



RFP INTEGRITY COMMISSIONER

REQUEST FOR PROPOSAL

INTEGRITY COMMISSIONER

RFP# 2026-01

Issue Date: January 14, 2026

Closing Date: January 28, 2026

Time: 2:00 PM EST

Location: 2847 Chiswick Line
Powassan, ON P0H 1Z0

Contact: Lesley Marshall, CAO Clerk Treasurer
705-724-3526
l_marshall@chisholm.ca

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General Description of Request for Proposal

You are invited to submit a proposal for the services of an Integrity Commissioner to administer the approved Code of Conduct and all associated approved by-laws and legislation.

Please submit One (1) original of your proposal along with the completed attached RFP proposal forms, in a sealed envelope quoting the RFP number, the Respondent's contact information, marked "Confidential" and Deliver before the closing date and time at the address below by January 28, 2026 at 2:00 p.m.

Submissions are to be delivered to:

Lesley Marshall, CAO Clerk-Treasurer

Re: RFP Integrity Commissioner Submission

Electronic Submissions are allowable by email only. The proposal must contain all mandatory information specified and must be received before the closing date and time to the email address listed below and contain the following subject line:

l_marshall@chisholm.ca

Re: RFP Integrity Commissioner Submission

For more information, please contact Lesley Marshall at the address provided, or by telephone or email:

Telephone: 705-724-3526

E-mail: l_marshall@chisholm.ca

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Section 1 – General Conditions

1.1 Form of Proposal

To ensure similarity in the proposal presentation, and to help facilitate the comparison of competing proposals, respondents should refer to the attached “Proposal Form” to submit their proposal or to guide them in ensuring their proposal includes all minimum information requirements. The form must be submitted with signature even if the proposal is contained in a separate document.

If desired, documents may be attached to the proposal which substantiate the Respondent’s claims or a different proposal format can be utilized entirely at the discretion of the Respondent providing that all requested information is included and required signatures are provided.

Entire proposal submissions are to be placed in a sealed envelope (package) with the submitting firm’s name clearly evident and addressed to the CAO Clerk Treasurer at the address noted, and must contain the RFP#.

OR

Electronic Submissions must contain all mandatory information specified and must be sent to the email address: I_marshall@chisholm.ca .

No announcement concerning the award of this proposal will be made until a complete report and analysis is prepared by the Township of Chisholm and approval is received in accordance with the Township's Procurement Policy.

The Respondent shall not hold the Township liable for any error or omission in any part of the RFP documents. The Township does not guarantee or warrant that the RFP documents are accurate, comprehensive, or exhaustive. This does not create any contractual rights or obligations between the Township and any responding firm. The Township, at its own discretion, may or may not award this business or any part or combination of parts of it to any firm.

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1.2 Submission Process

Please submit One (1) original of your proposal along with the completed attached RFP proposal forms, in a sealed envelope quoting the RFP number, the Respondent's contact information, marked "Confidential" and Deliver before the closing date and time at the address below by January 28, 2026 at 2:00pm.

Submissions are to be delivered to:

Township of Chisholm
2847 Chiswick Line
Powassan, ON P0H 1Z0

Re: RFP Integrity Commissioner - Submission

Electronic Submissions are allowable by email. The proposal must contain all mandatory information specified and must be received before the closing date and time to the email address listed below and contain the following on the subject line:

l_marshall@chisholm.ca

Re: RFP Integrity Commissioner - Submission

For more information, please contact the above at the address provided, or by telephone or email:

Telephone: 705-724-3526

E-mail: l_marshall@chisholm.ca

Proposals must be signed by an official authorized to bind the firm or by the individual offering his/her services and will provide the name(s), title(s), address and telephone number of the individual(s) to be contacted during the evaluation process.

All proposals shall become the property of the Township.

It is the responsibility of each respondent to submit all required documents as outlined in this Request for Proposal.

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1.3 Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP have the following meanings:

Applicable Law means, with respect to any person, property, transaction, event or other matter, any rule, statute, regulation, by-law, order, judgment, decree, treaty or other requirement having the force of law relating or applicable to such person, property, transaction, event or other matter, and includes, where appropriate, any interpretation of a rule, statute, regulation, order, decree, treaty or other requirement having the force of law by any person having jurisdiction over it, or charged with its administration or interpretation;

Best Value means an evaluation of a combination of cost effectiveness and qualitative considerations designed to optimize successful user outcomes;

Bid means a proposal, tender, quotation or offer which includes a price quotation submitted in response to an invitation by the Township;

Business Day means any day, except a Saturday, Sunday or any day that is a legal holiday in the Province of Ontario. The core business hours for the Township are Monday-Friday, 9:00 am to 4:30 pm;

Confidential Information means any and all material, data, information, or any item in any form, including intellectual property rights;

Contract means the Agreement (if any), the Purchase Order; and any subsequent changes. A written agreement enforceable by law; the acceptance of an offer between legally qualified parties containing consideration and performance;

Fiscal Year means the Township's fiscal year which, as of the effective date, is a continuous period covering a full 365 days, 366 days in leap years, commencing on January 1 and ending on December 31;

Township means the Corporation of the Township of Chisholm;

Request for Proposal (RFP): means the document issued by the Township inviting proposals for the performance of services therein;

Respondent means anyone submitting a proposal in response to this RFP;

Vendor means a company or a person who sells goods and services.

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1.4 Late Submissions

Proposals received after the official closing time will not be considered during the selection process. An extension may be granted due to unforeseen circumstances at the discretion of the Township.

1.5 Last Date for Questions

The Township assumes no responsibilities for oral instruction or suggestion. Any clarification of this document or requests for additional information must be received by 2:00pm January 28th, 2026 in writing to: Lesley Marshall, CAO Clerk Treasurer 12847 Chiswick Line Powassan, ON P0H 1Z0, l_marshall@chisholm.ca, 705-724-3526

1.7 Completion of the Proposal

All items shall be submitted according to any instruction in the Request for Proposal Documents

Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

1.8 Proposal Withdrawal

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing, or authorized postponement thereof. Withdrawals received verbally are not acceptable.

Withdrawals must be received in writing.

1.9 Respondent Expense

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will not be charged to the Township.

1.10 Examination of Request for Proposal Documents

Each Respondent must satisfy himself/herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site (if applicable), respecting the conditions existing or likely to exist in connection with the proposed work.

1.11 Inquiries, Discrepancies and Interpretations

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents,

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the Respondent shall notify the designated person and office without delay. If the designated person considers that a correction, explanation, or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

1.12 Acceptance or Rejection of Proposals

1.12.1 Rejection

The Township reserves the right to reject any or all Proposals, and to waive formalities as the interests of the Township may require without stating reasons therefor.

1.12.2 Liability

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Township of any Proposal or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

1.12.3 Acceptance Period

Each Proposal shall be open for acceptance by the Township for a period of 60 calendar days following the date of closing.

1.13 Errors and/or Omissions

The Township shall not be held liable for any errors and/or omissions in any part of this RFP. While the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

1.14 Addenda

If required by the Township, addenda will be distributed to all Respondents registered as a document taker for this Proposal. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Township of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

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Respondents shall be required to acknowledge receipt of addenda on the Respondent's Proposal Form contained in the Proposal document.

1.15 Proposal Award Procedures

Unless stated otherwise, the following procedures will apply:

1.15.1 Response

The Township will notify the Successful Respondent of the award within 60 calendar days of the Proposal Closing.

1.15.2 Notice

Notice of Acceptance of Proposal will be by telephone and by written notice.

1.15.3 Liability Insurance

Immediately after acceptance of the Proposal by the Township, the Successful Respondent shall provide the Township with the Certificate of Liability Insurance, if required, and any other required documents within 14 calendar days of the date of Notification of Acceptance & Award.

1.16 Ability and Experience of Respondent

The Township will not award this contract to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and equipment / manpower to ensure acceptable performance and completion of the Proposal. Any proposal will be considered non-compliant if reference checks or past experience is deemed unsatisfactory, in the opinion of the Township.

1.17 Responsibility for Damages

As per Subsection 223.3 (6) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, the Township shall indemnify and save harmless the Commissioner once appointed or any person acting under the instructions of that officer for costs reasonably incurred by either of them in connection with the defense of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under this Part or a by-law passed under it or an alleged neglect or default in the performance in good faith of the duty or authority.

1.18 Regulation Compliance and Legislation

The successful Respondent shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

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1.19 Sub-Consultants

No sub consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the Township's express written consent and in advance of commencement of sub consultant activities unless otherwise permitted by legislation.

Failure to obtain this consent may result in cancellation of the contract with the Successful Respondent.

1.20 Character and Employment of Workers

The successful Respondent shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner.

1.21 Governing Laws

This Proposal and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

1.22 Freedom of Information

All correspondence, documentation and information provided shall become the property of the Township. Any personal information required on the documentation presented is received under the authority of the *Municipal Act, 2001*, and is subject to the rules set out under the *Municipal Freedom of Information and Protection of Privacy Act*. This information will be an integral component of the quote submission.

All written Proposals received by the Township become a public record, once a Proposal is accepted by the Township, and a contract is signed, all information contained in them is available to the public, including personal information.

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Section 2 – Specific Conditions

2.1 Participating Municipality

The participating municipality to the request for proposals is as follows:

The Corporation of the Township of Chisholm

2.2 Payment

The Township is open to discussing appropriate payment terms with the successful respondent based on mutual agreement.

2.3 Performance

Any undue delays in the execution of the work and/or costs incurred by the Township due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Township, will be assessed to the successful Respondent.

2.4 Assignment of Contract

The successful Respondent shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

2.5 Limited Liabilities

The Township's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

2.6 Cancellation

- a) The Township may elect to terminate the Contract if the original terms and conditions are significantly changed, giving 30 calendar days' written notice to the Successful Respondent.
- b) Either party may terminate the Contract by giving the other party 90 calendar days' written notice, giving reasons acceptable to the other. A period of less than 90 calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.

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- e) Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

2.7 Declaration of Pecuniary of Interest (Conflict of Interest)

By submitting a bid, the respondent 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 of any participating municipality has an interest, as outlined in the *Municipal Conflict of Interest Act*.

2.8 Proposal Evaluation and Qualification Criteria

Proposals will be evaluated using a best value approach considering both merit and price. The Selection Committee will score the Proposals on the basis of the components of the following evaluation table:

Proposal Evaluation Criteria	Points
Qualifications	10
Experience	10
Price	10
References	10
Total Available Points	40

The Proposal that achieves the highest total score will be ranked first. In the event of a tie total score, the Proponent with the lowest cost will be ranked first overall.

The Township will evaluate each of the RFPs received. The Township reserves the right to enter into further discussions in order to obtain information that will allow the Township to reach a decision with a Respondent, and to waive irregularities and omissions if, in doing so, the best interest of the Township will be served.

The Township reserves the right to interview any, all or none of the Respondents that submit a Proposal to provide additional insight into the Respondent's ability to meet the requirements as requested in the RFP.

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The Township reserves the right to negotiate the expanse of services with the Awarded Respondent in order to reduce cost to meet budget requirements.

The Township reserves the right to negotiate with the Awarded Respondent to either expand or reduce the scope of the project to meet all requirements.

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Section 3 – Terms of Reference

3.1 Introduction and Purpose

The Township is seeking proposals from Respondents who are interested in serving the Township as their Integrity Commissioner. The appointment will be for a four (4) year term.

3.2 Scope of Work

The Township 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 the Township 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.

The role of the appointed Integrity Commissioner will be to:

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. Provide advice and rulings on ethical challenges, issues and dilemmas, upon request of the municipality's council or a municipality's member of council;
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*;
4. Conduct presentations and training at least once per term of Council;
5. Investigate complaints and alleged breaches of the council code of conduct;
6. Assess complaints from the public to determine their validity;
7. Function independently from staff and report to council;
8. Review the council code of conduct and make recommendations for improvements if required;
9. Respond to requests of council, individual members of council and members of the public 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;

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10. Prepare and deliver an annual report to the municipality's council containing a summary of activities, if any, during the previous calendar year; and
11. Serve as a proactive educator for council, staff and the public with respect to ethical behaviour for council members within the municipality.
12. The administrative contact for the Integrity Commissioner shall be the CAO.

Please refer to our website for the Council Code of Conduct and Council Staff Relations policy. You may email l_marshall@chisholm.ca for any other documents you may wish to review.

All reports, presentations and material produced by the Respondents for this project become the property of the Township. Any public materials and the final report must be delivered in an accessible standard for the purposes of compliance *Accessibility for Ontarians with Disabilities Act*.

3.3 Experience and Qualifications

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. Candidates must also have strong communication skills and experience in conducting investigations and making appropriate recommendations, and familiarity of all applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice.

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 Township during or since the most recent municipal elections.

3.4 Fee Structure

The Township acknowledges that the volume of work is unpredictable and as such, the Successful Respondent will supply services on an as required basis.

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Proposal Form

PROPOSAL FORM - Page 1 of 6

For the Provision of: Appointment of an Integrity Commissioner

1. Please state terms of payment: _____
2. I/WE, the undersigned authorized signing officer of the Respondent, HEREBY DECLARE that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in this proposal submission.
3. I/WE, further declare that all statements, schedules and other information provided in this proposal submission are true, complete and accurate in all respects to the best knowledge and belief of the Respondent.
4. I/WE further declare that this proposal submission is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion or fraud.
5. I/WE DECLARE that, regarding this bid submission, no potential conflict of interest exists as outlined in section 2.11, except as described below. (If no potential conflict of interest exists, enter N/A)

6. I/WE further declare that the undersigned is empowered by the Respondent to negotiate all matters with the Township representatives, relative to this proposal submission;
7. I/WE further declare that the agent listed below is hereby authorized by the Respondent to submit this proposal submission and is authorized to negotiate on behalf of the proponent;
8. By signing this submission, I confirm I have read and understood the content and requirements of this proposal document;

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PROPOSAL FORM - Page 2 of 6

Acknowledgement to receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing tendered quoted includes the provision set out in such addenda;

Addendum #

Date Received

Check here if NO Addenda received

Company name: _____

Address: _____

City/Province: _____

Postal Code: _____

Authorized Signature: _____

Title: _____

I/We are authorized to bind the Company/Corporation

Name (please print or type): _____

Telephone Number: (____) _____ **Fax Number:** (____) _____

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

Date _____, 202

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PROPOSAL FORM - Page 3 of 6

Pricing Proposal

DESCRIPTION	AMOUNT
Retainer Fee, if applicable	
Hourly Rate	
Administrative Fees	
Materials & Supplies	
Mileage	
Other:	

Bidder: _____ **Date:** _____

Signature: _____

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PROPOSAL FORM - Page 4 of 6

Respondent's Ability and Experience Form

Respondents shall provide information below on their qualifications for this work. References will be requested if the Respondent is the successful bidder.

Qualifications

Respondents can attach supporting documentation instead of filling out this part of the form.

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PROPOSAL FORM - Page 5 of 6

Respondent's Ability and Experience Form cont'd

Respondents shall provide information below on their experience for this work. References will be requested if the Respondent is the successful bidder.

Experience

Respondents can attach supporting documentation instead of filling out this part of the form.

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PROPOSAL FORM - Page 6 of 6

Respondent Information

Please ensure all information is legible.

Respondent's contact name:	
Toll Free number:	
Office Phone:	
Fax number:	
Mobile number:	
Email Address:	
Website:	

Respondent: _____ **Date:** _____

Signature: _____