

Request for Proposal

Children Services Center Matheson Operation

CHILDREN-RFP-01

Issue Date: September 18th, 2026 at 10:00 am

Due Date: October 1st, 2026 at 2:00 pm

COMMUNICATIONS NOTICE

Submit all questions related to this Request for Proposal (RFP) or clarification of the Bid via email.

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

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

Each Bidder is solely responsible for verifying with CDSB all Addenda issued for this Request for Proposal.

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INVITATION AND SUBMISSION INSTRUCTIONS

1. Invitation to Proponents

1.1.1 Invitation

The Cochrane District Services Board (CDSB) invites qualified proponents to submit proposals to create, operate, and deliver licensed childcare spaces participating in the Canada-Wide Early Learning and Child Care (CWELCC) system.

This RFP supports expanding affordable, accessible, inclusive, and high-quality licensed childcare spaces in accordance with applicable Ontario legislation, provincial funding guidance, and local service system planning priorities.

1.1.2 Proponent Must Be Single Entity

The proponent must be a single legal Not-for-Profit organization that, if selected, intends to negotiate and enter into the contract with the District. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one (1) of those entities as the “proponent”. The proponent is responsible for performing the Deliverables.

2. RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Michele Saunders

Procurement Coordinator

procurement@cdsb.care

Proponents should contact the RFP Contact only where specifically instructed in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be submitted in writing to the RFP Contact.

Proponents and their representatives may not contact any employees, officers, agents, elected or appointed officials, or other representatives of the District, other than the RFP Contact, about matters related to this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

3. Contract for Deliverables

3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize a Service Agreement with the District for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) may form the basis for commencing negotiations between the District and the selected proponent. The District intends to enter into an agreement with one (1) entity.

3.2 Term of Contract

The agreement term will be one (1) year.

4. RFP Timetable

4.1 Key Dates

Item	Date
Issue Date of RFP	September 18 th , 2026 at 10:00 am
Deadline for Questions	September 23 rd , 2026, at 10:00 am
Deadline for Issuing Addenda	September 25 th , 2026, at 2:00 pm
Submission Deadline	October 1 st , 2026, at 2:00 pm
Rectification Period	Two (2) business days

The RFP timetable is tentative, and **the district may amend it** at any time. For clarity, business days are days on which the district is open for business.

5 Submission Instructions

5.1 Submission of Proposals

Email proposals to procurement@cdsb.care and ensure they are received by the Submission Deadline. Late submissions will not be considered.

5.2 Proposals to Be Submitted in Prescribed Format

Prepare and submit proposal materials in the format required by this RFP.

5.3 Amendment of Proposals.

Proponents may amend their proposals before the Submission Deadline by emailing the RFP Contact. The proponent is solely responsible for ensuring the amended proposal is received by the Submission Deadline.

5.4 Withdrawal of Proposals

A proponent may withdraw a submitted proposal at any time before executing a written agreement for the Deliverables. Before the Submission Deadline, the proponent may withdraw by email to the RFP Contact. After the Submission Deadline, the proponent must withdraw by written notice signed by an authorized representative and sent to the RFP Contact.

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The District will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all mandatory submission requirements. If a proposal fails to satisfy all mandatory submission requirements, the District will issue the proponent a rectification notice identifying the deficiencies and providing the proponent with an opportunity to rectify them. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, the District will reject its proposal. The Rectification Period will begin to run on the date and at the time the District issues a rectification notice to the proponent. Section C of the RFP Particulars (Appendix B) sets out the mandatory submission requirements.

2.3 Stage II – Evaluation

Stage II will consist of the following two (2) sub-stages:

2.3.1 Mandatory Technical Requirements

The District will review the proposals to determine whether the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements, the District will issue the proponent a rectification notice identifying the deficiencies and providing the proponent with an opportunity to rectify them. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. Proposals that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

2.3.2 Rated Criteria

The District will evaluate each qualified proposal on the basis of the rated criteria as set out under Evaluation Criteria in Section F of the RFP Particulars (Appendix B).

2.3.3 Optional Interview

If required, the District may invite proponents to attend an interview at their own expense. Interviews will supplement the scoring of written submissions. If interviews are required, proponents will be advised in advance of the format and evaluation criteria.

2.4 Stage III – Ranking and Contract Negotiations

2.4.1 Ranking of Proponents

After Stage II is completed, the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the District. In the

event of a tie, the selected proponent will be determined by a coin toss.

2.4.2 Contract Negotiation Process

Any negotiations will be governed by the Terms and Conditions of the RFP Process in Part 3 and will not create a legally binding offer or relationship between the District and any proponent unless and until a written agreement is executed. The Form of Agreement in Appendix A will form the basis for negotiations with the selected proponent. The District may request supplementary information to verify, clarify, or supplement the proposal, confirm evaluation conclusions, or seek improved pricing or performance terms.

2.4.3 Time Period for Negotiations

A proponent invited to enter into direct contract negotiations should be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B), provide requested information in a timely fashion, and conduct its negotiations expeditiously.

2.4.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables, the District may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until no proponents remain eligible for negotiations, or until the District elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

The District may notify other proponents who become eligible for contract negotiations at the start of negotiations with the top-ranked proponent.

Introduction

The Cochrane District Services Board (CDSB) invites qualified proponents to submit proposals to create, operate, and deliver licensed childcare spaces participating in the Canada-Wide Early Learning and Child Care (CWELCC) system.

This RFP supports expanding affordable, accessible, inclusive, and high-quality licensed childcare spaces in accordance with applicable Ontario legislation, provincial funding guidance, and local service system planning priorities.

The terms and conditions applicable to this RFP are identified in Appendix A. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions that are included in Appendix A and any addenda subsequently issued by the CDSB.

By this RFP, the CDSB reserves the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select and/or negotiate an agreement with the Successful Proponent, if any, as the CDSB considers desirable. Without limiting the generality of the foregoing, the CDSB reserves the right to:

- Reject, consider, or short-list any submission, whether or not it contains all the information required;
- Request clarification where a submission is unclear;
- Reject any or all submissions without any obligation, or any compensation or reimbursement, to any Respondent, intended Proponent, or any other person associated with this RFP process;
- Disqualify or reject any submission without discussion with the submitting party;
- Reject any or all submissions that the CDSB considers not in its best interests.

The following information is intended to assist Proponents in preparing their proposal.

Background Information

CDSB Mission and Vision:

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

CDSB Values:

- **Respect** – Demonstrating respect for clients, staff, and community partners. We will treat each person as we would like to be treated.
- **Communication** – Communicating effectively with clients, staff, and community partners.
- **Growth** – Encouraging professional development and individual and team growth.
- **Collaboration** – Bringing together the interests of all to achieve our common purpose.

CDSB General Information:

Since 1999, the CDSB has been the service delivery agency for several social programs previously

administered by the Province of Ontario. The CDSB is a corporation the Province of Ontario established under the District Social Services Administration Boards Act. The CDSB serves the residents of the Cochrane District, an area of approximately 141,269 square kilometres with a population of just over 77,963.

The CDSB is governed by a Board of Directors of fourteen (14) members, appointed by their respective municipalities or elected in the unincorporated areas. The Board provides leadership and oversight for all CDSB corporate activities.

The members of the Cochrane District Services Board include 13 cities/towns/municipalities (Black River – Matheson, Cochrane, Fauquier-Strickland, Hearst, Iroquois Falls, Kapuskasing, Mattice – Val Cote, Moonbeam, Moosonee, Opasatika, Smooth Rock Falls, Timmins, Val Rita – Harty) and 6 unincorporated areas within the geographic district of Cochrane.

The CDSB is responsible for planning, designing, managing, delivering, and funding the delivery of:

- Early Learning and Child Care Programming is funded and regulated by the Ministry of Education through the Child Care and Early Years Act.
- Land Ambulance Services are funded and regulated by the Ministry of Health and Long-Term Care through the Ambulance Act.
- Social Housing, Affordable Housing, and Homelessness Prevention initiatives as funded and regulated by the Ministry of Housing through the Housing Services Act.
- Ontario Works Benefits as funded and regulated by the Ministry of Community and Social Services through the Ontario Works Act.
- Employment Ontario services are funded and regulated by the Ministry of Labour, Immigration, Training, and Skills Development.
- Other social service initiatives as required from various Provincial and Federal Government Ministries.

CDSB also collaborates with multiple partners to develop a responsive, flexible, and integrated system of efficient, prevention-oriented human services, supports and solutions across the district.

CDSB is the sole shareholder of the Cochrane District Local Housing Corporation (CDLHC), an entity tasked with developing housing solutions in the district. CDLHC reporting is fully consolidated with CDSB reporting.

As a public service agency, it receives most of its funding from various divisions of the Provincial and Federal Governments. Local taxpayers provide additional funding through the Municipal Levy calculation, based on an approved apportionment method. Each member city, town, or municipality pays it to the CDSB. Revenue is also received from tenant rents in Social Housing and from parent fees in Child Care.

Generally, the public and legislators have high expectations that organizations acting on behalf of the public and using public funds will conduct business properly and prudently, disbursing public funds wisely and with integrity.

Scope of Work

The Cochrane District Services Board (CDSB) invites qualified proponents to submit proposals to create, operate, and deliver licensed childcare spaces participating in the Canada-Wide Early Learning and Child Care (CWELCC) system.

This RFP supports expanding affordable, accessible, inclusive, and high-quality licensed childcare spaces in accordance with applicable Ontario legislation, provincial funding guidance, and local service system planning priorities.

The CDSB is seeking proposals from qualified, licensed childcare service providers to manage, operate, and deliver high-quality early learning and childcare programs within the District of Cochrane.

The successful Proponent will provide inclusive, accessible, and culturally responsive licensed childcare services that meet the diverse needs of families across Northern Ontario, including Anglophone, Francophone, and Indigenous communities.

The Service Provider must maintain full compliance with all relevant municipal, provincial, and federal legislation throughout the term of the contract, including but not limited to:

- Child Care and Early Years Act, 2014 (CCEYA): Full adherence to provincial licensing standards, staff-to-child ratios, and program requirements enforced by the Ontario Ministry of Education.
- Cochrane District Services Board (CDSB) Guidelines: Compliance with operational, reporting, and funding policies established by the CDSB as the Service System Manager.
- Ontario's Early Learning Framework: Alignment with "How Does Learning Happen? Ontario's Pedagogy for the Early Years".
- Canada-Wide Early Learning and Child Care (CWELCC) Agreement: Adherence to CWELCC cost-reduction guidelines, fee structures, and expansion rules (if participating).
- Health & Safety: Full compliance with the Occupational Health and Safety Act (OHSA), local Public Health Unit regulations (Porcupine Health Unit), and local fire safety codes.

The Service Provider will deliver licensed programming across one or more of the following age streams:

- Mixed age grouping license
- Toddler: 18 to 30 months
- Preschool: 30 months to 6 years

Special Needs Resourcing (SNR):

Collaboration with CDSB Program Consultants to ensure full inclusion of children with special needs or developmental delays.

Fee Subsidies & Access:

Maintain a service agreement with the CDSB to participate in the CDSB Child Care Fee Subsidy Program, ensuring care remains accessible for low- to moderate-income families.

Capacity Utilization:

Maintaining optimal room occupancy rates to meet community childcare demands.

MATERIAL DISCLOSURES

The following Material Disclosures will apply to this RFP:

1. The selected proponent will need to be a Not-for-Profit with an existing license within the Province of Ontario.
2. The following insurance requirements are standard for the District and are included as an indication of the level of coverage which will be sought by the District. The successful proponent will bear all insurance costs listed below.

The successful proponent shall provide and maintain during the term of the Contract:

Commercial General Liability insurance subject to limits of not less than Five Million (\$5,000,000) inclusive per occurrence. To achieve the desired limit, umbrella or excess liability insurance may be used. Coverage shall include, but not be limited to, bodily injury including death, personal injury, damage to property including loss of use thereof, premises and completed operations, contractual liability, contingent employers liability, owner's protective coverage, non-owned automobile and contain a cross-liability, severability of insured clause. The District of Cochrane is to be added as an additional insured but only with respect to liability arising out of the operations of the Named Insured.

All policies shall be endorsed to provide the District with not less than 30 Days' written notice of cancellation.

4. The selected proponent must complete the licensing process upon award of the contract.

MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Proponents should refer to the instructions attached to the solicitation for the Appendix B – Submission Form requirements and provide all required information.

2. Other Mandatory Submission Requirements

Other mandatory submission requirements that must be included in the proponent's bid submission include the following:

- a) Proposal Submission for Rated Criteria (see pages 13 to 15 of this RFP)
- b) Provide license documentation by December 1st, 2026.

- c) Appendix C– Project Timelines
- d) Appendix D- References

MANDATORY TECHNICAL REQUIREMENTS

Not applicable.

PRE-CONDITIONS OF AWARD

The selected proponent will submit the following document(s) prior to the execution of the agreement:

- Certificate of Insurance for the coverage and limits as set out in the agreement, naming the Cochrane District Service Board as additionally insured;
- WSIB clearance certificate confirming that the proponent is registered and has an account in good standing.

EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP.

Rated Criteria Category	Weighting (Points)
Agency Qualifications and Experience	37.5
Staffing Model and Recruitment	12.5
Model of Service	12.5
Project Schedule and Work Plan	12.5
Financial information	25
Total Points	100 Points

Proponent Interview

At the District's discretion, the Evaluation Committee may invite Proponents to an interview at the Proponents' expense. This would be in addition to scoring the submissions received. At the interview, the Proponent's project leader should be prepared to present, if required, an outline of the submission. The Proponent should be prepared to answer any questions that arise thereafter.

If selected for an interview, Proponents shall provide the Evaluation Committee with additional insight into the Proponent's ability to meet the requirements as requested in the RFP. The Evaluation Committee will conduct interviews at the District of Cochrane Administration office or via electronic meeting tools such as Teams or Zoom, as determined by the District. If necessary, the District will notify Proponents of the final interview/presentations in advance.

Suggested Proposal Content for Rated Criteria

Each proponent should provide the following information, at a minimum, in their response:

Agency Qualifications and Experience

Each proponent should demonstrate the capability, capacity, qualifications and experience of the corporation/firm to provide the services described in the RFP Particulars. Proponents should provide information on the following:

- a) Provide an example demonstrating relevant experience gained from operating a childcare agency within the past 5 years. Examples shall be similar in scope, size and complexity to the experience and qualifications required to operate the proposed childcare center. If you operate a childcare, indicate if it is a CWELCC-participating childcare center within the District of Cochrane and/or other Ontario Consolidated Municipal Service Manager (CMSM) or District Social Service Administration Board (DSSAB). Provide details including but not limited to the name and contact information of the CMSM and the date opted in to CWELCC.
- b) List previous service agreements with municipalities' CMSM/DSSAB (childcare or otherwise). Include start and end dates, type of business, whether it is a childcare agency, and the name on the license(s) and CMSM/DSSAB. Proponents who are located outside of the District of Cochrane are asked to include a letter of reference and contact information, which includes but is not limited to quality, service agreement compliance and accountability, adherence to reporting structures, financial responsibility and any serious occurrences reported (e.g. injury, missing child, disruption of service, etc.).
- c) List of all current/previous service agreements.
- d) Please provide the following documents:
 - Organization bylaws
 - List of Board of Directors and positions
 - Copies of articles of incorporation
 - Letter from the Board approving the application to the RFP, if applicable

Staffing Model and Recruitment

Provide the proposed staffing model for your organization by answering the following:

- a) Provide a proposed organizational chart and outline the qualifications/credentials, related experience and professional development that key team members will possess, in accordance with the requirements outlined in the RFP Particulars. Describe key team members' function/role, including the major activities they will perform.
- b) Outline the hiring policies and practices for recruiting and retaining qualified staff, including the proponent's current use of RECEs versus director-approved additional support staff, inclusion supports, etc. Include efforts that will be undertaken to ensure an inclusive

workforce.

- c) Provide your agency's recruitment plan to staff the new center, including information on wages, benefits, etc. Including the Employee Handbook for your current center(s) would be beneficial.

Model of Service

- a) Provide a plan to staff and operate the required days and hours of service, including a risk mitigation plan.
- b) Describe how the Provincial pedagogy framework for Early Years “How Does Learning Happen?” will be used to guide and influence the development and delivery of programs and activities to support children’s learning, development, health and well-being. Please provide the following documents:
 - Existing Program Statement
 - Mission Statement, Vision and Values
 - Parent Handbook (from existing program)
- c) Please describe how the proponent will ensure a high-quality environment.
- d) Detail the practices that will be undertaken to ensure services and/or programs are welcoming and inclusive to populations, including but not limited to:
 - low-income children
 - vulnerable children
 - children from diverse communities
 - Children with special needs
 - Francophone children
 - Indigenous children
 - Diverse staff
 - Diverse Board (Where applicable)
- e) Please provide the agency’s Equity Statement and/or related policies.
- f) Explain how the proponent will remove/reduce physical and systemic barriers to access and inclusion (i.e. space, cultural, language, transportation, etc.).

Financial Information

- a) Please provide the agency's most recent Audited Financial Statements.
- b) Utilizing the Ministry of Education Cost-Based Funding Guideline, submit a balanced annual operating budget for the childcare program, including all applicable revenue and expense types. Include budget assumptions made and how revenues will be used to appropriately deliver the child care program.

APPENDIX A: DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

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; and
- g) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

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 deemed not written and will not exist.

Late Proposals

Proposals will be marked with the time of receipt at the closing location. Only complete proposals received and marked before the closing time will be considered 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.

Eligibility

1. For greater certainty, proponents shall disclose any actual, perceived, or potential conflicts of interest involving CDSB Board Members, officers, employees, contractors, or affiliated entities.

Addendum

Should any addenda be necessary, the information will be posted on the Bids & Tenders website.

Subcontractors

A Proponent may not present a proposal that includes the use of subcontractors.

Evaluation

Evaluation of proposals will be by a committee formed by the CDSB and may include employees and Board Members of the CDSB. The same standards of confidentiality will bind all personnel. The CDSB intends to enter into a Contract with the Proponent who has the highest overall ranking based upon such an evaluation.

Negotiation Delay

If a written Contract cannot be negotiated within thirty (30) days after notification of the successful Proponent, the CDSB may, in its sole discretion, terminate negotiations with that Proponent and either negotiate with the next qualified Proponent or terminate the RFP process without entering into a Contract.

Changes to / Withdrawals of Proposals

A Proponent may amend or withdraw its proposal before the closing date and time by submitting clear written notice. After closing, proposals are irrevocable. A Proponent must not change its proposal after closing, and no words or comments may be added unless requested by the CDSB for clarification. Amendments should be signed by the original signatory or another authorized representative, identify only the changes, and not constitute a full resubmission.

Proponents' Expenses

Proponents are solely responsible for their own expenses incurred in preparing a proposal and for any subsequent negotiations with the CDSB. 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.

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.

Proposal Validity

Proposals will remain open for acceptance for ninety (90) days after the closing date.

Firm Pricing

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

Currency and Taxes

Currency shall be quoted in Canadian dollars.

All pricing shall be quoted separately from any taxes.

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 against 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.

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.

Contract

By submitting 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.

Contract Negotiation and Award

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

If negotiations with a Proponent are not completed within the time required by the CDSB, the CDSB may discontinue negotiations by written notice and begin negotiations with another Proponent to finalize a Contract in accordance with this process.

The foregoing process may be undertaken and/or repeated until either a Contract or Contracts are awarded by the CDSB, or until the CDSB terminates negotiations.

CDSB reserves the right to negotiate additional services of a similar functional or technological nature from the successful Proponent without further competitive procurements.

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 the form of a certificate of insurance before the commencement of any work being performed.

The coverage provided under these policies must not be changed, amended, or cancelled by the Proponent unless the CDSB receives ninety (90) days' prior written notice by registered mail.

Insurance coverage must remain in force throughout the Contract term. Failure to maintain a current Certificate of Insurance may result in termination of the Contract.

- a) standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
- b) a comprehensive general liability insurance policy providing coverage of at least FIVE MILLION (\$5,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 1) non-owned automobiles.
 - 2) sudden and accidental
 - 3) independent subcontractors.
 - 4) Pollution Liability.
 - 5) contractual liability, including the ensuing Agreement.
 - 6) broad form property damage endorsement; and
 - 7) Products and completed operations coverage.
- c) Errors and omissions coverage for professional services liability with limits of not less than TWO MILLION (\$2,000,000.00) DOLLARS per occurrence or as such higher limit as CDSB may determine to be appropriate for future operations.
- d) IF APPLICABLE: Unmanned Aircraft Systems (UAS/Drone) or Remotely Piloted Aircraft System (RPAS) policy inclusive of third-party bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property. Pilot licensing must be in place and in compliance with all provincial and federal requirements. Proof of pilot licensing may also be requested at the discretion of the CDSB.
- e) Workers' Compensation coverage for all employees, if any, engaged by the Contractor in accordance with the laws of the Province of Ontario; and
- f) such other insurance as the CDSB may from time to time reasonably require.

The deductible shall not exceed \$100,000 per claim, and if the policy has an aggregate limit, the aggregate limit shall be double the required per-claim limit.

Liability for Errors

The CDSB has made reasonable efforts to ensure the information in this RFP is accurate; however, the information is provided solely as guidance for Proponents and is not guaranteed to be accurate, complete, or exhaustive. Proponents are responsible for forming their own opinions and conclusions about the matters addressed in this RFP.

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 before entering into a Contract with the successful Proponent.

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.

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.

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.

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. The Proponents will refrain from any such collusion or discussion throughout this RFP process.

Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves with, and ensuring compliance 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 such employee before forwarding such personal information to the CDSB.

APPENDIX B: SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for Appendix B – Submission Form requirements and provide all required information in accordance with the bidding system instructions.

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Offer

The proponent has carefully reviewed the RFP documents and has a clear, comprehensive understanding of the required Deliverables. By submitting a proposal, the proponent agrees and consents to the terms, conditions, and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in its proposal.

3. Rates

The proponent has submitted its rates in accordance with the RFP instructions. The proponent confirms that it has factored in all provisions of Appendix A, including insurance and indemnity requirements, in its pricing assumptions and calculations.

4. Addenda

The proponent is deemed to have read and accepted all addenda issued by the CDSB before the Deadline for Issuing Addenda.

5. Communication with Competitors

For this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, that could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- a) It has prepared its proposal independently from, and without consultation, communication, agreement, or arrangement with any competitor, including, but not limited to, consultation, communication, agreement, or arrangement regarding:
 - i) prices
methods, factors, or formulas used to calculate prices;
 - ii) the quality, quantity, specifications, or delivery particulars of the Deliverables;
 - iii) the intention or decision to submit, or not to submit, a proposal; or
 - iv) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- v) It has not disclosed details of its proposal to any competitor, and it will not disclose details of its proposal to any competitor before the notification of the outcome of the procurement process.

6. Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

8. Conflict of Interest

This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the CDSB Board Members, employees or representatives within twelve (12) months before the Submission Deadline.

If the box below is blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ☐ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing. The contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the CDSB's confidential disclosure of this proposal to the advisers retained to advise or assist with the RFP process, including for the evaluation of this proposal.

10. Proposal Irrevocable

The proponent agrees that its proposal shall be irrevocable for the Irrevocability Period specified in the RFP, beginning when the Submission Deadline passes.\

10. Execution of Agreement

The proponent agrees that, in the event its proposal is selected by the CDSB, in whole or in part, it will finalize and execute the Agreement in the form set out in Appendix A to this RFP, in accordance with the terms of this RFP.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX C –PROJECT TIMELINE

Project Timeline	
Ministry Licensing Process Steps	Completion/Projected Completion Date
Complete online application through the provincial Child Care Licensing System (CCLS), including application fee deposit payment	
Submit supporting documents to the Child Care Licensing System (CCLS): CDSB will assist with obtaining proper paperwork. Initial documents: CWELCC New License Application SSM Confirmation f Letter from CDSB Director of Children's Services with approval for CWELCC agreement for this license Incorporation papers (if applying as a corporation); business name registration (if applicable) Zoning approval to operate as a licensed child care centre Floor plans Site Plans for the site of the childcare centre Other Documents: Policies and procedures (refer to CCLS for comprehensive list); municipal approvals – including Health, Fire, Building and Zoning approvals Others as required per MEDU licensing process requirements	
Arranging initial site visit with MEDU program advisor	
Plan staffing and request staff director approvals	
Arranging final licensing inspection(s)	
Payment of application fee balances if required	
Obtaining final licensing approval letter	

Appendix D - References**Reference 1**

Client/Company Name	
Contact Name	
Contact Phone Number	
Email	
Description of Services Provided	
Lessons Learned	
On-Time and On budget (y/n: comment)	

Reference 2

Client/Company Name	
Contact Name	
Contact Phone Number	
Email	
Description of Services Provided	
Lessons Learned	
On-Time and On budget (y/n: comment)	

Reference 3

Client/Company Name	
Contact Name	
Contact Phone Number	
Email	
Description of Services Provided	
Lessons Learned	
On-Time and On budget (y/n: comment)	