

**TENDER NOTICE**

**WDBA RFQ 2021-010**

1. **Title** Briefing Note Writing Training & Internal Policy Writing Training.

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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** Request for Quotation 2021-010 is an invitation from WDBA to prospective Proponents to prepare and submit competitive Proposals for the provision of professional services and assistance from a subject-matter expert for Briefing Note Writing Training and Internal Policy Writing Training.

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4. **Solicitation Type** Request for Quotations.

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

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6. **Tendering Procedure** Open

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

RFQ Process	Date
Issue RFQ	May 7, 2021
Deadline for Questions & Clarifications	May 19, 2021 at 14:00:00 EST
Submission Deadline	May 28, 2021 at 14:00:00 EST

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8. **Documents** Available through WDBA invitation only

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9. **Conditions to Participation** Proponents invited to participate.

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10. **Proposal / Quotation** Quotations submitted electronically to WDBA Procurement email.

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11. **Delivery of Services** The Successful Proponent will be required to provide Briefing Note Writing Training & Internal Policy Writing Training, as outlined in the RFQ.

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12. **Contact** Name: Estefany Della Nina, Procurement Officer ([estefany.dellanina@wdbridge.com](mailto:estefany.dellanina@wdbridge.com))  
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