

NOTICE OF REQUEST FOR PROPOSALS

Performance Review of Boards, Committees and Directors

REQUEST FOR PROPOSAL DESCRIPTION:

Canoe Procurement Group of Canada (CANOE) is requesting proposals for Performance Review of Boards, Committees and Directors to result in a national contracting solution for use by its members.

CANOE AS LEAD AGENCY:

CANOE is the lead agency and procurement authority in a group purchasing organisation of partners representing MASH, public, Indigenous and not-for-profit entities across Canada. CANOE is a trade name of a public entity incorporated in 1923 by [legislation](#) who has been executing Group Procurement on behalf of its members for 100 years. CANOE is registered in a number of provinces across Canada. On behalf of its partner organizations, CANOE facilitates a competitive solicitation and contracting process on behalf of and based on the needs of itself and members.

CANOE is governed by publicly elected officials that serve as the RMA Board of Directors. RMA's Board of Directors oversee and authorize the calls for all new proposals and holds those resulting contracts for the benefit of its own and Members' use.

CANOE is posting the solicitation on behalf of CivicInfo BC, RMA, SARM, AMM, LAS, UMNB, NSFM, FPEIM, MNL, NWTAC, NAM, AYC and its current and potential Members and represented Associations and their Members, which includes all MASH sectors, Provincial Governments, Federal Agencies, Crown Corporations, local Governmental and other not-for-profit organizations located in all provinces and territories in Canada.

ACCESS TO REQUEST FOR PROPOSAL DOCUMENTS:

A full copy of the Request for Proposals can be found on the CANOE Procurement Portal (<https://canoe.bidsandtenders.ca>) at no cost.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proponent has obtained this solicitation document from a third party, the onus is on the Proponents to create a Canoe Procurement Portal Vendor Account and register for this solicitation opportunity.

RESPONSE SUBMISSION:

Only proposals submitted through the [Canoe Procurement Portal](#) will be considered.

Proposals are due no later than February 16, 2024, at 3:00 p.m. Central Time, and late proposals will not be considered.

RESPONSE CONTACT:

Stéphanie Dion, NIGP-CPP, CPPB
Procurement Manager, CANOE Procurement Group of Canada
2510 Sparrow Drive, Nisku, Alberta T9E 8N5
Email: proposals@canoeprocurement.ca

**RESPONSE SPECIFICS:**

Proposals must be in English.

Only proposals submitted through the [Canoe Procurement Portal](#) will be considered. Proponent's complete proposal must be submitted through the Canoe Procurement Portal no later than the date and time specified in the Procurement Portal. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by CANOE. Only complete proposals that are timely submitted through the CANOE Procurement Portal will be considered. Late proposals will not be considered. It is the Proponent's sole responsibility to ensure that the proposal is received on time.

CONTRACT TERM:

The term of any resulting contract(s) awarded by CANOE under this solicitation will be 5 years.

NEGOTIATIONS:

Negotiations may be permitted.

TRADE AGREEMENT APPLICATION:

This request for proposals is subject to the applicable provisions of various trade agreements including Canadian Free Trade Agreement (CFTA) Chapter 5, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement (CETA) Chapter 19, New West Partnership Trade Agreement (NWPTA), Atlantic Trade and Procurement Partnership (ATPP) as applicable.