

The Corporation of the Township of Southgate



2026

Municipal Elections Internet and Telephone Voting Services

REQUEST FOR PROPOSALS

Questions Received

Proposals marked "2026 Municipal Elections Internet and Telephone Voting Services" will be received via email to Lindsey Green, Clerk, lgreen@southgate.ca or tenders@southgate.ca until 2:00 pm, local time, on Tuesday, February 11, 2025

Inquiries regarding this project should be directed to Lindsey Green, Clerk, at lgreen@southgate.ca or 519-923-2110 ext. 230.

Lowest or any proposal not necessarily accepted.

Questions Received by January 28, 2025:

Q: Can you clarify whether the responsibility for the Voter Information Letters (VIL's) lies with the selected provider or the Township of Southgate?

A: Yes, the VIL's would be the responsibility of the selected provider.

Q: If the provider is responsible for VIL's should postage be included in the proposed pricing? Additionally, would it be acceptable to include the current 2025 postage rate for Machinable Incentive Letter mail under 30g (\$0.98) with a note specifying that postage for 2026 cannot yet be fully quoted due to potential postage rate changes?

A: You may include postage at the 2025 rate, with the note about possible rate change in 2026.

Q: According to Section 5 of the RFP, a Technical Proposal document is required and is limited to 5 pages. Could you please confirm if a single 5-page Technical Proposal document should be submitted to address all the RFP requirements (5.2 – Proponent's Staff Assigned to Project, 5.3 – Proponent Overview, Qualifications, and Project Team, 5.4 – Project Approach, Implementation Plan, and Support, 5.5 – Technology, Functionality, and Security, and 5.6 – Value-Added Items)? Alternatively, should separate Technical Proposal documents (each limited to 5 pages) be submitted for each of these sections?

Additionally, we understand that the 5-page limit excludes the cover page, table of contents, and any appendices, such as resumes of the proposed personnel or other optional supplemental information. Could you please confirm if this understanding is correct?

A: 5 pages can be used as a guideline, if its over that, that's ok and would exclude the cover page, title page and any appendices as mentioned. Please submit one technical proposal, rather than multiple based on the identified sections.

Q: Would it be possible to receive the RFP forms (proposal form, pricing form, proponent information form, and proponents' ability and experience form) in word format?

A: Yes. Forms are attached in word document.