

Request for Proposal

Agreement For:

Furniture Purchase, Design and Installation – Sioux Falls, SD

E-Document Reference:

N/A

Bryan Clark
Director, Facilities

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1. Invitation

Dear Supplier,

You are invited to tender for the supply of the above, details of which are given in the following attached schedules.

Please ensure that you follow the enclosed completion instructions herewith and all tender sections have been answered and changes saved and submitted prior to or by: -

- **March 26th**

CentralSquare Technologies does not undertake to accept the lowest or any offer. Each item in the schedule will be treated separately except as indicated and CentralSquare Technologies reserves the right to share awards for any item between several suppliers.

If there is any aspect of this invitation that you do not understand then do not hesitate to contact:

Bryan Clark
Director, Facilities
Telephone: 352-455-4263
Email: Bryan.Clark@centralsquare.com

Eric Johnson
Procurement Specialist
Telephone:
Email: Eric.Johnson2@centralsquare.com

Yours sincerely,

Bryan Clark

Director, Facilities

CentralSquare Technologies

2. Tender Overview & Background

2.1. About CentralSquare Technologies

Formed by the merger of Superior, TriTech along with Zuercher, and the public sector and healthcare business of Aptean, CentralSquare Technologies is an industry leader in public safety and public administration software, serving over 7,500 organizations—from the largest metropolitan city to counties and towns of every size—and impacting the lives of 3 in 4 citizens across North America. Our rich history of partnership with public sector agencies has underscored an important, shared goal: to transform public service operations and help build safer, smarter communities.

2.2. About this Contract

At the end of this procurement process CENTRALSQUARE TECHNOLOGIES will award a contract(s) to each of the successful Tenderers. This agreement will:

- name the parties (one of which will be CENTRALSQUARE TECHNOLOGIES)
- set out the terms for operating the contract
- include the supplier's tender and convert it into a legally binding commitment
- include provisions allowing early termination of the contract(s)
- include provision setting out the supplier's liability

The agreements(s) create a contractual relationship between CENTRALSQUARE TECHNOLOGIES and the Tenderer(s) successful in the competition.

2.3. Scope and Objective of Tender

The purpose of this contract is to provide a furniture supplier to CENTRALSQUARE TECHNOLOGIES. This contract may also be used by affiliates associated to CENTRALSQUARE TECHNOLOGIES to support the strategic objectives of the business and to operations, with benefits that include Price Reduction, Rebate, Standardization, Reduced Administration, Improved Data Reporting, Innovation and Strategic Supplier Management.

The date and time for the final submission of the RFP Documents is by 12 PM on Friday, March 26th, 2021.

If you have not completed and submitted this document by the deadline specified, the submission will be declared null and void.

Scope includes: The purchase of furniture, installation of all purchased products, and recommendations for the interior design of CENTRALSQUARE TECHNOLOGIES new office space in Sioux Falls, South Dakota.

This will include as a minimum the provision of furniture for the entirety of a new 42,000 Sq. Ft. office building with the additional recommendations on coordinating interior finishes to coincide with material selections of aforementioned furniture.

Responses must take into consideration Strategic Objectives:

- **Flexibility**

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- **Aesthetics**
- **Cost of ownership**
- **Longevity/Durability**
- **Versatility**

Proposed Contract Length: Single term for the purchase of the furniture with support over the length of all corresponding furniture warranties dependent upon supplier performance and market developments. This project may serve as the basis for modernizing and standardizing all current and future CENTRALSQUARE TECHNOLOGIES offices. All respondents should present a proposal that can be easily replicated in various markets across the United States and Canada over the next 5-10 years.

Prior to commencing formal evaluation, Tender Responses will be checked to ensure they are fully compliant with the conditions of Tender. Non-compliant Tender Responses may be rejected by CENTRALSQUARE TECHNOLOGIES. Tender Responses which are deemed by the CENTRALSQUARE TECHNOLOGIES to be fully compliant will proceed to evaluation.

2.4. Estimated Potential Project Spend

| | Estimated Potential Project Spend |
|--------------------------------|-----------------------------------|
| CENTRALSQUARE TECHNOLOGIES USA | USD \$650,000.00 |

The project spend has been estimated from expenditure through previous projects of similar scope and size. However, CENTRALSQUARE TECHNOLOGIES cannot guarantee expenditure on this agreement.

2.5. Background

CST has identified Sioux Falls, South Dakota as a thriving market for continued expansion of its business operations. This expansion will far exceed the capacity of its current facility prompting the expansion into a larger and more up to date facility. This office move will require outfitting of the new space with furniture that meets the function, aesthetic, and budgetary needs of the company.

CST was recently formed through company mergers. Of those companies participating in the merger, each had its own perspective on how to furnish their respective facilities. This has resulted in each location having different styles, designs and furniture choices. Successful completion of this proposal and the eventual project will set the precedent for the company’s ongoing office image and future projects of like kind.

Tenderers should design their proposals around concepts that will last up to ten years based on both the durability of the products as well as their design and aesthetic choices.

The company currently enjoys an open floorplan throughout most of its offices. This is the intended path forward. As such, candidates should use this concept when developing their designs. CST is an innovative technology company, and its offices should represent that throughout.

The technology industry is one that requires flexibility and accommodation to be successful. There will be a wide variety of areas in this office for employees to work and that idea should be applied to all of those areas.

Finishes within the office such as paint colors and carpet will not be selected prior to the selection of furniture. CST requests that its candidates propose material and color choices to coincide with their proposals. Further instructions on this will be provided in this request.

3. Instructions to Tenderer

The following provides you with the information necessary to produce and submit a Tender which may be evaluated and subsequently used to complete a contract.

All parts of the RFP must be completed and supporting information and evidence must be supplied where appropriate or requested.

CENTRALSQUARE TECHNOLOGIES shall not be committed to any course of action as a result of:

- issuing this RFP or any invitation to participate in this procurement exercise
- an invitation to submit any Response in respect of this procurement exercise
- communicating with a Tenderer or a Tenderer's representatives or agents in respect of this procurement exercise

3.1. Tender Responses

CENTRALSQUARE TECHNOLOGIES will treat all responses in confidence. Respondents are advised that CENTRALSQUARE TECHNOLOGIES may reproduce their responses and that no further indication or request will be made. Such reproduction will be for use by CENTRALSQUARE TECHNOLOGIES solely in connection with this exercise.

Please note that all responses should be given in the text box provided.

Supplementary documentation may be attached to the RFP where applicants have been directed to do so. Such material must be clearly marked with the name of the organization and the question to which it relates.

All questions must be answered. If the question is not relevant, the words "not applicable" must be inserted.

Electronic signatures are allowed as a means of indicating your acceptance.

Please note that we may require clarification of the answers provided or ask for additional information.

The Invitation to Tender and any documents accompanying it must be in the English language.

All prices quoted must be net of all discounts and exclusive of Tax.

These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Please contact Bryan Clark, the designated CENTRALSQUARE TECHNOLOGIES contact, if you have any doubt as to what is required or will have difficulty in providing the information requested.

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Do not PDF this RFP or any appendix as this may invalidate your submission.

3.2. Preparation of Tender

Tenderers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Tenders. Tenderers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Tender and all other stages of the selection and evaluation process. Under no circumstances will CENTRALSQUARE TECHNOLOGIES, or any of their affiliates, be liable for any costs or expenses borne by Tenderers, sub-contractors, suppliers or advisers in this process.

CENTRALSQUARE TECHNOLOGIES relies on Tenderers' own analysis and review of information provided. Consequently, Tenderers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Tenders and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.

3.3. Tender Validity

Your Tender should remain open for acceptance for a period of 90 days from the date of submission. A Tender valid for a shorter period may be rejected.

3.4. Evaluation Criteria:

The RFP will be evaluated as follows:

- | | |
|---|------------------------------------|
| • Background Information | Information Only – No Score |
| • Design concepts | 25% |
| • Quality, Service & Experience | 25% |
| • Pricing | 25% |
| • Warranties and Service Over Product Life | 25% |

3.5. Contact Details

Name: Bryan Clark
Address: 1000 Business Center Drive, Lake Mary, FL 32746
Tel: 352-455-4263
Email: Bryan.Clark@centralsquare.com

Name: Eric Johnson
Address: 1000 Business Center Drive, Lake Mary, FL 32746
Email: Eric.Johnson2@centralsquare.com

3.6. Tender Requirements

3.6.1 Furniture Selection

A successful proposal will include three separate sections illustrating three different design concepts. Each section will list a detailed selection for every area of the office listed herein.

Tenderers should consider all options when making their selections and ensure they have made a selection for every applicable piece of furniture. Office areas and furniture selections in each section should be as listed below:

- Workstation
 - Task Chair
 - Desk
 - Storage component
 - Monitor arms
 - Cable management system
 - Power and network management

- Large conference room (12-16 people)
 - Table
 - Chairs
 - Power, network, and AV options for the table

- Medium conference room (8-10 people)
 - Table
 - Chairs
 - Power, network, and AV options for the table

- Small conference room (4-6 people)
 - Table
 - Chairs
 - Power, network, and AV options for the table

- Training room
 - Table
 - Chairs
 - Power, network, and AV options for the table

- Cafeteria
 - Table
 - Chairs
 - Booths

- Office
 - Chair
 - Desk
 - Storage component
 - File storage
 - Monitor arms
 - Cable management system

- Phone room
 - Table
 - Chair
- Open collaboration area
 - Work surfaces (i.e. laptop stands, small tables)
 - Seating options
- Huddle rooms (4 people)
 - Table
 - Chairs

Tenderers are not confined to the above list and are encouraged to provide original and innovative ideas in their respective concepts. The list above represents the minimum expected of each proposal for it to be considered but in no way should be viewed as a limitation. In order to be successful, candidates should expect to provide original, innovative, and exciting designs while making budget friendly choices. Aesthetics, functionality, flexibility and budget are the top concerns.

3.6.2 Office Design Recommendations

As previously noted, finishing products such as paint and carpeting have not been selected for the new office environment. In order to create synchronization between the furniture selections and the finalized buildout of the facility, candidates are requested to provide coordinating colors and designs for paint and carpeting to go along with their furniture proposal. These recommendations should be included in each section of the proposal with the corresponding furniture recommendations.

It is important to note that at least one wall of each office and conference room will be painted with whiteboard paint. These rooms along with the phone rooms will have a single, glass-front wall and sliding glass doors. Most areas of the office building will be finished with carpet except for the cafeteria. The cafeteria should be finished in either a tile or laminate product that can be easily cleaned and would otherwise normally be used in food service areas. The building budget allows for \$4.40 psf for flooring to include the vinyl base and \$2.65 psf for paint (which includes the application of white board paint). Any recommendations provided by candidates should take these factors and budgets into consideration.

The culmination of these proposals will result in a top-to-bottom recommendation from candidates for the interior design of the facility and the furniture that is to be incorporated. CST is looking for a new image and candidates should carefully consider how they can help provide this new image.

3.6.3 Concept Illustrations

Within each of the three sections of the proposal, successful candidates will provide detailed illustrations of all their selections and recommendations. The illustrations should be organized in the expected layout and configuration in which the furniture selections will be installed. The illustrations are expected to represent all aspects of the environment to include proposed wall and carpet colors and designs. A full rendering of the facility and all of its interior components would facilitate communicating candidates' visions to CST.

3.6.4 Product Pricing

Tenderers must have pricing listed for their selections at the end of each section following the concept illustrations. The first portion of the pricing area will list each individual product with its base unit price. Below each product and its base unit price, any additional pricing for finishes, materials, colors, etc. should be listed out based on the selections included in the concept illustrations and recommendations.

The second portion of the pricing area will include each product, single unit price as expressed with its intended finishes, total quantity included in the proposal, and the total price for this item. Following this area, candidates will also include the cost of installation. Candidates should ensure that the cost of installation accurately reflects cost of labor at the destination site and is not calculated for any other market.

At the end of this section, tenderers will include a total price. Note that each section should have its own pricing table based on the individual recommendations found in that section. All additional costs for materials, finishes, colors, fabrics, etc. must be included and represented in the pricing table.

3.7. Submission of RFP Documents

Please submit all tender documentation to the above contact(s).

3.8. Process for Questions/Clarifications

Tenderers shall treat the RFP documents as confidential and restrict its circulation on a "need to know" basis. All questions regarding this material should be directed to the above contact(s).

Please reference Bryan Clark in all correspondence

CENTRALSQUARE TECHNOLOGIES will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.

Any questions or assistance requests must be made a minimum of 2 days prior to the RFP submission date. You must complete your entries and 'submit' prior to this deadline passing or your submission will not be valid.

3.9. Collusive Behaviour

Any Tenderer who:

- fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than CENTRALSQUARE TECHNOLOGIES the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or

- enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in shall (without prejudice to any other civil remedies available to CENTRALSQUARE TECHNOLOGIES and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified.

3.10. Notification of Award

CentralSquare Technologies will notify the successful Tenderer(s) of their contract award in writing.

3.11. Unsuccessful Tenderers

Within the constraints of commercial confidentiality, unsuccessful Tenderers may be given feedback and provided with appropriate information that will enable them to provide more competitive offers in the future.

3.12. Outline Timetable (Subject to Change)

CENTRALSQUARE TECHNOLOGIES intends to follow the schedule below in performing the tender process. The timetable below identifies the indicative dates:

| Activity | Indicative Timescales |
|-----------------------------|---------------------------------|
| Closing Date for RFP | March 26 th , 2021 |
| Contract Award (Indicative) | April 30 th , 2021 |
| Contract Live | January 10 th , 2022 |

4. Declaration

I am authorised to make the statements contained within this RFP and I confirm that all responses are true and accurate.

Signed:

On behalf of:

Position:

Date:

- *If it is subsequently found that the statements detailed within your submission are untrue or deliberately misleading, CENTRALSQUARE TECHNOLOGIES reserves the right to disqualify the Potential Provider from the procurement process and anytime time that such falsehoods become apparent and to terminate any subsequent contracts due to such misrepresentations.*

5. Background Information

5.1. Name of Organization (which ever trading organization you nominate; this must be the same organization which will be party to the Agreement)

5.2. Group/Holding Organization Name

5.3. Address for all correspondence

5.4. Contact Name

5.5. Position

5.6. Telephone Number

5.7. Email Address

5.8. Website Address

5.9. Address of Registered Office

5.10. Nature of Organization e.g., Plc, Partnership etc.

5.11. Number of Employees

- Less than 50
- Between 50 to 250
- More than 250

5.12. Parent Company Details

If the Organization is a Member of a Group of Companies, please give the name and address of the ultimate parent company.

5.13. Company Registration Number

5.14. TAX Registration Number

5.15. Does your company hold the following certifications?

Employers' Liability Insurance* Yes No
Minimum Level of Cover

Public Liability Insurance Yes No
Minimum Level of Cover

Product Liability Insurance Yes No
Minimum Level of Cover

Professional Indemnity Insurance Yes No
Minimum Level of Cover

If you are in the process of acquiring any of the above certifications, they must be in place by the Final Contract Award date.

6. Financial Status & Business Probity

6.1. Bank Details

Name of Bank:
Bank Address:
Bank Telephone Number:

6.2. Trade with Current Bankers

Please state the number of years that your Organization has been trading with its current Bankers.

6.3. Auditor Details

Name of Auditors:
Address:
Telephone Number:

6.4. Credit Control Contact

Name and contact details of person in Credit Control who will be assigned to the CENTRALSQUARE TECHNOLOGIES contract:

Name:
Position:
Contact Number:
E-mail Address:

6.5. Organizational Audit Accounts (MANDATORY)

Please attach 1 copy of your organization's (or parent company) audited accounts (or equivalent) and the accounts of your group (if any) for the last 2 years in English and in US American Dollar together with details of any significant changes since the last year-end.

Included? Yes No

Please provide the following numbers from your LATEST audited accounts:

Total Current Assets (from the Balance Sheet):
Total Current Liabilities (from the Balance Sheet):
Net Profit (from the Profit & Loss statement):
Total Revenue (from the Profit & Loss statement):
Total Net Worth (from the Balance Sheet):

Please note these figures will be verified against your latest published accounts, and will be used to calculate Current Ratio, Net Profit %, and ROI ratios upon which you will be scored as part of this Tender. Failure to provide the information in the above boxes as requested may result in you achieving the minimum marks available for these questions, even though the information may already be contained within your attached accounts.

6.6. Guarantees

Parent Company Guarantees and/or other guarantees of performance and/or financial standing may be required, if considered appropriate. Please provide confirmation of your organization's ability to arrange for a guarantee or a performance bond. NOTE: if appointed and selected to provide goods or services under this contract, it may be a condition of that specific award of contract that you arrange for such a guarantee or performance bond.

Yes No N/A

6.7. Bankruptcy or Solvency (MANDATORY)

Is the organization you represent bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?

Yes No

6.8. Legal Proceedings (MANDATORY)

Is the organization you represent the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?

Yes No

6.9. Professional Conduct (MANDATORY)

Has any employee with whom you would propose to use to deliver this service been guilty of grave professional misconduct?

Yes No

6.10. Information Accuracy (MANDATORY)

Has any employee whom you would propose to use to deliver this service been guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this section?

Yes No

6.11. Social Security Contributions (MANDATORY)

Has the organization fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established?

Yes No

6.12. Tax Payments (MANDATORY)

Has the organization fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established?

Yes No

6.13. Conspiracy (MANDATORY)

Has your organization been convicted of conspiracy, where that conspiracy relates to participation in a criminal organization?

Yes No

6.14. Corruption (MANDATORY)

Has your organization been convicted of Corruption?

Yes No

6.15. Bribery (MANDATORY)

Has your organization been convicted of the offence of bribery?

Yes No

6.16. Money Laundering (MANDATORY)

Has your organization been convicted of Money laundering?

Yes No

6.17. Fraud (MANDATORY)

Has your organization been convicted of Fraud, within the meaning of:

- the offence of conspiracy to defraud.
- fraud or theft.
- fraudulent trading.
- fraudulent evasion.
- an offence in connection with taxation in the US.
- Destroying, defacing or concealing of documents or procuring the extension of a valuable security.
- Making, adapting, supplying or offering to supply articles for use in frauds.

Yes No

7. Quality, Service & Experience

7.1. Nature of your Business

Please provide a description of the nature of your business, highlighting core functions, any areas of specialism and indicate their relevance to the delivery of this framework.

7.2. Quality of Service

Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any), details of your approach to contract and project management and service delivery.

7.3. Quality Assurance and Accreditation

Please confirm whether your organization currently has ISO 9001:2008 accreditation or equivalent:

Yes No Currently working towards accreditation

7.4. Escalation Procedures

Provide details of your organization's escalation procedures used in problem resolution and addressing non-adherence/failure to deliver service within prescribed timescales.

7.5. Service Development

Describe your organization's approach to continuous improvement including any involvement in benchmarking and give details of any future plans in this area.

7.6. Account Management

If awarded will an Account Manager be dedicated to this contract?

Yes No

If Yes, please provide contact details below.

7.7. Customer Review Meetings

Please confirm that you will be able to attend review meetings as and when reasonably requested by CENTRALSQUARE TECHNOLOGIES.

Yes No

7.8. Supplier Audits

It is of great importance to CENTRALSQUARE TECHNOLOGIES that any awarded suppliers act with integrity, clarity and openness. As such, we reserve the right to audit awarded suppliers' transactions via this contract.

Please confirm whether your organization will be able to agree to this requirement.

Yes No

7.9. Implementation Process

Please provide a method statement that details the full processes and people involved that your organization would follow, from CENTRALSQUARE TECHNOLOGIES committing to trade with you through to actual trading

7.10. Website Functionality

Please provide details of the functionality of your website, including what value you believe it represents to CENTRALSQUARE TECHNOLOGIES, and any sources of reference material, market news, or reports on your website which you believe offer value to CENTRALSQUARE TECHNOLOGIES. You may include a maximum of 5 hyperlinks to support your response. Please also include details of the product level information provided online.

7.11. Differentiation of Service Offering

If your organization were successful in its tender bid, please describe below, how your service offering would differentiate itself. It is expected that suppliers will evidence elements of their offering which highlight value-add propositions, innovation, and unique benefits which allow a clear differentiation between their submitted offering and any others CENTRALSQUARE TECHNOLOGIES might receive via this contract.

7.12. Customer KPI's

CENTRALSQUARE TECHNOLOGIES has KPI's that the business is closely monitored on. Please detail how you will work with CENTRALSQUARE TECHNOLOGIES to ensure that they meet their KPI's. Please include examples where possible.

7.13. Case Studies

Please provide details of two similar contracts that you have held within the last 3 years, or currently hold which demonstrated your experience in providing a large organization with similar requirements to CENTRALSQUARE TECHNOLOGIES.

CENTRALSQUARE TECHNOLOGIES will request references from the below organizations via email.

Case Study 1

Organization

Contact Name

Contact telephone number

Contact E-mail Address

Contract Start Date

Contract End Date

Total Annual Value (US\$) of Contact (last 12 months)

Scope of service provided.

Improvements made during the contract.

Key Performance Indicators that were implemented and how you performed against these measures.

Case Study 2

Organization

Contact Name

Contact telephone number

Contact E-mail Address

Contract Start Date

Contract End Date

Total Annual Value (USD) of Contact (last 12 months)

Scope of service provided.

Improvements made during the contract.

Key Performance Indicators that were implemented and how you performed against these measures.

7.14. General Experience

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Please provide a summary of your experience of providing services, to a similar scale and scope of this contract.

7.15. Organizational Structure

Please supply an organizational structure for your company. Please attach a copy of your organizational structure.

7.16. Operational Set-up

Please provide details of the operational base and organizational set up including key support staff that would support our contract requirement. This should clearly show how the organizational structure explained above would support the operational delivery of this contract:

7.17. Contracts Terminated

Has your company had any contracts prematurely terminated due to your default in the last three years?

Yes No

If yes, please state reasons and which authority issued notice of cancellation:

8. Technical Capability

8.1. Customer Orders

Please confirm that your organization will only accept orders with a valid purchase order number.

Yes No

8.2. Invoicing

It will be a requirement of the successful supplier(s) to provide CENTRALSQUARE TECHNOLOGIES with invoice copies within 5 days from delivery of order.

Please indicate whether your organization will be able to meet this requirement.

Yes No

If No, please provide details below.

8.3. Invoice Queries

It will be a requirement of the successful supplier(s) to resolve invoice queries within 7 days from the query being made.

Please indicate whether your organization will be able to meet this requirement.

Yes No

If No, please provide details below.

8.4. Spend Analysis

CENTRALSQUARE TECHNOLOGIES are looking to work with suppliers who will be able to assist in determining if the products/services being used are the most appropriate, and if any efficiencies can be generated by spend and usage analysis. Please describe below how your organization would be able to add value in this regard.

8.5. Management Information Reports

Please provide details of any management information reports that you will be able to supply upon request. Please also verify if the reports are provided free of charge and the format in which they can be accessed such as via e-mail or internet.

8.6. Technical Support

Describe how your organization will provide technical support and advice, both prior to and following order placement.

9. Commodity Specific & Whole Life Cost

9.1. Environmental Accreditations

Has your organization achieved the ISO 14001 accreditation or any similar accreditations?

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Yes No Currently working towards accreditation

Please provide details of the relevant accreditation:

Please note, we may ask for copies of any accreditations.

9.2. Environmental Officer

Does your organization have a named officer responsible for Environmental Management?

Yes No

If yes, please supply the following details:

Name:

Position:

Email:

Qualification:

9.3. Environmental Policy

Please confirm whether your organization has a documented Environmental Policy Statement

Yes No

If Yes, please include a copy of your Environmental Policy with your submission.

9.4. Environmental Programmes

Is your company a member of any environmental programmes or initiatives?

Yes No

If yes, please supply details below.

9.5. Waste

Does your organization take measures to recycle or reuse waste or avoid unnecessary use of resources?

Yes No

If yes, please provide details below.

9.6. Green Credentials

Does your organization consider the environmental and sustainability credentials of its suppliers?

Yes No

9.7. Health & Safety Accreditations

Has your organization achieved the ISO 18001 accreditation or any similar accreditations?

Yes No Currently working towards accreditation

Please provide details of the relevant accreditation:

9.8. Health and Safety Officer

Who is the competent person, who ensures your health and safety policy is implemented and what are their qualifications?

Name:

Position:

Email:

Qualification:

9.9. Health & Safety Policy

Please confirm below that you have a health and safety policy.

Yes No

9.10. Community Investment Programmes

Does your organization undertake community investment programmes?

Yes No

If Yes, state the form of investment (e.g., Cash, Staff time, Gifts in kind, Management time)

9.11. Equal Opportunities

Does your company have a documented Equal Opportunities Policy?

Yes No

9.12. Equality Policy

Please enclose with your submission an Executive Summary of your Organization's published Equal Opportunities Policy Statement.

Enclosed Not Enclosed

9.13. Price Reviews

The core products/services will be determined prior to award.

The process below details the procedure that must be adhered to when you request price change for core items/services. Please read this procedure and confirm your acceptance by selecting the appropriate box below:

- Notification of a price change must be provided in writing to CENTRALSQUARE TECHNOLOGIES at least 45 days before the proposed price change is due to take effect.
- To support this request suppliers are to provide proof that they have experienced a price change. For example, a letter from a manufacturer/OEM requesting an increase will not be sufficient proof, we will require the letter/communication stating that you have accepted the price change and what that change is.
- CENTRALSQUARE TECHNOLOGIES will then review the proposal and supporting documentation and communicate a decision back to your organization.
- The revised price will then be fixed for a minimum period of 6 months.
- Failure to follow this procedure or provide the required supporting documentation will result in all requests for price changes being rejected.

We accept the Core Price Review procedure detailed above

We reject the Core Price Review procedure detailed above

9.14. Shopping Basket - Pricing

Open Attachment section on e-document: **XXXXXX**-Shopping Basket and select the tab labelled 'Data'.

Instructions for completion are as follows:

- Do not, in any way, alter the format, layout or order of products/services in the basket.
- Return the spreadsheet as an Excel file only.
- The details of any alternative items, which should be of the same specification and quality as the exact item requested by CENTRALSQUARE TECHNOLOGIES, must be entered in the appropriate columns for it to be considered.
- Prices should be fixed for a minimum period of 6 months from the contract start date.
- Prices should be exclusive of TAX and be provided in USD.

Please indicate below that you have received the spreadsheet, and read, understood, and complied with the instructions contained within, and have returned a completed version along with your completed tender submission. Selecting "Yes" below is an acknowledgement that not only have you completed the spreadsheet, but that you had sufficient and adequate information to allow you to submit a realistic and firm bid.

Yes No

9.15. Non-Core Pricing

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Please detail how you will demonstrate due diligence, effectiveness and value for money in any price changes/negotiations requested by your suppliers/manufacturers of products purchased by CentralSquare Technologies.

9.16. Cost Reducing Services

To focus on helping CENTRALSQUARE TECHNOLOGIES with opportunities related to cost savings. The supplier should be able to assist CENTRALSQUARE TECHNOLOGIES in understanding baseline costs within the processes related to this spend, focusing on cost of acquisition; cost of possession, and cost of product/service. The supplier should be able to provide cost reduction opportunities for CENTRALSQUARE TECHNOLOGIES. In addition, ongoing documentation, and measurements on mutually agreed upon cost savings areas should be provided.

Please provide details how you can support CENTRALSQUARE TECHNOLOGIES see cost reduction, forecasting and budgeting.

9.17. Enhanced Bid

CENTRALSQUARE TECHNOLOGIES is seeking to obtain best value from this procurement. The minimum terms upon which tenders will be accepted by CENTRALSQUARE TECHNOLOGIES and/or affiliates are the terms set out in this tender document.

Please confirm if your company can offer an additional rebate over and above the pricing offered based against total spend. Rebates must be paid to CentralSquare Technologies on an annual basis, based on management information.

Yes, we can offer an additional rebate

No, we can offer an additional rebate

Please provide details of your Proposed Additional Rebate %

9.18. Additional Savings – Value Add support

CENTRALSQUARE TECHNOLOGIES is seeking to any additional Savings and/or Value Add opportunities that can support us to achieve our Strategic Objectives.

Please confirm if you will engage with CENTRALSQUARE TECHNOLOGIES to identify cost drivers and other cost-effective solutions.

Yes, I will engage with CENTRALSQUARE TECHNOLOGIES

No, I will not engage with CENTRALSQUARE TECHNOLOGIES

Please indicate how could you support CENTRALSQUARE TECHNOLOGIES to achieve any of our Strategic Objectives indicated in **Section 2.3 of this document**.

10. Responsible Sourcing

Responsible Sourcing is a critical need for CentralSquare Technologies as our supply chains continue to expand. This exposes us to an ever-wider array of risks. These risks include not only include risk of supply disruption, cost volatility and compliance with local laws and regulations, but also in protecting the CentralSquare Technologies brand reputation. CentralSquare Technologies must meet the growing expectations of numerous bodies including stakeholders, customers, shareholders, employees, trade associations, labour unions, governments etc. and take responsibility for our supplier's environmental, social and ethical practices. In order to mitigate for such risk, CentralSquare Technologies needs to comply to the standards required within the supply chain.

Please answer the following

10.1. **Supplier Diversity / Inclusive Procurement**

CentralSquare Technologies looks to develop working relationships and supply chain opportunities for diverse suppliers which impact our local communities. These categories will include, but is not restricted to, those businesses owned by women, service veterans, visible minorities, persons with disabilities, members of the LGBTQIA community, or family, etc.

If you would like to participate in this initiative, you can help us by replying to the questions below. Your answers to questions about supplier diversity are voluntary, and we will only use the information you provide to identify engagement opportunities with diverse businesses across our local communities.

- **Does your company fit in one of the categories listed above?**

Yes No

- **Does your company have a certificate which certifies that it is owned by a category listed above, from a Third-party certification agency?**

Yes No

- **Please provide further details if required, i.e., partners you can engage to support the above requirement.**

10.2. **Sustainability**

CentralSquare Technologies continues to maintain healthy operations practices which support the replenishment of resources from our eco systems. Validation of these actions may be requested via data and reporting.

- **Do you currently provide CentralSquare Technologies with any of the following (if yes please indicate all that applicable)?**

Electricity

- Natural Gas
- Fuel (diesel, LPG, petrol/gasoline)
- Business travel
- Water
- Waste Management Solutions
- Recycling
- Plastic
- Detergents (incl. palm oil info)

You do not provide any of the above product or services to CentralSquare Technologies.

10.4. Ethical and Social:

We are asking our supply chain partners to affirm their commitment to CentralSquare Technologies' principles or with their own supply chain policies which are materially consistent with the below. The below set standards that should be upheld at all times to prevent crimes of indecency against humans. Amongst other things, this means that CentralSquare Technologies' expects its suppliers (and their suppliers) to comply with all applicable laws, including those prohibiting bribery or corrupt practices, forced labour, child labour, human trafficking or slavery, and those relating to safety, wage and hour and freedom of association and collective bargaining.

- **Has your company or have any of its owners, beneficial owners, directors or, to your knowledge, any of your employees been investigated for, charged with, or convicted of making a payment for purposes of influencing a decision or violating an applicable anti-bribery or anti-corruption law?**
 Yes No
- **Does your company have operations in Cuba, Iran, Syria, Sudan, North Korea or the Crimea Region?**
 Yes No
- **Does your company engage suppliers with operations in any of Cuba, Iran, Syria, Sudan, North Korea or the Crimea Region?**
 Yes No
- **Does any government, to include any state-owned entity, own any interest in your company, whether directly or indirectly?**
 Yes No
- **Are any of your company's owners, beneficial owners, directors or, to your knowledge, any of your employees or their immediate family members employees, officials, or contractors of a government?**
 Yes No
- **Does your company have a policy which prohibits bribes, kickbacks or other illicit or corrupt payments?**

Yes No

- **Does your company employ or hire low-skilled foreign or domestic migrant workers directly or indirectly through recruiting or staffing agencies?**

Yes No

- **Does your company have a policy or policies expressly prohibiting the following in your own company and those of your suppliers?**

Engaging in all forms of forced labour and human trafficking.

Engaging in child labour.

Withholding worker identity or immigration documents.

Using recruiters that do not comply with applicable local labor laws.

Charging workers recruitment fees or withholding worker wages for damaged or lost product.

- **Does your company issue a policy or policies explicitly ensuring the following in your own company and those of your suppliers?**

Wages meet applicable legal requirements or, if there is no legal minimum wage, wages are aligned with the prevailing sector wage.

Workers, including those hired by recruiting or staffing agencies, are provided with detailed and accurate work agreements or similar work papers prior to relocation where relocation is required in a language understood by the workers.

Document checks (including proof of age documentation) of all workers before they begin working to confirm they are allowed to work according to applicable legal standards.

- **Does your company provide safety training to its employees?**

Yes No

- **Does your company carry out screening of or due diligence on potential recruiters or staffing agencies to ensure they operate in compliance with applicable laws, including those prohibiting forced labour, child labour, human trafficking, or slavery, and those relating to safety, wage and hour and freedom of association and collective bargaining?**

Yes No

- **Does your company have a process for workers or agents to report, without fear of retaliation or retribution, matters related to bribery or corrupt practices, forced labour, child labour, human trafficking, or slavery?**

Yes No

11. Non-Compliance Statement

Note to Tenderer:

Detail below all matters (Technical, Commercial or Contractual) in which your Tender response does not comply with the requirements laid down in the Invitation to Tender documentation. Sequentially number each point in the first column for ease of reference. If required, take copies of this blank form for additional points of non-compliance. Cross-reference to any supporting information provided separately.

Tenderer Name:

Date:

| Section number in tender | Matter not complied with in tender | Extent of non-compliance alternatives offered effect on the tender requirement |
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