

Request for Proposals

RFP 2025-36

District of Nipissing Social Services Administration Board

Real Estate / Realtor Services

Date issued:

10-October-2025

Question Deadline:

22-October-2025

Closing Date and Time:

31-October-2025



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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposals (RFP) is an invitation by the **District of Nipissing Social Services Administration Board (DNSSAB)** to prospective Proponents to submit a Proposal for Real Estate / Realtor Services as further described in [Part 2 – The Scope/Deliverables \(the “Scope”\)](#).

The DNSSAB is requesting Proposals from Proponents who are both interested and capable of providing **Real Estate (Realtor) Services** and recommendations. The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the Request for Proposal (RFP). The purpose of this RFP is to enable DNSSAB to identify the best qualified Proponent whose Proposal represents the best value to and best fit with the organization. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

1.2 Organizational Background

The DNSSAB is incorporated under Ontario's District Social Services Administration Boards Act. The DNSSAB has the mandate under this Act to manage the delivery of Social Services - social assistance (Ontario Works), early years programming and childcare, social housing & homelessness services, and emergency medical services (land ambulance) on behalf of the eleven (11) municipalities and residents of unincorporated territories in the District of Nipissing.

Nipissing District Housing Corporation (NDHC) is a non-profit, local housing corporation operating pursuant to the *Housing Services Act*, 2011, S.O. 2011, c.6, schedule 1 and incorporated under the Ontario *Business Corporations Act*, R.S.O. 1990, c. 8.16. NDHC is a not-for-profit Corporation where DNSSAB is the sole legal and beneficial shareholder. NDHC provides housing facilities for individuals and families of low or moderate income.

The District of Nipissing covers 17,000 square kilometers and is comprised of approximately 86,000 residents. A Map and District breakdown can be found in [Appendix A](#).

1.3 General Acceptance

Submission of a Proposal indicates acceptance by the respondent of all the conditions contained in this RFP, including [APPENDIX F – TERMS & CONDITIONS](#), unless clearly and specifically noted in the Proposal submitted and further confirmed in a formal Contract between the DNSSAB and the Proponent. Deviations from the RFP must be clearly identified in the written submission.

Proposals are subject to a formal Contract being negotiated, prepared and executed. The DNSSAB reserves the right to negotiate the terms and conditions of the Contract.

1.4 RFP Contact

For the purposes of this procurement process, the Procurement Representative shall be:

Chris Cairns, MBA
Procurement Representative
Contract and Purchasing Specialist
District of Nipissing Social Services Administration Board
Email: dnssab.contracts@dnssab.ca

1.5 No Guarantee of Volume of Work or Exclusivity of Contract

The DNSSAB makes no representation, warranty, or guarantee regarding the accuracy of the information contained in this RFP. The Proponent is responsible for obtaining all the information necessary to prepare a Proposal.

The DNSSAB makes no guarantee as to the value or the volume of the Scope/Deliverables. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in this RFP.

Any future contract entered with the selected Proponent will be non-exclusive as DNSSAB will retain the right to hire another, or take the work internally, if it so needed to, without penalty or liability to the successful proponent.

1.6 Canadian Free Trade Agreement (CFTA)

Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of this RFP. For further reference, please see the Internal Trade Secretariat website at <https://www.cfta-alec.ca/>.

1.7 Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the appropriate sections, section numbers and titles within this RFP.

PART 2 – THE SCOPE / DELIVERABLES

2.1 Project Description

DNSSAB requires a Realtor who will become DNSSAB's non-exclusive agent for the appraisal, sale, purchase and/or lease of current or future properties. The proposed contract will be for two years, with three additional one-year renewals at DNSSAB's discretion. DNSSAB will expressly retain the right to market properties without involvement of the Successful Proponent, terminate the contract at its discretion and/or conduct additional public procurement competitions for specific or general realtor services.

With regards to any services rendered the Successful Proponent is to provide all necessary equipment, supplies, transportation, staff and technical assistance required to perform the services specified in this RFP.:

2.2 Background

DNSSAB is geographically centred in Northeastern Ontario serving a population of approximately 86,000 residents spanning a geographic area of 17,000 square kilometers. The DNSSAB strives to be an employer of choice within the region for highly qualified employees and maintain positive employee relations. DNSSAB / NDHC consists of approximately 280 employees with both Union and Non-Union employees.

Staff provide a wide range of services including, but not limited to, paramedic services, housing and homelessness services, children's services, Ontario Works operations and various corporate functions. DNSSAB is structured under the Chief Administration Officer, with a Management Team representing the following operations / departments:

- Employment and Social Services (Ontario Works)
- Children's Services
- Housing Services (Homelessness and Housing)
- Paramedic Services
- Corporate Services (Finance & Administration, Human Resources, Project Management, Planning, Outcomes and Analytics)
- Nipissing District Housing Corporation

The DNSSAB Board is made up of 12 Municipal councillors and elected members from the Townships Without Municipal Organization (TWOMO), who exercise powers, duties and responsibilities relating to Social and Paramedic Services, while respecting the DSSAB Act and the DNSSAB's Procedural By-Laws.

NDHC manages over 896 rent-geared-to-income and market rental units within the District of Nipissing. Its mandate is to provide safe and affordable housing to those who need it the most, as well as support healthy, secure communities for its tenants. DNSSAB is the Corporation's sole shareholder as well as the Service Manager. In this role, the DNSSAB provides the local housing corporation with sufficient funding to maintain the housing stock in good condition and make it available to eligible households.

DNSSAB / NDHC recognizes that it is good business and public practice to undertake such public procurements from time to time to ensure that DNSSAB's structure and operations can effectively, efficiently, and substantially meet local community expectations, Board priorities, provincial / federal legislation and program changes in an ever-changing environment and landscape.

2.3 Realtor Services

The work is on an on-call basis with the expectations that the Successful Proponent will carry out each of the following upon DNSSAB's request:

- a) Represent DNSSAB/NDHC's interests in the sale, purchase, or lease of properties;
- b) Provide property appraisals for current and futures properties upon the request of DNSSAB;
- c) Develop and implement marketing strategies to ensure that properties that DNSSAB/NDHC is selling receive the greatest and most appropriate exposure including, but not limited to, MLS listings for any property listed;
- d) Be responsible for documentation, advertising, client contact, including showing of the property and conveying offers to DNSSAB/NDHC;
- e) Advise on market conditions;
- f) Assist in negotiating terms and conditions with potential purchasers, landlords, and sellers;
- g) Ensure that all sales are administered by a professional, accountable, registered real estate agent with demonstrated proven expertise in administering the sale of such property.
- h) Prepare and deliver reports and/or presentations to the DNSSAB and/or NDHC Board as required and/or as requested.

PART 3 – EVALUATION OF PROPOSALS

3.1 Timetable

The RFP timetable is set forth to establish submission and response timelines. The DNSSAB reserves the right to change the timetable at any time.

ITEM	DATE	TIME
Issue Date	10-October-2025	4:00 p.m.
Deadline for Questions	22-October-2025	4:00 p.m.
Deadline for Issuing Addenda	24-October-2025	4:00 p.m.
Closing Date	31-October-2025	4:00 p.m.
RFP Evaluation & Interview Period	November 2025	n/a
Engagement to Begin	01-December-2025	n/a

3.2 Timeline Submission Instructions

Proposals received at or after 4:01 p.m. on **31-October-2025** will not be accepted. Proponents are cautioned that the timing of their submission is based on when the Proposal is received rather than when a Proponent submits it, as transmission can be delayed due to file transfer size, transmission speed or other technical factors.

3.3 Submitted Bids

All bids are to be submitted in electronic format to dnssab.contracts@dnssab.ca prior to deadline.

3.4 No Incorporation by Reference

The entire content of the Proponent's Proposal must be submitted in a fixed form and the order and manner requested. The content of websites or references to external documents and links will not be considered part of the Proposal.

3.5 Confirmation of Submission

The Procurement Representative will send a confirmation e-mail to the Proponent advising the Proposal was submitted successfully within two business days of the Closing Date. If a Proponent does not receive a confirmation e-mail, they should contact the Procurement Representative within two business days of Proposal deadline. The Proponent assumes full responsibility for receipt of the Proposal by the deadline.

3.6 Amendment of Proposals

Proponents may amend their Proposals prior to the Submission Deadline by submitting the amendment in electronic format, by e-mail to the DNSSAB Procurement Representative. The submission must clearly indicate the RFP title and number and full legal name of the Proponent. Any amendment should clearly indicate which part of the Proposal the amendment is intended to affect.

3.7 Withdrawal of Proposals

At any time throughout the RFP process, a Proponent may withdraw a submitted Proposal. To affect a withdrawal, a notice of withdrawal must be sent to the DNSSAB Procurement Representative and must be signed by an authorized representative. DNSSAB is under no obligation to return withdrawn Proposals.

3.8 Questions

Proponents should promptly examine all the documents comprising this RFP and may direct questions or seek additional information by e-mailing the Procurement Representative at dnssab.contracts@dnssab.ca on or before the Deadline for Questions. Under no circumstance is a Proponent to direct questions or request additional information from anyone other than the Procurement Representative. DNSSAB is not obligated to respond to questions and/or provide additional information, however best efforts will be made to respond, and such responses shall be made public and available to all Proponents as an Addendum.

3.9 Addenda

DNSSAB may issue Addenda during the procurement process until the deadline for issuing Addenda has passed. Proponents are responsible for obtaining all Addenda issued by DNSSAB through either www.dnssab.ca or through www.bidsandtenders.com. If Addenda is issued after the deadline date, the closing date may be adjusted accordingly.

3.10 Stages of Proposal Evaluation

The DNSSAB will conduct the evaluation of Proposals and selection of the most qualified Proponent in the following four stages described in further detail below:

- (a) Stage 1 – Mandatory Requirements **(pass/fail)**.
- (b) Stage 2 – Evaluation of Rated Criteria through Submission of Proposals **(40 points / 100 points)**
- (c) Stage 3 – Evaluation of Pricing **(40 points / 100 points)**.
- (d) Stage 4 – Presentation, Interview, References and (potential) Final Negotiation **(20 points / 100 points)**.

i) Stage 1 - Mandatory Requirements

Stage 1 will consist of a review to determine which Proposals comply with all the mandatory requirements. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration. Proposals satisfying the mandatory requirements will proceed to Stage 2.

Mandatory Requirements are entirely based on submission of the Mandatory Submission Form(s), located in [Appendix B](#). Other than inserting the information requested on the mandatory submission forms set out in this RFP, a Proponent may not make any changes to any of the forms.

ii) Stage 2 – Evaluation of Rated Criteria and Submission of Proposals

For Stage 2, each Proponent must complete a Proposal document. Further detail can be found in [Appendix C](#). The Proposal must be signed by an authorized representative of the Proponent.

iii) Stage 3 – Evaluation of Pricing

For Stage 3, each Proponent must complete the Pricing Form located in [Appendix D](#) and include it with their financial Proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian dollars, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

Other Mandatory Requirements

Each Proposal must:

- a) Be in English
- b) Be for the entire Scope of Work as described in Part 2 of this RFP. Incomplete Proposals or Proposals for only part of the Deliverables described in Section 2 will be disqualified.

Evaluation and Pricing

Stages 2 and 3 will consist of a scoring by DNSSAB of each qualified Proposal based on the rated criteria and the pricing in accordance with [Appendix C](#) and [Appendix D](#). DNSSAB intends to shortlist to up to three (3) Proponents for presentation to DNSSAB, however, should DNSSAB deem it to be in its best interest, it may expand or contract this number accordingly.

Reference Form

Each Proponent must complete the Reference Form ([Appendix E](#)) and include it with its submitted Proposal. Reference follow-up may be conducted with all shortlisted Proponents.

3.11 Proposals to be submitted in Prescribed Manner

Proponents should submit one (1) signed original copy for each of the Mandatory Requirements Form, the Proposal Submission, and the Pricing Submission, in separate files for each. Proposals to be submitted to dnssab.contracts@dnssab.ca.

- a) The Mandatory Requirements submission (Requirements) should be saved to a MS Word or .PDF file, indicating the Proponents name and address, and saved as: **“2025-36 <Proponent Name> Mandatory Requirements Form”**. Please reference [Appendix B](#).
- b) The Proposal Submission (Proposal) should be saved to a MS Word or .PDF file, indicating the Proponents name and address, and saved as: **“2025-36 <Proponent Name> Proposal Submission”**. Please reference [Appendix C](#).
- c) The Pricing Submission (Financial) should be submitted as a separate file saved to a MS Word or .PDF or EXCEL file, indicating the Proponent’s name and address, and saved as: **“2025-36 <Proponent Name> Pricing Submission”**. Please reference [Appendix D](#).

3.12 Stage 4 - Presentation to DNSSAB

Once the Proponents have been shortlisted, DNSSAB may arrange for a final 30 – 60-minute presentation of your solution to the Evaluation Committee. This presentation and subsequent question period will be the final stage of the Proponents total evaluation score. DNSSAB reserves the right to recommend Stage 4 be in person or virtual, or make a decision solely based on Stages 1-3, and this will be determined during the evaluation process. Proponents who qualify for an interview / presentation will be given sufficient notice.

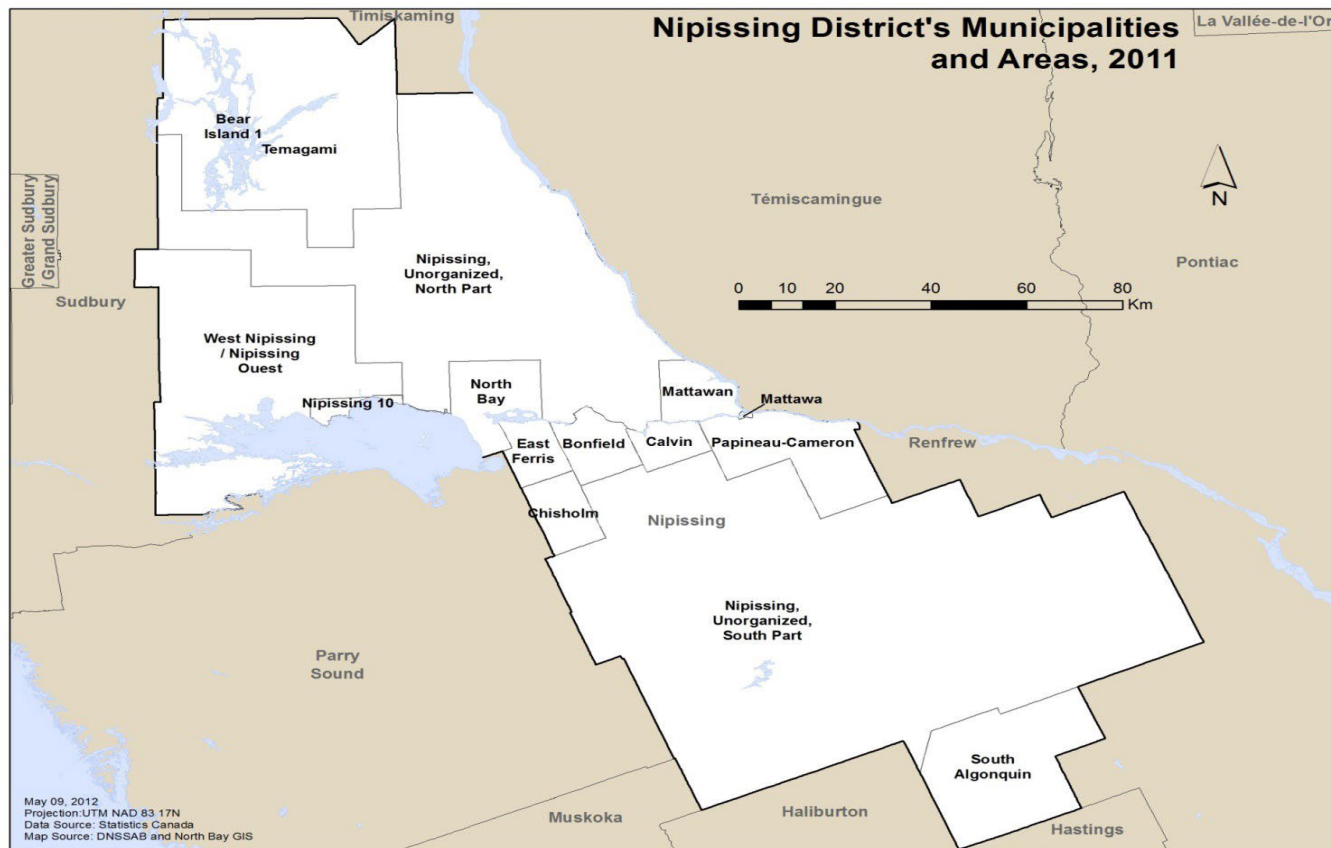
3.13 Selection and Final Negotiation

Once the Proposals have been evaluated as per Stages 1 through 4, and the final presentations have been completed, the top-ranked Proponent may be selected to enter direct negotiations.

During the negotiation, DNSSAB may provide the top-ranked Proponent with any additional information and may seek further information and Proposal improvements. After the negotiation, the top-ranked Proponent may be invited to revise its initial proposal and submit its Best and Final Offer to the DNSSAB.

END OF PART 3

APPENDIX A – MAP OF NIPISSING DISTRICT & MUNICIPALITIES / COMMUNITIES



Municipalities and Communities in Nipissing District

municipalities (11), First Nations (2) and unincorporated areas (2)

Municipality/Territory/Census Division	Communities	Municipal Office	Population	Type
City of North Bay	North Bay	North Bay	52,662	Municipality
Municipality of West Nipissing	West Nipissing (Sturgeon Falls); Verner; Cache Bay; Field	West Nipissing (Sturgeon Falls)	14,583	Municipality
Municipality of East Ferris	Astorville; Corbeil	Corbeil	4,946	Municipality
Nipissing, Unorganized, South Part		None (Unorganized)	2,696	Unincorporated Area
Bonfield Township*	Bonfield	Bonfield	2,146	Municipality
Town of Mattawa*	Mattawa	Mattawa	1,881	Municipality
Nipissing 10	Nipissing First Nation	Nipissing First Nation	1,640	First Nation
Nipissing North		None (Unorganized)	1,591	Unincorporated Area
Township of Chisholm		Powassan (outside of District)	1,312	Municipality
Township of South Algonquin	Whitney; Madwaska	Whitney	1,055	Municipality
Township of Papineau-Cameron*		Mattawa	982	Municipality
Municipality of Temagami	Temagami; Marten River	Temagami	862	Municipality
Municipality of Calvin*		Mattawa	557	Municipality
Bear Island 1	Bear Island First Nation	Bear Island First Nation	244	First Nation
Municipality of Mattawan*		Mattawa	153	Municipality
* Eastern Cluster				



APPENDIX B – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS FORM 1 – PROPONENTS DECLARATION

Proponent's Information

Proponent must provide all requested information below; if any information is not provided, the Proposal may be disqualified at DNSSAB's sole discretion.

Company Name:

Company Address:

Company's Contact Person:

Contact Email

Contact Phone

Acknowledgment of Addendums

We acknowledge receipt of _____ addendums and agree that the addendum/addenda form part of the RFP. I am aware that failure to acknowledge the correct amount of Addendum(s) may result in the disqualification of my Proposal at DNSSAB's sole discretion.

Proponent's Declaration

Please initial beside each statement with which you agree. For DNSSAB's purpose, only those Proponents who have accepted (initialed) each statement of the Proponent's Declaration will be considered; failure to agree to any statement may disqualify your Proposal at DNSSAB's sole discretion.

I/WE have reviewed all documents associated with this RFP and agree to all its terms and conditions

I/WE declare that the Proposal submitted has been made entirely in accordance with the terms and conditions outlined in the RFP, inclusive of APPENDIX F – TERMS and CONDITIONS.

I/WE declare that this Proposal is the only Proposal submitted by us and that no other Proposal was submitted, by us, using a different name, subsidiary, or by any other means.

I/WE declare that this Proposal offers a single Solution and does not contain multiple Solutions and/or Pricing strategies based on distinct acceptance periods or conditions.

I/WE declare that this Proposal was submitted by a Proponent (and all Participating Entities) who is not an Opposing Party in legal action against the DNSSAB.

I/WE declare that this Proposal is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Proponent, Company, firm or persons making a submission and is in all respects fair and without collusion for fraud.

I/WE declare that the Proponent's Company empowers the undersigned to negotiate all matters with DNSSAB's representatives relative to this RFP and any future Contract, and the person named below has the authority to submit this Proposal on behalf of the Proponent's Company.



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I/WE declare that no persons associated with the Proposal have initiated communication about this RFP after it was issued and before the Closing Date or before one or more Contracts are entered in respect of the Scope of Work, which is its subject, with any member of DNSSAB's Personnel and/or the media.

I/WE declare that no person associated with the Proposal has been convicted of a criminal offence, including but not limited to fraud or theft.

I/WE declare that no person associated with the Proposal has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations, including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, DNSSAB's employees, and/or the general public.

I/WE declare that no person associated with the Proposal has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

I/WE declare that if any future Contract is to be negotiated with DNSSAB regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

I/WE, including Non-Resident Proponents, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws that in any way pertain to the Scope of Work outlined in this RFP or to the employee of the Proponent.

I/We, including Non-Resident Proponent, shall charge applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the Goods and/or Services completed in the Solution will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all work shall comply with the Act's regulations.

I/WE agree to hold DNSSAB safe and harmless from any property damage; or claims by individuals or third parties, including any legal costs incurred by DNSSAB in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services.

DECLARATION OF A CONFLICT OF INTEREST (if applicable, provide details below)

Completed by:

Company

Authorized Signature

Name

Title

I / WE HAVE THE AUTHORITY TO BIND THE CORPORATION



MANDATORY REQUIREMENTS FORM 2 – REQUIRED DOCUMENTATION

Proponents must submit the following document(s) with this form. Failure to provide the required documentation may result in disqualification, and your Proposal may receive no further consideration at DNSSAB's sole discretion.

YES NO

☐ ☐ I/WE have or will submit a valid copy of your Real Estate Council of Ontario (RECO) certification for each person assigned to this project.

☐ ☐ I/WE are located with permanent office(s) within the District of Nipissing, and are able to serve the entire region based on map outlined in APPENDIX A.

☐ ☐ I/WE have or will submit a current, valid WSIB Clearance Certificate for each person assigned to this project.

☐ ☐ I/WE have or will submit verification of Commercial General Liability Insurance coverage of at least \$5,000,000.00 on an occurrence basis.

☐ ☐ I/WE have or will submit verification of Automobile Insurance Coverage of no less than \$5,000,000.00 on an occurrence basis.

☐ ☐ I/WE have or will submit verification of Professional Liability Insurance coverage of at least \$1,000,000.00 on an occurrence basis.

Completed by:

Company

Authorized Signature

Name

Title

I / WE HAVE THE AUTHORITY TO BIND THE CORPORATION

APPENDIX C – PROPOSAL SUBMISSION

Content of Submissions

The DNSSAB invites submissions from qualified consultants. Submissions shall be no more than 20 pages of content in length, including appendices, using a twelve-point font. Marketing materials may form part of your submission. No reference to external links or external websites will be reviewed.

Submissions shall include the following information:

1. The name of the firm or agency responding to this RFP.
2. Your understanding of the services required.
3. Your firm's experience in Real Estate Services. Please provide a short background of your agency's mission and mandate. Please also provide assurance that your agency will be able to cover the entire Nipissing District (as referenced in Appendix A).
4. Evidence of your firm's ability to work collaboratively with government, municipalities, other DSSAB's/CMSM's, stakeholders, and the public, including experience with valuations, residential and commercial property purchases including comparable purchase / sales information.
5. The identification of members of
 - a. The team, including a summary of the qualifications and relevant experience and the roles and responsibilities of each member of the team; and
 - b. Those in supporting roles.
6. Describe your organization's policies on conflicts of interest, ethical practice and measures to ensure accountability and transparency.
7. The identification of a Real Estate lead who will assume overall responsibility for the realtor team.
8. Provide information on how your firm differentiates itself with respect to Service Delivery, Project Management, Work Quality, Administrative abilities, Change Management as well as any additional or innovative services you are able to provide.
9. Provide information on your or your agency's approach to communication and customer service.

Scoring for Proposal Submission will be evaluated and assigned up to 40 points towards the total RFP score:

Note: Proponents must score 25/40 to qualify.



APPENDIX D – PRICING SUBMISSION

Provide a detailed breakdown of all costs associated with your Solution. Prices must be fully itemized and complete (no estimates). Prices must be in Canadian dollars (exclude HST). Prices submitted shall be considered firm for any Contract's length, including for any extension term(s).

Note: Financial Submission will be scored out of 40 points, with the lowest cost qualified proponent for each sub-section as noted below receiving 100% of the score. Higher cost (qualified) bids will be pro-rated against the lowest cost and scored accordingly. Note, proponents may submit pricing using below template or may submit in alternate format. Assume for Purchasing of Property, Sale of Property and Rental / Leasing of Property, RFP evaluation will be based on a property's estimated value of \$500,000.00. Proponents are responsible for including ALL COSTS in their Financial Submission.

Price Sheet – to be completed and submitted as a separate .pdf file.

Purchasing of Property	Type of Property Listed	Commission - % of Selling Price	OFFICE USE (based on a purchase price of \$500k)
When acting as our Agent for the property Purchase – and there is no listing agreement in place for the subject property and provided the transaction is successfully completed	Residential/Vacant	%	
	Multi Residential	%	
	Commercial	%	
	Industrial/Institution	%	
TOTAL COST			

Sale of Property	Type of Property Listed	Commission - % of Selling Price	OFFICE USE (based on a selling price of \$500k)
When acting as our Agent for property Sale – and that the transaction is successfully completed *You acting as our agent will be responsible to pay any commission payable to the purchaser's agent	Residential/Vacant	%	
	Multi Residential	%	
	Commercial	%	
	Industrial/Institution	%	
TOTAL COST			



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Rental / Leasing of Property	Type of Property Listed	Commission - % of Total Lease	OFFICE USE (based on a lease value of \$500k)
When acting as our Agent for the Rental / Leasing of property, based on the full term, excluding additional rent/extension term(s).	Residential/Vacant	%	
	Multi Residential	%	
	Commercial	%	
	Industrial/Institution	%	
TOTAL COST			

Opinion of Value of Property (& other ad-hoc Services)	Type of Property Listed	Hourly Rate	OFFICE USE (based on one 8hr project)
When acting as our Agent for Opinion of Value of Property – hourly rate must be inclusive of all costs associated including office and overhead costs (phone, photocopying, software licenses, paper, pens, and other supplies), travel costs, and any other fees or charges required by law.	Residential/Vacant	\$	
	Multi Residential	\$	
	Commercial	\$	
	Industrial/Institution	\$	
TOTAL COST			

PRICE FORMULA (USED TO DETERMINE LOWEST PRICE)

- Total Purchasing of Property will form 25% of the Pricing Score;
- Total Sale of Property will form 25% of the Pricing Score;
- Total Rental / Leasing of Property will form 25% of the Pricing Score;
- Opinion of Value of Property (& other ad-hoc Services) will form 25% of the Overall Pricing Score;
- Overall Pricing as evaluated above, will score to 40 points (out of possible 100 points) towards Overall RFP Score. Please provide any discount options if acting as Agent to DNSSAB / NDHC for both the Purchase and Sale of Property.

Completed by:

Company

Authorized Signature

Name

Title

I / WE HAVE THE AUTHORITY TO BIND THE CORPORATION



APPENDIX E – REFERENCE FORM

Please provide a minimum of three (3) unique references from companies (DNSSAB and NDHC excluded) for whom you have supplied and/or supported with the same or similar scope and magnitude of work requested in this RFP within the past five (5) years.

Description	Referee No. 1	Referee No. 2	Referee No. 3
Has the Reference been Informed?			
Reference Company			
Reference Full Name			
Reference Job Title			
Reference Email Address			
Reference Phone Number and Extension			
Description of goods and/or services provided			
Value of goods and/or services provided (\$)			
Date work commenced (month & year)			
Date work ended (month & year)			

Completed by:

I authorize the District of Nipissing Social Services Administration Board to contact the above references, as well as, complete verification for required licenses and/or credentials.

Company

Authorized Signature

Name

Title

I HAVE THE AUTHORITY TO BIND THE CORPORATION

APPENDIX F – TERMS AND CONDITIONS

1.0 Definitions

In this RFP and any other documents, as determined by DNSSAB, forming part thereof, words and expressions parenthetically defined shall have the meaning therein provided; however, all capitalized terms noted below shall have the following meanings regardless of such definitions applying to both the singular and plural forms of any such words and terms:

"Addenda" means documents made available by DNSSAB which amends or clarifies the RFP.

"Administration Cost" means any expenditure incurred by the Proponent in the course of its regular or ongoing operations that enable the Proponent to provide the Goods and/or Services, including salaries, wages and benefits for administrative staff and back-office functions (such as those providing accounting, reporting, IT support, communications, security, and human resources and program management functions); salaries, wages, and benefits for staff associated with planning, managing and evaluating services; legal and accounting fees; bank fees; postage fees; courier fees; telephone fees; internet fees; contracted expenses for service delivery (i.e., security costs, IT, equipment, training, Consultant, printing etc.); and lease or finance/interest costs attributed to administrative functions.

"After Hours" means the provision of Goods and/or Services after Business Hours which may not adhere to the Business Day and, therefore, might include Saturday-Sunday, statutory or civic holidays observed in the Province of Ontario or by the DNSSAB, in addition to services being offered Monday to Friday.

"AODA" means the Accessibility for Ontarians with Disability Act, 2005, SO 2005, Chapter 11, as may be amended from time to time and all regulations thereunder.

"Appendix" means supplementary informative documentation prepared by the Client and/or the submission forms necessary for a Proponent to submit as part of their Proposal submission.

"Board" means the governing board of directors for the District of Nipissing Social Services Administration Board.

"Business Day" means Monday to Friday inclusive, except statutory or civic holidays observed in the Province of Ontario and by DNSSAB.

"Business Hours" means 8:30 a.m. to 4:30 p.m. on a Business Day.

"CAO" means the Chief Administrative Officer of the District of Nipissing Social Services Administration Board or designate.

"Closing Date" means the date and time noted in ss. 3.1 wherein the submission of a Proposal is due.

"Company" means any person, Entity, corporation, or business that has acquired copies of the RFP and therefore is interested and/or intends to submit a Proposal in response.

"Confidential Information" means information that may have economic value from not being generally known and/or is subject to efforts that are reasonable under the circumstances to maintain its secrecy; it may include information contained in formulas, patterns, compilations, programs, methods, techniques, techniques, processes, products, services, devices, mechanisms and any Personal Information.

"Conflict of Interest" includes situations wherein a Proponent (including members of their family) and/or any person associated with a Proposal:

- can personally benefit financially from their involvement;
- can gain an unfair advantage or engage in conduct, directly or indirectly, that may give it an unfair advantage in relation to the selection of a Preferred/Successful Proponent;
- where its other commitments, relationships, or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; and/or
- where it could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations; and/or
- where Personnel of the District of Nipissing Social Service Administration Board and/or Nipissing District Housing Corporation (including board members and employees at or above the level of supervisor) can receive personal and/or financial benefit and:
 - Where the personal or business interests of a board member, officer or agent of the Board are in conflict with the interests of DNSSAB; or
 - where a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a board member, officer or agent or a person related to any one of them as a result of a decision by the Board;
 - where the Board receives a direct or indirect gain, benefit, advantage or privilege to a board member, officer or agent or a person related to any one of them;
 - where a board member, officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from DNSSAB as a result of the person's position with the Board;
 - where DNSSAB, in offering housing accommodation or in setting rents or other occupancy charges, gives any advantage or privilege to Personnel who are tenants that are not available to tenants who are not Personnel.

"Contract" means the agreement, intended to be enforceable by law, negotiated between DNSSAB and the Consultant, which shall further refine the expectations, obligations, terms and conditions contemplated by this RFP and which has been mutually executed.

"District" means the area known as the District of Nipissing.

"DNSSAB" means District of Nipissing Social Services Administration Board and any other government agency or Board on behalf of which DNSSAB is acting, including the Nipissing District Housing Corporation. For this RFP, DNSSAB shall mean the Entity negotiating and awarding the Contract.

"Evaluation Committee" means the relevant representation from DNSSAB, as selected by DNSSAB, which may include third-party advisors that evaluate Proposals and recommend, to DNSSAB, a Preferred Proponent. The Evaluation Committee does not have the authority to bind DNSSAB.

"FIPPA" means the Freedom of Information and Protection of Privacy Act, RSO 1990 C. F.11, as may be amended from time to time and all regulations thereunder.

"Goods" means any item of intellectual and/or tangible personal property proposed by the Proponent and may include:

- Deeds and instruments relating to or evidencing the title or right to such intellectual property, personal property and/or chattels and/or a right to recover or receive such property;
- Tickets or like evidence of the right to be in attendance at a particular place at a particular time or times or of a right to transportation;
- Energy, however, generated;
- Vehicles or any other motorized form of transportation;
- Items of tangible personal property intended for installation as a fixture or for incorporation into the land, a building or structure, or ornamental or industrial trees, grass sod, flowering plants, shrubs, soil, seed or fertilizer.

- Construction resources, plans, materials and/or equipment.
- Artistic creations, including design, schematics, literary, media, music, representation, photo, workshops, seminars, and/or drawings.
- Any documentation (materials, books, videos, articles) related to the installation, implementation, training, support, and maintenance of the item of procurement.
- Computer infrastructure (server or cloud-based), hardware and/or Software.

"Include," "includes," and "including" denote that the subsequent list is not exhaustive.

"May/should" denotes permissive (not mandatory).

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M.56, as may be amended from time to time and all regulations thereunder.

"Must/shall/will" denotes imperative (mandatory). Proposals not satisfying mandatory requirements will be non-compliant and may not be considered further at DNSSAB's sole discretion.

"Opposing Party" means a Proponent with an outstanding, unresolved claim or legal proceeding against DNSSAB or a Proponent against whom the DNSSAB has an outstanding, unresolved claim or legal proceeding.

"Participating Entity" includes any other entities other than the Proponent who is included in the Proposal as either an affiliate, associate, partner, Consultant, sub-consultant, contractor, sub-contractor, sub-processor, subsidiary, third-party service provider, distributor, dealer, and/or reseller necessary for the provision of the Proponent's Solution for the requested Scope of Work.

"Party" means DNSSAB and/or the Proponent, as the context may require.

"Personal Information" means any identifiable information about an individual that is therefore required to be protected pursuant to MFIPPA or any other laws (including regulations and common law) pertaining to the protection of personal, health, or insurance information.

"Personnel" means board members, employees, partners, shareholders, directors, officers, agents, assigns, representatives, contractors, subcontractors, sub-service providers, consultants, sub-consultants, temporary agencies, volunteers or anyone for whom at law a Party is responsible for in connection with or in any way related to the delivery and/or performance of obligations under this RFP and/or Contract.

"PHIPA" means the Personal Health Information Protection Act, 2004, SO 2004, c. 3, as may be amended from time to time and all regulations thereunder.

"PIPEDA" means the Personal Information Protection and Electronic Documents Act (SC 2000, c. 5), as may be amended from time to time and all regulations thereunder.

"Preferred Proponent" means the Proponent (s) short-listed by the Evaluation Committee, who is then recommended to DNSSAB.

"Price" means the charges, fees, and/or quotes provided by the Proponent in its Proposal as the total acquisition costs for its Solution.



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"Procurement Representative" means the representative of DNSSAB, designated by DNSSAB, who is the primary contact person regarding this RFP, particularly its procurement processes.

"Programming Cost" means payments, benefits and/or expenditures reasonably proposed by the Proponent to be necessary to achieve the Solution outlined in the Proposal.

"Proponent" means a legal entity, being a person, partnership, firm or corporation that has submitted a Proposal in response to this RFP. Proponent includes any entity affiliated or related to the Proponent (including any entity with the same directing mind as the Proponent) as solely determined by DNSSAB.

"Proposal" means the submitted information, documents and/or forms as requested by DNSSAB under s. 3, which are provided and/or completed by a Proponent as a response to DNSSAB's request for the Goods and/or Services specified in the Scope of Work.

"Qualified Proposal" means that the Proponent and/or their Proposal has not been disqualified.

"Responsible Proponent" means a Proponent who can fully perform the contract requirements and has the integrity and reliability to ensure the performance of the contractual obligations.

"RFP" means this solicitation document and includes any incorporated Appendices and Addenda issued by DNSSAB that describe the Goods and/or Services to be purchased by DNSSAB and the terms upon which the Goods and/or Services are to be purchased.

"Scope of Work" means the need, problem, and/or project to which DNSSAB seeks Goods and/or Services through this RFP, detailed in Part 2.

"Service" means the work and/or tasks to be taken by the Proponent to meet the expectations, requirements, milestones, targets and/or deliverables outlined in the Scope of Work, inclusive of any description, whether commercial, industrial, trade, or otherwise, of all professional, technical and artistic, goods, services, and the transporting, acquiring, supplying, storing and otherwise dealing with any action, construction, project, activity, support, and/or program required for the satisfactory completion of the Scope of Work and any terms and conditions associated with any ensuing Contract.

"Solution" means the proposed Good and/or Service which address DNSSAB requirements and expectations as outlined in the Scope of Work.

"Staffing Cost" means the proposed wages, mandatory employment-related costs (as required by law) or benefits (as required by a collective agreement or company policy) requested by the Proponent which have been reasonably proposed to be necessary to their Solution.

"Successful Proponent" means the Proponent selected by DNSSAB for contract negotiations.

"Consultant" means the Successful Proponent with an executed Contract for the Scope of Work.

"WSIA" means the Workplace Safety and Insurance Act, 1997, SO 1997, c.16, Sch. A, as may be amended from time to time and all regulations thereunder.

"WSIB" means Workplace Safety and Insurance Board.

1.1 General Information and Instructions

(A) Deemed Acceptance

- (1) By responding to this RFP, Proponents agree to accept all terms and conditions incorporated into this RFP into their Proposal and agree by any decision of DNSSAB, including the evaluation of Proponents qualifications as final. By submitting a Proposal, the Proponent also confirms that it has received, or has had the opportunity to obtain, independent legal advice in connection with its RFP review and Proposal, preparation, and has read this RFP in its entirety, understands its content, and is submitting its Proposal freely and voluntarily (without duress or undue influence from any party) with full capacity and authority to do so.

(B) Proponents to Follow Instructions

- (1) Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable part, section, subsection, or paragraph numbers of this RFP.

(C) Information in RFP Only an Estimate

- (1) The DNSSAB and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials, or documents (electronic or otherwise) attached or provided to the Proponents pursuant to this RFP.
- (2) The DNSSAB and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the work. It is the Proponent's responsibility to obtain all the information necessary to prepare a Proposal in response to this RFP.

(D) Proponents Shall Bear Their Own Costs

- (1) The Proponent shall bear all costs associated with or incurred in the preparation and presentation of its Proposal, including, if applicable, costs incurred for interviews, and/or presentations.

1.2 Communication after Issuance of RFP

(A) Proponents to Review RFP

- (1) Proponents shall promptly examine all of the documents comprising this RFP, and
 - (a) Shall report any errors, omissions, or ambiguities; and
 - (b) May direct questions or seek additional information in writing by email to the DNSSAB Procurement Representative on or before the Deadline for Questions. All questions submitted by Proponents by email to the DNSSAB Procurement Representative shall be deemed to be received once the email has entered the Representative's email inbox. No such communications are to be directed to anyone other than the Procurement Representative. The DNSSAB is under no obligation to provide additional information, and DNSSAB shall not be responsible for any information provided by or obtained from any source other than the Procurement Representative.

- (2) It is the responsibility of the Proponent to seek clarification from the Procurement Representative on any matter it considers to be unclear. The DNSSAB shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

(B) All New Information to Proponents by Way of Addenda

- (1) This RFP may be amended only by an addendum in accordance with this subsection. If the DNSSAB, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of this RFP.
- (2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the DNSSAB.

(C) Post-Deadline Addenda and Extension of Submission Deadline

- (1) If any addendum is issued after the Deadline for Issuing Addenda, the DNSSAB may at its discretion extend the Submission Deadline for a reasonable period.

(D) Verify, Clarify and Supplement

- (1) When evaluating responses, DNSSAB may request further information from the Proponent or third parties to verify, clarify, or supplement the information provided in the Proponent's Proposal. The DNSSAB may revisit and re-evaluate the Proponent's response or ranking based on any such information.

(E) No Incorporation by Reference

- (1) The entire content of the Proponent's Proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's Proposal will not be considered to form part of its Proposal.

(F) Proposal to Be Retained by the DNSSAB

- (1) The DNSSAB will not return the Proposal, or any accompanying documentation submitted by a Proponent.

1.3 Debriefing

(A) Debriefing – Following Award

- (1) Upon written request from any Proponent, the DNSSAB may provide a more detailed oral debriefing either by phone or in person, as requested by the Proponent. The written request shall be submitted to the Procurement Representative no later than 15 calendar days after notification of award.
- (2) The acceptance of the successful Proposal shall not be discussed during a debriefing.

1.4 Prohibited Conduct

(A) Proponent Not to Communicate with Media

- (1) A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP, or any agreement entered pursuant to this RFP, without first obtaining the written permission of the Procurement Representative.

(B) No Lobbying

- (1) A Proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent.

(C) Illegal or Unethical Conduct

- (1) Proponents shall not engage in any illegal business practices, including but not limited to, activities such as bid-rigging, price-fixing, bribery, fraud, or collusion. Proponents shall not engage in any unethical conduct, including but not limited to, other inappropriate communications, offering gifts to members of the Board of Directors, employees, officers or other representatives of the DNSSAB; deceitfulness, submitting Proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

(D) Past Performance or Inappropriate Conduct

- (1) The DNSSAB may prohibit a Proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.
- (2) Such inappropriate conduct shall include, but not be limited to the following:
 - (a) All the conducts as described in APPENDIX F – inclusive of Section 1.4;
 - (b) The refusal of the Proponent to honour its pricing or other commitments made in its Proposal; or
 - (c) Any other conduct, situation or circumstance determined by DNSSAB, in its sole and absolute discretion, to constitute either a Conflict of Interest or Illegal / Unethical Conduct, as.

1.5 Confidential Information

(A) Confidential Information of DNSSAB

- (1) All information provided by or obtained from the DNSSAB in any form in connection with this RFP either before or after the issuance of this RFP:
 - (a) Is the sole property of DNSSAB and must be treated as confidential.
 - (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;
 - (c) Must not be disclosed by the Proponent to any person, other than persons involved in the preparation of the Proponent's Proposal or the performance of any subsequent Contract, without prior written authorization from the DNSSAB; and

(d) Shall be returned by the Proponents to the DNSSAB immediately upon the request of the DNSSAB.

(B) Confidential Information of Proponent

- (1) A Proponent should identify any information in its Proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the DNSSAB. The confidentiality of such information will be maintained by the DNSSAB, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their Proposals will, as necessary, be disclosed, on a confidential basis, to the DNSSAB advisors retained for the purpose of evaluating or participating in the evaluation of their Proposals. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the DNSSAB Contact.

1.6 Procurement Process Non-Binding

(A) No Contract and No Claims

- (1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by law applicable to direct commercial negotiations.
- (2) For greater certainty and without limitation:
 - (a) Neither the Proponent nor the DNSSAB shall have the right to make any claims (in Contract, tort, equity or otherwise) against the other with respect to the award of a Contract, failure to award a Contract or failure to honour a response to this RFP.

(B) No Contract until Execution of Written Contract

- (1) The RFP process is intended to identify the highest ranked Proponent for the purposes of entering into a Contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the DNSSAB by the RFP process until the issuance of a purchase order for the acquisition of such goods and/or services.

(C) Non-Binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the issuance of a purchase order, such information will be assessed during the evaluation of the responses and the ranking of the Proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or Contract award.

(D) Disqualification

- (1) DNSSAB may disqualify the Proponent or rescind a Contract subsequently entered into if the Proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading, or incomplete information.
- (2) Proponents may be excluded from eligibility to submit, or a submitted Proposal may be summarily rejected, where the Evaluation Committee, in their sole, final, binding opinion, has determined that either the Proponent and/or Proposal, as per the context, fits the circumstances of one or more of the following disqualification items:
 - Proposal is one of two or more Proposals submitted by same Proponent, whether under the same or different names or as multiple options within the Proposal.

- Proponent did not attend any mandatory site meetings (if applicable)
- Proposal was submitted or received after the Closing Date
- Proposal is submitted in any way other than electronically through an e-mail to dnssab.contracts@dnssab.ca.
- Collusion with one or more other Companies and/or Proponents
- The Proposal is submitted by a Proponent that has a Conflict of Interest
- The Proposal was submitted by a Proponent that is not a Responsible Proponent
- The Proposal was submitted by a Proponent that is an Opposing Party.
- The Proposal is incomplete, conditional, illegible, obscure or limited in any way.
- Proposal's Prices are as unreasonable and/or unbalanced as to likely affect the interest of DNSSAB adversely.
- Proposal is executed by a person who does not have the authority to bind the Proponent's Company.
- Proponent who has initiated communication with Personnel of DNSSAB other than the Procurement Representative, and/or the media.
- The Proposal contains a limitation or qualification on the DNSSAB's right to publicly disclose the Proponent's name and, if applicable, any Proposal's Price and/or Cumulative Score.
- Proponent's past performance or past conduct during a previous procurement process and/or throughout Contract resulted in higher ultimate costs, unsatisfactory results/performance, difficulties, and/or did not provide the best value to DNSSAB.
- By responding to this RFP, Proponents will be deemed to have agreed that any decision by the Evaluation Committee to disqualify a Proposal or Proponent will be final and binding.

1.7 Reserved Rights

The DNSSAB reserves the right to:

- a) Amend or modify the scope of a project, and/or cancel or suspend the Proposal Solicitation at any time for any reason.
- b) Require Proponents to provide additional information after the Closing Date for the Proposal Solicitation to support or clarify their Proposals.
- c) Not accept any or all Proposals.
- d) Not accept a Proposal from a Proponent who is involved in litigation, arbitration, or any other similar proceeding against DNSSAB.
- e) Reject any or all Proposals without any obligation, compensation, or reimbursement to any Proponent or any of its team members.
- f) Withdraw a Proposal Solicitation and cancel or suspend the Proposal Solicitation process.
- g) Extend, from time to time, any date, any time period or deadline provided in a Proposal Solicitation (including, without limitation, the Proposal Solicitation Closing Date), upon written notice (via posting to DNSSAB website) to all Proponents.
- h) Assess and reject a Proposal on the basis of
 - i. Information provided by references;
 - ii. The Proponent's past performance on previous Contracts;

- iii. Information provided by a Proponent pursuant to the DNSSAB exercising its clarification rights under the Proposal Solicitation process;
 - iv. The Proponent's experience with performing the type and scope of work specified including the Proponent's experience;
 - v. Proponents Financial Stability, as assessed by DNSSAB.
 - vi. Other relevant information that arises during a Proposal Solicitation process.
- i) Waive formalities and accept Proposals which substantially comply with the requirements of the Proposal Solicitation.
- j) Verify with any Proponent or with a third party any information set out in a proposal.
- k) Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information.
- l) Disqualify any Proponent who has engaged in conduct prohibited by the Proposal Solicitation documents.
- m) Make changes including substantial changes to the Proposal documents provided that those changes are issued by way of an addendum in the manner set out in the Proposal Solicitation documents.
- n) Select any Proponent other than the Proponent whose Proposal reflects the lowest cost to the DNSSAB.
- o) Cancel a Proposal Solicitation process at any stage.
- p) Cancel a Proposal Solicitation process at any stage and issue a new Proposal Solicitation for the same or similar deliverable.

1.8 Governing Law and Interpretation

A. Governing Law

- (1) The terms and conditions in this Part 1:
- (a) Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
 - (b) Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
 - (c) Are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

END OF APPENDIX F AND RFP