



Request for Proposal

Project Title: Integrity Commissioner Services

Request # TMW 2026-17

Activity	Date
Initial Release	Monday, October 06, 2026
Bids Due	Friday, October 30, 2026 at 2 p.m.
Bids Opened	After closing by municipal staff
Bids Presented to Council	December 2026, subject to meeting schedule

Municipality of Markstay-Warren
21 Main Street, South
P.O. Box 79
Markstay, ON, P0M 2G0

The Corporation of the Municipality of Markstay-Warren invites qualified individuals or firms to provide independent Integrity Commissioner services for Council and applicable local boards, beginning January 1, 2027.

Key date	Requirement
Release	Monday, October 06, 2026
Questions deadline	Monday, October 12, 2026 at 3:00 p.m.
Final scheduled addendum	Friday, October 23, 2026
Proposal closing	Friday, October 30, 2026 at 2:00 p.m.
Council consideration	December 2026, subject to meeting schedule
Initial term	January 1, 2027 to December 31, 2030

All times are local Eastern Time. Up to two additional one-year terms may be agreed in writing, subject to satisfactory performance, pricing and required approvals. No minimum workload or renewal is guaranteed.

1 SPECIFICATIONS AND SCOPE OF WORK

- Provide confidential written advice to members on the Code of Conduct, ethical policies and Municipal Conflict of Interest Act requirements.
- Receive and assess complaints and applications; conduct fair, impartial investigations; and prepare and present legally authorized reports and recommendations.
- Provide one two-hour Council and local-board orientation session by March 31, 2027, with accessible materials. Quote additional sessions separately.
- Provide an annual public activity report by March 31 for the preceding year and itemized monthly invoices protecting confidential information.
- Provide English and French access through qualified personnel or confidential language support, identifying turnaround and all charges.

Services must comply with the Municipal Act, 2001, applicable codes and policies, and legislation and regulations in force, including accountability reforms and transition requirements when effective. Election restrictions and statutory deadlines prevail. The Commissioner reports independently to Council; the CAO/Clerk administers the contract without directing findings.

2 QUALIFICATIONS AND SERVICE STANDARDS

Name a lead Commissioner and backup. Demonstrate Ontario municipal experience, investigative training, procedural fairness and lawful eligibility. Identify Ontario-licensed counsel where legal practice is required. Provide three comparable assignments and two municipal references.

Disclose actual, potential and perceived conflicts, including retainers, representation, relationships and relevant local political activity. Explain recusal arrangements and separation of advice and investigations where necessary. Update disclosures throughout the term. Alternates require lawful appointment or delegation.

Acknowledge requests within two business days; target routine written advice within five and initial jurisdiction assessments within ten business days, or explain delays. Provide monthly procedural updates on active inquiries where lawful. Describe urgent coverage and backup availability.

Submit a transition plan ensuring January 1 readiness. Existing files may remain with the current provider or transfer only under lawful authority, preserving confidentiality, evidence and deadlines. Quote transition costs separately.

Describe secure records storage, access, retention and handover. Protect statutory secrecy, privilege and privacy. Do not use public generative AI services for confidential information. Before services begin, provide professional liability insurance of at least \$2 million per claim and commercial general liability of \$2 million per occurrence. Statutory good-faith indemnification obligations prevail.

3 SUBMISSION DEADLINES AND METHODS

Email two searchable PDFs, Part A Technical Proposal and Part B Financial Proposal, to Marc G. Serré, CAO/Clerk, at CAO@markstay-warren.ca. Subject: TMW 2026-16 Integrity Commissioner Services — [Proponent name]. Maximum combined size: 15 MB; no passwords or external download links.

Part A must include the signed declaration below, lead and backup qualifications, assignments and references, methodology, availability, bilingual plan, conflict disclosures, security and transition plans, insurance commitment and any contractual departures. Recommended length: eight pages excluding resumes, references and declaration. Keep prices in Part B.

Part B must state all fees in Canadian dollars excluding HST, using the pricing requirements in the Bid Form. Pricing must remain available for negotiation for 90 calendar days after closing.

Municipal email receipt determines timeliness. Request acknowledgment and allow delivery time. Late proposals are rejected. Written withdrawals or complete replacements must arrive before closing. Direct questions only to the designated contact. Register for addenda and check markstay-warren.ca; only written addenda change the RFP. Material late changes will include a reasonable closing extension. Lobbying, gifts or collusion may result in disqualification.

4 SELECTION CRITERIA

Mandatory requirements: timely, readable technical and financial proposals; signed declaration; complete pricing; named lead and backup; conflict disclosure; workable English/French plan; commitment to insurance and January 1 readiness; and lawful eligibility. Missing mandatory elements result in rejection. Clarifications may resolve minor administrative errors, consistently, without permitting material improvements.

Evaluation criterion	Points
Qualifications and comparable experience	25
Investigation methodology and fairness	20
Independence and conflict management	10
Availability and transition	10
Bilingual access and education	10
Price	25
Total	100

Technical proposals are scored first; at least 52.5 of 75 points is required for price evaluation. Rate each technical criterion from 0 to 5: absent, substantially deficient, partly meets, meets, exceeds, or substantially exceeds, supported by evidence. Divide the rating by 5 and multiply by the criterion weight.

Evaluated price is the four-year total of annual retainers and mandatory fees, 40 lead-Commissioner hours per year, one two-hour remote training session in 2027 and two hours of qualified French language support each year. Credit included hours or sessions once only. Lead rates must cover ordinary administration and report preparation. Disclose every mandatory scenario charge; unpriced mandatory charges make pricing incomplete. This scenario is solely for comparison, without a purchase commitment.

Price score = lowest positive evaluated price ÷ proponent evaluated price × 25. If a zero-price proposal exists, it receives 25 and positive-price proposals receive 0. Optional services, transition, travel and court costs are disclosed separately and excluded from the scenario.

Rank by total score. Resolve ties by higher technical score, then higher methodology score, then lower price. Evaluators must declare conflicts. References verify claims; material adverse findings will be put to the proponent for response. Clarification meetings are not separately scored.

Negotiate first with the highest-ranked eligible proponent. If agreement fails, close those negotiations before approaching the next ranked proponent. Council retains appointment authority. Offer a debrief after award on request.

5 TERMS AND CONDITIONS

This negotiated RFP is intended not to create tendering Contract A. Proponents bear submission costs. The Municipality may cancel or reject all proposals with documented reasons. Appointment requires Council action and a signed agreement. Proposals are subject to MFIPPA; identify confidential commercial information, but disclosure may be required.

The agreement will establish pricing, monthly invoicing, lawful appointment and replacement, statutory indemnification, records custody and secure handover. Provide preliminary investigation estimates and updates when costs are likely to exceed estimates by 20 percent, without limiting independent statutory duties. Any termination must preserve lawful authority and service continuity.

6 DECLARATION

Legal name: _____
Address: _____
Contact name and title: _____
Email and telephone: _____
Lead Commissioner and backup: _____
Addenda acknowledged: _____

Attach conflict disclosures, or state none, and identify contractual departures. I am authorized to submit this proposal. The information is accurate to the best of my knowledge; the proposal is independent and without collusion or improper influence. Relevant conflicts are disclosed. I accept the submission and evaluation process, authorize reference checks and commit to lawful eligibility, required insurance, English/French access and January 1 readiness, subject to appointment and agreement. The proposal and pricing remain available for 90 calendar days after closing.

Signatory name and title: _____
Signature: _____ Date: _____

7 BID FORM

Attach a pricing table with separate columns for 2027, 2028, 2029 and 2030. Enter zero where a fee does not apply and identify HST separately. Include:

- Annual retainer and all mandatory fixed fees, with included services and hours.
- Lead hourly rate and annual cost of the 40-hour evaluation scenario, after included hours.
- Cost of one two-hour remote training session in 2027 and two hours of qualified French language support each year.
- All other mandatory scenario charges, annual evaluated totals and the four-year evaluated total.
- Separate rates for backup, counsel and other personnel; transition; extra training and French support; travel, mileage, disbursements and court work.
- Billing increment, payment terms, all annual increases and proposed renewal pricing. Clearly identify optional charges and exclusions.

Four-year evaluated price excluding HST: \$ _____

8 MUNICIPAL CONTACT

Marc G. Serré, CAO/Clerk
CAO@markstay-warren.ca
21 Main Street South, P.O. Box 79
Markstay, Ontario P0M 2G0
<https://markstay-warren.ca>