



December 4, 2025

Municipal Services Corporation Business Case Study – Addendum – Correction to Proposal Submission Dates

E. Timing/Project Schedule

The successful proponent will be required to commence work upon award of the contract and complete all deliverables associated with the Municipal Services Corporation business case study by March 31, 2026. Proposals must include a detailed work plan and schedule outlining key milestones and demonstrating how the project will be completed within this timeframe.

Project Timeline – Key Dates

Milestone	Date
RFP Issued	December 3, 2025
Deadline for Questions	December 17, 2025
Proposal Submission Deadline	January 30 2026, 3pm
Proponent Interviews (if required)	Early February 2026
Notification of Award	Early February 2026
Project Kick-Off Meeting	Early February 2026
Interim Status Report Due	Late February 2026
Draft Business Case Submission	Early March 2026
Final Deliverables Due	March 31 2026

Please note:

- The proposal submission deadline is **January 30, 2026 at 3:00 p.m.**
- All proponents are asked to ensure their submissions comply with the corrected timeline.

For further clarification, please contact:

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