

## TENDER NOTICE

WDBA RFQ 2022-003

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- 1. Title** Records and Information Management Services
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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 2022-003 is an invitation from WDBA to prospective Proponents to submit quotations for the provision of Records and Information Management Services. WDBA requires an Information Management Consultant to provide guidance and assist with the planning and implementation of WDBA’s Records and Information Management (RIM) activities. This includes operating procedures, inventory, lifecycle management, and the application of security classifications and 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                               | January 24, 2022                 |
| Deadline for Questions & Clarifications | January 31, 2022 at 14:00:00 EST |
| Submission Deadline                     | February 4, 2022 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 Records and Information Management Services, 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))  
Chris Hatt, Procurement Manager ([chris.hatt@wdbridge.com](mailto:chris.hatt@wdbridge.com))