

**NOTICE OF PROCUREMENT**

RFP 2017-041

1. **Title** Board Portal Solution

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2. **Introduction** Windsor-Detroit Bridge Authority (“**WDBA**”) is a non-agent Crown corporation with headquarters in Windsor and is responsible for the design, construction, financing, operation, and/or maintenance of a new Gordie Howe International Bridge (“**Project**”) between Windsor, Ontario and Detroit, Michigan through a public-private partnership. Further information about WDBA can be obtained at [www.wdbridge.com](http://www.wdbridge.com).

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3. **Description** Windsor-Detroit Bridge Authority (“**WDBA**”) is seeking a commercial-of-the-shelf (“**COTS**”) Software as a Service (“**SaaS**”) web-based or application-based Board Document Management Solution to securely create, distribute and collaborate board materials amongst all WDBA board members.

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4. **Solicitation Type** Request for Proposal

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5. **Region of Opportunity** Ontario, Canada, Windsor

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6. **Tendering Procedure** Open

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7. **Summary of Key RFP Dates** The timetable for the RFP is as follows:

RFP Process	Date & Time
Issue RFP	January 15 2018
Deadline for Questions & Clarifications	February 13 at 1400h EST
Final Addendum	February 20, 2017
Submission Deadline/ Closing Date and Time	February 27, 2017 at 1400h EST

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8. **Documents** The RFP is available only through MERX™, the electronic tendering system used by WDBA. For further information about MERX™, call 1-800-964-MERX or visit the MERX™ website at [www.merx.com](http://www.merx.com).

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9. **Conditions to Participation** Prior to obtaining access to a copy of the RFP, Proponents must execute and submit a Non-Disclosure Agreement. These documents are available through MERX™.

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10. **Proposal Delivery** Proposals must be submitted electronically to MERX™ using the MERX™ electronic bid submission system.

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10. **Delivery of Services** The Successful Proponent will be required to provide services for up to three years with an option for WDBA to renew for up to two additional one-year periods. In-person attendance may be required in Windsor or Toronto.

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11. **Contact** Name: Sandra Pillon, Procurement Officer  
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