Huron-Superior Catholic District School Board

REQUEST FOR PROPOSAL
2026 - Consultant Services for Speech Language Pathology

TO ALL BIDDERS:

The Huron-Superior Catholic District School Board (HSCDSB) has schools that serve communities located in an area from Hornepayne, north of Sault Ste. Marie, to Espanola, east of Sault Ste. Marie and points in between.

The Board wishes to establish a contract for a period of eight months for consultant services for speech language pathology for students. Complete, date, sign and return the RFP Form in accordance with the following information.

1. RFP INFORMATION AND SCOPE OF WORK

1.1 HSCDSB is committed to meeting the need for support to all students. Under the direction of the Special Education Coordinator, the consultant will provide services including but not limited to:

- Administering tests and observing students to evaluate speech and language communication abilities
- Providing consultation and feedback to school personnel, family and Special Education staff, once assessments are completed
- Providing written reports to school, family and Special Education department
- Recommending appropriate therapies, communication supports and aids
- Working closely with the Special Education team plan and coordinate language programs and recommending appropriate communication support and aids
- Acting as a resource to staff in the delivery of speech and language services including presentations and establishing student programs
- Providing services for all schools within the Boards geographical area- Kindergarten to Grade 12
- Provide frequent, direct intervention to student through both individual and small group sessions, focusing on explicit achievement of communication goals
- Embed communication strategies directly into the students learning environment (e.g. in-class support or pull-out group) to maximize the transfer of skills to the classroom setting

- Setting up communication systems including alternative, augmentative systems using technology
- Supervision of Communication Disorder Assistants implementing treatment plans

2. **INSTRUCTION TO BIDDERS**

2.1 Completed proposals (dated and signed) must be submitted in sealed envelopes that are clearly marked "RFP 2026 Consultant Services Speech Language Pathology".
Sealed proposals are to be submitted to the following address:

Huron-Superior Catholic District School Board
90 Ontario Avenue
Sault Ste. Marie, ON P6B 6G7

Attention: Justin Pino, Superintendent of Business-
RFP Coordinator

2.2 **Closing Date/Time:** Sealed Proposals will be accepted until **Friday, November 28, 2025- 2:00 p.m.** local time.

Any proposal received after the above stated time and date will not be considered. It shall be the sole responsibility of the Bidder to have their proposal delivered to the above stated location for receipt on or before the above stated time and date. Regardless of how the proposal is sent, the Bidder shall be responsible for delivery prior to the closing deadline. Late submissions will not be opened and arrangements shall be made for their return at the Bidder's request and expense

2.3 No oral, telephone, email or fax submissions will be considered.

2.4 Responses should be based on information requested in this RFP document; refrain from submitting generic responses and unnecessary information that strays from the scope of this RFP document.

2.5 In the event that the Bidder's responses are ambiguous or unclear, the conditions of the RFP document overrides Bidder's proposal.

2.6 Proposals are to be submitted in English only, and any proposal received that is not entirely in English may be disqualified.

2.7 Any proposal submitted which does not strictly comply with the provisions, procedures and requirements of this RFP, or is incomplete, ambiguous, or which contains errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualify at the discretion of the Board.

2.8 Every proposal received will be stamped at the location referred to in clause 2.1 before the RFP closing time. If requested, a receipt will be provided.

2.9 HSCDSB shall not be held liable for any errors or omissions in any part of this RFP document. While the Board has used considerable efforts to ensure an accurate representation of information in this RFP document, the information is not guaranteed or warranted to be accurate by the Board. Any errors or omissions discovered by Bidders must be immediately reported in writing to HSCDSB for clarification.

Email details of errors or omissions to Justin Pino:

Email: Justin.Pino@hscdsb.on.ca

3. **Inquiries/Addenda**

3.1 Any questions concerning this RFP must be submitted in writing. ***Questions must be submitted at least four business days prior to the closing date.*** Written inquiries must be emailed to Justin Pino, RFP Coordinator.

Email: Justin.Pino@hscdsb.on.ca

3.2 Where applicable, written clarifications/responses will be emailed to all Bidders that received the original RFP document. Any changes that result to the terms, conditions or specifications will be issued as an addendum.

3.3 Only written communications will be binding upon the Board.

3.4 Bidders that fail to comply with the requirement to direct all communications to the RFP co-ordinator will be disqualified. Without limiting the generality of this provision, Bidders shall not communicate with or attempt to communicate with the following:

a. any employee or agent of the Board (other than the RFP Coordinator)
b. any member of the Evaluation team
c. any expert or advisor assisting the Evaluation team
d. any member of the Board of Trustees

3.5 Under no circumstances shall a Bidder rely upon information or instructions from any officer, director, Board trustee or employee of the Board unless the information or instructions are provided in writing by the RFP Coordinator.

3.6 A Bidder may withdraw its proposal only by providing written notice received by the RFP Coordinator before the RFP closing time. Following the RFP closing time, a proposal may not be withdrawn.

3.7 A Bidder may amend its proposal after submission, but only if the proposal is amended and resubmitted before the RFP closing time. The Bidder must make written notification to the RFP Coordinator of their intent to amend their proposal.

4 .**Disclaimer**

4.1 HSCDSB reserves the right to reject any or all proposals for any reason and to accept any proposal that is in its own best interest. The lowest or any proposal will not necessarily be accepted.

5. **Rights of the Board**

5.1 In addition to any other express rights or any other rights which may be implied, the Board reserves the right to:

- Request written clarification or the submission of supplementary written information from any one or more Bidders; all Bidders agree to provide additional information as and when requested at their own expense.
- Verify with any Bidder or with a third party any information set out in a proposal.
- Check references other than those provided by any Bidder.
- Disqualify any Bidder whose proposal contains misrepresentations or any other inaccurate or misleading information.
- Disqualify any Bidder or the proposal of any Bidder who has engaged in conduct prohibited by this RFP.
- Cancel this RFP process at any stage.
- Cancel this RFP process at any stage and issue a new RFP for the same or similar services.

- Shortlist and restrict the number of Bidders to be evaluated based on any one or more of the conditions, specifications, or evaluation criteria stated in this RFP document.

- Discuss with any one or more Bidders different or additional terms to those contemplated in this RFP or in any Bidder's proposal.

- Reject any or all proposals in its absolute discretion.

- Make public the names of any or all Bidders.

6. **Debriefing**

6.1 No later than 20 days following the date of posting of a contract award, unsuccessful Bidders may request a debriefing. A meeting will be arranged no later than 30 days following the request.

7. **Conflict of Interest**

7.1 Bidders are required to disclose in their proposal any actual or potential conflict of interest in relation to Board employees and/ or trustees that may reasonably be interpreted to exist. Failure to disclose actual or potential conflict of interest entitles the Board to terminate the contract.

8. **Proposal Submission and Mandatory Requirements**

8.1 The following items must be included in your proposal in order to qualify for evaluation. All documents must be provided in signed hard copy which is labeled with Bidder name and RFP 2026 Consultant Services-Speech Language Pathology:

a. A hard copy of the RFP document. Where applicable, provide further information or explanation to address items that require more detail. If necessary, attach the information on separate pages but ensure that reference to the item and the item number is included. Bidders must ensure that they address all items listed in the Evaluation Criteria section.

b. Completed RFP Appendix A.

c. Completed RFP Appendix B.

d. Completed RFP Appendix C.

e. Complete RFP Appendix D - Signed Declaration Letter. This must be signed by an authorized person in in a position to legally bind the consultant.

f. Insurance Verification. Confirmation of commercial General Liability insurance in an amount not less than two million ($2,000,000) dollars.

g. Copy of registration with Canadian Association Speech Language Pathologists

9. **Evaluation Criteria**

The evaluation of proposals will be undertaken by an Evaluation Committee appointed by the Board which will consist of but not limited to, the Superintendent of Education and the Special Education Coordinator.

9.1 Proposal submissions will be evaluated based on the following criteria:

Consultant Profile and Experience (Appendix A & B)	**50 points**
Financial Considerations (Appendix C)	**50 points**
Total	**100 points**

10. **Evaluation Process**

10.1 Proposals submitted in response to this RFP will be evaluated by an Evaluation Committee. Proposals will be evaluated on the basis of information provided by the Bidders at the time of submission as well as any additional information that may be requested by the Board during the evaluation process.

10.2 The Evaluation Committee may request written clarification for the submission of supplementary written information from any one or more Bidders.

10.3 The Evaluation Committee will select the proposal which has achieved the highest points. In the event of a tie, the evaluation committee will require the tied Bidders to prepare a formal Bidder presentation which will be evaluated by a separate weighted criteria.

11. **Schedule of Events**

11.1 The following is the schedule of events for this RFP. The RFP Release Date and RFP Closing Dates are firm; all other dates are approximate.

EVENT	DATE
RFP Release	November 14, 2025
RFP Closing	November 28, 2025
Bid Evaluation	December 1 – 2, 2025
Recommendation to Board	December 10, 2025
Award Date	December 11, 2025
Anticipated Agreement Start Date	January 5, 2026
Notification to Unsuccessful Bidders	December 2, 2025

11.2 The Board may make changes and amendments to the above schedule without liability, cost or penalty, at its discretion.

12. **Instructions to Bidders**

12.1 Pricing is to be quoted based on RFP Appendix C. Complete all sections and provide quotations based on specifications provided.

12.2 Quoted prices (Appendix C) must be in Canadian funds. **Bids should exclude H.S.T.**

12.3 Complete Appendix A and Appendix B as per instructions indicated.

13. **Type of Agreement**

13.1 The terms and conditions of this RFP will serve as the template for the final contract to be negotiated with the successful Bidder.

13.2 The successful Bidder shall be required to enter into an agreement for a period of eight months commencing January 2026 with an option for the Board to extend the term of the agreement on the same terms and conditions for a period of up to two years, as per Board purchasing policy.

14. **Acceptable Period**

14.1 Quoted prices are irrevocable after the closing date and must be held open for acceptance for a minimum of 120 days after the closing date.

15. **Awarding of RFP**

15.1 The Board intends to award the contract of this RFP to a single Bidder. However, HSCDSB retains the right to award to more than one Bidder if it is the best interest of the HSCDSB to do so.

15.2 The Board reserves the right to negotiate minor changes or variations to this RFP request with the successful Bidder without recalling the RFP.

16. **Contract Cancellation and Non Performance**

16.1 Failure by the successful Bidder to comply with all terms, specifications, requirements, conditions and general provisions of the RFP, to the satisfaction of the Board shall be just cause for the cancellation of the contract award. The Board shall have the right to assess and collect from the Bidder any damages and costs that are incurred by the Board because of the Bidder's failure to perform.

16.2 Where there is an issue of non-performance, payment in whole or in part may be withheld by the Board until such time as non-performance issues are settled to the satisfaction of the Board.

16.3 The Board will not waive any rights or remedies it may have in the contract or otherwise shall not be responsible to the Bidder for any losses, costs or damages of any nature whatsoever. The Board shall only be responsible for the payment for services completed in connection with the contract up to and including the effective date of any such termination. Termination shall not relieve the Bidder from the Bidder's warranties and other responsibilities relating to the services performed or money paid, or both up to and including the date of termination.

16.4 The contract may be cancelled by either party for any reason without cause or penalty upon sixty (60) calendar days written notice.

17. **Dispute Resolution**

17.1 The parties will make reasonable efforts to resolve any dispute by amicable negotiation and will provide candid and timely disclosure of all relevant facts and information.

18. **Exclusivity of Contract**

18.1 The Board does not relinquish total exclusivity of these requirements to this RFP award. The Board reserves the right to acquire similar services on a unique or as required basis from any other source.

19. **Indemnification**

19.1 The successful Bidder shall be responsible for any and all damages or claims for damages which may be caused by the acts or omissions of themself or their employees or their agents and shall indemnify and save harmless the Board and its employees from all actions, suits, claims and demands and costs and damages arising by reason or injury or death to any person or any property resulting form the work performed herein or relating to trade secrets, licensing agreements, copyrights, trademarks, patents or other industrial or intellectual property or rights thereto, used in supplying products performing the services, or arising out of the subsequent use or operation of the results thereof.

20. **Criminal Background Check**

20.1 School Boards in Ontario are required by provincial legislation to ensure that all service providers who enter into a contract with a School Board provide criminal background checks. A service provider is defined as a person who in the course of their duties has direct or regular contact with students. If it is deemed that in the course of the contract, the consultant is required to have direct or regular contact with students, within seven days of notification, the consultant must provide a criminal background check at their expense.

21. **Independent Contractor**

21.1 The consultant is an independent contractor and this contract does not render the consultant an agent or employee of the Board.

21.2 The consultant will not be provided access to internal Board email systems.

21.3 The consultant is required to provide their own equipment, office space and supplies for the proper execution of the contracted scope of work.

22. **Coordination of Work**

22.1 The consultant agrees to coordinate and execute the scope of work in a timely fashion under the supervision of the Coordinator of Special Education.

23. **Certification Requirements and Education**

23.1 The consultant is required to be a registered member of the Canadian Association of Speech Language Pathologists.

23.2 The consultant is required to possess a Master's Degree in Speech Language Pathology.

24. **Sub- Contracting**

24.1 The consultant shall not utilize a subcontractor to undertake any portion of the contracted work.

25. **Invoicing**

25.1 The consultant shall provide monthly invoicing according to the rates submitted on Appendix C. All invoices shall include at a minimum the following information:

- date of work
- Hourly rates and charges
- Number of hours worked
- HST if applicable

Appendix A
Consultant Profile and Experience

A Corporate Profile must be submitted detailing the Bidder's field(s) of expertise, emphasizing those fields relevant to HSCDSB requirement. Preference will be given to bidders with experience working with children and youth. Familiarity with the elementary and secondary school system in Ontario is an asset. Consultants must demonstrate their ability to work independently or on a team. Your submission should demonstrate your ability to communicate effectively and provide evidence of your organizational skills. Bidder information shall include:

- The correct legal name of the proposing bidder/consultant
- the principal business and corporate directions of the proposing entity, including:
    - areas of expertise (specifically in relation to RFP requirements)
    - experience, preferably with children or youth
    - past experiences with contracts of similar size and scope
    - additional information, if necessary

RFP 2026 Consulting Services for Speech Language Pathology

Appendix B
List of References

Reference #1:

Company Name	
Contact Person	
Contact Phone Number	
Email Address	
Address and City	
SUMMARY OF WORK DONE INCLUDING DOLLAR VALUE IN THE LAST TWO YEARS	

Reference #2:

Company Name	
Contact Person	
Contact Phone Number	
Email Address	
Address and City	
SUMMARY OF WORK DONE INCLUDING DOLLAR VALUE IN THE LAST TWO YEARS	

Reference #3:

Company Name	
Contact Person	
Contact Phone Number	
Email Address	
Address and City	

Appendix C
Hourly Rates and Pricing

1.0 Rate Charge: $_____per hour

Note that the hourly rate indicated will apply to the full term of the contract.

2.0 All travel and other expenses will be at the Bidder's own expense.

RFP 2026 Consulting Services for Speech Language Pathology

Appendix D
Signed Declaration Letter

I/we declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a proposal for the same purpose and is in all respects fair and without collusion or fraud.

It is further understood and agreed that the lowest or any proposal will not necessarily be accepted and that the Board reserves the right in its absolute discretion to reject any or all proposals or accept that proposal deemed most suitable to the Board.

By submitting a proposal, I/we acknowledge that I/we have carefully read the terms, conditions and specifications in the accompanying RFP document and signify our compliance as completed below. I/we hereby propose and agree to supply and deliver the items listed within the RFP Reply Form documents under the terms and conditions as listed within the RFP Reply Form documents, under the terms and conditions as listed in the RFP document.

I/we accept the terms and conditions of this RFP document. I/we have the authority to bind the organization.

Company	
Signing Officer Signature (I have authority to bind the organization)	
Signing Officer (Print First and Last Name)	
Witness Signature	
Witness (Print First and Last Name)	
Address	
City	
Postal Code	
Telephone Number	
Fax Number	
Signing Officer's Email Address	
Service Contact's Name and Email Address	
Website	
Additional Contact Information	