

Tuesday, June 23, 2026

Prescott-Russell Community Development Corporation

519, Main Street Est
Hawkesbury, Ontario
Phone: 613.632.0918

Request for Proposals

Website Design, Development and CRM integration

for

Prescott & Russell Investment and Development

(ID Prescott & Russell).

DEADLINE: July 29, 2026

CLOSING TIME: 4:00 p.m. LOCAL TIME

1.0 Project overview

1.1 Purpose

The **Prescott & Russell Community Development Corporation – ID Prescott & Russell** is looking to develop a modern, bilingual website to promote investment-ready sites using an interactive map, present the region’s economic profile, highlight the support available to businesses, and share the latest news on economic development in Prescott & Russell. L’objectif consiste à créer une plateforme numérique engageante, performante, accessible et facile à mettre à jour par l’équipe interne qui communique directement avec un CRM intelligent pour assurer un suivi avec les investisseurs potentiels (du site au CRM).

Background

The Prescott-Russell Community Development Corporation is a local economic development support organization (SADC) serving the United Counties of Prescott and Russell. A team of professionals provides services in the following four areas:

- Technical and financial support for businesses
- Support for community initiatives and projects
- Support for development and access to training
- Promotion of local economic development

The primary objective of the Prescott-Russell Community Development Corporation is to maintain and create jobs. Through an investment fund, we provide capital financing to small and medium-sized businesses in the form of loans, loan guarantees, and equity. We support and encourage all initiatives that contribute to job creation and enhancement. The objectives of the Prescott-Russell Community Development Corporation are as follows:

- To stimulate job creation by supporting existing businesses and fostering the development of new businesses.
- To stimulate entrepreneurship in Prescott-Russell.
- To promote employment development, education, and training.

The Prescott-Russell Community Development Corporation is a nonprofit organization sponsored by the Federal Economic Development Agency for Southern Ontario through the Community Development Program. The Corporation is governed by a volunteer board of directors representing various economic sectors.

Geographic Context of the United Counties of Prescott and Russell

The United Counties of Prescott and Russell stretch from the Ottawa River to the north (which separates the counties from Quebec), to the city of Ottawa to the west, and to the counties of Stormont, Dundas, and Glengarry to the south. The westernmost municipalities are an hour from Ottawa, while the easternmost ones are an hour from Montreal. To the south, the city of Cornwall—just a few minutes from the United States—is the largest and closest urban center, and is only about an hour’s drive away. Highway 417 and County Road 17 are the two main thoroughfares running through the region.

Sociodemographic Characteristics

The population of the United Counties of Prescott and Russell is 95,639, representing the highest growth rate in Eastern Ontario according to 2021 census data. Population projections indicate that the United Counties of Prescott and Russell are expected to reach a population of 101,600 within the next three years. In terms of population rankings by individual township, town, or municipality, Statistics Canada’s 2021 census data are as follows:

United Counties of Prescott and Russell 2021

Municipality/Municipalité	Population 2021	% diff since/depuis 2016	Population 2016	% diff since/depuis 2011
Comtés unis de Prescott- Russell United Counties	95,639	+ 7.1	89,333	+ 4.6
Municipalité de La Nation Municipality	13,350	+4.2	12,808	+ 9.8
Municipalité de Russell Municipality	19,598	+ 18.6	16,520	+ 8.3



Cité de Clarence-Rockland Municipality	26, 505	+ 8.1	24,512	+ 5.7
Canton d'Alfred et Plantagenet Township	9,949	+ 2.8	9,680	+ 5.3
Canton de Champlain Township	8,665	- 0.5	8,706	+ 1.6
Canton de Hawkesbury Est, Hawkesbury East Township	3,418	+ 3.7	3,296	- 1.2
Ville de Casselman, Municipality of Casselman	3,960	+ 11.6	3,548	- 2.2
Ville de Hawkesbury, Town of Hawkesbury	10,194	- 0.7	10,263	- 2.7

Although some municipalities share certain economic characteristics, many of them exhibit significant differences. In particular, the municipalities in the west, near Ottawa, those in the east toward Montreal, and the town of Hawkesbury share the fewest common economic attributes. Growth is stronger in the west.

Although there is a wide disparity between the communities in the east and west, there is one common characteristic among the eight municipalities: the use of French as a first language. Statistics show that approximately 64% of the population of the United Counties of Prescott and Russell speak French. This phenomenon is the region's strongest unifying factor and fosters a strong sense of belonging among residents to their community.

Regional Industrial Profile

From an industrial perspective, the Prescott and Russell region is characterized by significant regional disparities. In fact, the United Counties of Prescott and Russell could effectively be divided into three distinct economic zones, as illustrated in the

map below. The western zone is experiencing strong population and residential growth, due in large part to its proximity to the National Capital Region. The eastern and central zones are dominated by agriculture, while the city of Hawkesbury and its immediate surroundings form the region's strong industrial core. A total of 8,748 businesses are registered and confirmed in the Prescott-Russell region according to the 2021 census.



1.2 Objectives

The website must:

1. Provide an intuitive and inspiring user experience for potential investors.
2. Provide bilingual content (French/English).
3. Support a regional digital marketing strategy (SEO, campaigns, social media).
4. Ensure easy content management.
5. Track interested prospects using a CRM.
6. Offer a chatbot to answer investors' questions.

1.4 Deliverables

The project deliverables defined below are the minimum requirements for the design and development of ID Prescott & Russell's industrial and commercial website.

If bidders believe it would be desirable to produce additional deliverables, these must be explicitly described in the proposal.

1.4.1 Work Plan

Based on the innovative work plan submitted, the selected proposer must prepare a detailed methodology that includes:

- The stages of content design, development, and integration.
- The sequence and phasing of tasks.
- Key decision points.
- Expected completion dates for each task.
- The interrelationship between tasks and their impact on the delivery of deliverables.

This work plan will be submitted to the PRCDC, and a meeting will be scheduled for review and approval before work begins.

The consultant will then implement the agreed-upon work plan.

1.4.2 Mandatory meeting

The selected consultant will be responsible for attending the following mandatory meetings (additional work or follow-up meetings may be required, at the discretion of the consultant and/or the PRCDC, to ensure the successful completion of the project):

- Project kickoff meeting with the Prescott-Russell Community Development Corporation (PRCDC) team to confirm the timeline, expectations, and work plan.
- Mid-project follow-up meeting with the Prescott-Russell Community Development Corporation (PRCDC) team to present the project's progress and preliminary versions of the website.
- Presentation of the final draft of the bilingual investment and development website for approval prior to going live.

1.4.3 Regular progress updates

The consultant will submit regular updates to PRCDC management. These written reports (which may be submitted via email), at a minimum of two per month, will highlight the activities undertaken, the results achieved, and describe any unforeseen delays or difficulties that may arise as the project progresses.

1.4.4 UX/UI Conception and Visual Design for the Website

This phase aims to create a modern, inspiring digital identity that is consistent with the ID Prescott & Russell brand.

It includes:

- Visual concept design (UX/UI).
- Clear, fluid, and balanced bilingual design (FR/EN).
- Selection of a color palette, typefaces, and icons in accordance with the regional style guide.
- Creation of visual mockups (desktop, tablet, mobile) tailored to digital requirements.
- Visuals adapted for print and digital formats

1.4.5 Website Development

This phase involves the complete creation of the digital platform:

- On the website's home page: feature a promotional video about the region, written testimonials from successful entrepreneurs at the bottom of the page, and some quick facts about the region (Travel time to major markets; average land costs compared to other regions; labor availability; demographic data; growth sectors).
- In the first menu tab: highlight the competitive advantage of investing in Prescott & Russell, emphasizing its location, quality of life, and language spoken. Next, present the region's economic profile with clear data such as the number of residents, labor force participation, median household income, average home prices, average rent prices, residential growth, etc. Allow users to view regional data as well as data broken down by individual municipality.
- In the second tab of the menu: display the industrial parks for sale in the region using an interactive map. Also display a list of existing industrial parks with links to short videos of each site and a list of the industries located in the parks. Include the following information: site status (under development or at full capacity), zoning, municipal services (water, sewer, natural gas,



- fiber optics), area, price (if available), and the option to download technical data sheets. Offer the option to view information available on Realtor.
- Create a third tab for news that will include articles on regional economic development and upcoming events
 - In the fourth tab, demonstrate the support available to investors
 - Steps to invest;
 - Funding programs;
 - Municipal incentives;
 - Key contacts;
 - Support
 - In the fifth tab, publicly display a business directory that is updated using the CRM database. Manage the CRM data alongside information available on municipal websites and update it twice a year to ensure that no closed businesses appear in the business directory.
 - Development of a bilingual (French/English) website.
 - Ensure simple content management.
 - Creation of a high-performance internal search engine.
 - Comprehensive SEO optimization (structure, tags, speed, mobile-first).
 - Compliance with WCAG 2.1 AA accessibility standards.
 - Integration of artificial intelligence (AI) tools to improve the user experience and website performance:
 - AI-optimized search engine,
 - Personalized content recommendations,
 - Automation of certain content updates or classifications,
 - AI support for traffic analysis and continuous optimization.

1.4.5 Interactive Digital Version

The consultant will be required to develop interactive modules and features:

- Provide a “chatbot” to answer questions from potential investors. Add general information about the region, such as distances to ports, airports, highways, residential areas, etc.
- On each page, add buttons linked to the CRM, such as:
 - Invest in Prescott-Russell
 - Download the investor's guide
 - Schedule a meeting
 - Request more information
- Clickable attraction listings with photos, descriptions, and contact information.
- Direct links to external websites, local businesses, and partners.
- Optimal compatibility on computers, tablets, and phones.
- Can be integrated into the future regional website or other digital platforms.
- Generation of a printable version (PDF) formatted for 8½ x 11.



1.4.6 Validation and Approvals

This step ensures the accuracy and representativeness of the content. It includes validation by municipal partners, industry stakeholders, and the project steering committee.

- Organizing validation meetings with municipalities and partners
- Receiving and incorporating feedback
- Final adjustments to the design and content.
- Official validation by the PRCDC.

1.4.7 Uploading, Transferring, and Sharing

At the end of the project, the consultant must ensure:

- The complete and secure launch of the website.
- The transfer of all master files, access credentials, databases, and content.
- Delivery of source files (mockups, icons, templates).
- Training for the in-house team on how to manage the website independently.
- A comprehensive user guide (PDF).

2.0 Request for Proposals: Details

2.1 Proponent Profile

In order to adequately meet expectations and provide the services described in this request for proposals, the bidder must demonstrate the skills, experience, and resources necessary to carry out a project involving the design and development of a bilingual website with a regional scope.

In particular, the bidder must:

a) Experience and expertise

- Demonstrate relevant experience in creating promotional or institutional websites at the regional, municipal, or provincial level.
- Have completed similar projects incorporating professional elements of UX/UI design, web development, bilingual content, and interactive features.



- Possess proven expertise in web design, usability, accessibility (WCAG 2.1 AA), and bilingual layout (FR/EN).
- Be proficient in professional CMS platforms (WordPress, Webflow, Drupal, etc.) as well as graphic design tools (Adobe XD, Figma, Illustrator, Photoshop, etc.).
- Demonstrate skills in integrating CRM systems with a website.

b) Understanding the region and the industry

- Demonstrate a good understanding of the regional industrial and commercial context, or demonstrate the ability to quickly familiarize oneself with it.

c) Work Approach and Organizational Skills

- Present a clear methodology for information gathering, content creation, municipal approval, and web integration.
- Ensure smooth and ongoing communication with the PRCDC throughout the project.
- Be able to meet production deadlines and effectively manage revisions, approvals, and testing.

d) Deliverables and Quality of the Final Product

- Ensure the creation of a professional, modern, accessible, and responsive bilingual website (desktop, tablet, mobile).
- Produce a website optimized for SEO (structure, performance, metadata).
- Provide source files, templates, access credentials, and complete CMS documentation.
- Propose innovative solutions for the interactive map, attraction filtering, themed tours, and other digital tools.

e) References and Previous Work

- Provide at least two (2) examples of similar projects completed within the last five years.
- Include professional references (name, organization, contact information) who can attest to the quality of your work and your ability to meet deadlines.

2.2 Proposal Requirements

Three (3) printed copies of the bidder's proposal, along with one (1) electronic copy, must be submitted no later than July 29, 2026, at 4:00 p.m. (Eastern Time). Proposals will be accepted in French or English.

Submissions in response to this request for proposals must not exceed twenty (20) pages, not including appendices.

2.2.1 Cover Letter and Letter of Acceptance of the Proposal

A person authorized to sign on behalf of the proposer must sign the cover letter to legally bind the proposer to the terms and conditions of this request for proposals. A sample letter is provided in **Appendix B**.

2.2.2 Signature Page

See **Appendix A** for the signature page template to be included.

2.2.3 Proposer Profile

Applicants must provide a detailed profile of the organization and the key individuals who will work on the project to design and produce the bilingual map.

This profile must include the following:

a. General Information About the Company

- The legal name of the organization assuming contractual responsibility for the project, including the incorporation number (if applicable) and the HST number.
- A brief description of the company, its history, its main areas of activity, its ownership structure, its management structure, and its legal and financial representation.
- Including a company profile, corporate brochure, or recent annual report in the appendices is strongly recommended.

b. Project Team and Qualifications



- A complete list of team members (in-house staff and contractors) who will participate in the project, along with their qualifications, areas of expertise, and specific roles.
- A clear description of each member's role within the scope of the project (e.g., artistic direction, mapping, writing, language editing, printing, etc.).
- An explanation of the process for replacing or adding key personnel during the project, if applicable.

c. Coordination and Project Management

- Identification of the primary contact person who will serve as the liaison between the applicant and the Prescott-Russell Community Development Corporation (PRCDC).
- A description of the project management structure, including the person responsible for coordination, deliverables, and meeting deadlines.
- In the case of a consortium or partnership, clear identification of the lead organization assuming overall responsibility for the contract.

d. Experience and References

A summary of the reasons why the proposer believes their company is particularly qualified to carry out this project.

Evidence of relevant experience in:

- Industrial or commercial web projects
- Bilingual development
- Card and database integration
- CRM integration

A minimum of two (2) recent client references must be provided, including:

- The name of the client organization,
- The contact person's information,
- A brief description of the project, the proposer's role, and the results achieved.

e. Financial Capacity and Sustainability

The project is expected to last approximately four (4) to six (6) months.

- Payments will be made based on completed and approved deliverables, according to a schedule established jointly with the PRCDC.
- No advance payments will be made.



- Applicants must therefore provide evidence of financial stability, including:
 - The most recent audited financial statements (or interim financial statements if audited statements are not available);
 - Or any other financial documentation demonstrating the company's ability to complete the project within the prescribed timeframe.

2.2.4 Project Approach

Respondents must demonstrate a clear understanding of the objectives: to design, develop, and launch an inspiring and high-performing bilingual website that reflects the new regional identity.

Proposals must present a comprehensive and realistic methodological approach that demonstrates the proposer's ability to deliver a high-quality product within the specified timeframe.

The following elements must be clearly detailed:

a. Work Plan and Methodology

- Provide a detailed work plan describing the main stages of the project, from planning to final delivery.
- UX/UI methodology and web development: tools, CMS, plugins, databases, etc.
- Describe the collaboration and validation strategies that will be used with the PRDC and local municipalities to ensure the accuracy of the content and the representativeness of the region.
- Demonstrate the proposer's ability to integrate and highlight information from multiple regional partners.

b. Project Schedule and Management

Provide a clear and structured implementation schedule, indicating:

- The main project phases (e.g., design, development, integrations, testing, content, SEO);
- The planned start and end dates for each activity;
- The deliverables associated with each phase;
- The team members responsible for oversight and production;
- The costs associated with each phase (if requested in the financial schedule).



The timeline should allow for a total duration of approximately four (4) to six (6) months, depending on the schedule agreed upon with the PRCDC.

c. Risk Analysis and Success Factors

- Identify potential obstacles and risks that could affect the project's success (e.g., validation timelines, data collection, technical constraints, intermunicipal coordination, etc.).
- Propose mitigation measures or strategies to effectively manage these challenges.
- Define the key success factors and performance indicators that will be used to evaluate the project's progress and quality (e.g., adherence to timelines, data validation, graphic quality, partner satisfaction).

d. Quality Control

- Describe the quality monitoring and control method that will be applied throughout the project.
- Explain how the bidder will ensure that the delivered work complies with:
 - The standards of the ID Prescott & Russell graphic charter;
 - Technical printing and production requirements;
 - Linguistic expectations and bilingual consistency (FR/EN);
 - WCAG accessibility;
 - SEO compliance;
 - The approved budget and scheduled deadlines

e. Resources and Collaboration

- Identify the internal resources (staff, hardware, software, equipment) that the proposer will allocate to carry out the assignment.
- Describe the resources or information expected from the PRCDC, for example:
 - Access to the regional industrial database, photos, logos, content



- o Municipal approval of the content.
- Explain the preferred communication approach with the PRCDC (e.g., follow-up meetings, interim submissions, successive validations).

2.2.5 Budget

Consultants must clearly state the total project costs, with related taxes listed separately. This should include, at a minimum:

- A complete breakdown of costs by component or activity necessary for project completion (design, UX, development, integration, SEO, testing, training, optional maintenance).
- Billing rates for key personnel involved in the project.
- A proposed payment schedule.

3.0 Evaluation of the Proposal

The PRCDC's economic development team will evaluate the proposals.

The criteria described below will serve as the basis for comparing the proposals.

The PRCDC reserves the right to evaluate proposals based on other criteria or considerations that may arise as the bidding process progresses.

Submitted proposals will be evaluated based on criteria that will include:

Criteria	Description	Score
A creative and innovative approach to the project	Originality and quality of the proposed UX/UI design; ability to develop a modern, inspiring, and bilingual website; consistency with the visual identity; creativity of the features (interactive map, filters, dynamic content).	10 %
Team Experience and Qualifications	Proven experience in designing investment, municipal, and promotional websites; proficiency in CMS platforms (WordPress, Webflow, Drupal); expertise in UX/UI, SEO, accessibility (WCAG), and interactive map integration; track record of bilingual (French/English) projects.	20 %



Demonstrated understanding of the mandate	Clear understanding of the project's objectives; relevance of the proposed methodology; quality of the work plan for a comprehensive website (analysis, design, development, content, testing, SEO, launch); ability to integrate regional data.	15 %
Personal Qualities and Compatibility	The bidder's ability to collaborate effectively with the PRCDC, municipalities, and partners; professionalism, proactive communication, flexibility, and a collaborative spirit; ability to work in a bilingual environment.	20 %
Compliance and thoroughness of the proposal	Compliance with the requirements of this request for proposals; quality and clarity of the presentation; logical and comprehensive structure of the proposal; completeness of the information provided; compliance with formats, guidelines, and deadlines.	15 %
Cost Breakdown and Timeline	Budget clarity; transparency of costs by activity; consistency between the proposed budget and the scope of the project; value for money; realistic timeline (4 to 6 months); demonstrated ability to deliver on time.	20%

As part of the selection process, the PRCDC may require the finalist consulting firm(s) to attend an interview organized by the PRCDC. Key staff members with direct and primary responsibility for managing the project and ensuring client satisfaction must make the presentation. Bidders will be notified of the PRCDC's decision no later than 18 business days after the conclusion of the interview process.

4.0 Proposal Submission Requirements

4.1 Proposal Format and Submission

A total of four (4) copies of the proposal must be submitted: three (3) hard copies and one (1) electronic copy (compatible with Microsoft Office or PDF).

Proposals must be delivered to the following address:



**Attention: Emélie Viau, Project Manager, eviau@sdcpr-prcdc.ca
Prescott-Russell Community Development Corporation (PRCDC)
519, Main Street Est
Hawkesbury (Ontario) K6A 1B3**

The official time at the PRCDC office will be used to determine the deadline for receipt of proposals. No other time source will be accepted.

Proposals must be received no later than 4:00 p.m. (Eastern Time) on Wednesday, July 29, 2026.

Proposals received at exactly 4:00 p.m., as indicated by the PRCDC office clock, will be considered “on time” and accepted.

Proposals received at 4:01 p.m. or later will be considered late, rejected, and returned unopened to the proposer. All submissions must be clearly identified as follows:

« Design and Development of a Website for ID Prescott & Russell »

Proposals will be officially opened after the closing time, in the presence of authorized representatives of the PRCDC. A proposer may withdraw their proposal before the closing date and time, provided that the request for withdrawal is submitted in writing and received by the PRCDC before the deadline.

Any proposal confirmed as withdrawn will be returned unopened to the sender. Withdrawing a proposal does not prevent the bidder from submitting a new proposal before the closing time.

4.2 Questions / Inquiries

Inquiries regarding the proposal process or the response format must be submitted in writing only to:

Emélie Viau, project manager
Prescott-Russell Community Development Corporation (PRCDC)
eviau@sdcpr-prcdc.ca

All requests for clarification must be submitted **in writing** to the person listed above. **No requests for clarification will be accepted by phone.** Official responses to requests for clarification will be shared with all interested parties to ensure the fairness and transparency of the process.

Inquiries **must not be directed to other** PRCDC employees, representatives, or directors. Any communication directed to anyone other than the designated contact may result in the rejection of the submission.

4.3 Other conditions

Bidders must be aware of the following conditions when submitting their proposals:

- Submission of a proposal constitutes full acceptance of the terms and conditions contained in this request for proposals, unless an exception is clearly indicated in the proposal and confirmed in the final contract between the PRCDC and the bidder.
- Proposals received will be subject to the signing of a formal contract between the PRCDC and the successful bidder. The PRCDC reserves the right to negotiate the terms and conditions of this contract.
- All proposals become the property of the PRCDC.
- The lowest bid will not necessarily be accepted.
- The successful bidder must begin work as soon as possible after official notification of the contract award. It is anticipated that the successful bidder will be notified no later than **August 15, 2026**, and that the project will be fully completed by a date to be determined.

5.0 General Terms and Conditions

5.1 Rights of the PRCDC

- a) The PRCDC is not liable for any costs incurred by bidders in preparing or submitting their proposals, nor for any interviews or selection presentations, if applicable.
- b) The PRCDC is not liable for any losses, costs, expenses, or damages incurred by a bidder before or after, or as a result of, the acceptance or rejection of a bid.
- c) The lowest bid will not necessarily be selected, and the PRCDC reserves the right to accept, reject, or reissue the request for proposals in a revised form.
- d) The PRCDC reserves the right to clarify, modify, or replace certain components of the project when deemed appropriate.



- e) The PRCDC reserves the right to modify this request for proposals prior to awarding the contract, without any obligation to proceed with the issuance of the contract.
- f) The PRCDC reserves the right to terminate the request for proposals at any time, without penalty.
- g) In the event that negotiations with the selected bidder fail, the PRCDC reserves the right to enter into discussions with the next highest-ranked bidder.
- h) Proposals shall remain open and valid for ninety (90) days following the closing date.
- i) In the event of a discrepancy in interpretation, the final decision shall rest with the Executive Director of the PRCDC.

5.2 General Notes from the Applicant

- a. The bidder must act solely on the basis of written instructions from the PRCDC.

Any additional work must be authorized in writing and must specify the associated additional costs.

- b. The bidder declares that its bid is submitted without collusion or coordination with other bidders. *proposant ne doit agir que sur la base d'instructions écrites de la PRCDC.*

5.3 Conflict of Interest

Each bidder must disclose any actual or potential conflict of interest.

The PRCDC reserves the right to reject a bid or cancel a contract if it is determined that a conflict could compromise the integrity of the process.

5.4 Workers' Characteristics and Employment

The successful bidder must employ competent, respectful, and qualified staff. The PRCDC may request the removal of any individual deemed unsuitable for the assignment.

5.5 Termination of the Contract

Either party may terminate the contract by giving 30 days' written notice, without penalty. Payment will be made for work performed up to the date of termination.

5.6 Outsourcing

Any subcontracting must be approved in writing by the PRCDC before work begins. Failure to comply with this requirement may result in the cancellation of the contract.

5.7 Insurance and Compensation

The successful bidder must, at its own expense, obtain and maintain an insurance certificate until the end of the contract and provide the Prescott-Russell Community Development Corporation with proof of:

- Professional liability insurance on an occurrence basis for at least two million dollars (\$2,000,000), and professional errors and omissions insurance on an occurrence basis for at least two million dollars (\$2,000,000), which must include the Prescott-Russell Community Development Corporation as additional insureds with respect to the operations, acts, and omissions of the proposer under this agreement; such a policy must include non-owner auto liability, bodily injury, property damage coverage, contractual liability, owner and proposer product liability, completed operations liability, potential employers' liability, mutual liability, and severability clauses.
- Automobile liability insurance covering all vehicles owned, operated, or registered in the applicant's name, with a minimum coverage of two million dollars (\$2,000,000) on an occurrence basis.
- The successful bidder is responsible for all costs associated with workplace accidents and for all premiums or contributions owed to the Workplace Safety and Insurance Board (WSIB) or the insurance company, if applicable, for its own employees. If requested, the successful bidder must, for the entire duration of the agreement, provide the PRCDC with proof of coverage for itself, its employees, its subcontractors, and the employees of its subcontractors under the Occupational Safety and Workers' Compensation Act or an insurance policy. The successful bidder must comply with the Occupational Health and Safety Act (Ontario), the Occupational Safety and Insurance Act (Ontario), the Human Rights Act (Ontario), and the applicable regulations under these acts, as well as all other legal obligations regarding the health, safety, and treatment of workers.
- The bidder must provide the PRCDC, along with this bid request, with a valid certificate from the Workplace Safety and Insurance Board (WSIB) to the satisfaction of the PRCDC and update its validity as needed.



- The successful bidder must provide updated “certificates of release” for the duration of the contract. An additional “certificate of release” may be requested prior to the release of any retention.
- The policies listed above shall not be canceled or allowed to expire unless the insurer notifies the Prescott-Russell Community Development Corporation in writing at least thirty (30) days prior to the effective date of the cancellation or expiration. b. La PRCDC se réserve le droit de demander des limites d’assurance plus élevées ou d’autres types de polices appropriées aux travaux, que la PRCDC peut raisonnablement exiger.

The PRCDC reserves the right to request higher insurance limits or other types of policies appropriate for the work, as the PRCDC may reasonably require.

The successful bidder shall not commence work until the required proof of insurance has been submitted and approved by the PRCDC. The successful bidder must also provide proof that such insurance remains in force on each policy renewal date for the duration of the contract.

The successful bidder must indemnify and hold the PRCDC harmless from any liabilities, losses, claims, demands, costs, and expenses, including reasonable legal fees, arising in whole or in part from acts or omissions—whether through negligence, intentional or unintentional misconduct—by the bidder, its agents, officers, employees, or other persons for whom the bidder is legally responsible.

5.8 The PRCDC is not an employer

The bidder agrees that the PRCDC shall not be considered the employer of any successful bidder or of such bidder’s staff or employees for any work, services, or supply of any product or material that may be awarded pursuant to this request for proposals. Furthermore, in accordance with the Occupational Health and Safety Act, the successful bidder hereby agrees to be the “contractor” as defined in said Act.

5.9 Protection of the PRCDC

- a. The successful bidder shall at all times protect, defend, hold harmless, and fully indemnify PRCDC, its directors, officers, employees, and agents against all actions, lawsuits, claims, demands, losses, costs, charges, damages, and expenses brought against or incurred by the PRCDC, its directors, officers, employees, or agents, in any way whatsoever in connection with the goods, materials, items, or equipment supplied or their supply, or the work or services performed or their performance, in accordance with this proposal, or concerning



inventions, copyrights, trademarks, or patents, or rights related thereto, used in the supply of such goods, materials, items, or equipment, or in the performance of such work or services, or arising from the subsequent use or exploitation of such goods, materials, items, equipment, or work.

- b. If the PRCDC receives a claim that a product or part thereof (hereinafter referred to as the “product”) manufactured or supplied by the proposer infringes a Canadian patent, it must notify the proposer in writing without delay and provide the proposer with information, assistance, and exclusive authority to evaluate, defend, and settle such a claim. The proposer must then, at its own expense and at its discretion, (1) settle such claim, or (2) grant the PRCDC the right to use such product as is, (3) replace or modify it to avoid any infringement, or (4) defend against such claims.

5.10 Billing

- a. The standard payment terms offered by the Prescott-Russell Community Development Corporation are 30 days net. Payment terms may be modified at the sole discretion of the PRCDC to take advantage of early payment discounts or other terms deemed to be in the best interest of the PRCDC.
- b. The proposer agrees that the PRCDC is entitled to the discount specified herein (if any) if payment of invoices for goods, materials, items, or equipment, work, or services specified or requested in or under this proposal is made within the period specified herein following acceptance or satisfactory completion of the proposal, as applicable, and receipt by the PRCDC of the corresponding invoice.
- c. We are requesting fixed prices for the term of the contract. Price changes resulting from government tax legislation will be accepted, but such changes must be submitted in writing and approved by the Prescott-Russell Community Development Corporation before being invoiced. No other price changes will be accepted. All prices quoted must be in Canadian dollars.

5.11 Standards and Legislation: Noncompliance

The successful bidder may be required to provide written documentation certifying that all proposed equipment complies with municipal, provincial, and federal standards, laws, and regulations.

In addition, the successful bidder must comply with all laws, regulations, and provisions of the federal, provincial, and municipal governments or any government agency with respect to the work described herein. Failure by the successful bidder to comply with these laws, regulations, and provisions shall



constitute valid grounds for the PRCDC, at its discretion, to suspend the performance of this contract until the successful bidder complies with such laws, etc. Furthermore, the PRCDC may, at its discretion, award the contract to any other bidder or reissue the request for proposals. The PRCDC may impose any damages whatsoever on the successful bidder due to failure to comply.

5.12 Compliance with Laws, Notices, Permits, and Fees

- a. The successful bidder must comply with all federal, provincial, and municipal laws, statutes, and regulations relevant to this proposal.
- b. The successful bidder must obtain the necessary permits, licenses, and certificates and pay the fees required for the performance of the work that are in effect as of the proposal closing date.
- c. The successful bidder must provide the required notices and comply with the laws, ordinances, rules, regulations, codes, and orders of the competent authorities that are or will become effective during the performance of the work.

5.13 Errors and Omissions

The PRCDC is not liable for any errors or omissions in any part of this request for proposals. Although the PRCDC has made considerable efforts to ensure an accurate representation of the information contained in this request for proposals, the information contained in this proposal is provided solely for the bidders' reference.

The PRCDC does not guarantee or warrant the accuracy of the information, nor is it necessarily complete or exhaustive. Nothing in this proposal is intended to relieve bidders of the responsibility to form their own opinions and conclusions regarding the matters addressed in the request for proposals.

5.14 Freedom of Information

- a. All information obtained in connection with this request for proposals is the property of the Prescott-Russell Community Development Corporation. All written proposals received by the Prescott-Russell Community Development Corporation become part of the public record. Once a proposal is accepted by the Prescott-Russell Community Development Corporation and a contract is signed, all information contained therein is available to the public, including personal information.

- b. Bids submitted in response to this proposal comply with the Personal Information Protection and Electronic Documents Act (PIPEDA)
- c. Disclosure of the information contained in the proposal may be requested by anyone under PIPEDA, unless it contains a trade secret or information that, if disclosed, would cause adverse consequences to the proposer. This would include scientific, technical, financial, or labor relations information.
- d. All requests for information must be made in writing and submitted to the Executive Director of the PRCDC.
- e. In addition, certain contractual information must be disclosed to the PRCDC's Board of Directors and, as a result, may become part of the public record.
- f. Proposers may designate any part of their submission as confidential, with the exception of the total contract price and their name. A watermark or rubber stamp is acceptable for this purpose.
- g. The PRCDC will use its best efforts not to disclose information so identified, but shall not be liable to a bidder when information is disclosed pursuant to an order of the Office of the Privacy Commissioner or as otherwise required by law.

5.15 Failure by the proposer

- a. If the company commits an act of bankruptcy or if a trustee is appointed due to its insolvency or with respect to any of its assets; or if the company makes a general assignment for the benefit of its creditors; then, in such a case, the PRCDC may, without notice, terminate the contract.
- b. Any termination of the contract by the PRCDC as described above shall be without prejudice to any other rights or remedies the PRCDC may have.

5.16 Accessibility for People with Disabilities in Ontario

Since this request for proposals is a partnership with the Province of Ontario, the successful bidder must comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and its regulations, as amended, with respect to the provision of the goods and/or services contemplated herein.

The successful bidder, if any, must ensure that its employees, agents, volunteers, and representatives receive training regarding the provision of goods and services to people with disabilities. The successful bidder acknowledges that the PRCDC, when deciding to purchase goods or services through its request for proposals process, must take into account accessibility

for people with disabilities, where applicable and practicable.

Compliance with the AODA and WCAG: The PRDC must, at all times, comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and the Web Content Accessibility Guidelines (WCAG), at its sole expense. This includes, but is not limited to, the accessibility of its website, documentation, reports, premises, and customer service.

Compliance with the MFIPPA: The parties acknowledge and agree that the PRDC is subject to the Freedom of Information and Protection of Privacy Act (MFIPPA), and that any information related to this agreement may be disclosed in accordance with that Act.

6. Preliminary Timeline

Step	Date
Launch of the Call for Proposals	June 23 2026
Deadline for submitting a proposal	July 29, 2026
Evaluation of Proposals	July 30, 2026
Selection of the Bidder	August 3rd, 2026
Expected start date of the contract	August 17, 2026
Delivery of the first drafts	To be discussed
Final Delivery	To be discussed



Appendix A: Signature Page (to be submitted with the proposal)

I/We, the undersigned authorized signatory(ies) of the proposer, HEREBY DECLARE that no person, firm, or company other than that represented by the signature(s) of the appropriate officers, as indicated below, has an interest in the proposal.

I/We further declare that all statements, attachments, and other information provided in this proposal are true, complete, and accurate in all respects, to the best of the proposer's knowledge and belief.

I/We declare that this proposal is made without any connection, knowledge, comparison of figures, or arrangement with any other company, firm, or person submitting a proposal, and is in all respects fair and free from collusion and fraud.

I/We further declare that no employee of the PRCDC is or will become interested, directly or indirectly, as a contracting party or otherwise, in the supplies, work, or business to which this proposal relates, or in any part of the profits therefrom, or in any such supplies to be provided thereunder, or in any of the sums to be derived therefrom.

I/We further declare that the undersigned is authorized by the proposer to negotiate all matters with PRCDC representatives regarding this proposal.

I/We further declare that the agent listed below is authorized by the proposer to submit this proposal and is authorized to negotiate on behalf of the proposer.

Company Name: _____

Name of the person completing this form: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Signature: _____ **Title:** _____

Block letters

Date: _____

NOTE: This proposal will not be accepted unless this page is signed and submitted.

Appendix B: Sample Cover Letter and Proposal Acceptance Letter

Letterhead or name and address of the bidder

Date

Dear Sir or Madam

Subject: Name of the Request for Proposals

The attached proposal is submitted in response to the aforementioned Request for Proposals. By submitting this proposal, we accept all the terms and conditions of the Request for Proposals. We have carefully read and reviewed the request for proposals and have conducted further prudent and reasonable inquiries in preparing this proposal. We agree to be bound by the statements and representations made in this proposal and by any agreement resulting from the proposal.

Furthermore, if we are awarded the contract, we will accept and comply with the following:

- a) Submission of a proposal constitutes the bidder's acceptance of the terms and conditions contained in the request for proposals, unless otherwise clearly and specifically stated in the submitted proposal and confirmed in a subsequent contract between the Prescott-Russell Community Development Corporation and the selected consultant(s).
- b) The bidder acknowledges and agrees that the findings and finished materials provided under the terms of the contract were specifically commissioned and mandated as work made to order for the use of the Prescott-Russell Community Development Corporation, and that the Prescott-Russell Community Development Corporation holds all rights, title, and interest therein.
- c) That the proposer agrees that the Prescott-Russell Community Development Corporation shall have unlimited use of the materials and ideas generated by the proposer throughout the project.
- d) That the materials or information developed by the proposer and/or its employees and/or agents shall not be designed in such a way as to bind the Prescott-Russell Community Development Corporation to the proposer, directly or indirectly, for the provision of future materials or services.



e) That at the end of the contract, the contractor will return to the Prescott-Russell Community Development Corporation all copies of working documents, files, and other available documentation in their possession that relate to this agreement, and return to the Prescott-Russell Community Development Corporation all files and other materials belonging to the Prescott-Russell Community Development Corporation, as well as all copies of these, wherever they may be without request or notice.

f) That the proposal and all prices it contains are valid for one hundred and eighty (180) days from the closing date of the call for tenders.

Best regards

Signature

Name: _____

Title: _____

Legal name of the Proposer: _____

Date: _____