



THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR

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PROPOSAL NO. 119-26 – ELECTRONIC AGENDA MANAGEMENT

Electronic bid submissions only, shall be accepted and received by the City on or before the Submission Deadline of **MONDAY, OCTOBER 19, 2026, at Eleven-Thirty Fifty-Nine (11:30:59) a.m. (E.D.T.)** through the City's Bidding System: www.biddingo.com/windsor, for qualified proponents to submit proposals for a comprehensive, proven, and fully web-based electronic agenda management solution that supports the full lifecycle of legislative reports, agendas, meeting materials, minutes, and associated records. The solution is expected to support report authoring, workflow approvals, document management, agenda compilation, publication, searchability, retention, and archival while accommodating varying permission levels, workflows, and access requirements across multiple stakeholder groups.

Proposal documents are available for download, upon payment of a non-refundable fee at Biddingo, www.biddingo.com/windsor. A Bid submitted by mail, in person, fax, e-mail or other electronic means, other than through the Bidding System: www.biddingo.com/windsor, will not be accepted.

There will be no public opening of this proposal.

Acceptance or rejection of any proposal will be made in accordance with City of Windsor Purchasing By-Law No. 60-2026 and amendments thereto. This procurement is subject to the Canadian Free Trade Agreement (CFTA), approved July 1, 2017.

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Jennifer Musson
Purchasing Supervisor

JM/rm