

Mandatory-Criteria Compliance Matrix

Source document: RFI 26-0417 - Leadership Conference Keynote Speaker

Generated 2026-10-15 04:40 UTC

Go / No-Go Summary

Mandatory requirements found: 17

Estimated effort: Moderate — a typical mandatory load; budget real time for evidence gathering.

High-risk items:

- p.9 — RFI Submission * (mandatory)

Submission Envelope

Closing date/time: Wednesday August 26, 2026, 2.00:59 PM CST

Timezone: CST

Submission channel: saskatoon.bidsandtenders.ca (electronic bidding system)

Page limits: —

Addenda: Addenda are issued through the electronic bidding system at saskatoon.bidsandtenders.ca. Respondents must be registered as plan takers to receive addenda email notifications and download addenda. Respondents must acknowledge each addendum by checking the acknowledgement box in the bid form.

Format rules:

- Responses must be submitted electronically through the bidding system at saskatoon.bidsandtenders.ca
- Submissions by other methods will not be accepted
- Respondents must have a vendor account with the City's electronic bidding system and must be registered as a plan taker for this opportunity
- Submissions should include a completed and signed Respondent Submission Form (Appendix A)
- RFI Submission file upload is mandatory; Additional Document upload is optional
- Uploaded file(s) must not be defective or corrupted and must be able to be opened and viewed by the Owner; if files cannot be opened or viewed, the submission may be rejected

Compliance Matrix

1. [p.2 · RFI 26 -0417 Leadership Conference Guest Speaker.pdf – Cover Page] (submission, high)

Submission Deadline: Wednesday August 26, 2026, 2.00:59 PM CST

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

2. [p.5 · Section 5.1 – RFI Contact] (submission, high)

To contact the City in relation to this RFI, respondents must initiate the communication electronically through the bidding system.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

3. [p.5 · Section 5.1 – RFI Contact] (submission, high)

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the City, other than the RFI Contact, concerning matters regarding this RFI.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

4. [p.5 · Section 5.2 – Submission of Responses] (submission, high)

Responses must be submitted electronically through the bidding system at: saskatoon.bidsandtenders.ca

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

5. [p.5 · Section 5.2 – Submission of Responses] (submission, high)

Submissions by other methods will not be accepted.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

6. [p.6 · Appendix A – Respondent Submission Form] (submission, medium)

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

7. [p.9 · RFI 26-0417.pdf – Documents section] (format, medium)

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

8. [p.9 · RFI 26-0417.pdf – Documents section] (format, high)

If the attached file(s) cannot be opened or viewed, your submission may be rejected.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

9. [p.9 · RFI 26-0417.pdf – RFI Submission section] (submission, high)

RFI Submission * (mandatory)

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

10. [p.10 · f. Accuracy of Responses] (submission, low)

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

11. [p.10 · h. Confidential Information of the City] (other, medium)

All information provided by or obtained from the City in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the City and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the City; and (iv) must be returned by the respondent to the City immediately upon the request of the City.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

12. [p.10 · h. Confidential Information of the City] (other, medium)

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the City.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

13. [p.11 · Bid Submission / Authorization] (submission, high)

I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

14. [p.11 · Bid Submission / Conflict of Interest Declaration] (submission, high)

The bidder must declare all potential Conflicts of Interest, as defined in section 3.4 of the RFx.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

15. [p.11 · Bid Submission / Conflict of Interest Declaration] (submission, high)

This includes disclosing the names and all pertinent details of all individual (employees, advisers or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the City within twelve (12) months prior to the Submission Deadline.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

16. [p.11 · Addenda Acknowledgement] (submission, high)

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐

17. [p.11 · Addenda Acknowledgement] (submission, high)

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

Can we meet this? ☐ Yes ☐ No ☐ Unsure Owner: _____ Evidence attached: ☐