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**The Town of Blind River**  
**The Township of Sables-Spanish Rivers**  
**The Municipality of Huron Shores**  
**The Township of Baldwin**  
**The City of Elliot Lake**

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**Request for Proposals**  
**Alternative Voting System Services**

Delivery of Submissions:
<b>Closing Date:</b> September 26, 2025
<b>Time of Closing:</b> 2:00 p.m.
<b>Delivery Location:</b> Town of Blind River, via email to <a href="mailto:pam.walsh@blindriver.ca">pam.walsh@blindriver.ca</a>
<b>Last Day for Questions:</b> September 17, 2025

## Table of Contents

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DELIVERY OF SUBMISSIONS NOTICE .....	4
Information to Bidders .....	5
Background .....	5
General Description .....	5
Bid Submission Requirements.....	5
RFP Schedule .....	7
Cost of Submission.....	7
Right to Accept or Reject Proposals .....	7
Validity .....	7
Withdrawal of Proposals Prior to Closing.....	7
Review of Documents.....	8
Multiple Proposals .....	8
Addenda .....	8
Price Submission .....	8
Award .....	8
Confidentiality Provisions.....	9
Terms of Payment and Invoices .....	9
Background Check .....	9
Conduct of Vendor Staff .....	9
Accessibility .....	9
Workplace Safety and Insurance Act.....	9
Insurance – Liability, Automotive and Non-Owned Automobile Insurance.....	9
Technology Errors and Omissions Insurance and Network Security .....	12
Contractor’s Liability .....	12
Conflict of Interest.....	12
Regulations and Permits.....	13
Non-Exclusivity .....	13
Quality of Work .....	13
Questions Re: Request for Proposal .....	13
Lobbying.....	13
Vendor Eligibility.....	14
Terms of Reference.....	15
Background .....	15
Overview.....	15
Training.....	16

Voter Data .....	16
Eligible Voters Data .....	16
Election Summary.....	17
School Board Trustee .....	17
Pay for Service .....	18
Awarding.....	18
Presentations.....	19
Proposal Format and Evaluation .....	19
Proposal Format .....	19
1. Vendor Information .....	20
2. Qualifications and Project Team .....	20
3. Methodology and Approach .....	20
4. Voting System Completeness .....	20
5. AODA Compliance .....	22
6. Auditing Functionality .....	22
7. Municipalities Duties and Requirements .....	22
8. References / Previous Ontario Municipal Election Experience .....	22
Evaluation Criteria .....	22
Step One - Core Requirements.....	22
Step Two – Evaluation Criteria.....	23
Step Three – Financial .....	24
Bid Evaluation Process .....	24
Treatment of Bid Irregularities .....	25
Major Irregularities .....	25
Minor Irregularities .....	26
Submission Forms.....	27
Form of Proposal .....	27
Bidder's Declaration.....	27
Pricing Schedule.....	28
<b>Town of Blind River</b> .....	28
<b>Township of Sables-Spanish Rivers</b> .....	28
<b>Municipality of Huron Shores</b> .....	29
<b>Township of Baldwin</b> .....	29
<b>City of Elliot Lake</b> .....	29
Acclaimed Seat Discount Schedule .....	29

## **DELIVERY OF SUBMISSIONS NOTICE**

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**All Submissions are to be  
emailed no later than  
2:00:00p.m. EST on the  
Closing Date stated.**

## Information to Bidders

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### Background

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In preparation for the up-coming municipal and school board elections in 2026, the following municipalities have partnered in the procurement of alternative voting technology services:

The Corporation of the Town of Blind River

The Corporation of the Township of Sables-Spanish Rivers.

The Corporation of the Municipality of Huron Shores

The Corporation of the Township of Baldwin.

The Corporation of the City of Elliot Lake

The Town of Blind River will be the point of contact and will be administering the bidding process for the group. The entire group in the document shall be referred to as “the Group” where applicable.

### General Description

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The Group of municipalities is seeking a comprehensive service provider for alternative voting systems for the 2026 municipal and school board elections. The services are to include a fully integrated internet voting solution, ensuring seamless and real-time synchronization of voter data, but not limited to the following:

- Integration with Datafix VoterView for real-time updates and post-election data reconciliation;
- End-to-end encryption and cybersecurity safeguards;
- Voter information card printing, sorting, and distribution;
- Provision of accessible online voting options;
- training for municipal staff and election officials of each participating municipality;
- collaboration on a communications plan for each municipality, this can include, graphics and customizable posters;
- creation of ‘how to vote’ demonstration videos for posting to municipal webpages;
- live election reporting website;
- election night close out assistance; and
- secure results reporting.

### Bid Submission Requirements

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Proposals shall be properly labeled with Proposal number, emailed to [pam.walsh@blindriver.ca](mailto:pam.walsh@blindriver.ca), and submitted no later than the Closing date and Time.

Proposals will be received until 2:00:00p.m. E.S.T

**Proposals must include:**

- Completed pricing form.
- Detailed cybersecurity plan outlining protection against data breaches.
- Proof of experience in Ontario municipal elections.
- References from at least five (5) Ontario municipalities.
- Service Level Agreement (SLA) for uptime guarantees.

Submissions received after the closing time will be labeled accordingly and will remain unopened and disqualified.

Note: It is the vendor's responsibility to ensure that the bid submission is received by the Town of Blind River prior to closing.

**E-mailed proposals will be accepted, by emailing [pam.walsh@blindriver.ca](mailto:pam.walsh@blindriver.ca).**

## RFP Schedule

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

- Last Day for Questions, September 17, 2025
- Closing Date, September 26, 2025
- Shortlist Interview: October 2025
- Selection of Successful Vendor, November/December 2025

## Cost of Submission

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The Group 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 Proposals

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The Group reserves the right to reject any or all submissions, as a whole or in parts, and waive formalities as the interests of the Group may require, without stating reasons. Submissions which are incomplete, conditional, obscure, contain erasures, alterations or irregularities of any kind may be rejected.

Any submission that includes contractual documents other than the bid document will result in automatic rejection.

## Validity

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

## Withdrawal of Proposals Prior to Closing

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A vendor 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;

- a) If the request is made in writing on the vendor's letterhead and signed by a senior official of the vendor.
- b) If the request is made in person by a senior official from the vendor who is authorized to do so.
- c) If the request is made by way of a fax or e-mail bearing the name of the senior official authorizing the withdrawal.

In all cases, a request for the withdrawal of a Proposal will be verified by the Group, by way of a telephone call or fax to a senior official representing the vendor, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record.

There shall be no withdrawals of Proposals allowed after the closing date/time for receiving Proposals.

## Review of Documents

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Vendor must personally study the entire Request for Proposal document as to satisfy themselves 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

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Multiple responses from any one vendor would be acceptable, providing the following conditions are met:

- a) Each response must be completed and shall be as per the format specified herein, and shall be emailed separately;
- b) Each response shall be dealt with separately and shall be subject to the requirements of the Request for Proposal.

## Addenda

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The Group may choose to issue an addenda to provide clarification or additional information. The Addenda will only be posted on the Blind River municipal webpage. The Addenda will be emailed to all parties receiving the RFP. Submissions must include all signed addenda acknowledgements or the submission may be disqualified.

## Price Submission

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The Proposal price shall include all labour, material, equipment, supervision, statutory charges and vendor overhead and profit, in Canadian Dollars.

## Award

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Upon completion of evaluations, the Group may select a bidder with whom it wishes to undertake negotiations for the plan outlined in the Request for Proposal. 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 Group reserves the right in its absolute discretion to:

- a) Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Group deems reasonable conditions exist.
- b) Accept or reject any submission(s) in whole or in part
- c) Provide additional written information to vendors

The acceptance and award of a Proposal is subject to the approval of the various Group Members Council.



## Confidentiality Provisions

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All responses to this Request for Proposal will be treated confidentially in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy 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 Group.

## Terms of Payment and Invoices

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Terms of Payment shall be provided by each awarding municipal partner upon award.

## Background Check

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The Group, at its discretion will 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 the vendor or manufacturer.

## Conduct of Vendor Staff

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The successful vendor shall employ orderly, competent and skilled staff to ensure that the project and or services are completed in a respectable manner.

If any one person employed by the successful vendor is unsatisfactory in his or her performance, the group shall notify the vendor in writing and the vendor shall not permit such person to continue in any future work arising out of the request for proposal.

## Accessibility

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The Municipal Group is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations. Under this Act, every person who deals with members of the public or other third parties on behalf of the group must receive training about the provision of goods and services to persons with disabilities.

The Vendor hired for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all required personnel have or will receive training prior to commencement of work under the contract.

Any documents or correspondence that is provided to the Group, through the execution of the contract shall be in such format that meets the AODA standards.

## Workplace Safety and Insurance Act

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The vendor is required to comply with all the regulations of the W.S.I.B. 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 Group, and maintain good standing with the W.S.I.B. throughout the contract period.

## Insurance – Liability, Automotive and Non-Owned Automobile Insurance

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The Contractor/Consultant will provide Group Municipalities with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed Certificate of Insurance acceptable to the Group.

The Contractor/Consultant shall provide, maintain and pay for the insurance coverage described below including coverage for all officers, directors and employees and unless otherwise agreed in writing by the Group Municipalities, shall cause any subcontractors or sub-consultants of the Contractor/Consultant to provide, maintain, and pay for the insurance coverage described below including coverage for all their respective officers, directors and employees and shall deliver to the Group Municipalities before the commencement of the Services, and thereafter from time to time as reasonably required by the Group, insurance certificates or other similar evidence satisfactory to the Group that the insurance required to be provided by the Contractor/Consultant under this Agreement is in force.

- a. Commercial General Liability Insurance - On an occurrence basis having a limit of not less than \$5,000,000 million inclusive for any one occurrence and with \$5,000,000 Annual Aggregate for products and completed operations, and insuring against claims for injury, including death, and for property damage arising out of the operations of the Contractor/Consultant under this Agreement. Coverage must be for the entire contract period, or as stated in the Agreement and shall include, where applicable:
  - i. liability for premises and operations;
  - ii. owners and contractors protective liability;
  - iii. cross liability / severability of interests;
  - iv. liability arising out of products (either manufactured or supplied) and completed operations;
  - v. broad form property damage, including completed operations;
  - vi. blanket written contractual liability;
  - vii. unlicensed mobile equipment;
  - viii. contingent employers' liability;
  - ix. employees of others hired or on loan by Contractor/Consultant or on loan to the Contractor/Consultant as insured.

This Commercial General Liability policy shall expressly state that it is primary as to any other insurance available to the Group but solely with respect to liability arising out of the Contractor/Consultant's Services.

- b. Professional Liability Insurance- if applicable, having a limit of \$2,000,000 million inclusive any one claim and in the aggregate covering liability arising directly or indirectly from any error, omission or negligent act in the performance of professional services.
  - c. Workers' Compensation Insurance – in compliance with the Worker's Compensation Act pertaining to the compensation of injured employees assigned to the Services.
2. The policies for the insurance described in this Certificate of Insurance shall be provided by the Contractor/Consultant shall be endorsed as follows:

a. Additional Insured:

The Commercial General Liability insurance policy shall define "additional insured" as "the five participating Municipalities" and its elected and appointed officials, officers, employees, volunteers, and agents but only with respect to the Services of the Contractor/Consultant under this Agreement."

b. Waiver of Subrogation:

The Commercial General Liability insurance policy shall include an endorsement under which the insurer waives any right of subrogation it may have against The Group Municipalities and its elected and appointed officials, officers, employees and agents.

c. Notice of Cancellation or Modification:

Other than the Professional Liability insurance and the Workers' Compensation insurance, each policy shall contain an endorsement in substantially the following form:

- i. "Unless The Group Municipalities has expressly waived this provision in writing, the coverage provided by this policy will not be cancelled, materially changed or amended, until 15 days after written notice of that cancellation, change or amendment has been given to The Group Municipalities.
- ii. The Professional Liability Insurance policy shall include an endorsement in substantially the following form:  
"Unless the Group Municipalities has expressly waived this provision in writing, the coverage provided by this policy will not be cancelled, until 30 days after written notice of that cancellation has been given to The Group Municipalities."

3. Deductibles

All insurance required to be obtained under this Agreement shall be placed with insurers which are satisfactory to the Group Municipalities, licensed and approved by the Province of Ontario, and of current investment grade.

4. Claim Deductibles

The Contractor/Consultant shall pay the full deductible amounts if there is a claim against any policy of insurance to be provided by the Contractor/Consultant under this subsection of this Agreement.

5. Compliance

Failure to comply or the full compliance with the requirements for insurance coverage of the kinds and with the limits stated in this Agreement shall in no way act to relieve the Contractor/Consultant from its obligations under this Agreement. The Contractor/Consultant may obtain insurance having greater limits and providing other forms of coverage as the Contractor/Consultant deems prudent to protect itself under this Agreement.

6. Notice of Claims

If, at any time during the performance of the Services as described in Certificate of

Insurance, the Contractor/Consultant becomes aware of a claim or potential claim against any insurance policy of this Certificate of Insurance, then the Contractor/Consultant will immediately advise the Group Municipalities in writing of such claim, including particulars.

### Technology Errors and Omissions Insurance and Network Security

Coverage shall be purchased in an amount not less than \$5,000,000 million and coverage shall be underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall include coverage for claims resulting from network risks such as data breaches, unauthorized access, theft of confidential information, invasion of privacy, destruction, alteration or damage to electronic information, intellectual property infringement such as copyright, trademarks, service marks and trade dress. The policy shall be renewed for 3 years after contract termination. Evidence of coverage must be provided to the municipality. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Municipality. The Municipality has the right to request that an Extended Reporting Endorsement be purchased by the contractor at the contractor's sole expense.

### Contractor's Liability

The Supplier shall defend, indemnify and save harmless each participating Municipality its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify and save harmless each participating Municipality from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

### Conflict of Interest

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

## Regulations and Permits

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If required, the vendor shall comply with all provisions of the rules, regulations and orders of the Federal, Provincial and Municipal Government Agencies applicable to the work under this contract. It shall be the obligation of the contractor to keep him or herself informed of these Government Regulations.

## Non-Exclusivity

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The Proposal is not intended, nor shall be construed, as creating any exclusive arrangement with the awarded vendor. The vendor will not restrict the Group Municipalities from acquiring similar or equal goods or services from other sources.

## Quality of Work

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The vendor at all times shall provide the Group Municipalities Representative with suitable access, and or status of the work covered under the request for proposal. The Group Municipalities Representative(s) shall be the sole judge of the work and therefore its acceptability. Work that is unsatisfactory, in the opinion of the Group Municipalities representative(s), shall be made satisfactory at no additional cost to the Group Municipalities.

## Questions Re: Request for Proposal

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Vendors having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall at once notify in writing the Group Municipalities, who shall send written instructions or explanations by Addenda to all vendors as required.

Any questions arising from the Request for Proposal should be directed to:

Pam Walsh  
Deputy Clerk  
Town of Blind River  
pam.walsh@blindriver.ca

As some of the questions regarding the Proposal may be technical in nature, such questions will be forwarded to proper department representatives for the needed responses.

The final day for questions will be as stated in the Request for Proposal.

## Lobbying

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In order to ensure fairness to all Proponents, the Group must endeavour to prevent unfair advantage created by lobbying. Therefore, the Group 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 Group Municipalities and the Successful Proponent(s). The Group 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 Group, 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 Group 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 group representative or personnel.

## Vendor Eligibility

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Without limiting or restricting any other right or privilege of the group and regardless of whether or not a Bid otherwise satisfies the requirements of a RFP, the group may reject any Bid from a vendor where:

- a) The vendor is involved in any type of litigation with the Group members;
- b) The failure of the vendor to pay, in full all outstanding payments (and maintain in good standing) any costs owing to the any of the Group members by such vendor after the Group member has made demand for payment. This Group shall have the right to recover outstanding payments by way of reduced payment of invoices;
- c) The vendor's refusal to enter into a contract with the Group after the vendor's Bid has been accepted by the Group;
- d) Documented poor performance of a vendor, including the vendor's refusal to perform or to complete performance of a Contract with the Group;
- e) The vendor having unlawfully or unreasonably threatened, intimidated, harassed, or interfered with an attempt by any other possible vendor to bid for a Group Contract;
- f) The vendor having communicated or discussed, directly or indirectly with an elected member of Council or Council Funded group during the procurement process;
- g) The vendor having unlawfully or unreasonably threatened, intimidated, harassed, assaulted against or otherwise interfered with a member of any Group members staff representative, Manager or consultant;
- h) The vendor has on one or more occasions, in the performance of a Contract with the any Group member, deliberately or negligently, save and except an inadvertent error corrected to the satisfaction of the Group member within a reasonable time, as determined by the Group including but not limited to:
  - i. Over-billed, double billed and or retained a known over-payment or has failed to notify the Group member of an over-payment or duplicate payment;



- ii. Billed for items not supplied;
- iii. Billed for items of one grade / quality / size, while supplying items of an inferior grade / quality / size;
- iv. Submitted false or misleading information to the Group Municipalities;
- v. Acted in conflict with the Group Municipalities' interests;
- vi. Misappropriated any property or right of the Group Municipalities in any form;
- vii. Committed any other form of sharp or deceptive practice.

In the opinion of the Group and Council(s) there are reasonable grounds to believe that it would not be in the best interests of the Group to enter into a contract with the vendor including but not limited to:

- a) The vendor or any person with whom that vendor is not at arm's length within the meaning of the Income Tax Act of an offence under any taxation statute in Canada;
- b) The conviction or finding of liability of that vendor under the Criminal Code or other legislation or law, whether in Canada or elsewhere;
- c) The conviction or finding of liability of that vendor relating to product liability or occupational health and or safety.

## Terms of Reference

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### Background

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The Group of municipalities have in the past utilized traditional voting methods including vote by mail for their municipal elections. Given advancements in service accessibility, digital security, and connectivity, the Group has transitioned towards alternative voting methods. For the 2026 municipal and school board elections, the Group seeks a secure, accessible, and efficient internet voting solution with one municipality requiring a paper ballot system as well.

### Overview

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The Group of participating Municipalities are inviting qualified vendors to submit proposals for alternate voting services for the 2026 Municipal Election in accordance with the Municipal Elections Act of Ontario. The successful vendor may also be required to provide services for any by-elections occurring between 2026 and 2030.

A summary of the Groups requirements for the alternative voting system include:

- 1. Provision of secure and fully integrated alternative voting service that ensures seamless voter experience;
- 2. Provision for a paper ballot option for one municipality;
- 3. Integration with the Voter list management System (DataFix Voter View), enabling real-time updates and post-election reconciliation;

4. Provision of printing / sorting / mailing of Voter Information Letters, including integration of security features for voter authentication;
5. Provision of comprehensive support for Voter Help Centres and election staff, including real-time troubleshooting and assistance during the voting period;
6. Provision of a dedicated election website where electors can securely access the online voting application and review voter instructions;
7. Provision of multilingual, accessible 'how to vote' instructional videos for municipal webpages and election outreach;
8. Provision of collaboration on a voter engagement and communications plan for each participating municipality, including the provision of customizable graphics, posters, and promotional materials.

All of the services must comply with or exceed the Accessibility for Ontarians with Disabilities Act (AODA) requirements to ensure accessibility for all electors.

## Training

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The successful Proponent shall provide comprehensive training for the group team members, Voter Help Centre staff, and election staff.

The Proponent must provide detailed the following:

1. Detailed training manuals and reference guides tailored to municipal staff and election workers.
2. Hands-on training sessions (virtual) for key election personnel.
3. Technical support materials and troubleshooting protocols to assist with voter inquiries.
4. Simulated election exercises to ensure familiarity with the voting system before the official voting period.

## Voter Data

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Each group member will provide a voter data list. The group utilizes Datafix to assist in the validation and correction of the voter data provided by Elections Ontario.

## Eligible Voters Data

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Below is a list of eligible voter data from the 2022 Municipal Election for volume reference purposes:

Municipality	2022 Registered Voters
<b>Town of Blind River</b>	3037
<b>Township of Sables-Spanish Rivers</b>	2876
<b>Municipality of Huron Shores</b>	2269



Municipality	2022 Registered Voters
Township of Baldwin	624
City of Elliot Lake	10,498

## Election Summary

The required election types will vary from group member. Below is a list of the elections that were part of the 2022 election. The following lists are to be a guide only as in some cases additional ballot requirements may exist that are not present at this time.

### School Board Trustee

School Board Trustee voting is based on the individual voter board based on their tax support. Therefore, only one school board shall appear on each voter ballot. For each Group member four (4) school board Trustees:

- Algoma District School Board (Excluding Township Baldwin & Sables-Spanish)
- Rainbow District School Board (Township of Baldwin & Sables-Spanish)
- Huron-Superior Catholic District School Board
- Conseil scolaire public du Grand Nord de l'Ontario
- Conseil scolaire catholique du Nouvel-Ontario

School board results from each municipality are forwarded to the appropriate board to be combined accordingly for each Trustee seat.

#### 1.1. Town of Blind River

Description	Elected Positions Available
Mayor	1
Councillor	6

#### 1.2. Township of Sables-Spanish Rivers

Description	Elected Positions Available
Mayor	1
Councillor	6

#### 1.3. Municipality of Huron Shores

Description	Elected Positions Available
Mayor	1

Description	Elected Positions Available
Councillor	8 (4 Wards, 2 elected per Ward)

#### *1.4. Township of Baldwin*

Description	Elected Positions Available
Mayor	1
Councillor	4

#### *1.5 City of Elliot Lake*

Description	Elected Positions Available
Mayor	1
Councillor	6

### Pay for Service

The Group municipalities shall pay the awarded Proponent(s) 10% of the price per voter by March of the election, of this agreement and 40% by September 1 of the election year and the balance of the contract shall be paid within 30 days after the Election Day for regular contested elections.

If there is no election in a participating Municipality the Proponent shall be paid the initial 10% per voter rate only.

In the event that no election exists with one of the participating Municipalities the Proponent shall honour the terms of the separate agreements signed with each municipality that is subject to the election.

For pricing considerations, the 2022 registered Voter quantities shall be utilized to provide an estimated contract value only. The actual amount will be based on the actual registered voters for each municipality and each election individually.

The Group Municipalities would like to have a credit option in the event that an election seat is acclaimed. This credit value shall only be considered for each acclaimed position and be applied to the final payment for the election.

### Awarding

Each Municipality is required to award to a Proponent separately to comply with their own bylaws and Policies and have separate contract agreements.

It is the goal of the Group to award to one Proponent but it is possible that multiple Proponents may be awarded.

In the event that the Group awards solely to one Proponent, it is requested a discount be applied to each participating group member.

## Presentations

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The awarded Proponent would be required to conduct online presentations as follows:

Meeting Description	Quantity
<b>Brief Presentation to existing Councils</b>	One for each awarded (Maximum of 5)
<b>Detailed Presentation to Municipal Staff members</b>	Maximum of 2
<b>All Candidates Night Presentation for election Candidates</b>	To be determined by third party

## Proposal Format and Evaluation

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### Proposal Format

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A complete digital file of each proposal, including financial information, form of proposal and price schedule, signed by the Bidder's authorized representative must be received.

The Bidder who puts forth the proposal will have all copies signed by an official authorized to bind the Proponent and will provide the name(s), title(s), and address and telephone number for the individual(s) to be contacted during the evaluation process.

To assure similarity in the Proposal presentation, and to facilitate the comparison of competing Proposals by the evaluation team, bidders shall include the required material using the sections as follows:

- Title Page
- Cover Letter
- Signed Addenda – if any issued
- Table of Contents

Your proposal must be type written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent.

Fax Proposals are not acceptable.

The following information shall be provided to describe the type of information which is expected to be in each of the sections listed above. It is not the intention to discourage creativity on the part of the bidder. It is however, very important for the Proposal reviewers to be able to compare like types of material from among the various bidders.

If desired, documents may be attached to the Proposal which substantiates the Proposal claims. However, if there are references to these support documents, then the precise page number, section number and title must be specified so that it can easily be found and

referred to. All referenced support material shall be submitted in the quantities indicated so that all evaluators have access to all supporting documents.

The following Individual Sections are to be separated by topic and indexed accordingly:

1. Vendor Information

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- Company History
- Information Technology Infrastructure
- Business Structure to absorb additional Customer Base
- Location(s)
- Personnel

2. Qualifications and Project Team

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- Demonstrate Qualifications of Company
- Demonstrate Qualifications of Project team
  - Team members that support the Voting Process

3. Methodology and Approach

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- Demonstrate Methodology and Approach to Voting System
- Customer Service Model for Elections
  - Voting Citizens
  - Municipal and Election Workers
- Training Approach
  - Existing training documentation
- Disaster Recovery Process

4. Voting System Completeness

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*4.1. Functionality*

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- Printing System Process (Ballot on Demand)
- Internet System Process
- Other System Process
- Voter Verification of vote Selection prior to submission
- Voter Confirmation of Completion
- Vote Cast Logging Verification
- Customizable for each Group Member and Sorting
- Voting Options Verification and Control
- Under Voting ability and Confirmation for voters
- Voter Record Compliance

- Help System and Voter Support
- Voter List Updating and Change Logging
- Exporting of Voter List
- Exporting of Vote Data
- International Access for Out of Province Eligible Voters
- Available Additional Features (ex: Short Satisfaction Survey Following Vote)

#### *4.2. Personal Identification Number (PIN) Creation, Distribution and Security*

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- Upload requirements of Voter Data
- Distribution Method of PIN to Voters
- PIN Printing Security and Destruction of Data
- PIN Updating / Deleting and enumerate Voter for new PIN creation
- Secure Personal Identification System, verification, and configurability
- Voter Information Verification to PIN
- PIN System Anonymous Voting
- PIN Status tracking and Disabling

#### *4.3. Access and Technology Flexibility*

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- Internet voting technology requirements and limitations
  - Internet requirements
  - Language Options
  - Plug in requirements (if applicable)
- Ballot on Demand
  - Internet requirements
  - Software/hardware requirements
  - Language Options
  - Other

#### *4.4. Security*

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- Security Features to prevent automated systems from Voting
- Voting Session Interruption and completion
- Public Technology use Privacy
- Session Time Out Periods
- Fraud and illegal manipulation Prevention
- Validation Process of Election Data after Retention Period
- Other Security Features

## 5. AODA Compliance

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- Demonstrate Voting system compliance with AODA requirements
- Demonstrate Reporting compliance with AODA including:
  - Voter List
  - Vote Record
  - Vote Results Detailed
  - Vote Results Simple
  - Re-tally as required by the Act or policy
  - Vote Method Utilized
  - Other Reporting Options
    - Voter Demographics
    - Geographical

## 6. Auditing Functionality

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- System Audit Logs
- Auditor Function and Capabilities
- Auditor Vote Casting and Controls

## 7. Municipalities Duties and Requirements

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- Complete and Detailed outline of Requirements and Tasks required by each Municipality

## 8. References / Previous Ontario Municipal Election Experience

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- Provide a list of 5 (maximum) Ontario Municipalities who have used your services for the 2022 and/or 2018 municipal election.

The text for each new section is to commence on a new page.

## Evaluation Criteria

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The selection of the awarded proposal will be based on a multi-step system.

### Step One - Core Requirements

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The proposal submissions will be evaluated based on the submission information meeting the core requirements of the goods or services that are part of this Request for Proposal. The requirements listed below must be clearly met within the documentation of the proposal. Stating it can be done or has been done, will not constitute clearly meeting the requirement without proven background information demonstrating the vendor capabilities.

This table will be completed by the Group Municipalities Evaluation team during Step One of the process.

Core Requirement	Compliant	Bid Rejected
Proposal meets the minimum requirements of the RFP, Terms of Reference and or Scope of Work		
Certificate of Insurance Meets Requirements		
WSIB Clearance Provided		

### Step Two – Evaluation Criteria

The second step of the evaluation process will only involve those proposals that the Group Municipalities Evaluation Team have deemed acceptable from Step One of the process.

The second step is to establish the awarding of the proposal on a numerical scoring system.

Proposals will be assigned a score for each category as follows:

Ranging from 1 (poor) to 10 (excellent)

Each category will be weighted as shown to reflect the goals for the proposal.

Description	Weight	Points	Maximum Total Points
<b>1: Vendor Information</b>	5%		50
<b>2: Qualifications and Project Team</b>	5%		50
<b>3: Methodology and Approach</b>	5%		50
<b>4: Voting System</b>			
<b>4.1 Functionality</b>	10%		100
<b>4.2 Personal Identification Number Creation, Distribution and Security</b>	5%		50
<b>4.3 Access and Technology Flexibility</b>	5%		50
<b>4.4 Security</b>	10%		100
<b>5. AODA Compliance and Reporting</b>	7.5%		75
<b>6. Auditing Functionality</b>	5%		50
<b>7. Municipalities Duties and Requirements</b>	2.5%		25

Description	Weight	Points	Maximum Total Points
9. References / Previous Ontario Municipal Experience	5%		50
Technical Sub-Total			650
Financial Threshold (in order to be considered for continued evaluation the scoring must exceed the noted threshold. Minimum Requirement 475 in Technical Scoring)			
Financial	25%		250
Shortlist Interview / Presentation	10%		100
Final Total	100%		1000

### Step Three – Financial

Only submissions meeting the threshold will have the financial evaluation completed.

Financial points will be assigned by the following calculation:

Lowest bid opened divided by each bid multiplied by 350.

Final scoring will add the Financial Score and the Proposal Evaluation Score to a maximum score of 1000 points after Shortlist Interview and Presentation.

### Bid Evaluation Process

The objective of this section is to describe the criteria in the selection of a bidder with which the Group Municipalities would:

- Enter into a contract for the goods or services identified in the invitation to bid; or,
- Commence the negotiation process for a contract; or,
- Recommend for Group Municipalities Council's consideration, the acceptance of the bid submission.

The following process would apply:

- Scrutiny of the bid submissions relative to compliance with the requirements of the Request for Proposal, such as signed forms, schedules, meeting technical specifications including adherence to items where "No Substitutes" are allowed, and agreement with the Group Municipalities General Terms and Conditions.
- Elimination of bids not meeting the fundamental requirements stated above, as well as elimination of bids not received on time.



- c) Elimination of bids from contractors and vendors where that contract, vendor, or its principals have been, or currently are, involved in litigation with the Group Municipalities, other than a claim for property damage or personal injury, where that litigation impacts upon the ability of the parties to further engage in reasonable business relations.
- d) Evaluation of the merits of all compliant bids. The evaluation will consider financial and technical merits, vendor/contractor reputation based on past performance with the Group Municipalities and with others, initial costs, ongoing maintenance costs and overall cost effectiveness over the long term.

## Treatment of Bid Irregularities

Each bid receiving in response to a formal Invitation to Bid (Tender, RFQ or RFP) is reviewed to determine whether irregularity exists, and action is taken accordingly, as follows:

### Major Irregularities

Type	Action Taken
<b>Late Bids</b>	Automatic Rejection
<b>Faxed tenders Quotations or Proposals</b>	Automatic Rejection
<b>Qualified Bids (bids which are qualified, restricted or conditional by a statement from the bidder)</b>	Automatic Rejection
<b>Failure to submit the specified Bid Securities when required</b>	Automatic Rejection
<b>Bids not meeting specifications</b>	Automatic Rejection
<b>Submissions on forms other than the Group Municipalities' official form of Tender, Quotation or Proposal</b>	Automatic Rejection
<b>Submissions over riding the terms and conditions set out in the bid document and Addenda</b>	Automatic Rejection
<b>Unsigned Bids</b>	Automatic Rejection
<b>Bids Submitted in an erasable medium</b>	Automatic Rejection
<b>Unit prices changed, but not initialled, and the total is inconsistent with the unit price as changed</b>	Automatic Rejection
<b>Failure to acknowledge any and all Addenda issued for each tender, quotation or proposal on the forms provided.</b>	Automatic Rejection

Type	Action Taken
<b>Mistake in submission not obvious on the face of the submission</b>	No relief
<b>Erasures, strike-outs or over-writing which are not initialled</b>	To be reviewed and decision made based on the magnitude of the issue – with 48 hours to initial
<b>Withdrawal of bid after closing date and time</b>	Not permitted
<b>Withdrawal of bid prior to closing date and time</b>	Must be in writing

### Minor Irregularities

Type	Action Taken
<b>Clerical Error</b>	48 hours to correct and initial (after closing date and time)
<b>Mathematical Errors – Totals not consistent with unit prices</b>	Purchasing Manager or designate to correct. Unit prices shall prevail, and totals adjusted.

## Submission Forms

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### Form of Proposal

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I/We have reviewed the RFP, including the Information to Bidders, and Terms of Reference, and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

For the Provision of: **Alternate Voting System Services**

### Bidder's Declaration

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- 1) Declare that no person, firm or corporation other than the one who's 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 Group Municipalities employee, or Member of Group Municipalities 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 Terms of Reference 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.
- 7) I/We acknowledge that I/We have received addenda numbered \_\_\_\_\_ to \_\_\_\_\_ and the price(s) quoted incorporate such addenda.

Registered Business Name:

Business Address:

City:

Postal Code:

Contact Name:

Telephone Number:

E-mail Address:

Signature of Authorized Officer:

Name of Authorized Officer  
(please print):

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.

### Pricing Schedule

Registered Business Name:

#### Town of Blind River

Description	Unit Cost	Est. Voter Quantity	HST	Total
Price per Registered Voter should the Town enter into an agreement with the Proponent	\$	3037	\$	\$
Details breakdown of any and all additional costs (Details to be attached)	\$		\$	\$

#### Township of Sables-Spanish Rivers

Description	Unit Cost	Est. Voter Quantity	HST	Total
Price per Registered Voter should the Township enter into an agreement with the Proponent	\$	2876	\$	\$

Description	Unit Cost	Est. Voter Quantity	HST	Total
Details breakdown of any and all additional costs (Details to be attached)	\$		\$	\$

### Municipality of Huron Shores

Description	Unit Cost	Est. Voter Quantity	HST	Total
Price per Registered Voter should the Municipality enter into an agreement with the Proponent	\$	2,269	\$	\$
Details breakdown of any and all additional costs (Details to be attached)	\$		\$	\$

### Township of Baldwin

Description	Unit Cost	Est. Voter Quantity	HST	Total
Price per Registered Voter should the Township enter into an agreement with the Proponent	\$	624	\$	\$
Details breakdown of any and all additional costs (Details to be attached)	\$		\$	\$

### City of Elliot Lake

Description	Unit Cost	Est. Voter Quantity	HST	Total
Price per Registered Voter should the City enter into an agreement with the Proponent	\$	10,498	\$	\$
Details breakdown of any and all additional costs (Details to be attached)	\$		\$	\$

### Acclaimed Seat Discount Schedule

Please note the amount of additional credit the applicable Municipality will receive in the event of an acclaimed seat:

Description	Credit Amount
Amount per acclaimed seat individual by group member	\$