

## **REQUEST FOR PROPOSAL (RFP)**

# **Bridge to Home – Adults, Couples, and Families Stream**

**Submissions must be received no later than  
July 17, 2026, at 4:00 pm EST**

## COMMUNICATIONS NOTICE

All questions related to this Request for Proposal (RFP) or for clarification on completing the Bid shall be submitted via email.

The CDSB reserves the right to extend the deadline for questions if required regarding this RFP.

Written answers or clarifications to substantive issues shall be shared with all Bidders and issued as part of the RFP in the form of an Addendum. **All Bidders are advised that any Addenda issued will only be sent via email to Bidders that have registered with the CDSB by emailing a completed Form 2: Proponent Contact Information to:**

[procurement@CDSB.care](mailto:procurement@CDSB.care)

**It is each Bidder's sole responsibility to verify with CDSB for all issued Addenda related to this Request for Proposal.**

## **Request for Proposal (RFP)**

**Program Title:** Bridge to Home– Adults, Couples, and Families Stream

**Location:** 71 Main Street, South Porcupine, Ontario

**Issue Date:** June 23, 2026, 9:00 am EST

**Site Visit:** June 30, 2026, 3:00 pm EST. **Personal Protective Equipment (PPE) is required for this visit and will not be provided by Cochrane District Services Board.**

**Deadline for Questions:** July 3, 2026, 12:00 pm noon EST

**Deadline for Issuing Addenda:** July 7, 2026, 12:00 pm noon EST

**Closing Date:** July 17, 2026, 4:00 pm EST

### **A- Purpose of the RFP**

The Cochrane District Services Board (CDSB) invites qualified organizations to submit proposals to operate and deliver wraparound support services for the Bridge to Home (B2H) – Adults, Couples, and Family Stream.

The B2H – Adults, Couples and Families Stream aims to offer 24/7 staffed support to a total of up to 15 units in a multi-floor building located at 71 Main Street in South Porcupine, ON.

Each unit has access to a private kitchen, washroom and shower facilities. The project aims to offer upstream and/or early intervention for individuals and families with low-acuity service needs.

### **B- Planning Antecedents to the Program**

Through the CDSB, the Cochrane District System of Care (SoC) maintains the Cochrane District By-Name List (BNL), a real-time list of individuals and families experiencing homelessness in communities across the Cochrane District. Since 2022, 2,150 people in the Cochrane District have experienced homelessness and registered on the BNL. As of May 31, 2026, a total of 522 individuals and families were actively experiencing homelessness in the Cochrane District. Of those, 38 individuals registered with the BNL for the first time.

As of February 2026, 104 households in the Cochrane District were receiving rental subsidies through the Homelessness Prevention Program (HPP) with the System of Care, at a monthly cost of over \$64,000. Without appropriate rental subsidies, these households would be unable to afford their rental costs and could face eviction.

Several existing services support and work with individuals experiencing homelessness for a wide variety of factors. Timmins is served by one 75-bed co-ed emergency shelter, two Violence Against Women (VAW) shelters that support those experiencing Intimate Partner Violence (IPV) or Gender-Based Violence (GBV). This is in addition to existing outreach programs, emergency support, and supportive/transitional housing programs offered through various health, mental health, addictions, social service, and youth service agencies across the City of Timmins.

As outlined in the report *Municipalities Under Pressure: The Growing Human and Financial Cost of Ontario's Homelessness Crisis (2025)*, homelessness rates have risen by more than 200% since 2016, more than four times faster than in southern Ontario over the same period. This trend has been noted across the Cochrane District, with sustained increases in the number of individuals and families actively experiencing homelessness and continued occupancy pressures at the local emergency shelter, especially during inclement weather and the winter months.

This program includes servicing individuals, couples, and families from 13 municipalities, 10 First Nations and 6 unorganized areas throughout the Cochrane District. Over the past two years, CDSB has mapped locations and numbers of people living unsheltered across the district. The number of individuals living 'rough' has continued to grow:

- In 2025, Homeless Individual and Family Information System (HIFIS) data show that 965 people experienced at least 1 day of homelessness during the year.
- The 2025 Cochrane District Enumeration identified 306 people experiencing sheltered and unsheltered homelessness in a given night. Of those, 117 were staying in encampments or other unsheltered locations throughout the district.

The CDSB continues to remain committed to a data-driven, outcome-based approach to ending homelessness. This approach requires a coordinated continuum of services and supports designed to provide flexible services that follow and support households as they journey from homelessness to permanent, long-term housing:

- A full continuum of affordable and appropriate housing;
- Specialized housing supports;
- Homelessness/Housing outreach services, and

- Eviction prevention, housing stability and retention programs.

CDSB will work with the assigned service provider for a phased approach to housing. This may mean working collaboratively with another educational institution and the CDSB as a housing partner to support the phased approach.

The successful proponent must be a SoC Core Partner and have the capacity to operate the B2H Program through the Homeless Individuals and Families Information System (HIFIS), including the ability to use anonymized personal information for sensitive cases. Participants are not required to consent to participate in the SoC to access the B2H Program but are encouraged to do so.

### **Location Details**

The B2H – Adults, Couples, and Families Stream successful proponent will provide services at 71 Main Street in South Porcupine, ON. The successful proponent will be required to sign a lease with the Cochrane District Services Board. The 71 Main Street facility features up to 15 fully furnished units on multiple levels of the building, a secured entrance, and one unfurnished office space on the main floor. The rental amount for this facility is \$11,500 per unit and \$11,500 for the office space annually (including heat, hydro, and property taxes). Given the requirement for 24/7 on-site staffing, the successful proponent must lease the office space as part of the service agreement regardless of the number of units leased.

The successful proponent will be able to collect rent from program participants to offset operational costs.

## **C- Scope of Work**

### ***1. Assessment, Referral Path & Discharge Planning***

- Describe the specific population that will be served through the program.
- Describe the proposed intake process and eligibility criteria for participants.
- Describe the proposed process for housing triage and placement assessment.
- Outline referral pathways (e.g., education and training, housing, income support, health, children and youth services, cultural services).

- Outline plan for utilization of the Homelessness Individual and Families Information System (HIFIS), and integration with the Cochrane District By-Names List and Cochrane District System of Care.
- Outline a proposed plan to support planned and unplanned program discharge, including possible referral pathways.

## **2. On-Site Program Provision**

- Outline proposed life skills-related programming that will be offered, including cooking, hygiene, conflict resolution, financial literacy and job readiness (if appropriate).
- Describe opportunities where participants may contribute to operations that would support their life skills capacity building.
- Outline proposed cultural programs that will be available for participants, including examples such as smudging, land-based activities, mentorship, and elder access. Outline how cultural safety will be embedded within all aspects of service delivery, from intake to discharge.
- **Phased Occupancy Approach**  
Proponents should consider a phased approach to tenant intake and unit occupancy. This approach is intended to support program stability by allowing smaller cohorts of tenants to settle, build trust, and stabilize with newly assigned staff before additional tenants are introduced. Proposals must include a detailed description of the proponent's approach to phased occupancy, including:
  - The proposed sequencing and timing of tenant intake;
  - The rationale for cohort sizing and pacing of occupancy;
  - How staffing models will support stabilization during each phase; and
  - Key indicators or conditions that would inform readiness to increase occupancy levels.

## **3. System Navigation**

- Include existing and proposed partnerships to support program participants' access to ongoing and future education and training, housing, income support, health, legal, children and youth (including family reunification), cultural and other appropriate services.

## **4. Safety and Security**

- Outline safety and security considerations that are trauma-informed, person-centred and culturally appropriate.

- Outline proposed emergency response considerations, policies and procedures, including visitor policies, safety planning, building access, etc.
- Please outline specific safety measures related to supporting the participants.

### **5. Sustainability and Strategic Planning**

- Outline a 3-year operating plan, including how efforts align with the CDSB Values of Communication, Respect, Growth and Collaboration.
- Describe how the program will work to sustain itself beyond the initial funding term, including a proposal to leverage other funding sources, including but not limited to provincial and federal funding, grants and/or in-kind contributions to sustain operations.
- Document a plan to re-invest in potential revenue generated from the B2H – Adults, Couples, and Families Stream into operational growth and sustainability.

### **6. Staffing**

- Provide a proposed staffing model that supports 24/7 coverage.
- Outline staffing by role and qualifications.
- Outline training and development requirements for proposed staff, including the commitment to ongoing cultural safety, anti-racism, crisis intervention, de-escalation, and trauma-informed training for all B2H staff.
- Outline (if applicable) how lived experience will be represented in proposed staffing models.

### **7. Metrics of Success**

- Identify key performance indicators (KPIs), including but not limited to:
  - Length of the stay and discharge destination
  - Transitions to permanent housing
  - Education or employment outcomes
  - Program participation and potential outcomes.
- Outline plan for collecting and reporting qualitative and quantitative data monthly/quarterly.
- Explain continuous learning, evaluation, and service improvement strategies.

## D- PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

Proposals must include the following sections for complete evaluation:

Section	Weight
Executive Summary	5%
Program Plan (as per Scope of Work)	40%
Budget (3-Year Operating Budget)	30%
Experience & References	10%
Outcomes & Metrics	10%

## E- PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA WEIGHTING

**It is the responsibility of the proponent to ensure the proposal and outcomes are clear. Please provide sufficient detail for the Evaluation Committee to fully understand the approach, plan and outcomes so that they may effectively rate sections.**

- 1. Executive Summary (5%):** Brief overview of the bidding organization and qualifications. Describe how the organization's values and vision align with the CDSB vision and values:

Our Vision: To further develop a District service environment that is responsive to community needs and which values the individuality of its residents

Our Values: Respect – Communication – Growth – Collaboration

Outline the proposed governance structure, including who will have oversight and ultimately be accountable for the selected proponents' operations.

Outline how the bidding organization's proposal aims to address the specific needs and challenges within the Cochrane District.

- 2. Program Plan (45%):** Detailed plan outlining how the organization will execute the scope of work using the categories outlined in Section C above.

***Assessment, Referral Criteria & Discharge Planning (10%)***

Clearly demonstrate understanding of the specific population to be served.

Describe the intake and placement assessment process, referral pathways, and discharge program.

Outline plan for utilization of the Homelessness Individual and Families Information System, and integration with the Cochrane District By-Name List and Cochrane District System of Care.

***On-Site Program Provision (10%)***

Explain life-skills programming offered, and opportunities for participants to contribute to operations.

Describe proposed cultural programs.

Explain how cultural safety will be embedded throughout.

***System Navigation (5%)***

List of existing and proposed partnerships to support the program.

Letters of commitment from partnering agencies that are committed to supporting the bidder. Letters must include details of the services and/or support the partner provides. The cost for such services must be reflected in the bidder's budget submission.

***Safety and Security (5%)***

Outline appropriate safety and security concerns.

Outline proposed emergency response considerations, policies, and procedures.

Demonstrate understanding of safety measures related to supporting participants.

***Sustainability and Strategic Planning (10%)***

Outline a sustainable 3-year operating plan that leverages various funding sources.

Outline a plan to reinvest revenue into growth and sustainability.

Describe strategies for continuous learning, evaluation and service improvement.

***Metrics of Success (5%)***

Describe the KPIs and the plan for collecting and reporting on qualitative and quantitative data.

Additional reporting may be requested to meet Ministry funding requirements.

- 3. Budget (30%):** A comprehensive three-year operating budget for the program, including all anticipated funding and other sources of revenue and costs over time, broken down by line item and detailing the revenues and expenses. Where possible, the budget should clearly outline improved sustainability over time.
- 4. Experience/ References (10%):** Description of relevant experience in managing similar programs. Resumes for critical staff leading and working on the program, including contact information for at least three references from previous programs.

Letters of Reference: Provide no less than 3 letters of reference from partners who can vouch for the proponent's ability to meet the outcomes proposed.

- 5. Propose Program outcomes (10%):** Describe the clear, measurable, and observable outcomes that will signal the program achievement with an associated timeline.

## **F- CONTRACT TERM**

**Initial Term:** 3 years contingent upon funding

**Renewal Options:** Up to two additional terms of 1–2 years each

**Termination Clause:** 90-day notice

Note – Successful proponents commit to work with CDSB to continue to support all housed individuals / families upon termination of this contract via support transition planning and service contingency development.

## **G- RFP SUBMISSION REQUIREMENTS**

Proponents are required to submit their responses to this RFP as follows:

- (a) Proposals are to be received before July 17, 2026, at 4:00 pm EST.
- (b) Submissions must be submitted electronically to [procurement@cdsb.care](mailto:procurement@cdsb.care), noting Bridge to Home - Adults, Couples, and Families Stream in the email subject line.

(c) Responses submitted by fax or mail will be rejected.

Responses must be submitted as outlined in Sections E- Proposal Requirements and Evaluation Criteria Weighting and F- Submission Details. Proposals submitted after the required dates and times will not be considered. Proponents are solely responsible for ensuring that responses are submitted as required. Delays caused for any reason will not be grounds for an extension of the submission deadline.

## **H- EVALUATION OF SUBMISSIONS**

Weighting shall be as **outlined in Section D** above, relying on information submitted in the Proponent's Response to the RFP.

The CDSB may request clarification or a follow-up interview to clarify the respondent's understanding of the RFP.

The CDSB, in its sole discretion, may adjust the evaluation score or ranking of RFP responses as a result of any requested clarifications. The CDSB reserves the right to limit clarification to any number of proponents that have submitted RFP submissions, as determined by the CDSB. Final assignment of a contract shall be at the discretion of the CDSB Board, with the potential that no assignment of a contract may be issued.

## **I- Contact Person**

Michele Saunders, Procurement Coordinator

Email: [procurement@cdsb.care](mailto:procurement@cdsb.care)

Phone: 705-268-7722 ext. 263

## **J- Definitions**

Throughout this Request for Proposal, the following definitions apply:

- a) "Addenda" or "addendum" means all additional information regarding this RFP including amendments to the RFP.
- b) "Contract" means the written agreement resulting from this Request for Proposal executed by the CDSB and the Proponent.

- c) “The CDSB” means the Cochrane District Services Board.
- d) “Must” or “mandatory” means a requirement that must be met for a proposal to receive consideration.
- e) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal.
- f) “Request for Proposal” or “RFP” means the process described in this document.
- g) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

## **K- Terms and Conditions**

The following terms and conditions will apply to this RFP. Submission of a proposal in response to this RFP indicates acceptance of all terms that follow and that are included in any addenda issued by the CDSB. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

### **1. Legal Standing and Compliance**

The successful bidder must be in good standing with the Canada Revenue Agency, the Workplace Safety and Insurance Board (WSIB), and must comply with all applicable federal, provincial, and municipal laws and regulations, including:

- Accessibility for Ontarians with Disabilities Act (AODA)
- Ontario Human Rights Code
- Employment Standards Act (ESA)
- Personal Information Protection and Electronic Documents Act (PIPEDA)
- Personal Health Information Protection Act (PHIPA)
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Health and safety standards under the Occupational Health and Safety Act (OHSA)

## ***2. Confidentiality and Data Protection***

The contractor shall not disclose any confidential information relating to CDSB, its clients, or operations without prior written consent.

All client data must be stored and handled according to relevant privacy standards and laws including but not limited to PIPEDA, PHIPA, FIPPA, MFIPPA, as applicable.

## ***3. Indemnity and Liability***

The contractor shall indemnify and hold harmless CDSB from all claims, damages, or losses arising from the provision of services, including any breach of legal obligations.

## ***4. Intellectual Property***

All materials, resources, and documents produced under this agreement shall become the property of CDSB.

## ***5. Late Proposals***

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Late proposals will not be accepted and will be returned to the Proponent. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail.

## ***6. Eligibility***

Proposals may not be evaluated if the current or past activities or interests of the Proponent may, in the CDSB's opinion, give rise to an unresolved conflict of interest in connection with the project described in this RFP.

## ***7. Addendum***

Should any addenda be necessary, the information will be forwarded to the contact person identified on the Receipt Confirmation Form (Appendix B)

### **8. *Negotiation Delay***

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the CDSB may at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

### **9. *Changes to / Withdrawals of Proposals***

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the CDSB for purposes of clarification. An amendment should be signed by the same individual that signed the original submission or an authorized signing authority. The amendment notice should include the change(s) only and should not be a full resubmission.

### **10. *Proponents' Expenses***

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the CDSB, if any. If the CDSB elects to reject all proposals, the CDSB will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### **11. *Limitation of Damages***

Further to the preceding paragraph, by submitting a proposal, the Proponent agrees that it will not claim damages for whatever reason relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal.

Furthermore, by submitting a proposal the Proponent waives any claim for loss of profits if no Contract is made with the Proponent.

### **12. *Proposal Validity***

Proposals will be open for acceptance for at least 120 days after the closing date.

**13. Firm Pricing**

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

**14. Currency and Taxes**

Currency shall be quoted in Canadian dollars.

All pricing shall be quoted separately from any taxes.

**15. Acceptance of Proposals**

This RFP should not be construed as an agreement to complete any transaction. The CDSB is not bound to enter into a Contract with the Proponent who submits the lowest pricing proposal, or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The CDSB will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval by the CDSB of any activity contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

**16. Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

**17. Contract**

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the CDSB on the terms set out in the proposal.

The CDSB reserves the right to:

- Not accept any or all proposals.
- Not accept a proposal from a Proponent who is involved in litigation, arbitration, or any other similar proceeding against CDSB.

- Reject any or all proposals without any obligation, compensation, or reimbursement to any proponent or any of its team members.

### **18. Contract Negotiation and Award**

Following the evaluation and recommendation of the Evaluation Committee, the CDSB may select one Proponent to enter into negotiations for a Contract.

### **19. Insurance**

Without restricting the generality of Indemnification, the successful Proponent is required to maintain, at its own expense, the following insurance coverage for the entire term of the Contract. The Proponent shall provide the CDSB with proof of insurance in a form of a certificate of insurance prior to commencement of any work being performed.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way, nor cancelled by the Proponent, until 90 days after written notice by registered mail of such change or cancellation has been delivered to CDSB.

There are to be no lapses in insurance coverage at any time during the contract. Failure for the Proponent to keep / maintain its Certificate of insurance current will result in the contract being terminated.

1. Comprehensive general liability insurance which covers the Services and which includes coverages for breaches of information or data security standards, with a limit of not less than \$2,000,000 CAD dollars per occurrence.
2. Professional Liability or Medical Malpractice Insurance (as applicable) in the amount of \$5,000,000 CAD providing coverage for acts, errors, and omissions arising from their professional services performed under this Agreement. The deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit.
3. If the Proponent, its employees, agents, volunteers, or subcontractors use any owned, leased, hired, rented, or non-owned vehicles in the performance of the Services, the Proponent shall maintain automobile liability insurance with limits of not less than \$2,000,000 CAD per occurrence.

### **20. Liability for Errors**

While the CDSB has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for

Proponents. The information is not guaranteed or warranted to be accurate by the CDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### ***21. Modification of Terms***

The CDSB reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

### ***22. Ownership of Proposals***

Proposals submitted to the CDSB become the property of the CDSB. They will be received and held in confidence by the CDSB.

### ***23. Use of RFP***

Any portion of this document or any information supplied by the CDSB in relation to this RFP may not be used or disclosed for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submitting a proposal, the Proponent agrees to hold in confidence all information supplied by the CDSB in relation to this RFP.

### ***24. No Lobbying***

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the CDSB, including the evaluation committee and any officials of the CDSB, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the CDSB.

### ***25. No Collusion***

Each Proponent, by submitting a proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular the elements of its Proposal have been arrived at independently of and without discussion with any other Proponent, and the Proponents will refrain from any such collusion or discussion during the entirety of this RFP process.

**26. Collection and Use of Personal Information**

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any sub-contractors. If this RFP requires Proponents to provide the CDSB with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the CDSB.

**27. Governing Law**

The terms and conditions in this RFP:

- a. Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- b. Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-Contractual discussions in accordance with the common law governing direct commercial negotiations);  
and
- c. Are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

## FORM 1: MANDATORY REQUIREMENTS CHECKLIST

The Proponent is required to include all items with an “X” in the “CDSB Required” column with their proposal submission in the order identified. Failure to provide the items below may result in the rejection of the Proposal submission as incomplete. The Proponent shall mark an “X” in the “Proponent Included” column to indicate the items that are included in their submission.

<b>CDSB Required</b>	<b>Mandatory Requirement</b>	<b>Proponent Included</b>
X	Service Proposal (including detailed cost breakdown) - See section E	
X	List of relevant Program partners	
X	WSIB Clearance Certificate or proof of exemption	
X	Statement confirming Accessibility (AODA) training	
X	Proof of Insurance(s)	
X	Form 1: Mandatory Requirements Checklist	
X	Form 2: Proponent Contact Information Page	
X	Form 3: Proponent’s Declaration Form	

## FORM 2: PROPONENT CONTACT INFORMATION

Please provide the following information about the Proponent firm to receive communications related to this request for proposal.

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email this completed form to [procurement@CDSB.care](mailto:procurement@CDSB.care).

### FORM 3: PROPONENT’S DECLARATION

**DECLARATION OF A CONFLICT OF INTEREST** *(if applicable, provide details below)*

Please initial beside each statement with which you agree. For CDSB's purpose, only those Proponents who have agreed with each statement of the Proponent's Declaration will be considered, unless further communicated; failure to agree to any statement may disqualify your Proposal at CDSB’s sole discretion.

	I/WE have read, reviewed and understand all terms and conditions outlined in this RFP, its Appendices, and any applicable Addenda.
	I/WE agree to be bound by the terms and conditions contained in the RFP, its Appendices, and any applicable Addenda.
	I/WE agree to provide all goods and/or services outlined in this RFP, its Appendices, and/or any Addenda, including but not limited to the Scope of Work, Pricing and other specifications, within the terms and conditions as defined herein.
	I/WE declare that the Proposal submitted has been made entirely in accordance with the terms and conditions outlined in this RFP, its Appendices, and any applicable Addenda.
	I/WE declare that this Proposal is the only Proposal submitted. No other Proposal was submitted under the same or different names or as multiple options within the same Proposal.
	I/WE declare that any potential and/or actual conflict of interest has been disclosed to CDSB.
	I/WE declare that this Proposal was submitted by a Proponent with the capacity to contract (not a minor and a person of sound mind)
	I/WE declare that this Proposal was submitted by a Proponent who is not an Opposing Party in a legal action against CDSB.
	I/WE declare that this Proposal is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Proponent,

	firm or persons making a submission and is in all respects fair and without collusion for fraud.
	I/WE declare that the undersigned is empowered by the Proponent to negotiate all matters with CDSB’s representatives relative to this Proposal and any future Contract, and the person named below has the authority to submit this Proposal on behalf of the Corporation, Company, or Partnership.
	I/WE declare that no persons associated with the Proposal have initiated communication about this RFP after it was issued and before the Closing Date or before one or more contracts are entered in respect of the Scope of Work, which is its subject, with any member of the CDSB Board, CDSB Staff, and/or the media.
	I/WE declare that no person associated with the Proposal has been convicted of a criminal offence, including but not limited to fraud or theft.
	I/WE declare that no person associated with the Proposal has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, CDSB employees, or the general public.
	I/WE declare that no person associated with the Proposal has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.
	I/WE declare that if any future Contract is to be negotiated with CDSB regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.
	I/WE, including Non-Resident Proponent(s), shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws, which in any way pertain to the Scope of Work outlined in this RFP or to the employees of the Proponent.
	I/WE agree that any and all employees or personnel subject to the provision of the goods and/or services completed by this RFP will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a ‘competent person’ as defined in the Act, and all work shall be in compliance with the Act’s regulations.

*Completed by:*

\_\_\_\_\_  
Organization / Agency

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Full Name of Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*I /WE HAVE THE AUTHORITY TO BIND  
THE CORPORATION*