



REQUEST FOR PROPOSALS NOTICE

RFP 10-162 SUPPLY OF PSYCHOLOGICAL ASSESSMENT SERVICES FOR ONTARIO WORKS BRANT

Sealed Proposals, one (1) original and four (4) additional copies, in a clearly marked envelope are to be delivered to the BID DEPOSIT BOX, Purchasing Division, located at 1 Market Square, Lower Level, Suite 120, Brantford, ON, N3T 6C8, **on or before 2:00 p.m. Local Time on Thursday, February 3, 2011.**

The City of Brantford invites Proposals from experienced Psychologists to carry out psychological assessments, as required, for Ontario Works Brant (OWB). The assessments are used by OWB for the purposes of measuring employability of certain OWB clients, as well as for employment planning purposes as it relates to those clients.

Request for Proposal documents may be obtained from the Purchasing Division, Finance Department, the City of Brantford, 1 Market Square, Lower Level, Suite 120, Brantford, ON between the hours of 8:30 a.m. and 4:30 p.m. weekdays. **The cost for the Request for Tender documents is \$43.05 (including HST), payable in cash, debit, Visa or Mastercard, or cheque made payable to the Corporation of the City of Brantford. This fee is non-refundable.** If unable to visit the Purchasing Division office in person to obtain documents, Proponents may request to have the RFP forwarded by email. Proponents are to send their requests, along with their method of payment and complete contact information (including name of company, contact name, address, phone, fax and email address) to: purchasing@brantford.ca.

Proponents shall be solely responsible for the delivery of their Proposal submission in the manner and time described in the RFP. Fax or electronic submissions will NOT be accepted.

All requests for information, instructions or clarifications regarding this RFP must be set out in writing and directed to:

Angel Marcos, Buyer, CPPB
Purchasing Division – Finance Department
Email: amarcos@brantford.ca

All questions related to this RFP or any clarification with respect to this RFP must be made no later than **12:00 noon, Tuesday, January 25, 2011** in order that City staff may have sufficient time to respond. The City cannot guarantee a response to any questions received after this deadline. The City reserves the right to extend the deadline for questions if required.

The responsibility shall be with the Proponent to seek clarification of any matter that they consider unclear before submitting a Proposal.