



Request for Proposal For Integrity Commissioner Services

The Township of Bonfield is accepting proposals from qualified individual(s)/ firms to act as the Township's Integrity Commissioner.

The Request for Proposal Terms and Conditions can be obtained by calling the municipal office at 705-776-2641.

RFP Closing: Friday March 1st, 2024 at 4:00 pm.

Sealed submissions clearly marked "Bid No. 2024-GG01" will be accepted by

Township of Bonfield
365 Hwy 531
Bonfield ON POH 1E0

***Late Submissions will not be accepted.
The lowest or any Submission may not necessarily be accepted***

Section 1 – Information to the Bidders

1.1 Location

Bonfield is a rural municipality with a population of approximately 2,100 and 114 kms of roadway in the District of Nipissing, located along Highway 17 East. The community is experiencing residential growth as the trend continues for people wanting to move to a quieter lifestyle while maintaining the quality of life enjoyed being surrounded by nearby cities. There are several lakes within our community and plenty of recreational and cultural facilities allowing for diverse and exciting experiences for all ages.

1.2 Scope of Work

The Township of Bonfield is seeking the services of a qualified individual and/or firm to act as the Integrity Commissioner on an as needed, part-time, contract basis. The workload will vary depending on the number of applications received, inquiries made.

1.3 Proposal Documents

The individual or firm submitting a proposal shall verify that these documents are complete and assume the responsibility to notify the Township of any discrepancies. The Township will issue any changes/additions/deletions to specifications and/or terms and conditions. Any and all addenda issued by the Township shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. Where a Bidder finds discrepancies or omissions in the documents or instructions, or otherwise requires any clarification, the Bidder should contact the Township in writing by fax or e-mail as listed below.

1.4 COMMUNICATIONS

Questions related to this Proposal's specifications, or the intent of the proposed work and requirements are to be directed to the Clerk by 12:00 pm, Thursday, January 24, 2024.

All communications must reference "Bid #2024-GG-01" in the subject line.

CAO Clerk, Township of Bonfield
365 Hwy 531; Bonfield ON
Email: cao.clerk@bonfieldtownship.com

Note that no oral explanation or interpretation shall modify any of the requirements or provisions of these RFP Documents. Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, in writing, on the Township's website for downloading by all bidders. It is the bidder's sole responsibility to check for addenda issued. Acknowledgement of addenda is a mandatory requirement. Failure to acknowledge addenda will result in your Proposal being deemed non-compliant and not eligible for award.

1.5 Incurred Costs

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior to or subsequent to or by reason of the acceptance or non-acceptance or delay related to this proposal.

1.6 Errors and Omissions

The Township shall not be held liable for any errors or omission in any part of this RFP. The information in this RFP has been provided solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Township nor is it necessarily comprehensive or exhaustive. Proponents are to form their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

1.7 Agreement with Terms

By submitting a proposal the Proponent agrees to all the terms and conditions of this RFP. Any electronic documents received cannot be altered with the exception of adding the information requested. To do otherwise would invalidate the proposal.

1.8 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the Township will become the property of the Township. If you wish any or all of the documents that you submit to the Township as part of this Proposal to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the Tender outlining the parts of the Proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

1.9 Workers Safety Insurance Board (WSIB)

The successful proponent shall be in good standing with WSIB. A certificate of clearance from WSIB is to be supplied to the Township of Bonfield upon notification of award and is required to be renewed upon expiry if this occurs during the contract period.

1.10 Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

New requirements of the AODA passed by the Ontario Legislature with the goal of creating standards to improve accessibility across the Province are now in effect. All private sector organizations in Ontario were required to comply with the Customer Service Standards by January 12, 2012.

Businesses and individuals that the Township has contracted to provide goods or services to customers must ensure that their employees, agents and subcontractors are trained in providing accessible customer service.

1.11 Corporate Health and Safety Policy

The successful Bidder will be required to provide a copy of their Health and Safety Policy including their program of implementation of this policy upon request.

Under the Duties of Employer and Other Persons, (Section 25(2) (j) of the *Occupational Health and Safety Act*) the Act states:

(2) Idem - Without limiting the strict duty imposed by subsection 1, an employer shall;

(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement the policy. This section of the Occupational Health and Safety Act is clear. An employer is required to have the above in place no matter how small or large a business. The Township requires that this information be part of the required documentation for contract award.

The contractor shall indemnify and hold harmless the owner, their agents and employees for any contraventions of the *Occupational Health and Safety Act*, (most current legislation) and for all legal costs incurred in the event that charges are brought against the owner pursuant to the act.

1.12 Indemnity

The Consultant will indemnify and save harmless the Township, its employees and agents from and against all claims, demands, losses damages, costs and expenses made against or incurred, suffered by the Township at any time where the same or any of the them are based upon or arise out of or from anything done or omitted to be done by the Consultant or their firm, excepting always liability arising out of the independent acts of the Township.

1.13 Insurance

While the proponent will be responsible to maintain adequate insurance to cover all claims, including but not limited to professional errors and omissions, automobiles, such policy shall also name the Township thereunder. Upon successful award of the proposal the proponent shall supply the Township with a certificate of insurance outlining a minimum of \$2,000,000.00. The successful proposal shall be responsible for all deductibles under their policy and must maintain coverage stated above throughout the contract period.

1.14 Employees / Subcontracting

Subcontracting is prohibited. That awarded proposal must state all individuals to be employed as part of this project. Resumes and references of employees shall be included in the proposal.

1.15 Conflict of Interest

The proponent shall identify and detail any potential conflict of interest in the proposal.

Section 2 – Proposal Submission

2.1 Objective and Scope

The Corporation is seeking an Integrity Commissioner who will be responsible for administering the Council Code of Conduct, conducting investigations in an independent and neutral manner, in accordance with the accountability and transparency provisions of the Municipal Act, 2001 and the Council Code of Conduct By-laws approved by each participating municipality and the application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act for members of council and local boards.

Candidates should be excellent communicators, possess personal and professional integrity and discretion, and have familiarity with procedures and legal principles related to investigations, particularly evidence, legal interpretation and natural justice.

2.2 General Summary of Duties

- 2.2.1 Help ensure that members of council and local boards perform their functions in accordance with the code of conduct and other procedures, rules or policies governing their ethical behaviour;
- 2.2.2 Provide advice and rulings on ethical challenges, issues and dilemmas, upon request of a participating municipalities' council or a participating municipality's member of council;
- 2.2.3. Provide educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act.
- 2.2.4. Function independently from staff and report to each participating municipality's council;
- 2.2.5. Investigate complaints and alleged breaches of the council code of conduct.
- 2.2.6. Review the council code of conduct and make recommendations for improvements;
- 2.2.7. Respond to requests of individual members of council with respect to the council code of conduct, and any procedures, rules and policies of the municipality governing the ethical behaviour, as well as associated policies and by-laws;
- 2.2.8. Prepare and deliver an annual report to each participating municipality's council containing a summary of activities, if any, during the previous calendar year; and
- 2.2.9. Serve as a proactive educator for council, staff and the public with respect to ethical behaviour for council members within each participating municipality.

Candidates must have an extensive knowledge of Provincial Statutes, particularly those related to Ontario municipalities, and have the ability to interpret the provisions of applicable statutes and

regulations, as well as policies and municipal by-laws that set out the framework of accountability, transparency and ethics that relate to conduct for members of municipal councils.

The Integrity Commissioner will work independently and it is expected that they shall have no involvement in political campaigning, endorsements or any other related conflict of interest with respect to the participating municipalities during or since the most recent municipal election.

2.3 Proposal Content Requirements

- 2.3.1 Complete Name/Company Contact information and brief history
- 2.3.2 Expertise and qualifications of company
- 2.3.3 Resumes of all staff who will work with Township
- 2.3.4 Hourly rates for each team member and general cost estimates of a typical investigation
- 2.3.5 Provide examples of similar work, preferably similar size/dynamics municipalities
- 2.3.6 Provide comments as to how you would address additional projects, including how you would charge for these projects, example; in-house training and education; review of draft policies
- 2.3.7 Provide a detailed outline of how you propose to undertake and manage the investigation process, including:
 - i) Preconsultation
 - ii) Application Submission
 - iii) Technical review
 - iv) Report for Council
- 2.3.8 Summary of other rates/expenses to be reimbursed other than listed above
- 2.3.9 Provide list of references
- 2.3.10 Other Considerations
 - i) it is expected much of the work can be done electronically. When necessary, site visits may be required. What will the expenses for these include and total?
 - ii) What other expenses not included in this RFP that you will expect to be reimbursed for? Expenses billed but not listed here will not be paid without acceptable explanation.

2.4 Proposal Process

2.4.1 Timeline

Proposals will be accepted until	Monday, January 29 th , 2024 at 4:00 pm
Determine Short list for interviews*	January 30 th , 2024
Interview Short List*	Week of February 5, 2024
Council Recommendation	February 13, 2024
Contract Commence upon Award	February 14, 2024 (early as January 30)
*if required	

2.4.2 Receiving Proposals

Proposals will be received in a clearly marked and sealed envelope until 4:00 pm on Monday, January 29, 2024 at the Municipal Office:

The Township of Bonfield

365 Hwy 531

Bonfield ON PHA 1E0

cao.clerk@bonfieldtownship.com

Marked: Bid No. 2024-GG-01

2.4.3 Officially Marked

All sealed envelopes will be officially marked with the Township stamp to mark the date and time the proposal was received. This stamp will be considered the final and official date and time for all purposes.

2.5 Withdrawal or Substitution of Submission

A proponent may withdraw or substitute all or part of a proposal at any time up to the official closing time. The last proposal received and stamped shall supersede and invalidate all proposals previously submitted by that proponent for this proposal.

2.6 Negotiations

The Township of Bonfield reserves the right to negotiate the scope, work plan, payment schedule and fees of the preferred proponent prior to award and execution of a contract.

2.7 Inconsistent Proposals

Any proposal received that contravenes an instruction as laid out in this package and the Municipal procurement by-law shall be automatically rejected and not considered as per the By-law.

Section 3 Evaluation

3.1 Selection Team

The Selection Team will consist of members of Staff for the Township of Bonfield.

3.2 Interviews

The evaluation team may select a short list of proposals for interviewing depending on the response of the Request for Proposal. Interviews would be set up as determined in 2.4.1. Dates are subject to change based on the Townships and the proponent's availability.

3.3 Criteria

The Township of Bonfield will use a weighted value based approach to select the successful proposal. Each proposal will be evaluated on its own merit as detailed in the table below. Each criterion will be given a value, and the total of each member of the evaluation team will be calculated to provide the total average rating. The highest total average proposal will be the successful evaluated proposal. That proposal will then be processed again to ensure compliance with all sections of the RFP. Should there be an inconsistency the next highest total average proposal will be processed.

3.3 Criteria Table

Criteria		Point Value
Team	Experience Training Qualifications Investigation Management	/15
Reporting	Clear Easy to Understand Efficient Expected to represent final product if successful bid	/10
Pricing	Transparent / Clearly Stated Competitive Breakdown of Hourly rates Details all additional fees and charges Price	/25
Interview	If Required	/50

Section 4 Municipal Resources Available

The following municipal documents are available to provide background and information related to the Township of Bonfield and found on the website at [Integrity Commissioner | Your Government | Township of Bonfield \(bonfieldtownship.com\)](#)

1. Township of Bonfield Code of Conduct
2. Township of Bonfield Application form
3. Past Reports