



Notice to All Potential Respondents: Clarification & Inquiry Protocol

Request for Expression of Interest: Bookkeeping Services for The Hastings and Prince Edward Learning Foundation

March 16, 2026

To ensure a fair, transparent, and competitive process for all interested parties, The Hastings and Prince Edward Learning Foundation is issuing the following guidance regarding inquiries during the open Request for Expression of Interest (REOI) period:

Equality of Information

All potential respondents must have access to the same information. To maintain a level playing field, The Hastings and Prince Edward Learning Foundation will not:

- Complete individual vendor-specific online questionnaires or join private procurement portals.
- Conduct one-on-one discovery meetings prior to the submission deadline.
- Provide proprietary or confidential information to individual firms that is not available to the general public.

Submission of Inquiries

Parties seeking clarification on the REOI requirements or project scope must submit their questions in a standard document format (PDF or Google Doc) via email to: info@heplf.ca.

To allow for timely processing, please submit all questions no later than Friday, March 27, 2026.

Publication of Responses (Addenda)

All substantive questions received will be anonymized, consolidated, and answered in a formal Clarification Addendum.

This Addendum will be posted publicly at hpelearningfoundation.com on or before March 27, 2026. It is the responsibility of the respondent to monitor this location for updates. Information provided in the Addendum shall take precedence over the original REOI document where applicable.

Administrative vs. Substantive Questions

Inquiries of a purely administrative nature (e.g., confirming the submission email address) may be answered directly. All inquiries regarding project requirements, technical specifications, or evaluation criteria will be handled via the public Addendum process described above.