

REQUEST FOR PROPOSALS

Project Title: Insurance Broker and Commercial Insurance Coverage

Client: IVONNE, Inc.

Operating As: Corporation

Type of Business: Clinic

Release Date: Monday January 16, 2023

Q & A Session: Please contact Chris Cascanette

Deadline to Submit Intent to Bid: March 1, 2023

Closing Date: September 15, 2023

Insurance Required Date: October 11, 2023

I. INTRODUCTION

IVONNE, Inc. (“IVONNE”) is in the market for an experienced brokerage who can source commercial insurance for its clinic for a term of not less than 5 years¹. IVONNE has worked with its current broker since it was founded in 2017, and is now opening up this opportunity to other parties through a formal Request for Proposal (“RFP”).

II. BACKGROUND

IVONNE is a boutique **3-bed** Permanent Makeup, Skincare, and Laser Clinic classified as a Personal Service Setting, registered in Canada, operating in the City of Ottawa, Ontario.

IVONNE is owned and operated by verified Metis Citizens, and 1st generation Canadians. In its 6th year of operations IVONNE provides Permanent makeup, dispensed skincare, and PicoWay laser treatments including laser tattoo removal and skin rejuvenation.

IVONNE is known for its strong professional relationship with its regulators, partners, and suppliers.

III. GENERAL TERMS AND CONDITIONS

IVONNE, Inc. (IVONNE) will not be responsible for any costs incurred by a supplier in preparing and submitting proposals and/or attending interviews. IVONNE accepts no liability of any kind to a supplier prior to the signing of any contract or purchasing of any insurance.

- Submission of a proposal shall not obligate, nor should it be construed as obligating IVONNE to accept any such proposal or to proceed further with the project. IVONNE

¹ Providers who cannot commit to 5 year term may be asked to RFP again annually.

may, in its sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.

- This RFP shall not be construed to be an intention to cancel its existing insurance.
- Suppliers may amend or withdraw their proposals prior to the communication blackout period in the RFP by way of written notice.
- The supplier must identify any information in its proposal that it considers to be confidential or proprietary.
- All proposals and accompanying documentation received under this competition will become the property of IVONNE and will not be returned.
- IVONNE reserves the right to accept or reject, in whole or in part, any or all proposals.
- IVONNE reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.
- The supplier's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference.
- All prospective bidders will be required to sign a Non-Disclosure Agreement prior to submitting their bids.

To express an interest in the RFP process please email the above to receive a complete package of information including a Non-Disclosure Agreement.

Notices of Interest will be accepted until March 1, 2023 at **proposals@ivonne.ca**.

Yours truly,



Christopher Cascanette, Director (Principal)
per IVONNE, Inc.

Cc: Ivonne Sanchez, Director (Principal), IVONNE, Inc.