

Request for Proposal #2025-01

Realtor of Record

Issued By: Municipality of Temagami

Issue Date: February 18, 2025

Submission Deadline: March 21, 2025, 4:00 PM EST

Contact: Laala Jahanshahloo, CAO/Treasurer

Email: cao@temagami.ca



Table of Contents

1. Purpose and Scope	2
2. General Terms and Conditions	2
2.1. Definitions	2
2.2. Proposal Submission Requirements	2
2.3. Submission Instructions.....	3
2.4. Late Submissions:	3
2.5. Proposal Validity.....	3
2.6. Rights Reserved by the Municipality	3
3. Specific Terms and Conditions	3
3.1. Term of Agreement	3
3.2. Indemnification Clause	4
4. Scope of Services	4
5. Evaluation Criteria	4
6. Scoring Scale.....	4
7. Appendices	5
7.1. Appendix I: Conflict of Interest Declaration Template	5
7.2. Appendix II: MFIPPA Compliance Template	5

1. Purpose and Scope

The Municipality of Temagami is seeking proposals from qualified real estate professionals to provide Realtor of Record services for a one-year term (2025–2026). The selected proponent will assist in marketing and selling surplus municipal properties to:

- Recover tax arrears.
- Stabilize municipal finances.
- Ensure transparency and fairness in the sale process.

The successful proponent will be responsible for property appraisals, developing marketing strategies, managing sales, and ensuring compliance with the Municipal Act, 2001, and other applicable legislation.

2. General Terms and Conditions

2.1. Definitions

- **Municipality:** Corporation of the Municipality of Temagami.
- **RFP:** This document in its entirety.
- **Proposal:** A completed submission by a proponent.
- **Proponent:** An individual or entity submitting a proposal.
- **Deadline:** Submission deadline outlined in this document.

2.2. Proposal Submission Requirements

- **Corporate Profile:** Overview of the proponent's qualifications, structure, and team experience.
- **Services and Approach:** Detailed marketing strategy, compliance methods, and property valuation processes.
- **Key Personnel:** Resumes of team members and their relevant roles.
- **Cost Proposal:** Commission structure and additional fees.
- **References:** Contact information for three similar engagements.

- **Conflict of Interest Declaration:** Completed Appendix I.
- **MFIPPA Compliance Acknowledgment:** Completed Appendix II.
- **Insurance Confirmation:** Proof of liability insurance with a minimum coverage of \$2,000,000.

2.3. Submission Instructions

- **Format:** PDF only.
- **Delivery: Email** submissions to cao@temagami.ca with the subject line: "RFP -Realtor of Record Services Submission."
- **Deadline:** 4:00 PM EST, March 21, 2025.

2.4. Late Submissions:

Proposals received after the deadline will not be considered. Email timestamps will be used to verify submission time. Proponents are responsible for confirming receipt.

2.5. Proposal Validity

Proposals must remain valid for 90 days from the submission deadline.

2.6. Rights Reserved by the Municipality

The Municipality reserves the right to:

- Reject any or all proposals;
- Modify or cancel the RFP process; and
- Accept proposals based on criteria beyond cost, such as local experience or unique expertise.

3. Specific Terms and Conditions

3.1. Term of Agreement

- **Initial Term:** One year, starting in 2025.
- **Renewal:** Option to extend for an additional term of two years, subject to satisfactory performance.

3.2. Indemnification Clause

The successful proponent will indemnify and hold harmless the Municipality of Temagami from all claims, liabilities, and expenses arising from any errors, omissions, or negligence during service delivery.

4. Scope of Services

The successful proponent will:

- Develop marketing strategies and promotional materials for surplus municipal properties.
- Conduct property appraisals and determine fair market values.
- Manage negotiations, prepare contracts, and oversee closings.
- Ensure compliance with the Municipal Act, 2001, and other applicable legislation.
- Provide regular progress reports to the Municipality.

5. Evaluation Criteria

- **Qualifications and Experience (30%)** - Relevant certifications, municipal experience, and licensure.
- **Marketing Strategy (30%)**: Clarity and effectiveness of proposed marketing methods.
- **Fee Structure (20%)**: Transparency and cost-effectiveness of fees.
- **References (10%)**: Feedback from similar engagements.
- **Organizational Strength and Team Expertise (10%)**: Assess the organization's capabilities, structure, and the expertise of the team assigned to the project.

6. Scoring Scale

- **0-1**: Response significantly lacking or incomplete.
- **2-4**: Met some expectations but lacked detail.
- **5-6**: Met minimum expectations with sufficient detail.
- **7-8**: Exceeded expectations with robust content.
- **9-10**: Greatly exceeded expectations with innovation.

7. Appendices

7.1. Appendix I: Conflict of Interest Declaration Template

Conflict of Interest Declaration

By signing this template, the proponent declares whether any actual, potential, or perceived conflicts of interest exist with respect to their submission of this proposal.

Conflict of Interest Acknowledgment:

1. I/we declare that there are no conflicts of interest in submitting this proposal.
2. I/we declare the following potential or actual conflicts of interest (if applicable):
 - [Provide details of the conflict or write "None"].

I/we agree to notify the Municipality of Temagami immediately should any conflicts arise during the RFP process or the term of the agreement.

Proponent Information

- **Proponent Name:** _____
- **Address:** _____
- **Authorized Representative Name:** _____
- **Signature:** _____
- **Date:** _____

7.2. Appendix II: MFIPPA Compliance Template

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Compliance

By signing this template, the proponent acknowledges compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The proponent agrees to keep all personal and confidential information obtained through this RFP process secure and use it only for the purposes outlined in the RFP.

Acknowledgment of Compliance:

I, the undersigned, hereby acknowledge that our organization complies with all applicable provisions of MFIPPA and agrees to handle all information in accordance with the Act.

Proponent Information

- **Proponent Name:** _____
- **Address:** _____
- **Authorized Representative Name:** _____
- **Signature:** _____
- **Date:** _____