

INSTRUCTIONS TO ELIGIBLE CONTRACTORS – SERVICES FOR ALBERTA INNOVATES**Alberta Innovates
Request for Proposal MW0202 AB-2026-00962**

Alberta Innovates (AI), 250 Karl Clark Road NW, Edmonton Alberta, invites your company to submit a formal proposal for:

Pre-Qualification of Vendors for Artificial Intelligence, Machine Learning, and Automation Services

This is a Request for Proposal (RFP) only. Purchase of the services described herein will be subject to the terms and conditions of a services agreement that will result should AI accept any or all of the proposals submitted.

Eligible Contractors means individual(s) or an organization that has the capabilities to perform the services requested in this RFP. The terms “Vendor”, “Supplier”, “Bidder” and “Proponent” have the same meaning as Eligible Contractor throughout this RFP.

AI’s terms of payment are Net 45 days from receipt of invoice.

Eligible Contractors may attach detailed information on any innovation, enhancement, or technology, which the Eligible Contractors feel is an improvement over the specifications requested in the document, that would result in a cost saving or benefit to AI.

All proposals must be received prior to: Friday, Feb 27th, 2026, 11:00 AM Alberta Time (“Alberta Time” as defined as Mountain Standard Time or Daylight-Saving Time as provided for in the Daylight Saving Time Act of Alberta).

Any questions regarding this RFP must be submitted through **Bonfire** before the deadline noted above. Please see section 2.3 for further details on how to access Bonfire.

RFP Timeline

Activity	Deadline
RFP issued and posted	EOD Feb 4, 2026
Deadline for Submission of Questions	11am Feb 12, 2026
Questions and Answers circulated to Eligible Contractors	EOD Feb 18, 2026
Proposals Due	11am Feb 27, 2026

AI reserves the right to accept or reject any or all proposals and to accept any proposal it considers advantageous at any price submitted. The lowest priced proposal or any proposal will not necessarily be accepted.

1.0 INTRODUCTION

On May 27, 2016, the *Alberta Research and Innovation Amendment Act*, 2016 (the “Act”) received Royal Assent. Pursuant to the Act, effective November 1, 2016, Alberta Innovates - Technology Futures, along with the other Alberta Innovates agencies (Alberta Innovates - Bio Solutions, Alberta Innovates – Energy and Environment Solutions, and Alberta Innovates – Health Solutions), is dissolved and a single Alberta Innovates corporation has been created.

AI has two wholly owned subsidiaries C-FER Technologies (1999) Inc., and InnoTech Alberta Inc.

The mission of AI is to advance the economy of the province by promoting technology development and application, performing applied research, and providing expert advice, technical information and scientific infrastructure that is responsive to the needs of the private sector and supports activities in the public sector.

AI has corporate offices in Edmonton and Calgary.

The address for the **Edmonton** facility is listed below:

Alberta Innovates
250 Karl Clark Road NW
Edmonton, Alberta
T6N 1E4

Alberta Innovates is a Provincial Crown corporation with a mandate to deliver 21st century solutions for the most compelling challenges facing Albertans. We do this by building on our province’s strengths in health, environment, energy, food and fibre and through leverage of early research in artificial intelligence, nanotechnology, and omics. Together with partners, we are focusing resources on emerging technologies that span sectors, embracing the digital future within industries and operations, and enhancing Alberta’s knowledge workforce. Our goal is to diversify the province’s economy, improve environmental performance and enhance community well-being through research, innovation, and entrepreneurship.

2.0 GENERAL REQUIREMENTS OF PROPOSAL

2.1. Disclosure

All proposals submitted in response to this RFP will become the property of AI and will not be returned.

Eligible Contractors participating in this RFP acknowledge that AI is subject to the *Access to Information Act* (Alberta) (“ATIA”) and all information, records relating to, or obtained, generated, created, collected or provided under, the RFP or services agreement and which are in the custody or control of AI are subject to ATIA. Confidentiality for any document submitted and accepted in response to this RFP cannot be ensured. If the Eligible Contractors consider any portions of their proposals to be confidential, the Eligible Contractors shall identify those portions of its proposal to AI and what harm it reasonably expects from its disclosure. AI, however, is not able to warrant or provide that this information as so marked will preclude disclosure under ATIA. If AI receives a request for information under ATIA, which includes information provided by the Eligible Contractors, AI will give the Eligible Contractors notice of such request and the Eligible Contractors will respond to such notice in accordance with ATIA. If the Eligible Contractors do not respond to the notice from AI, AI will proceed to process the request for information in accordance with its procedures as set forth in ATIA.

2.2. Reservation of Rights of AI

AI, in its sole and unfettered discretion, reserves the right to change or cancel this RFP; to reject any or all proposals received in response to this RFP; to decide whether the proposal does or does not substantially comply with the submittal requirements and procedures described in this RFP; to waive an irregularity or non-compliance with the requirements of the RFP where the irregularity or non-compliance is minor or inconsequential, the determination of what is or is not a minor irregularity or non-compliance, or the determination of whether to waive or not to waive such irregularity or non-compliance shall be at AI's sole and unfettered discretion; to obtain clarification or additional information necessary to properly evaluate a proposal; to obtain references regarding any Eligible Contractors' past performance from any source; and to negotiate a services agreement with the successful Contractor. Neither issuance of this RFP nor evaluation of any proposal(s) obligates AI to award a services agreement from this RFP.

For additional clarity, and without in any way limiting the foregoing, AI may – upon reviewing the proposal(s) – determine that no single vendor is able to perform the entirety of the work contemplated in the RFP. Accordingly, AI may, on that basis, select to award multiple contracts to multiple Eligible Contractors to complete the work contemplated in this RFP, all on terms to be negotiated and mutually agreeable to both parties.

Roster Management

Without limiting the foregoing, Alberta Innovates reserves the right to manage and administer the pre-qualified vendor roster established through this RFP for the duration of the contract term. This may include periodic review of roster composition, removal of vendors in accordance with Section 5.3 (Proponent Review and Performance Management), and the qualification of additional vendors through a fair and transparent roster refresh or re-opening of this RFP, as disclosed herein.

Roster refresh activities, if undertaken, are anticipated to occur no more frequently than annually.

2.3. Response Time and Place

Responses must be made using Bonfire's website at <https://albertainnovates.bonfirehub.ca/>.

The basic steps for uploading the responses are as follows:

1. Login (or Register if you are accessing the system for the first time).
2. Review Alberta Innovates open opportunities
3. Upload questions (if applicable) and responses.

Further detail and demo videos can be found at Bonfire's support website

<https://support.gobonfire.com/hc/en-us>. Select User Guides then Documentation.

Project link

<https://albertainnovates.bonfirehub.ca/102295/details>

2.4. Specifications

Eligible Contractors shall be bound by any specifications they submit.

Eligible Suppliers must download the RFP directly from the Government of Alberta Purchasing Connection (APC) website (www.purchasingconnection.ca) or the proposal response will be rejected. Terms and conditions in your response, which add, delete, or modify terms and conditions from the RFP, may result in rejection of the proposal response.

The RFP is subject to Chapter Five (Procurement) of the Agreement on Internal Trade and the New West Partnership Trade Agreement. The details of both can be found at

<http://www.international.alberta.ca/canada-trade-agreements.cfm>.

IMPORTANT: Due to current Government of Alberta restrictions on American-based purchases, the Eligible Contractors must be a Canadian supplier (or supplier based Internationally outside of the US).

A Canadian supplier includes:

- Any supplier that supplies goods manufactured in Canada
- A company incorporated in Canada where at least 51 per cent of the work is complete in Canada
- Suppliers incorporated elsewhere but that have a place of business in Canada where at least 51% of the work is completed in Canada.
- Canadian distributors of US goods are considered Canadian suppliers if 51 per cent of their workforce is located in Canada.
-

The Eligible Contractors must address these requirements in the proposal submissions.

Any Eligible Contractors who do not meet at least one of these requirements must state so explicitly in their proposal submission, and may still be considered eligible on an exceptional basis as determined by Alberta Innovates in its sole discretion.

2.5. Extension of Time

There will be no time extension to allow for late proposals.

Proposals received after the declared deadline of Friday, Feb 27th, 2026, 11:00 AM by law must be rejected.

AI will not alter the RFP process once responses to the RFP have been received.

2.6. Addenda

- a) AI may make changes to this RFP and/or provide clarification to information stated within the RFP by way of provision of written addenda (the "Addenda").
- b) All Addenda issued prior to the closing date and time becomes part of this RFP and shall be deemed to have been considered by Eligible Contractors prior to the submission of their proposal.

2.7. Enquiries/Time Extension to the RFP closing date and time

It is the responsibility of the Eligible Contractors to obtain clarification of the requirements contained herein, if necessary, prior to submitting their proposal. All enquiries and other communications related to this RFP throughout the solicitation period and until contract award are to be sent via the address noted above. Enquiries during the solicitation period must be received as indicated in the RFP timeline to allow sufficient time to provide a response. Enquiries relating to the RFP received after that time will not be answered.

To ensure equality of information among Eligible Contractors, questions and answers will be forwarded to all Eligible Contractors simultaneously without revealing the source of the enquiry.

2.8. Financial Information

Proposals must be stated in Canadian dollars unless the Eligible Contractors seek approval from AI to provide the amount in another currency. If another currency is approved by AI, the exchange rate will be determined as of the closing date of the RFP. Proposals must include all duties and taxes.

Eligible Contractors are required to separate taxes from the price of the services in the proposal. The taxes must be quoted as follows:

GST
HST
PST
State Tax
Other duties or taxes (specify)

For any duties and/or taxes that are not applicable to the proposal, the Eligible Contractors should mark 'N/A'.

All costs incurred in the preparation of responses to the RFP are the sole responsibility of the Eligible Contractors and will not be chargeable to AI.

AI may, at its option, request the provision of audited financial statements for the past three years or the operating history of the company.

2.9. Incomplete Proposals

Responses to this RFP, that do not, in the opinion of AI, adequately address all the requirements of this RFP may be returned to the Eligible Contractors for completion or rejected outright, at the discretion of AI. Ambiguous, unclear or unreadable proposals may be rejected.

2.10. Withdrawal

Any response to the RFP may be withdrawn prior to the date set for receipt of the responses. Withdrawal notification must be in written form.

2.11. Opening of Proposals

AI will open all responses to this RFP privately and unannounced.

2.12. Evaluation of Proposals

Upon receipt of proposals, a review panel will examine each submission for compliance with the RFP requirements, prior to carrying out the primary evaluation. The review panel will use the following criteria to evaluate all responses:

Criteria	Weighting
Demonstrated experience by artificial intelligence and automation category	40%
Service delivery approach and lifecycle management	20%
Responsible Artificial Intelligence, Security, and Data practices	20%
Resourcing model and capacity	10%
Pricing (resource rate table)	10%
Total	100%

Once the review panel has arrived at a "Short List" AI, may enter into final negotiations with any of those Eligible Contractors to finally select the suitable Contractor.

Vendors selected through this Request for Proposals will be included on a pre-qualified roster of up to **three (3) service providers as part of the initial award**, -eligible to support Alberta Innovates' artificial intelligence, machine learning, and automation initiatives. This roster is intended to enable Alberta Innovates to efficiently access qualified expertise as business needs are identified over time.

At any time during the evaluation process, AI may ask the Eligible Contractors to clarify statements made in the proposal.

2.13. Presentation, Interviews, Resumes and Corporate Information

AI may establish a shortlist of Eligible Contractors who may be asked to make formal presentations or required to be interviewed. These formal presentations and/or interviews will be at AI's sole discretion.

Eligible Contractors are required to submit resumes of its key personnel with its proposal to AI

AI will perform corporate searches on Eligible Contractors. Eligible Contractors with delinquent tax returns and/or found to be inactive may not be eligible provide the scope of services described in Section 5.

2.14. Proposal Validity

Proposals shall be final and binding on the Eligible Contractors for sixty (60) days from the RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the Eligible Contractors are asked to do so by AI. The proposal will be used as the basis for the services agreement.

2.15. Conflict of Interest

On or before the closing date and time of this RFP, Eligible Contractors must fully disclose to the person identified in 4, in writing, the circumstances of any actual, possible or perceived conflict of interest in relation to the Eligible Contractors, any of the Eligible Contractors resource team or any employee, subcontractor or agent, if the Eligible Contractors were to become the successful Contractor pursuant to this RFP. AI shall review any submissions by the Eligible Contractors under this provision and may reject any proposal where, in the opinion of AI, the Eligible Contractors, any of the members of the Eligible Contractors resource team or any proposed sub-contractor is, could be, or could be perceived to be in a conflict of interest if the Eligible Contractors were to become the successful Contractor pursuant to this RFP.

Eligible Contractors are to list any conflicts of interest here. If there is no conflict of interest, Eligible Contractors should write "N/A".

Conflict of Interest
1.
2.
3.

2.16. Confidentiality

Eligible Contractors shall:

- a) Keep confidential all information concerning AI and/or third parties, or any of the business or activities of AI and/or third parties acquired as a result of participating in this RFP;
- b) Only use, copy or disclose such information for the purpose of submitting a proposal or upon written authorization of AI; and
- c) Maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.

2.17. Subcontracting

The successful Contractor may subcontract only upon written approval from AI, such approval shall not be unreasonably withheld.

2.18. Status and Availability of Resources

Eligible Contractors may be required to sign a declaration of availability of all the team members covering the whole term of the services agreement.

2.19. Debriefing

AI will, at the request of an unsuccessful Eligible Contractor, who provided a proposal, will provide a debriefing for the purpose of informing the unsuccessful Eligible Contractor as to why their proposal was not selected.

2.20. Award

Upon selection of a proposal as a result of this RFP, AI will notify all Eligible Contractors of the selection and will award the services agreement to the successful Contractor.

3.0 PROPOSAL FORMAT

Eligible Contractors are encouraged to include enough relevant data and information under each section to ensure proper evaluation.

To ensure clarity, consistency, and fairness in evaluation, proponents must adhere to the following

submission requirements:

- Proposals must be clear, concise, and well organized, and must address all required deliverables and response sections.
- Proposals must not exceed 50 pages, inclusive of title pages, table of contents, executive summaries, and appendices.
- Only the first 50 pages of the proposal will be reviewed and evaluated. Any additional pages will not be considered or scored.

Alberta Innovates reserves the right to request a comprehensive on-site or virtual demonstration of services and solutions, including proposed technologies, dashboards, and reporting mechanisms.

3.1 Section One: Title Page

Identify the company name; the name, address and telephone number of the representative responsible for the proposal; the name, address and telephone number of a contact person to be dealt with in the representative's absence; the date of the proposal.

3.2 Section Two: Table of Contents

List all topics and associated page numbers.

3.3 Section Three: Requirements

Submissions will be evaluated and scored based on the quality of response to the requirements and provisions of this RFP. If the Eligible Contractors partially meet any requirements, clearly articulate how the requirements are only partially met.

3.4 Section Four: Pricing

Eligible Contractors shall complete the pricing for all applicable labour, equipment, material, supervision, and consumables to complete the services as outlined in Section 5 and for all applicable duties and taxes in Section 2.8.

3.5 Certification of Compliance

Include the signed Section 8 Certification of Compliance.

4.0 RFP/ELIGIBLE CONTRACTORS REQUIREMENTS

Failure to comply with any of the following requirements may disqualify a proposal response:

- a) The Eligible Contractors shall follow the proposal format stated in Section 3 Proposal Format.
- b) The Eligible Contractors must adhere to the general requirements stated in Section 2 General Requirements.
- c) An authorized representative of the Eligible Contractors must sign and date where indicated in Section 8 Certification of Compliance.
- d) An authorized representative of the Eligible Contractors must sign proposals.

5.0 SCOPE, SPECIFICATIONS AND STANDARDS

5.1 Background Information

Alberta Innovates is seeking to establish a pre-qualified roster of vendors with demonstrated expertise in artificial intelligence, machine learning, and business

process automation to support the organization's evolving business priorities and operational plans. These services are intended to enable improved efficiency, decision-making, and service delivery across the organization through the responsible, secure, and value-focused application of artificial intelligence.

This Request for Proposals is not tied to a single, defined initiative. Rather, it is intended to identify qualified vendors who can support a range of future artificial intelligence and automation initiatives as needs are identified through business planning, program delivery, and corporate operations.

This approach separates vendor qualification from solution design, enabling Alberta Innovates to retain flexibility while ensuring access to proven expertise. Vendors selected through this RFP will be eligible to participate in future competitive or direct call-off processes for project-specific Statements of Work where scope, timelines, and budgets are clearly defined.

PLEASE NOTE: This process may result in selection of multiple vendors. The allocation of work will be contingent upon project needs and suitability of the resource. There are no guaranteed services or hours specified in the RFP. The Information Technology Services team will engage the services as required.

Technical and Operating Environment

Alberta Innovates uses several applications, technologies, and platforms to deliver IT services. Examples include Microsoft 365 (E5 Licensing), Dynamics 365, SharePoint, Dayforce, Smart Simple, JD Edwards, Azure DevOps, Power Platform, Data Fabric, and KnowBe4.

5.2 Scope of Services and Requirements

Scope of Work

This Request for Proposals is issued solely for the purpose of establishing a pre-qualified roster of service providers. Submission of a proposal and inclusion on the roster does not guarantee the award of any work, does not create a contractual commitment, and does not imply any minimum or future spend by Alberta Innovates.

Vendors selected through this Request for Proposals will be included on a pre-qualified roster of up to three (3) service providers as part of the initial award, eligible to support Alberta Innovates' artificial intelligence, machine learning, and automation initiatives. This roster is intended to enable Alberta Innovates to efficiently access qualified expertise as business needs are identified over time.

Once the roster is established, Alberta Innovates will issue project-specific Statements of Work to one

or more of the pre-qualified vendors. These Statements of Work will describe the business problem to be addressed, the relevant data available, the desired outcomes, and any applicable constraints. Pre-qualified vendors may be invited to submit proposals outlining their proposed solution approach, implementation plan, resource model, schedule, and pricing in response to each Statement of Work.

During the term of the roster, Alberta Innovates may, at its discretion, invite one or more pre-qualified vendors to participate in competitive call-off processes for specific initiatives, or may directly award work to a pre-qualified vendor where it is deemed appropriate to do so. Factors informing the selection approach may include, but are not limited to, the nature and complexity of the work, continuity with prior engagements, demonstrated expertise, capacity, timeliness, and overall value.

Alberta Innovates anticipates that market capabilities, organizational needs, and technology maturity may evolve during the term of the pre-qualified roster. Accordingly, Alberta Innovates may periodically re-open this Request for Proposals or conduct a roster refresh process for the purpose of qualifying additional vendors.

Any such roster refresh will be conducted using the same or substantially similar scope of services, qualification criteria, and evaluation methodology as set out in this RFP, and will be carried out in a fair, transparent, and competitive manner.

Participation in any roster refresh will be open to all interested vendors, including vendors not previously pre-qualified under this RFP. Alberta Innovates is under no obligation to conduct a roster refresh or to add additional vendors.

Work awarded under this roster will be governed by project-specific Statements of Work that clearly define scope, deliverables, timelines, and budgets. Inclusion on the pre-qualified roster does not imply exclusivity.

The successful proponents will be eligible to provide professional services in support of artificial intelligence, machine learning, and automation initiatives, which may include, but are not limited to:

- Artificial intelligence and machine learning solution design, development, and implementation
- Generative artificial intelligence solutions such as summarization, drafting, and virtual agents
- Advanced or agent-based artificial intelligence solutions supporting complex decision workflows
- Business process automation using configurable, low-code, no-code, or robotic process automation platforms
- Data engineering, data preparation, and data integration to support artificial intelligence initiatives
- Advisory services related to artificial intelligence strategy, governance, risk management, and responsible use
- Pilot, proof-of-concept, and proof-of-value initiatives
- Training, documentation, and knowledge transfer to internal teams

For the purposes of this Request for Proposals, Alberta Innovates has grouped anticipated services into the following work categories. Proponents must structure their responses according to these categories:

1. Artificial Intelligence and Machine Learning Solutions
2. Generative Artificial Intelligence
3. Advanced or Agent-Based Artificial Intelligence
4. Business Process Automation and Workflow Automation
5. Data Engineering and Artificial Intelligence Readiness
6. Advisory, Governance, and Responsible Artificial Intelligence Enablement

Qualifications

Corporate and Capability Overview

Proponents must provide:

- Corporate background and years in operation
- Core lines of business and artificial intelligence-related services
- Number of staff supporting artificial intelligence, data, and automation delivery
- Description of resourcing strategy, including in-house resources and subcontracted resources (local, nearshore, offshore)

Demonstrated Experience by Work Category

Proponents must respond separately to each category for which they are claiming expertise. For each category, at least one completed engagement must be provided using the structure below.

Artificial Intelligence and Machine Learning Solutions

For each engagement:

- Client organization and industry
- Business problem addressed
- Scope of work and objectives
- Data sources and data preparation required
- Techniques or approaches used
- Model Training, Fine Tuning, and feedback loop Methodology
- Model Evaluation, Observability, Accuracy, Precision, TPR, Bias and AI Ethics
- Outcomes achieved (quantitative where possible)
- Lessons learned relevant to Alberta Innovates

Generative Artificial Intelligence

In addition to the above:

- How human oversight was incorporated
- How accuracy and reliability risks were managed
- Explainability and auditability considerations

Advanced or Agent-Based Artificial Intelligence

In addition to the above:

- Decision points handled by artificial intelligence versus humans
- Explainability and auditability considerations

Business Process Automation

In addition to the above:

- Process maturity and optimization prior to automation
- Measured efficiency, quality, or cycle-time improvements

Data Engineering and Artificial Intelligence Readiness

For each engagement:

- Data architecture overview
- Data cleansing and integration effort
- Volume and complexity of data

- Impact on downstream artificial intelligence performance

Service Delivery Approach

Proponents must address the following as distinct subsections:

- Discovery and problem definition approach
- Delivery methodology, including pilot and proof-of-value practices
- Artificial intelligence model and solution lifecycle management
- Responsible artificial intelligence, security, and privacy practices

Resourcing Model and Capacity

Proponents must describe:

- Typical team composition by engagement size
- Onshore versus nearshore versus offshore resources
- Use of in-house staff verses subcontractors, if any
- Ability to commit stable resources over time
- Documentation of methods and models, knowledge transfer and training approach

5.3 Proponent Review and Performance Management

Alberta Innovates is committed to maintaining high standards of performance and value in the provision of contingent labor resources. As part of our ongoing commitment to quality assurance, we will regularly review the performance of vendors on the pre-qualified list. These reviews and assessments will be conducted a fair and transparent manner, providing proponents with opportunities to address any concerns or deficiencies identified.

The pre-qualified list will be managed based on criteria which may include, but are not limited to:

- Performance of selected resources and the quality of their work.
- Quality of contingent labor resources provided.
- Account management practices.
- Adherence to contractual obligations or non-compliance with relevant regulations.
- Turnover of resources.
- Inability to deliver services within agreed-upon timelines or budgets.

- Persistent issues with invoicing, billing accuracy, or transparency.
- Conduct of selected resources.

Please note that Alberta Innovates does reserve the right to take appropriate action based on the findings of these reviews and assessments, which could include removal from the pre-qualified list, if warranted by the circumstances.

It is important to note that removal of a proponent from the pre-qualified list will not preclude the proponent from bidding or being awarded any scope of work outside the pre-qualified list. All vendors, regardless of pre-qualification status, will have equal opportunity to participate in future bidding processes and be considered for work opportunities with Alberta Innovates.

All roles/resources provided will be required to provide a recent security background check and abide by Alberta Innovates' Policies and codes of conduct.

Performance reviews and roster management actions under this section will be documented and conducted in a manner consistent with the roster management and refresh approach described in Section 5.2.

5.4 Hours and Locations

The expected Hours of Work will be 8:15am until 4:30pm with an expected total number of hours each week at 36.25 hours.

We have 6 facilities that may require work in Alberta:

- Two in Edmonton – Edmonton Research Park in south Edmonton & Bell Tower downtown Edmonton
- Two in Calgary – Calgary Research Park by the University of Calgary & AMEC Place downtown Calgary.
- One in Devon
- One in Vegreville

5.5 Time & Material Pricing

Proponents must complete the following table. Rates are for benchmarking and evaluation purposes only and do not represent a commitment to purchase services.

Mandatory Resource Rate Table

Currency: Canadian Dollars

Resource Role	Description	Hourly Rate (CAD)
Artificial Intelligence / Machine Learning Architect	Architecture, model selection, integration design	\$

Data Scientist	Model development, feature engineering, analysis	\$
Machine Learning Engineer	Deployment pipelines, monitoring, optimization	\$
Data Engineer	Data pipelines, integration, data quality	\$
Automation Developer	Workflow automation, low-code, robotic process automation	\$
Business Analyst	Process analysis, requirements definition	\$
Project Manager	Delivery coordination, reporting, risk management	\$
Change Management / Training Specialist	Adoption, training, documentation	\$

All overtime hours worked by the successful Contractor must be pre-approved by the appropriate AI contact.

5.6 Term

Estimated start date:	March 16, 2026
Estimated end date:	March 31, 2029
Number of optional extensions:	3
Maximum duration of each extension:	1 year

The term of the pre-qualified roster and any roster refresh activities conducted during this period shall not extend beyond the end date of the Agreement unless formally extended in accordance with this section.

5.7 Discrepancies

If the Eligible Contractors are aware of any discrepancies, irregularities, incorrect part or version numbers and/or product descriptions indicated in the RFP, or if items have been discontinued, or are scheduled to be discontinued, or replaced with new models or versions, the Eligible Contractors must notify the person identified in 4e of this RFP prior to the closing date. The person identified in 4e may, based on information provided by the Eligible Contractors, amend the RFP.

5.8 Health and Safety Requirements

If the successful Contractor is working at AI's facility, the Contractor is required to attend an HSE safety orientation prior to starting work.

6.0 GENERAL INSURANCE AND WORKER'S COMPENSATION REQUIREMENTS

Eligible Contractors are required to have the following insurance: (a) at the Eligible Contractors' own expense and without limiting its liabilities herein, be responsible for insuring their operations in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. The Eligible Contractors shall also maintain automobile liability insurance including owned and non-owned vehicles in an amount not less than a \$2,000,000 inclusive; (b) Worker's Compensation coverage for all personnel engaged in the Services and/or provision of the Goods where required by legislation.

If applicable, Eligible Contractors shall also maintain at its own expense and without limiting its obligations herein, professional liability insurance in an amount not less than \$1,000,000 against errors and omissions in rendering of professional services comprising all or part of the services.

All insurance policies will state that the coverage provided will not be changed in any material way, cancelled, or terminated until thirty (30) days after written notice of such change, cancellation or termination has been given to AI.

The required coverage must be maintained throughout the term of the services as identified in Section 5. Evidence of the required coverage will be provided by the successful Contractor upon AI's request.

7.0 TRAVEL AND EXPENSES

Relocation Travel and Expenses will not be eligible for reimbursement.

The successful Contractor will be bound by the following travel and expenses provisions:

Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense.

THERE ARE NO EXCEPTIONS TO THIS RULE.

Receipts for travel, meals and other expenses must include a receipt which details the items purchased. Both copies of restaurant receipts are required when submitting expense claims for food and beverages, as follows:

1. itemized receipt indicating items purchased; and
2. total receipt showing tip and total amount paid. Tip shall not exceed 20% of the total of items purchased.

Purchases made through the internet require a screen print showing the vendor's name, date, and items purchased, as well as proof of payment.

Contractors should submit original invoices or detailed receipts when possible, however copies of invoices or receipts will be accepted.

Contractors may claim meal allowances at the rates set out below, unless otherwise stated in their written agreement with AI.

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$9.20	\$11.60	\$20.75

The following meal allowances which include gratuity may be claimed, up to a total of \$41.55 (including gratuity) per day as follows:

Contractors who use their own vehicle:

- have been authorized to use their own vehicle for AI business purposes.

- shall be reimbursed a vehicle allowance for business travel at a rate of \$0.505 per kilometer.
- should ensure they have adequate vehicle insurance coverage.

Contractors on travel status who require overnight accommodation away from their regular place of residence may claim the:

- a. actual cost of accommodation, or
- b. an allowance of \$20.15 per night.

8.0 CERTIFICATION OF COMPLIANCE

I/We hereby affirm that we have read this RFP, and fully understand its intent, and terms and conditions of this RFP which are further detailed in sections 1.0 to 8.0 of this document. We further confirm that we have the adequate personnel and equipment to fulfill all the requirements of this RFP. I/We hereby offer to provide AI with the services as required under RFP# **MW0202 AB-2026-00962.**

Company Name: _____

Accepted by: _____
Printed/Typed Name

Position/Title: _____

Telephone: _____

Signature: _____

Dated: _____