



APTUS TREATMENT CENTRE

REQUEST FOR PROPOSAL FOR DEVELOPMENT CONSULTANT (PROJECT MANAGEMENT SERVICES) FOR A REDEVELOPMENT PROJECT

DATE ISSUED:

August 5, 2025

APPLICATION DEADLINE:

September 4, 2025 - 5:00 PM Eastern Time (ET)

CONTACT INFO:

Patricia Triantafilou, Procurement Officer
Aptus Treatment Centre
procurement@aptustc.com

Solicitation #: 011-2025

SUMMARY OF KEY RFP DATES:

Date of Issuance:	August 5, 2025
Intent to Respond	August 14, 2025, 5:00 p.m. Click HERE to submit your Intent to Respond or by email: procurement@aptustc.com
Deadline for Questions / Clarifications	Requests for questions/clarification must be received no later than August 13, 2025, 5:00 PM: Click HERE to submit your questions or by email: procurement@aptustc.com Questions and answers will be shared and distributed on August 18, 2025, to all Proponents who have indicated their intent to respond.
Site Visit (optional):	Please hold the following dates/timeframes: – August 12, 2025 – 3:00 - 3:30 PM; <u>or</u> – August 12, 2025 - 3:30 - 4:00 PM RSVP by August 11, 2025, to: procurement@aptustc.com A half-hour time slot will be confirmed with Proponents.
Contract Duration:	Four (4) years with the option to extend for up to two (2) additional years.
Deadline for Submission of Proposals:	September 4, 2025 – 5:00 PM Eastern Time (ET)
Proposal Delivery Address:	Responses must be submitted to the following email address: procurement@aptustc.com
Contract Award Date:	September 18, 2025
Contract Sign-off Date by Both Parties:	October 1, 2025
Expected Start Date:	Upon contract signing
Contact:	Patricia Triantafilou, Procurement procurement@aptustc.com

1.0 INTRODUCTION

1.1 About Aptus Treatment Centre

Aptus Treatment Centre (Aptus) is a registered charity primarily funded by the Ministry of Children, Community and Social Services (MCCSS). Founded in 1979, Aptus specializes in supporting individuals with complex needs, including developmental disabilities, physical disabilities, medical complexities, and dual diagnoses. Aptus employs just over 200 staff and operates with an \$18 million budget.

Website: <https://aptustc.com/>

1.2 Services and Programs

Aptus provides services that include:

- **Supported Living** - eleven supportive living homes in Toronto and York Region. Our supported living homes provide 24/7 supports and focus on teaching life skills, routines, and practices to enhance independence. We promote community engagement and involvement in community-based activities.
- **Adult Day Services** - located at Aptus' head office, 40 Samor Road, offering life skills and programming to help promote independence.
- **Education and Community Partnership Program (ECPP)** - two schools providing supported learning for children in partnership with the Toronto District School Board and York Region School Board.

The Toronto school site is located at 111 Anthony Road (the “Property”), and this site is the subject of this RFP.

1.3 Purpose of Request for Proposal and Objectives

There are more than 30,000 individuals with a developmental delay waiting for housing and supported living. Aptus has set out in its strategic plan that it would like to increase supported living capacity. Currently, Aptus has 59 individuals in our supported living homes. We would like to leverage our owned property at 111 Anthony Road to build a low-rise building that will accommodate approximately 100 individuals. The Property is approximately ~3 acres (12,700 m²) and currently houses a school and a large green space. Further details on the Property relevant to this RFP are included in **Appendix I**.

Aptus has completed a feasibility study in partnership with a property development consulting firm to evaluate the viability of a number of development scenarios of 111 Anthony Road. The feasibility study included a visioning session to establish the development scenarios, functional program and space analysis, preliminary site and planning evaluation, as well as a financial analysis to identify expected costs and financing requirements under several development scenarios. Further details on the Property and results of the feasibility study relevant to this RFP are included in **Appendix II**.

2.0 PROJECT OVERVIEW

2.1 Key Deliverables

Aptus Treatment Centre is seeking a Development Consultant to oversee the redevelopment of the 111 Anthony Road property. Aptus will seek to partner with other not-for-profit entities with similar housing goals and needs. The Development Consultant will be responsible for managing all phases of the development project, from the pre-development phase through to construction and occupancy. The Development Consultant will work with the CEO and Aptus' Property Committee. The goal is to deliver a safe, functional, and high-quality supported living building that meets the needs of the individuals that Aptus and any partners identify as the target population.

3.0 SCOPE OF SERVICES

The Development Consultant will be responsible for the day-to-day management of all aspects of the development project, including:

Phase 1 - Pre-Development: Select Partners and Preliminary Feasibility Study:

- Procurement and management of all consultants required for this Phase 1 (architect, civil engineer, planner, surveyor)
- Support Aptus in evaluating potential partner(s)
- Coordinate and work with Aptus and partners to prepare building needs and space plan
- Coordinate and support the applications process for applicable capital and operating funding programs
- Coordinate and oversee preliminary due diligence (e.g. site survey, environmental phase 1, servicing needs and capacity constraints) and other site studies to determine feasibility of required planning approvals
- Direct the development of a more detailed project design concept complete with conceptual site, floor and elevation plans and building statistics supported by servicing and planning reviews
- Lead meetings with municipal politicians and planning, affordable housing and other staff to identify the feasibility of obtaining the required planning approvals and permits, acting as primary liaison with municipality and community partners
- Prepare Phase 1 pre-development report with selected development concept and statistics, updated pro forma capital and operating budget and returns on investment and present to senior staff of Aptus and partners and Aptus Property Committee and Board of Directors

Phase 2 - Pre-Development: Detailed due diligence and financial analysis, and identify funding available:

- Direct detailed due diligence including architectural, Phase 2 environmental, servicing, transportation, landscaping and planning and other studies and plans required for development applications

- Direct the preparation and submission of rezoning and, if necessary, official plan amendment applications (application fees will be paid by Aptus)
- Lead meetings with politicians and authorities having jurisdiction to review and direct the application revisions to obtain Council approval of an acceptable rezoning/Official Plan Amendment report (OPA) report
- Coordinate and support more detailed applications for funding, including from the City of Toronto, Province of Ontario, CMHC and others and follow up to obtain commitments
- Work with consultants to prepare detailed cost estimates and pro forma budget of capital and operating revenue and costs, and financial returns
- Direct preparation and submission of site plan application
- Lead meetings with politicians and authorities having jurisdiction to review and direct the application revisions to obtain approval of an acceptable site plan report
- Prepare a detailed report including approved drawings, building statistics, summary of approval conditions and issues, available capital and operating subsidies and financing and financial pro forma budget analysis for submission to Aptus and partners and to Aptus Property Committee and Board of Directors

Phase 3 - Preconstruction: construction documents, permit application, contract preparation and tender:

- Based on approved Site Plan, etc., direct preparation of construction drawings, specifications and information,
- Coordinate submission of building and other permits
- Prepare the construction contract and tender, and manage the tender process
- Assist in scoring and selecting a contractor/construction manager
- Confirm availability of capital subsidies and financing
- Recommend award of contract to Aptus and Partners and to the Aptus Board of Directors

Phase 4 - Construction and Occupancy:

- Coordinate funding and financing with project lender(s) and funder(s)
- Prepare, maintain and monitor the capital and operating budget for the project
- Administer Construction Contract
- Monitor budget and schedule throughout construction
- Risk management, including issue identification and mitigation
- Conduct deficiency reviews and ensure all outstanding deficiencies are corrected
- Coordinate final cost audit
- Obtain the project occupancy permit
- Assist in tendering and selection of a property management firm

Other - Project Management:

- Regular written and verbal reporting to the Aptus Property Committee on project status, risks, and budget
- Post-Completion Reporting – final report on project outcomes, lessons learned, and any ongoing recommendations.

The Development Consultant will work closely with representatives of Aptus and its partners and the Aptus Property Committee and coordinate the work of the key project team, including:

- Architect and other design consultants
- Builder/General Contractor
- Legal Counsel
- Environmental Consultant
- Land Surveyor
- Quantity Surveyor/Cost Consultant
- And other relevant consultants

The Development Consultant will serve as the primary point of contact for all project matters and will be expected to provide proactive leadership throughout the full development lifecycle.

4.0 ELIGIBILITY:

4.1 Experience, Certifications & Qualifications

Before preparing a response, candidates are advised to ensure that their consulting firm can meet the following eligibility criteria (“Mandatory Requirements”). Proponents should have:

- a. Experience managing projects of a similar scope and scale from the pre-development stage through construction and occupancy.
- b. PMP Certification (or equivalent)
- c. Ontario Planning Act knowledge and experience in obtaining planning approvals (obtaining planning approvals from the City of Toronto would be an asset, but not mandatory)
- d. Ontario Building Code (OBC) knowledge
- e. Ontario Health and Safety Act (WSIB or equivalent) knowledge
- f. Ontario Construction Lien Act and Ontario Construction Act knowledge
- g. Ontario Environmental Assessment Act knowledge

4.2 Licensing and Documentation

- a. Maintain and provide proof of Commercial General Liability insurance coverage for a minimum of \$3,000,000, Professional Errors and Omissions to protect against potential claims arising from errors or omissions in project management. A valid insurance certificate naming Aptus as an additional insured will be required prior to contract signing.
- b. Secure and provide proof of insurance coverage for all consultants, contractors, subcontractors and subconsultants, where applicable, prior to the commencement of their work. Insurance coverage for subcontractors must meet or exceed the requirements of a prudent developer, and documentation must be provided to Aptus upon request.

- c. The Development Consultant shall be responsible for ensuring that all contractors, subcontractors and subconsultants indemnify and hold harmless Aptus from any claims arising from their work.
- d. Ensure all consultants, contractors, subcontractors and subconsultants comply with applicable legislation, including but not limited to the Occupational Health and Safety Act, Ontario Building Code, and relevant municipal bylaws.
- e. A valid WSIB Clearance Certificate must be provided prior to the commencement of work and kept current throughout the duration of the contract, where applicable.
- f. Possess a valid Business Number (BN) and proof of applicable HST registration status.
- g. Be registered and licensed to operate as a business in the province of Ontario, Canada.
- h. The Development Consultant must adhere to the Broader Public Sector (BPS) Procurement Directive when procuring consulting and construction services, subcontractors, and trades. All related procurement must be open, fair, transparent, and consistent with BPS Procurement Directive requirements. Non-compliance may result in contract termination.

5.0 CONTRACT TERM AND TERMINATION

The initial contract term is four (4) years with the option to extend for up to two (2) additional years.

Aptus reserves the right to terminate the contract at any time on 30 days' notice or the conclusion of any phase of the project. Aptus will pay all costs incurred and fees earned to the date of such termination.

6.0 PROPOSAL REQUIREMENTS

Proponents should submit complete proposals of not more than 10 pages, excluding schedules, resumes and descriptions of specific project experience and team, including:

6.1. Experience & Qualifications

- Company history and ownership
- Describe relevant experience providing Development Consultant services, with particular emphasis on experience providing Project Management services from the Pre-Development phase through Construction and Occupancy, highlighting projects of similar scope and size in the Toronto and/or York region. Describe your experience working with organizations similar to Aptus. Proponents should also highlight experience with applicable capital funding opportunities to support the financial feasibility of the project.

6.2 Project Management Team Qualifications

Proponents must provide details about the main contact and team members who will be involved in the project. This includes the qualifications, certifications, roles, resumes and

relevant experience of key personnel who will contribute to the successful delivery of the project. Specifically, Proponents should highlight team members with experience in redevelopment projects similar to this project.

Ability to maintain service continuity during staff absences (planned or unplanned) without compromising timelines or deliverables.

6.3 High-Level Project Plan with Proposed Milestones and Timelines

Please provide a high-level project plan with proposed milestones and timelines. You may include this as an appendix.

6.4 Completed Forms and Appendices

- **Schedule A** Proponent Information
- **Schedule B** – Three (3) current or recent references from clients with similar projects in Toronto, Ontario
- **Schedule C** – Pricing form
- **Schedule D** – Conflict of Interest Declaration – signed

7.0 PROCUREMENT PROCESS

7.1 Timelines

- Site Visit (optional): August 12, 2025, 3:00 - 3:30 PM or 3:30 - 4:00 PM
Please **RSVP** to procurement@aptustc.com by August 11, 2025
- Questions/Clarifications Deadline: August 13, 2025, 5:00 PM
- Intent to Respond Deadline: August 14, 2025, 5:00 PM
- **Proposal Submission Deadline: September 4, 2025, 5:00 PM**

7.2 Submission Instructions

Proposals must be submitted by email to procurement@aptustc.com by September 4, 2025, 5:00 PM EST

7.3 Late Proposals

Responses will not be accepted after the deadline.

8.0 EVALUATION CRITERIA

The Selection Panel will compare and evaluate all proposals that meet the Mandatory Requirements in accordance with the following Scoring Grid to determine the Proponent's strength and ability to provide the services. Aptus will select the proposal(s) that are most advantageous to Aptus (including best value based on quality, service and price).

Evaluation Criteria/Scoring Grid	Ranking Weight
Pricing (Schedule C)	40%
Experience and Qualifications (6.1)	30%
Proposed methodology and approach	30%
Relevant References (Schedule B)	Met or Not Met
Eligibility (4.1)	Met or Not Met
Signed Conflict of Interest Declaration (Schedule D)	Met or Not Met

Shortlisted Proponents may be selected for an interview with Aptus.

8.1 Optional Site Visit

An optional Site Visit will be offered on August 12, 2025, 3:00 - 3:30 p.m. or 3:30 - 4:00 PM. Proponents must **RSVP** to procurement@aptustc.com by noon, August 11, 2025.

Location: 111 Anthony Road, Toronto, ON M3K 1B7 - front entrance

8.2 Submission of Questions & Clarifications

Questions or clarifications regarding this RFP must be submitted in writing by 5:00 p.m., August 13, 2025, to procurement@aptustc.com. A consolidated list of questions and responses will be distributed to all Proponents who have indicated their intent to respond by August 18, 2025.

9.0 GENERAL TERMS & CONDITIONS

The contract will be awarded to the qualified vendor who submits the best overall proposal, based on experience in handling similar projects, qualifications, approach, reference from previous clients and price.

Aptus Treatment Centre reserves the right to discuss any proposals and to request additional information from Proponents for clarification purposes.

Aptus Treatment Centre reserves the right, without prejudice, to reject any or all proposals and to determine in its own judgment the Proponent(s) best qualified to meet its needs. The lowest-cost proposal will not necessarily be selected.

If, in the opinion of Aptus Treatment Centre, a proposal contains false or misleading information of any kind or does not contain sufficient details to fully evaluate the capability or proposed price, Aptus reserves the right, in its sole discretion, to reject the proposal.

Aptus Treatment Centre reserves the right to award a contract without further discussions or clarifications with Proponents. Thus, the contents of the RFP response and all pricing, terms and conditions therein will be binding upon the Proponent.

Shortlisted Proponents may be invited for an interview.

10.0 PROPONENTS' EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting proposals, for any meetings, negotiations or discussions with Aptus in any way to select a preferred Proponent.

11.0 DEBRIEFING

Not later than sixty (60) calendar days following the date of posting of a contract award notification in respect of the RFP, a Proponent may contact the Procurement Officer via email at procurement@aptustc.com requesting a debriefing from Aptus.

12.0 CONFLICT OF INTEREST

Please declare any potential conflicts of interest that could affect the project, whether actual or perceived (**see Schedule D**).

13.0 SOLICITATION OF APTUS TREATMENT CENTRE STAFF, VOLUNTEERS OR BOARD MEMBERS

Proponents and their agents will not contact any member of Aptus concerning this RFP, other than Aptus' Procurement Officer at procurement@aptustc.com, at any time prior to the award of a contract or the cancellation of this RFP.

14.0 NO OBLIGATION

All submissions become the property of Aptus Treatment Centre. Aptus reserves the right to reject any or all proposals as a result of this request and to re-advertise or recommence the RFP process if it desires. This RFP does not constitute an offer or create any binding obligation.

15.0 PROPOSAL REQUIREMENTS – CHECKLIST

- ☒ 1. **Intent to Respond Submitted by August 14, 2025, 5:00 p.m.**
- ☒ 2. **Completed Proposal (maximum 10 pages, not including appendices) Submitted by September 4, 2025, 5:00 PM Eastern Time (ET)**
- ☒ 3. **Sample Contract** (used in similar projects. Aptus reserves the right to negotiate terms and conditions prior to contract signing.
- ☒ 4. **Completed Forms and Appendices**
 - Schedule A: Proponent Information
 - Schedule B: Three (3) Client References (Toronto and/or York Region)
 - Schedule C: Pricing Form
 - Schedule D: Signed Conflict of Interest Declaration
- ☒ 5. **Licensing and Documentation to be Provided Prior to Contract Signing**
 - Proof of \$3,000,000 Commercial General Liability Insurance (including Professional Liability)
 - Proof of WSIB Certification
- ☒ 6. **No Unauthorized Contact with Aptus Staff, Volunteers or Board other than the Procurement Officer**

Appendix I – Site Information

111 Anthony Rd, North York, ON M3K 1B7

Total area: 3.3 acres – (12,950.38 m² / 139,396.75 ft²) | Total distance: 525.66 m (1,724.59 ft)



Existing land:

- The land is owned by Aptus.
- The existing Aptus building is a school that contains 11 classrooms and a gym used to operate a children's program in partnership with the Toronto District School Board. The site contains a one-story school building and parkland in the southern portion.
- The surrounding area is zoned as Residential Detached (RD), and consists primarily of single, detached homes.
- The land use is designated as Neighbourhoods and Parks, and the surrounding area is zoned as R4 (one-family detached dwelling). Zoning By-Law and Official Plan Amendments may be required depending on the development scenario selected.

Appendix II – Summary of Feasibility Study and Work Completed to Date

The objective of the feasibility study was to evaluate the viability of developing 111 Anthony Road under a number of different scenarios. The feasibility study was completed over the course of a year and included background research and market analysis, project visioning, functional program and space analysis, preliminary site and planning evaluation, financial pro forma scenario analysis, and interviews with potential partner organizations. Information pertinent to this RFP is summarized below.

Project Vision, Design Principles and Characteristics

Vision: A sustainable and purpose-built development for Aptus to call home that improves our service offering, meets the increasing and evolving needs of our clients, and integrates meaningfully into the community.

Design Principles:

1. Safe and durable, infusing accessibility and design elements that reflect the needs of our clients.
2. A forever home, where residents can live with dignity as they age and their needs change, and where Aptus as an organization can grow roots.
3. Space should be flexible, efficient and functionally relevant to the clients we service, our staff and the organization as a whole.
4. Supports a model of care that builds our financial capacity for long-term sustainability and impact.

Design Characteristics: The development is expected to include the following elements:

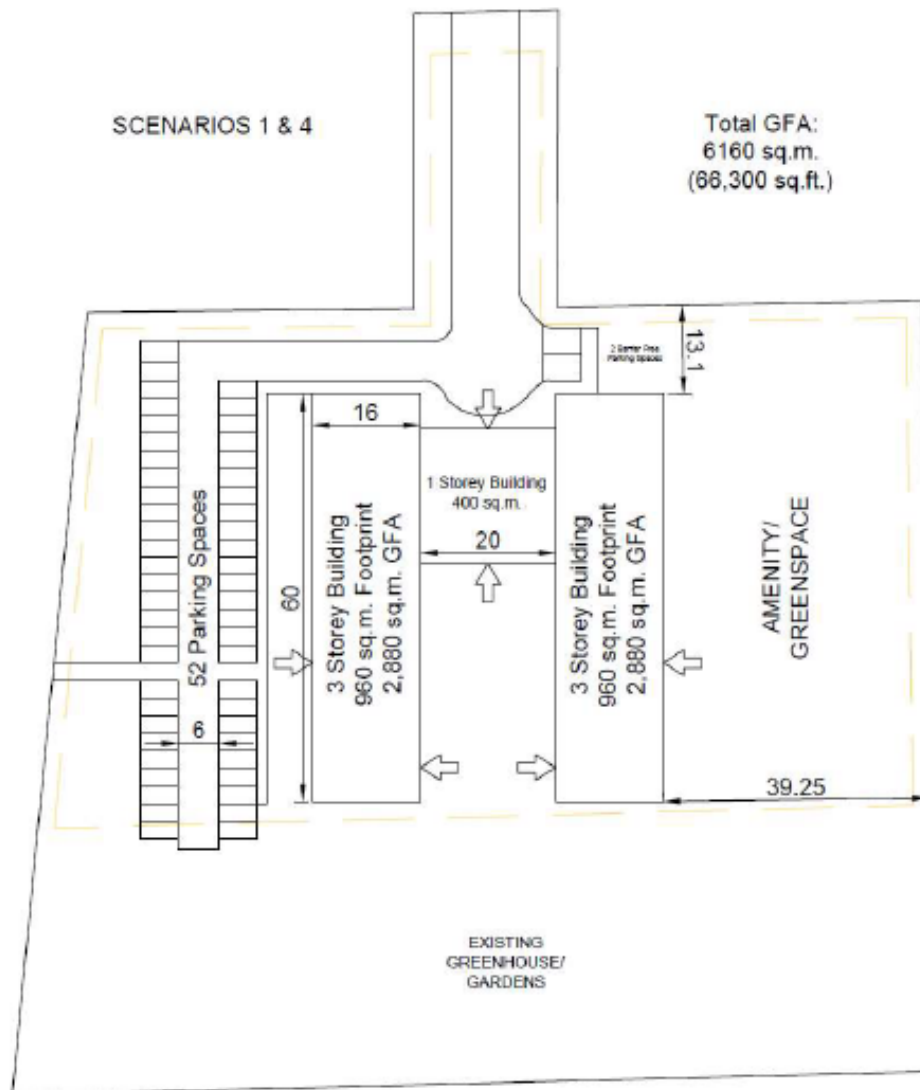
1. Residential Space – a mix of family-style living in the form of multi-bedroom units, as well as self-contained individual units. Individual units could be used to serve non-development services clients requiring affordable housing.
2. Amenities and Program Space – the following building amenities are to be prioritized
 - Large gathering space to fit all clients
 - Programming space including a training kitchen, gym, multi-sensory space and private family visits.
 - Green space to support outdoor programming and community engagement.
 - Communal areas designed to be wheelchair-accessible
 - Other spaces such as storage, laundry facilities and accessible washrooms.
3. Administrative space, primarily located on the ground floor, with additional space on residential floors for support service staff.

Development Scenarios under Consideration:

The feasibility study considered four scenarios. A final selection will be made as we progress through further stages of the development process.

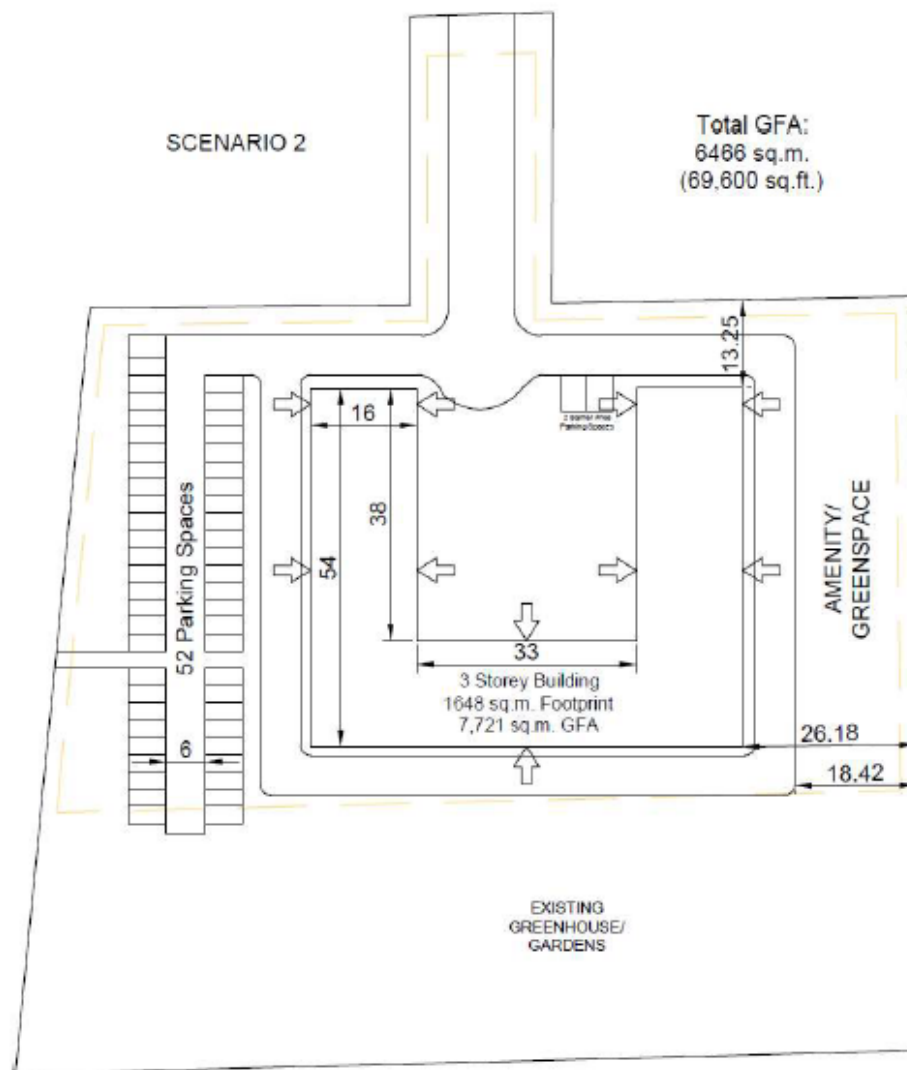
Scenario 1: Affordable Housing Only

- Demolish existing building and replace with affordable housing for approximately 100 clients. This scenario would require re-zoning and likely an Official Plan amendment to allow intensification of residential use and multi-unit-built form.
- Total gross floor area considered for this scenario was ~59,000 sq. ft, comprised of ~54,000 sq. ft. of Housing and ~5,000 sq. ft of Admin and Program space.
- Total Capital Cost of construction was estimated at \$47.8M.



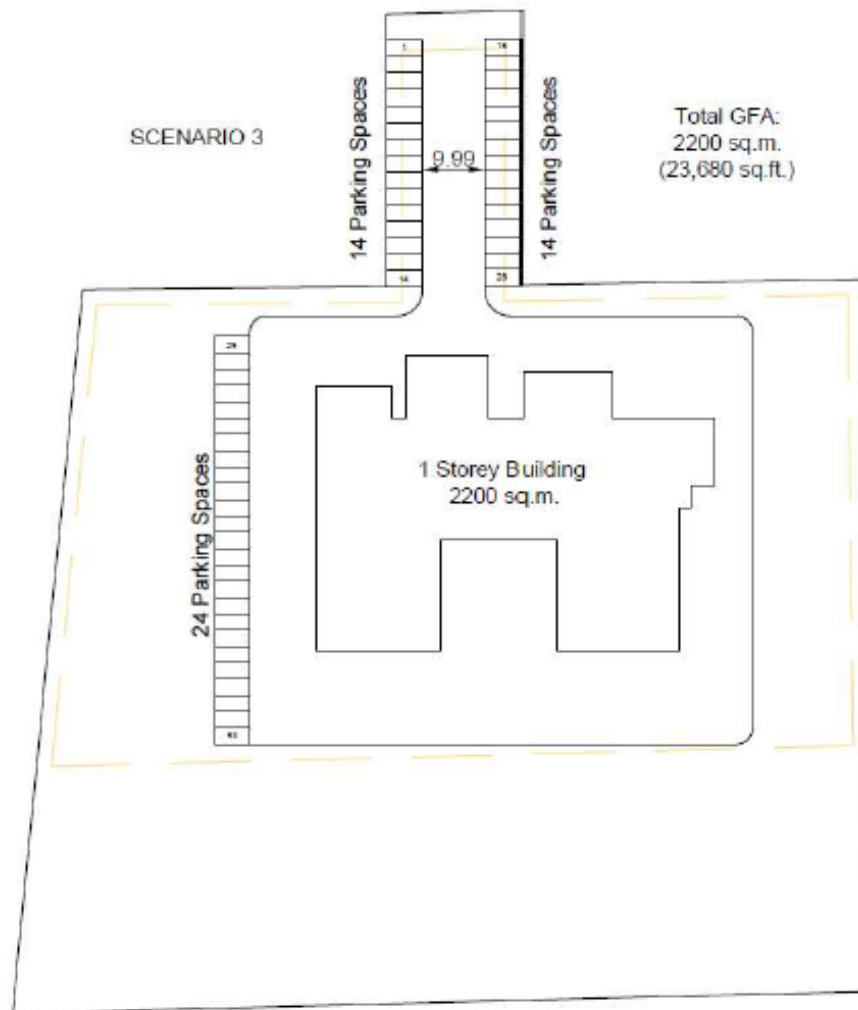
Scenario 2: Affordable Housing, Head Office, Adult Day Program

- Demolish existing building and replace with affordable housing for approximately 100 clients, as well as dedicated space for adult day programming and Aptus head office. This scenario would require re-zoning and likely an Official Plan amendment to allow intensification of residential use and multi-unit-built form.
- Total gross floor area considered for this scenario was ~67,000 sq. ft, comprised of ~54,000 sq. ft. of Housing and ~13,000 sq. ft of Admin and Program space.
- Total Capital Cost of construction was estimated at \$53M.



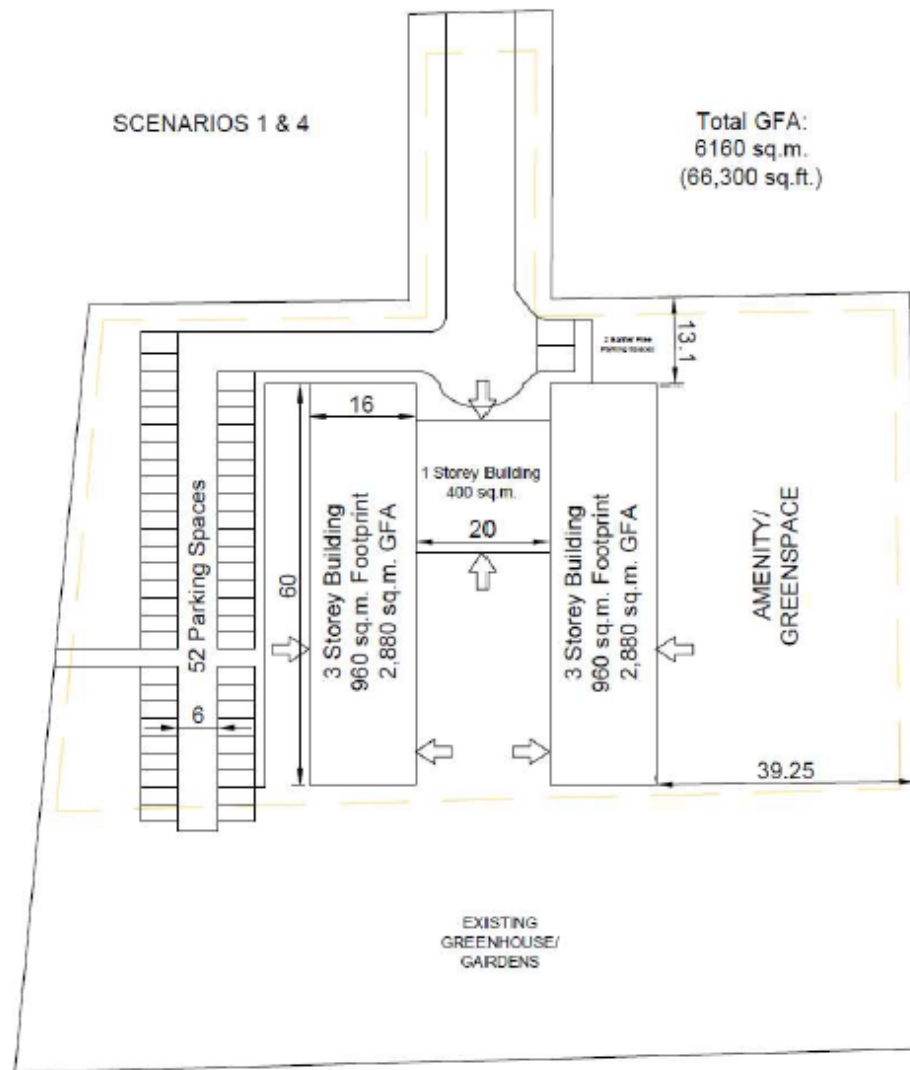
Scenario 3: Addition of Head Office and Adult Day Program (no Affordable Housing)

- Retain existing building and renovate space for head office and adult day program use. Three classrooms would be retained for existing use by the children's program. This scenario is not expected to require re-zoning or an Official Plan Amendment. A Minor Variance to allow office use may be required.
- Total gross floor area considered for this scenario is ~20,000 sq. ft; consistent with existing building.
- Total Capital Cost of construction was estimated at \$3.3M.



Scenario 4: Affordable Housing and Head Office

- Demolish existing building and replace with affordable housing for approximately 100 clients, as well as dedicated space for Aptus head office. This scenario would require re-zoning and likely an Official Plan amendment to allow intensification of residential use and multi-unit-built form.
- Total gross floor area considered for this scenario was ~64,000 sq. ft, comprised of ~54,000 sq. ft. of Housing and ~10,000 sq. ft of Admin and Program space.
- Total Capital Cost of construction was estimated at \$50.9M.



Capital and Operating Funding

As a not-for-profit, Aptus will need to pursue all available capital and operating funding opportunities to support financial feasibility of the project. The following funding opportunities were identified as part of the feasibility study. Aptus submitted an application for CMHC Seed Funding in March 2025, which was approved.

Funding Opportunity	Funding Type
CMHC Seed Funding (<i>approved</i>)	Capital
CMHC Affordable Housing Fund	Capital
City of Toronto Housing Supply Program	Capital
FCM Green Municipal Fund – Sustainable Affordable Housing	Capital
GST/PST rebates	Capital, Operating
Property tax exemptions	Operating
Rent Supplements (City of Toronto)	Operating

Schedule A

RFP for Development Consultant for Aptus Treatment Centre

Proponent's Information

Complete this form and include it with the submission. Please ensure all information is legible.

1.	Company Name	
2.	Company CEO/President and Owners	
3.	Contact Name, Head Office Address, Phone number, email	Primary Contact Name: Address: Phone #: Email:
4.	Years providing Development Consultant and Project Management services for Projects of similar scope	
5.	Have you provided similar services in Toronto?	
6.	Company Head Office Address:	
7.	Main Phone #:	
8.	Company E-mail:	
9.	Company Business Number (CRA):	

Schedule B

RFP for Development Consultant for Aptus Treatment Centre

Recent or Current References

Provide three (3) recent or current references of the Services where the requirements were similar to Aptus's requirements as set out in this RFP. Aptus reserves the right to request site visits and demonstrations of existing operations. Aptus reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.

Reference #1

Name of Company:	
Company Contact Information	Contact Name: Phone Number: E-mail Address:
Length of time you have provided services to this customer (minimum 2 years)	
Scope of Services provided and completion date	

Reference #2

Name of Company:	
Company Contact Information	Contact Name: Phone Number: E-mail Address:
Length of time you have provided services to this customer (minimum 2 years)	
Scope of Services provided and completion date	

Reference #3

Name of Company:	
Company Contact Information	Contact Name: Phone Number: E-mail Address:
Length of time you have provided services to this customer (minimum 2 years)	
Scope of Services provided and completion date	

Schedule C

RFP for Development Consultant for Aptus Treatment Centre

Pricing Form

PHASE*	FEE
1. Pre-Development: Select partners and Preliminary feasibility Study	
2. Pre-Development: Detailed due diligence and financial analysis, and identify funding available	
3. Pre-Construction: construction documents, permit application, contract preparation and tender	
4. Construction and Occupancy	
TOTAL FEE	

*Reference Section 3.0 Scope of Services

Schedule D

RFP for Development Consultant for Aptus Treatment Centre

Conflict of Interest Declaration & Acknowledgement Form

I, the undersigned, hereby declare that, to the best of my knowledge and belief, neither I nor any member of my team has any conflict of interest with respect to the RFP for Development Consultant for the Redevelopment of Aptus Treatment Centre's 111 Anthony Road property. I confirm that I will immediately notify Aptus Treatment Centre of any potential or actual conflict of interest that may arise during the course of this project.

Proponent Name: _____

Aptus Treatment Centre requires all Proponents participating in this Request for Quotation (RFP) to declare any actual or potential conflicts of interest. Proponents must complete the declaration below:

1. Conflict of Interest Declaration

- ☐ **We confirm that no actual or potential conflict of interest exists** between our organization and Aptus Treatment Centre, its employees, board members, or representatives.
 - ☐ **We declare the following actual or potential conflict(s) of interest:**
(Provide details below – *if none, leave blank*)
- _____

2. Acknowledgement

We understand that if a conflict of interest arises at any point during the RFP process or while carrying out the contract, we must immediately inform Aptus Treatment Centre. We acknowledge that Aptus may disqualify our submission or end the contract if the conflict is not resolved to their satisfaction.

We also understand that all questions or requests for clarification about this RFP or project must go only to the Procurement Officer at Aptus. No other staff, including site supervisors, are authorized to answer Proponent questions or provide site access during the RFP process.

Authorized Signature: _____ Date: _____

Company name: _____

Print Name and Title: _____