

MUNICIPALITY



OF ASSIGINACK

# REQUEST FOR PROPOSALS

## Provision of Prosecution Services

Sealed submissions must be clearly marked  
***“Provision of Prosecution Services RFP”***

and must be received by:

**August 11, 2023, at 12:00 (NOON)** to the undersigned:

**TOWNSHIP OF ASSIGINACK**  
C/O HEIDI FERGUSON, CLERK  
BOX 238, 156 ARTHUR STREET  
MANITOWANING, ON., P0P 1N0

\*Please note\* that FAXED or EMAILED Proposals will not be accepted

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## **PURPOSE/SCOPE OF THE REQUEST FOR PROPOSAL (RFP)**

The Township of Assiginack is currently accepting proposals from qualified and interested firms and/or individuals for the provision of contract prosecution services for the municipality.

The successful proponent would be required to provide prosecution services for approximately 10 case files per year. The duration of the contract will be for a one-year term, which may be renewed annually, upon mutual agreement between both parties.

The anticipated start date for the provision of these services is Fall 2023. The successful proponent will function entirely as an independent contractor and shall not be considered an official, officer or employee of the Township of Assiginack.

## **COMMUNITY BACKGROUND**

The Township of Assiginack is located in the eastern portion of Manitoulin Island. According to the 2021 Census, the Township of Assiginack has a population of 1,008 people. The municipality's major town center is Manitowaning, which serves as the business hub for services and home to our Municipal Office and Council Chambers, but we also have several other smaller communities located within our township.

The municipality provides a variety of services to its residents, which include: Municipal Services, such as Administration, Taxes and Utilities, Building Controls, By-Law Enforcement, Animal Control and Economic Development ; Public Works Department; Water Treatment and Waste Water Services; Recreation and Culture Services through the Arena and Fairgrounds, Museum and Public Library; operation of the Assiginack Waste Diversion Depot; Marine Services at the Municipal Marina and the operation of the Manitoulin East Municipal Airport.

## **QUESTIONS & CLARIFICATION**

It is the responsibility of the proponent to clarify all questions and details within this RFP prior to the submission of their proposal. The municipality will accept questions and all inquiries must be made in writing or by email by **August 4, 2023, by 12:00 (NOON)** to:

**ALTON HOBBS, CAO**

156 Arthur Street,

PO Box 238

Manitowaning ON P0P1N0

ahobbs@assiginack.ca

***\* Please be advised that all questions and answers will be shared and distributed to all prospective proponents, to ensure a fair and transparent process.***

## **SUBMISSION OF PROPOSALS**

This RFP document (and any applicable attachments) is available in PDF format through our website by visiting: <https://www.assignack.ca/rfp-tenders/>

All proponents must complete the attached submission form, as well as provide the municipality with their individual or firm's curriculum vitae (CV), listing their relevant professional experience and qualifications.

Please ensure that the total proposal price is all-inclusive and includes all necessary and related disbursements regarding this proposal.

All proposals must be clearly marked "***Provision of Prosecution Services RFP***" and must be submitted no later than **August 11, 2023, at 12:00 (NOON)** in writing to:

**TOWNSHIP OF ASSIGINACK**  
C/O HEIDI FERGUSON, CLERK  
BOX 238, 156 ARTHUR STREET  
MANITOWANING, ON., P0P 1N0

***\*Please note that Emailed or Faxed Proposals will not be accepted.***

The onus unequivocally remains with the Proponent to ensure that the Township of Assiginack receives your submission prior to the deadline and in accordance with the submission process. Proposals received after the deadline will not be considered.

In submitting a proposal, the Proponent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Township of Assiginack is not responsible for any misunderstanding in the RFP.

## **RESERVED RIGHTS OF THE TOWNSHIP OF ASSIGINACK**

The Township of Assiginack reserves the right to:

- a) Make public the names of any or all Proponents and their quoted price.
- b) Disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP.
- c) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda.
- d) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
- e) Accept or reject any or all proposals in whole or in part.
- f) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any proposal.
- g) To negotiate with the two highest Proponent(s).

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

### **NOT RESPONSIBLE FOR COSTS, CONDITION OR SERVICES**

The Township of Assiginack shall not pay any costs associated with the preparation, submission, or presentation of the proposal. The Township of Assiginack shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting in from the Township of Assiginack exercising any of its expressed or implied rights under this RFP.

### **CONFIDENTIALITY AND OWNERSHIP**

Any information provided to the Proponent by the Township of Assiginack before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township of Assiginack. The information, reports, documentation, plans, etc. that are produced by the successful Proponent in response to this project shall become the exclusive property of the Township of Assiginack. However, intellectual property, such as specific tools, templates, processes, etc. that the Proponent provides as part of the deliverables remains the property of the Proponent.

### **FREEDOM OF INFORMATION**

Any personal information required in the Proposal is received under the authority of the Township of Assiginack. This information shall be an integral component of the submission. All written proposals received by the Township become public record. Once a Proposal is accepted by the Township of Assiginack and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information.

Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to Heidi Ferguson the Municipal Clerk.

# **REQUEST FOR PROPOSAL SUBMISSION FORM**

## **Provision of Prosecution Services**

Please ensure that the subsequent page is fully completed and received by the Township by the required deadline. Please also attach the required curriculum vitae (CV) with your proposal.

## REQUEST FOR PROPOSAL Provision of Prosecution Services

The Proponent: (Name of Individual or Firm)	
Telephone Number:	
Email Address:	
Mailing Address:	

Item	Cost
Provision of Prosecution Services (1-Year Contract Term)	\$
Harmonized Sales Tax (HST)	\$
<b>TOTAL PROPOSAL PRICE</b>	<b>\$</b>

1. I / we, the undersigned, acknowledge that I / we understand completely the contents of the RFP: Provision of Prosecution Services and I/we acknowledge that it is my responsibility to seek clarification and ask questions prior to the deadline as described within the RFP document.
2. I / we confirm that I / we have attached the curriculum vitae (CV) as requested, along with the completion of the tender submission form.
3. I / we acknowledge that after acceptance of my proposal by Council, I / we will enter into a contract agreement for a term of one-year with the municipality.
4. I / we confirm that I / we are authorized to submit this proposal on behalf of my organization.

\_\_\_\_\_  
Authorized Signature  
(on behalf of Proponent/Firm)

\_\_\_\_\_  
Date