

Request for Quote

Alternative Voting System Services (Internet/Telephone)

Dated: March 4, 2026

Introduction & Background

The Municipality of Markstay-Warren is requesting quotes for internet and telephone voting systems for use in the 2026 Municipal and School Board Elections. The detailed specifications are attached in Schedule "A".

The Municipality of Markstay-Warren is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small Municipality feel make Markstay-Warren the community of choice to live, work, visit and vacation.

The Municipality of Markstay-Warren is a single tier municipality governed by a five-member Council, including the Mayor and four (4) Councillors.

Submission Deadlines and Methods

All submissions must be submitted to the Clerk no later than **March 16, 2026 @ 2:00 pm**.

Submission Delivery Address, Submission Questions and Clarifications

The delivery address to be used for all submissions is:

Marc Serré, CAO/Clerk
Municipality of Markstay-Warren
22 Main Street P.O. Box 79, Markstay, ON, P0M 2G0
Tel: 705-853-4536, Fax: 705-853-4964
Email: CAO@markstay-warren.ca

Terms and Conditions

Relating to the Successful Candidates:

- **Contract** - The successful proponent may, within ten (10) days after being advised that they are the successful proponent, execute a contract in duplicate to the Municipality.



-
- **Purchase Order** - purchase order issued by the Municipality of Markstay-Warren must be obtained prior to commencement of any work or ordering of materials. The Municipality will not be held liable for any work/materials that do not comply to the details specified on the purchase order.
 - **Payment** - Shall be made upon receipt of invoice following the receipt of the services (net 30 days) with completion of the work to the satisfaction of the Municipality.
 - **Price** - The Proponent shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of Markstay-Warren.
 - **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

Selection Criteria

A combination of quality, experience, and price will determine the successful firm. The Municipality reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectation of the established evaluation criteria.

The Municipality of Markstay-Warren is not obligated to award the service contract to the lowest or any firm. The project will be awarded to the proponent who, in the sole judgement of the Municipality, provides the best overall value. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well as any expenses incurred by the Proponent in the preparation of the proposal. Submission costs are entirely the responsibility of the Proponent and will not be charged to the Municipality.



Schedule “A”- Project Scope and Proposal Submission

Project Scope

The Municipality of Markstay-Warren is seeking quotes for internet and telephone alternate voting services for the 2026 Municipal Election.

The Municipality is seeking proposals for internet and telephone voting systems from companies experienced in providing internet/telephone voting solutions for Ontario municipalities and who are familiar with requirements and regulations outlined in the Municipal Elections Act.

Council of the Municipality of Markstay-Warren has approved the use of internet and telephone voting as the sole methods of voting for the 2026 Municipal Election.

The Municipality estimates approximately 1,600 eligible electors for the 2026 Municipal Election.

Proposal Submission

Proponents must submit the Technical Bid and Financial Bid. Failure to submit all required documents may disqualify the proponent from further consideration.

Technical Bid

Proponents are asked to provide a written response regarding each of the following items and include them with the Proposal Submission. The following format and numbering sequence should be followed to provide consistency in responses and to facilitate the review of the submissions.

1. Company Overview and Project Team
 - Company History & Overview
 - Information Technology Infrastructure
 - Business Structure to absorb additional Customer Base
 - Location(s)
 - Personnel

2. Qualifications and Experience
 - Demonstrate Qualifications and Experience of Company and Project team
 - Team members that support the Voting Process
 - Outline at least three (3) previous engagements with other similar sized government entities, similar scope, cost and magnitude, include client names and contact. These contacts may be used as references.



3. Methodology and Approach

- Demonstrate Methodology and Approach to Voting System
- Customer Service Model for Elections
- Training Approach and provision of 'how to videos' for posting to municipal webpages
- Disaster Recovery Process

4. Voting System Completeness

4.1 Functionality, such as:

- Telephone/Internet System Process
- Voter verification of vote prior to submission, confirmation of completion, vote cast logging verification, voting options verification and control
- Under Voting ability and Confirmation for voters
- Voter Record Compliance
- Voter Help Centre for staff and election staff during the voting period and Voter Support for elector
- Voter List Updating and Management and interface with third party provider (Datafix)
- Exporting of Voter List, Vote Data
- International Access for Out of Province Eligible Voters

4.2 Voting System Personal Identification Number (PIN) Creation, Distribution and Security, such as:

- 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 Voting System Access, Technology Flexibility, Language Options, such as:

- Internet voting technology requirements and limitations
- Telephone voting system requirements
 - Options for repeating scripts (voice recording capabilities)

4.4 Security of Voting Methods, such as:

- Security features to prevent automated systems from Voting
- Voting session interruption and completion, session time out periods
- Fraud and illegal manipulation prevention
- Validation process of election data after retention period



4.5 AODA Compliance

- Demonstrate Voting system compliance with AODA requirements
- Demonstrate Reporting compliance with AODA

4.6 Auditing Functionality

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



Financial Bid

Complete the cost summary chart below by breaking down costs. HST must be shown separately in the space provided. Proponents must complete this form and include it with the Proposal Submission.

Description of Services	Unit Cost	Est. Voter Quantity	HST	Total
Internet and Telephone Voting System - Price per Registered Voter	\$	2,000	\$	\$
Printing / Postage – Voter Information Letter - Price per Registered Voter	\$	2,000	\$	\$
Value Added Service (details to be attached)	\$		\$	\$

The total cost includes all costs and expenses associated with providing the deliverables and services as specified in this Request for Proposals.

Name and Address of the Respondent

Phone: _____ **Email:** _____

The Respondent declares:

- No person, firm or Municipality other than the Respondent, has any interest in this proposal or in the proposed services for this proposal;
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of Markstay-Warren is, or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to



which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from;

- The content and requirements of this proposal document have been read and understood;
- All prices are quoted in Canadian funds.

Not all or any proposals are necessarily accepted.

Signed at _____ this ____ day of _____ 2026.

Print Name - Witness

Print – Respondent

Title - Respondent