



Rideau Lakes

**Request for Proposals
Integrity Commissioner**

**ADMIN
2024-02**

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1.0 Information to Bidders

General Description

The Township of Rideau Lakes is seeking qualified firms to submit proposals for the services of an Integrity Commissioner to administer the approved Code of Conduct and all associated approved By-Laws.

Bid Submission

Proposals shall be made in the format specified in Section 1, include the forms in Section 2, and fully complete the project scope outlined in Section 3. Proposals shall be properly labeled with the proposal number 'ADMIN2024-02' and submitted no later than the Closing Date and Time.

Proposals are to be submitted by email to: mtruelove@rideaulakes.ca. No sealed/hard copy submission is required. **Proposals will be received until 4:00 p.m. E.S.T., November 5, 2024.** It is the Bidder's responsibility to ensure that the bid submission is received by the Township prior to the submission deadline.

All proposals received will be held in strict confidence until after the Closing Date and Time.

Registration

Individuals or firms interested in submitting a proposal should register as a Bidder with the Municipality to ensure that they receive any addenda which may be issued. Individuals or firms may register by contacting the Clerk by email at the contact below:

Mary Ellen Truelove
Clerk
mtruelove@rideaulakes.ca

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RFP Schedule

Every attempt will be made to meet all dates. The Township of Rideau Lakes reserves the right to modify any or all dates at its sole discretion.

Last Day for Questions: November 1, 2024 at 3:00 pm
RFP Closing Date and Time: November 5, 2024 at 4:00pm
Selection of Successful Bidder: November 2024
Project Start Date: December 3, 2024

Cost of Submission

The Township of Rideau Lakes will not be liable nor reimburse any Bidder for any costs incurred in developing a Proposal submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this Request for Proposal.

Right to Accept or Reject Proposal

The Township of Rideau Lakes reserves the right to reject any or all Proposals, as a whole or in part, and waive formalities as the interests of the Corporation may require, without stating reasons. Therefore, the lowest or any Proposal may not necessarily be accepted. If there are a limited number of responses to this request, the Township reserves the right to terminate the request or make further requests for proposals.

Validity

The Proposal submitted shall remain valid for at least one hundred and twenty (120) days from the Proposed Closing Date.

Withdrawal of Proposal Prior to Closing

A Bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

1. The RFP closing date and time has not passed. There shall be no withdrawals of Proposals allowed after the Closing Date and Time for receiving Proposals;
2. The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
3. The request is made to the Clerk by email or by hand.

In all cases, a request for the withdrawal of a Proposal will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated Proposal shall be given no further consideration.

Review of Documents

The Bidder must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Request for Proposal.

Multiple Proposals

Multiple responses from any one Bidder are acceptable, providing each response is complete as per the format specified herein, and is packaged and transmitted separately.

Addenda

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to bidders that have registered as Bidders. It is the Bidder's responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process.

Price Submission

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, supervision, statutory charges and vendor overhead and profit.

Award

Upon completion of evaluations, the Township of Rideau Lakes may select a Bidder with whom it wishes to undertake negotiations for the project. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The Township of Rideau Lakes reserves the right in its absolute discretion to:

- 1 Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Township of Rideau Lakes, at its sole discretion, deems it necessary.
- 2 Accept or reject any submission(s) in whole or in part.

Therefore, the lowest cost Proposal may not necessarily be accepted. The acceptance and award of a Proposal shall be subject to the approval of The Township of Rideau Lakes' Council.

Collection of Personal Information and Confidentiality Provision

Any personal information collected through the Request for Proposal process will be done so, and managed, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Any personal information collected is being done so for the purposes of proposal review and potential bidder selection.

All responses to this Request for Proposal will only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* where **an explicit request to do so is provided in writing in the proposal**. Submission of a proposal without this explicit request shall constitute consent for disclosure in accordance with the Act.

The information contained in this Request for Proposal will be utilized by the Bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Township of Rideau Lakes.

Standard Terms and Conditions

The Township of Rideau Lakes maintains standard procurement Terms and Conditions that apply to this Proposal. A copy of the Township's Procurement of Goods and Services Policy (By-Law 2014-03) will be provided on request.

Terms of Payment and Invoices

The terms will be as per the proposal and any subsequent negotiated agreement. Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon receipt of invoice.

Mary Ellen Truelove
Clerk

mtruelove@rideaulakes.ca

Termination

The Township of Rideau Lakes reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the Township of Rideau Lakes may terminate the contract after fifteen (15) business days with written notice to the bidder.

Background Check

The Township of Rideau Lakes, at its discretion, may perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of any successful bidder or manufacturer.

Conduct of Bidder Staff

The successful bidder shall employ orderly, competent and skilled staff to ensure that the Request for Proposal is completed in a respectable manner. If any one person employed by the successful bidder in connection with the Request for Proposals efforts, in the opinion of the Township of Rideau Lakes is just cause for complaint, the bidder, upon notification from the Township of Rideau Lakes, shall not permit such person to continue in any future work arising out of the Request for Proposal.

Accessibility

The Township of Rideau Lakes is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations.

Any successful bidder for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all statutory requirements will be met at the bidder's full cost.

Insurance

Without in any way limiting the liability of any successful vendor, the vendor shall:

1. Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract

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for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.

2. Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
3. Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his sub-contractor's same limits as required in Clause (1).
4. Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

Workplace Safety Insurance Act

Any successful bidder is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

Any successful bidder shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Quality of Work

Any successful bidder, at all times, shall provide the Township of Rideau Lakes Representative with suitable access, and or status of the work covered under the Request for Proposal. The Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the opinion of the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to the Township of Rideau Lakes.

Conflict of Interest

By submitting a bid, a Bidder declares that the submission is not made in connection with any other submitting Bidder or bidder, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the Township of Rideau Lakes has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Lobbying

In order to ensure fairness to all Proponents, the Township must endeavour to prevent unfair advantage created by lobbying. Therefore, the Township reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract or Purchase Order between the Township and the Successful Proponent(s). The Township may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Township, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

- a) Verbal or written communication with or to any Township staff / Council member other than those identified as contacts in this RFP in respect of this RFP.
- b) Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this RFP.
- c) Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d) Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.
- e) Verbal or written communication with or to media organizations.
- f) Direct or indirect offer of gifts of any kind or value to any Township representative or personnel.

Proposal Evaluation and Qualification Criteria

Proposals will be evaluated using a best value approach considering both merit and price. The Selection Committee will score the Proposals on the basis of the components of the following evaluation table:

Proposal Evaluation Criteria	Points
Qualifications	25
Experience	25
Price: scores for the cost criterion will be calculated as follows: The lowest Hourly Rate receives 50 points; The remaining Proposals are assigned points based on the formula: (lowest Hourly Rate/Proponent’s Hourly Rate x 50)	50
Total Available Points	100

Questions Regarding the Request for Proposal

Bidders having questions or finding discrepancies or omissions or having doubts as to the meaning or intent thereof, shall contact the Clerk, Mary Ellen Truelove. The Township may elect to provide clarifications directly or via an Addenda to all bidders, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

Mary Ellen Truelove, Clerk
mtruelove@rideaulakes.ca

2.0 Submission Forms

Form # 1 – Pricing Proposal

The Bidder hereby bids and offers to supply and do all or any part of the work which is set out or called for in this Bid, for the lump sums, hereinafter stated.

Description	Cost (excluding HST)
Retainer Fee	\$
Hourly Rate	\$
Administrative Fees	\$
Materials & Supplies	\$
Other	\$

Registered Business Name: _____

Business Address: _____

City: _____

Postal Code: _____

Contact Name: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Officer: _____

Name of Authorized Officer: _____

* Note for Signing Officer: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above-named organization.

Form #2 – Ability and Experience Form

Respondents shall provide information below on their qualifications for this work. References will be requested if the Respondent is the successful bidder

Qualifications

Respondents can attach supporting documentation instead of filling out this part of the form.

Form #3 – Client References

Respondents shall provide the name and contact information for a minimum of two client references. Only those references submitted by the successful bidder will be contacted.

Client References

Respondents can attach supporting documentation instead of filling out this part of the form.

Form # 4 – Bidder’s Declaration Form

I/We (enter name): _____

Title/Position: _____

Name of Organization or Business: _____

HST #: _____

Email: _____

Phone#: _____

- 1) Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.
- 2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
- 3) Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
- 4) Further declare that the several matters stated in the said proposal are in all respects true.
- 5) Further declare that I/We have examined the RFP Document and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal.
- 6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.

Name of Authorized Officer (please print) _____

Signature of Authorized Officer _____

Signature of Witness _____

Name of Witness (please print) _____

Dated _____

3.0 – Project Scope and Details

The Township is seeking proposals from Respondents who are interested in serving the Township as their Integrity Commissioner. The appointment will be for a three (3) year term, with the option to renew for an additional two (2) year term if it is favorable to both parties.

SCOPE

The Township is seeking an Integrity Commissioner who will be responsible for administering the Council Code of Conduct, conducting investigations in an independent and neutral manner, in accordance with the accountability and transparency provisions of the *Municipal Act, 2001* and the Council Code of Conduct By-laws approved by the Township and the application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* for members of council and local boards.

The role of the appointed Integrity Commissioner will be to:

1. Help ensure that members of council and local boards perform their functions in accordance with the code of conduct and other procedures, rules or policies governing their ethical behaviour;
2. Provide advice and rulings on ethical challenges, issues and dilemmas, upon request of the municipality's council or a municipality's member of council;
3. Provide educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*;
4. Conduct presentations and training at least once per term of Council;
5. Investigate complaints and alleged breaches of the council code of conduct;
6. Assess complaints from the public to determine their validity;
7. Function independently from staff and report to council;
8. Review the council code of conduct and make recommendations for improvements if required;
9. Respond to requests of council, individual members of council and members of the public with respect to the council code of conduct, and any procedures, rules and policies of the municipality governing the ethical behaviour, as well as associated policies and by-laws;

10. Prepare and deliver an annual report to the municipality's council containing a summary of activities, if any, during the previous calendar year; and
11. Serve as a proactive educator for council, staff and the public with respect to ethical behaviour for council members within the municipality.
12. The administrative contact for the Integrity Commissioner is the Clerk.

Code of Conduct Policy:

[Code of Conduct Policy](#)

All reports, presentations and material produced by the Respondents for this project become the property of the Township. Any public materials and the final report must be delivered in an accessible standard for the purposes of compliance *Accessibility for Ontarians with Disabilities Act*.

Experience and Qualifications:

Candidates must have an extensive knowledge of Provincial Statutes, particularly those related to Ontario municipalities, and have the ability to interpret the provisions of applicable statutes and regulations, as well as policies and municipal by-laws that set out the framework of accountability, transparency and ethics that relate to conduct for members of municipal councils. Candidates must also have strong communication skills and experience in conducting investigations and making appropriate recommendations, and familiarity of all applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice.

The Integrity Commissioner will work independently, and it is expected that they shall have no involvement in political campaigning, endorsements or any other related conflict of interest with respect to the Township during or since the most recent municipal elections.

Fee Structure

The Township acknowledges that the volume of work is unpredictable and as such, the Successful Respondent will supply services on an as required basis.