited to:

**Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Key Personnel on project team, qualifications and experience
- Health and Safety

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

**Technical**

- Methodology, set-up and execution of the Work
- System architecture and integration approach with City systems
- System performance, reliability, and uptime
- System behavior during failures, outages, and downtime
- Key risks and mitigation strategies
- Integration with payment processors and City systems
- Compliance with Scope of Services requirements
- Data hosting, residency, and cybersecurity controls
- Challenges and opportunities in delivering the Services
- Approach to operating in a multi-provider environment

**Financial**

- proposed fee structure
- overall value to the City and users

e) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
  - As part of the evaluation of Corporate Experience

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

g) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

i) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

4.8. Term

The initial term of the Contract is five (5) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

4.9. Additional Sites

The City may add or remove locations over the duration of the Contract.

## 5. SCOPE OF SERVICES

### 5.1. Background

Pay parking was established in Coquitlam in 2012 to manage high-demand curbside areas in the City Centre and selected off-street parking lots.

The City currently operates approximately:

- 42 parking paystations
- 30 on-street (curbside) locations
- 12 off-street locations across six parking lots
- approximately 300 on-street parking spaces
- approximately 600 off-street parking spaces

The City utilizes a Parking-as-a-Service model in which equipment supply and maintenance are provided by a third-party contractor, while enforcement is managed internally by the City's Bylaw Services Division.

Mobile parking transactions currently represent a growing portion of overall parking activity and are expected to continue increasing over the term of this Contract.

The City currently utilizes a single-provider mobile payment application and intends to transition to a model that supports multiple providers accessible through a unified interface.

The Contractor will be required to integrate with:

- existing and future parking paystations
- the City's parking enforcement systems, including Genetec ALPR and FieldTicket
- the City's preferred payment processor

### 5.2. Scope

The Contractor will be responsible for the supply, implementation, integration, operation, and ongoing support of a mobile parking payment application across locations identified by the City.

The Work includes all labour, materials, software, systems, integration, coordination, supervision, and support required to deliver a complete and fully functional solution.

#### a) Implementation and Deployment

##### i. Deployment and Implementation

- full deployment of the solution within thirty (30) calendar days of Contract execution
- completion of all system configuration, integration, and testing prior to launch
- coordination with the City and third-party providers as required
- completion of user acceptance testing and validation of system functionality

- provision of all documentation, training, and implementation support
  - ii. Customer Support and Service Level
    - provision of customer service through a dedicated call centre
    - minimum system availability of 99.9 percent excluding scheduled maintenance
    - support hours aligned with the City's parking enforcement hours
    - escalation procedures for all issues including critical failures
    - defined response and resolution timelines
  - iii. System Integration
    - full integration with the City's existing and future systems, including:
      - Genetec ALPR enforcement systems
      - FieldTicket ticketing system
      - Existing and future parking paystations
    - provision of all APIs and integration tools
    - Contractor responsible for all integration costs and coordination
  - iv. Software and System Updates
    - provision of all application, software, and firmware updates at no cost to the City
    - minimum thirty (30) days advance notice of updates
    - detailed description of changes and impacts
    - testing to ensure continuity of service prior to deployment
  - v. Data Security and Compliance
    - compliance with PCI DSS v4.0
    - provision of a valid and current PCI DSS Attestation of Compliance (AOC), where applicable
    - provision of SOC 2 Type II certification or equivalent
    - provision of a Data Breach Incident Response Plan
    - provision of sample incident response documentation
    - completion of Privacy Protection Schedule and required assessments
- b) Application Requirements
- i. Core Functionality
    - parking session initiation, extension, and termination
    - countdown timer and expiry notifications
    - geo-location and zone identification
    - mobile and web-based access
    - support for iOS and Android platforms
    - ability to support future operating systems with material market presence

- ii. Customer Interface and Transaction Process
  - clear display of parking rates and options
  - confirmation of licence plate and location
  - transaction summary prior to payment
  - confirmation of completed transaction
  - automated expiry reminders
  - option to extend parking sessions where permitted
  - issuance of electronic receipts with full cost breakdown
- iii. Cloud-based Management and Reporting Tools
  - access to operational and financial reporting
  - ability to generate custom reports
  - real-time system monitoring and alerts
  - audit and revenue control features
  - remote configuration of parking rates and zones
  - detailed operational, enforcement, utilization, and revenue reporting capabilities to support City and regional reporting requirements, including TransLink-related reporting where applicable
- c) Multi-Provider Environment Requirements
  - compatibility with a multi-provider payment environment
  - ability to operate within a standardized zone structure defined by the City
  - provision of consistent and reliable data for enforcement purposes
  - prevention of duplicate or conflicting transactions
  - support for a unified user experience across providers
  - the City is seeking operational models where either the City or the Contractor may act as Merchant of Record
  - clearly identify processing model and limitations
- d) Payment Processing and Financial Model
  - i. Payment Processing
    - integration with major payment processors such as Moneris and Chase Paymentech
    - ability to support future payment service providers as required by the City
    - identification of whether the proposed model requires the City or the Contractor to act as Merchant of Record
    - description of PCI responsibilities, payment flow, and operational impacts associated with the proposed model
  - ii. Convenience Fee Model
    - the Contractor will be compensated through a convenience fee charged to the end user

- no direct cost to the City unless otherwise proposed
  - all convenience fees must be clearly disclosed to users
  - all convenience fees are subject to prior written approval by the City
  - no changes to fees without City approval
- iii. Financial Submission Requirements
- proposed convenience fee structure
  - any alternative pricing models
  - pricing for both City Merchant of Record and Contractor Merchant of Record models, where available
  - identification of any PCI, transaction processing, gateway, licensing, or related costs associated with each proposed model
  - estimated annual revenue projections based on City-provided data
  - identification of any costs to the City
  - any proposed revenue-sharing arrangements
- e) Data Privacy and Residency
- full compliance with the Freedom of Information and Protection of Privacy Act (FIPPA)
  - all personal and payment data must be stored within Canada
  - no data may be accessed or transferred outside Canada without prior written approval
  - the City reserves the right to audit compliance
  - any breach may result in suspension or termination of Services
  - all data remains property of the City
  - full access to data at all times
  - ability to export data in usable format
  - no withholding of data
- f) Operational and Technical Requirements
- i. System Performance
- reliable system availability and uptime
  - ability to handle peak transaction volumes
  - real-time communication with enforcement systems
- ii. Risk and Compliance
- identification of risks and mitigation strategies
  - compliance with all applicable laws and standards
- g) Restrictions
- no third-party advertising or promotional content within the application
  - no inducements or incentives tied to reduced parking fees

h) Signage Contribution

- annual contribution of \$1,000 to the City for signage, based on the current parking inventory and subject to review if the number of parking zones or paystations changes during the Contract term
- coordination with the City on signage best practices

i) Transition and Exit

- the Contractor shall, upon expiry or termination of the Contract, provide reasonable support to transition the Services to the City or a new provider
- the Contractor shall provide all data related to the Services in a usable format upon request
- the Contractor shall ensure continuity of service during any transition period, as directed by the City
- no additional fees shall be charged for standard transition support unless otherwise approved by the City



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 26-049

### Pay Parking Mobile Payment Application

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.

#### INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: <https://qfile.coquitlam.ca/filedrop/purchasing>

1. In the “From” field enter: your email address
2. In the “Subject” field enter: Bid Name
3. In the “Bid Number” field enter: Bid Number
4. In the “Type” field enter **New** if this is a new submission or **Update** if this is an updated submission
5. Add files and Send (ensure your browser remains open until you receive a files sent message. You will also receive an email from QFile confirming the submission).

Proponents are responsible to allow ample time to complete the Proposal submission process prior to the closing date and time. Late submissions will not be accepted. If assistance is required phone 604-927-3037.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**1. MANDATORY REQUIREMENTS**

<b>a) Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:</b>	
I. <u>Payment Card Industry Data Security Standard (PCI-DSS) Compliance</u> Must provide a valid and current Attestation of Compliance (AOC)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No.
II. <u>Privacy Protection Schedule (PPS)</u> Proponent MUST agree to the City's PPS.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No.
III. <u>Privacy Impact Assessment (PIA)</u> Proponent must either provide a completed Privacy Impact Assessment (PIA) based on the Ministry Standard (Appendix B), or cooperate with the development of one with the City..	
<input type="checkbox"/> Privacy Impact Assessment attached <input type="checkbox"/> Agree to have one completed	

**2. FORM OF CONTRACT**

<b>a) CONTRACTUAL FRAMEWORK AND AGREEMENT SUBMISSION</b> As part of its Proposal, the Proponent must submit its standard form of agreement, including any master services agreement, software-as-a-service (SaaS) agreement, cloud services agreement, terms of service, or equivalent, that it proposes to use for the provision of the Services to the City. The submitted agreement must represent the complete contractual framework proposed by the Proponent, including all applicable terms, schedules, and service descriptions. The City may require modifications to the Proponent's submitted agreement to ensure alignment with the <a href="#">City's Terms and Conditions</a> . The submission of Proponent contract documents is for review and negotiation purposes only and does not constitute acceptance by the City. Proponent's proposed agreement attached for City review and negotiation:	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**3. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business:
ii.	Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Describe the Proponent’s current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

<b>b) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
<b>Reference No. 1</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

<b>Reference No. 2</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 3</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

**4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

I.	Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
II.	What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
III.	What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

IV. What policies does your organization have to support reconciliation with indigenous peoples:

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**5. TECHNICAL**

**a) APPROACH and METHODOLOGY** - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.

**I. Delivery, Set-Up and Execution** – Proposals should outline the delivery and implementation approach, including understanding of the City's requirements.

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**II. System Architecture** - Describe the overall system architecture of the proposed solution, including hosting environment, data flow, and integration points with City systems

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**III. Uptime & SLA Proof** - Provide historical system uptime statistics for the past 12-24 months and describe how uptime is monitored and maintained

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**IV. Data Hosting, Residency and Portability** – Identify all data storage locations and confirm where all data is hosted, processed, accessed from, and how data can be exported by the City

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**V. Integration Methodology** - Describe the integration approach with Genetec, FieldTicket, and paystations, including APIs, data exchange methods, and expected implementation challenges

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**VI. Enforcement Data Reliability** - Describe how payment data is validated and transmitted to enforcement systems, including latency, failure handling, and fallback processes

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**VII. Multi-Provider Environment** - Describe how your solution operates within a multi-provider environment, including:

- prevention of duplicate payments
- consistency of user experience
- coordination with other providers

--

**VIII. Cybersecurity / Access Control** - Describe user authentication, access controls, and administrative permissions within the system

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**IX. Failure Scenarios** - Describe system behavior and user experience during:

- payment failures
- network outages
- system downtime

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<b>X. Mobile App UX / Adoption</b> - Describe the user journey for initiating and completing a parking session and identify any features that improve user adoption
<b>XI. Management Tools and Reporting</b> - Describe the management interface and reporting tools available to the City, including access to operational and financial reports
<b>XII. Innovations and Enhancements</b> - Describe any innovations, enhancements, or mobility-related features available at deployment
<b>XIII. Data Portability and Exit</b> - Describe how the City can extract all data from the system at any time, including format, frequency, and any limitations
<b>XIV. Customer Support Capabilities</b> - Describe customer support services, including: <ul style="list-style-type: none"><li>• availability (hours of operation)</li><li>• support channels (call centre, online, etc.)</li><li>• performance metrics such as volume handled, resolution rates, and response times</li></ul>

## 6. FINANCIAL

Where multiple Merchant of Record models are proposed, the City reserves the right to evaluate and select the model determined to provide the best overall value and operational fit for the City. Proponents may select one or both models below.

**Contractor as merchant of Record**

**City as Merchant of Record**

### Contractor as Merchant of Record Pricing

The Proponent confirms that all costs associated with the Services, including any fees charged to the City or end users, are fully disclosed in this Proposal, are stated in Canadian Dollars (CAD), and that no additional fees, charges, or surcharges of any kind will be applied beyond those identified without prior written approval of the City. Exclude GST.

a) Convenience Fee Structure (per transaction) - Proponents shall clearly identify all components of the convenience fee applicable to a single transaction.

	ITEM	UNIT OF MEASURE	PRICE PER TRANSACTION
i.	Flat Fee (per transaction)	Each	\$
ii.	Percentage Fee (if applicable)	Per Transaction	%
iii.	Minimum Fee (if applicable)	Each	\$
iv.	Maximum Fee (if applicable)	Each	\$
v.	Other not Listed:		\$

b) Sample User Cost Scenarios - Proponents must calculate and complete the Total Paid by User.

	ITEM	PARKING FEE	CONVENIENCE FEE	TOTAL PAID BY USER
i.	1 Hour Parking	\$	\$	
ii.	2 Hour Parking	\$	\$	
iii.	Daily Maximum	\$	\$	
iv.	Other not Listed:	\$	\$	

c) Proponents shall complete this section only if any costs are payable by the City. If no costs are payable by the City, Proponents shall state no cost to the City.

	ITEM	One-time Fee	Annual Fee
i.	Implementation	\$	\$
ii.	Integration	\$	\$
iii.	Licensing	\$	\$
iv.	Support	\$	\$
v.	Other not Listed:	\$	\$

### City as Merchant of Record Pricing

The Proponent confirms that all costs associated with the Services, including any fees charged to the City or end users, are fully disclosed in this Proposal, are stated in Canadian Dollars (CAD), and that no additional fees, charges, or surcharges of any kind will be applied beyond those identified without prior written approval of the City. Exclude GST.

a) Convenience Fee Structure (per transaction) - Proponents shall clearly identify all components of the convenience fee applicable to a single transaction.

	ITEM	UNIT OF MEASURE	PRICE PER TRANSACTION
vi.	Flat Fee (per transaction)	Each	\$
vii.	Percentage Fee (if applicable)	Per Transaction	%
viii.	Minimum Fee (if applicable)	Each	\$
ix.	Maximum Fee (if applicable)	Each	\$
x.	Other not Listed:		\$

b) Sample User Cost Scenarios - Proponents must calculate and complete the Total Paid by User.

	ITEM	PARKING FEE	CONVENIENCE FEE	TOTAL PAID BY USER
v.	1 Hour Parking	\$	\$	
vi.	2 Hour Parking	\$	\$	
vii.	Daily Maximum	\$	\$	
viii.	Other not Listed:	\$	\$	

c) Proponents shall complete this section only if any costs are payable by the City. If no costs are payable by the City, Proponents shall state no cost to the City.

	ITEM	One-time Fee	Annual Fee
vi.	Implementation	\$	\$
vii.	Integration	\$	\$
viii.	Licensing	\$	\$
ix.	Support	\$	\$
x.	Other not Listed:	\$	\$

**Attention Purchasing Manager:**

7. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
8. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.