



Accepting the Challenge

REQUEST FOR PROPOSAL

Facility Space for Prairie Hope High School and the NorthStar Program

Issued by: Brandon School Division

Issue Date: October 9, 2026

Proposal Closing: October 30, 2026, at 2:00 PM local time

Procurement Contact

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1. Invitation and Purpose

Brandon School Division (BSD) invites qualified proponents possessing the expertise, proven experience, and financial and personnel resources to submit proposals for the lease of a facility suitable for the combined operations of Prairie Hope High School and the NorthStar after-school tutoring and mentoring program.

The selected facility must provide safe, accessible, functional, and adaptable educational, administrative, student-support, community-programming, and operational space.

2. Operating Model

- Prairie Hope High School will occupy and use the facility during the school day.
- NorthStar will use the facility after school, during evenings, and potentially on weekends.
- The layout should support shared use while allowing secure storage, records protection, appropriate supervision, and efficient transitions between programs.

3. Procurement Schedule

The following schedule is proposed. Brandon School Division may amend the schedule by written addendum.

Milestone	Date / Time
RFP issued	October 9, 2026
Mandatory site visit / pre-bid meeting	October 14, 2026, at 8:30 AM local time Prairie Hope High School
Deadline for written questions	October 21, 2026, at 4:00 PM local time
Deadline for final addendum, if required	October 23, 2026, at 4:00 PM local time
Submission deadline	October 30, 2026, at 2:00 PM local time
Anticipated preferred proponent notification	December 15, 2026
Target occupancy / possession	July 1, 2027

Site Visit/Pre-Bid Meeting

A mandatory site visit/pre-bid meeting has been scheduled at the current Prairie Hope High School location, which will serve as the meeting point, as follows:

- **Location and meeting point:** Current Prairie Hope High School, 638 Princess Avenue, Brandon, Manitoba
- **Date and Time:** October 14, 2026, at 8:30 AM local time

Proponents are to meet at the front office before 8:30 AM to sign the site attendance sheet.

Attendance will be confirmed and recorded.

Attendance by an authorized representative of the proponent is mandatory. A proposal submitted by a proponent that does not attend and sign the site attendance sheet will be deemed non-compliant and will not receive further consideration.

Proponents are not entitled to rely on information received from BSD representatives or other third parties at the site visit/pre-bid meeting unless the RFP Contact has provided the information in writing.

4. Facility and Space Requirements

Dimensions are approximate. Proponents may propose equivalent configurations where the functional intent is clearly demonstrated. “TBD” items must be sized appropriately for the proposed occupancy, applicable codes, equipment, and operations.

The spaces, quantities, minimum dimensions where stated, and functional requirements listed in the following schedule are mandatory. A proponent may propose an equivalent configuration only where it demonstrates that the proposed configuration provides at least the same capacity, functionality, privacy, security, accessibility, and operational performance. An equivalent configuration accepted by BSD will not be considered a failure to meet the requirement.

Space	Qty.	Approx. Size	Functional Requirement
Reception area	1	Approx. 16 x 16 ft	Reception counter and workstation; welcoming and secure point of entry.
Principal's office	1	Approx. 10 x 16 ft	Private office.
Student Services offices	5 or 6	Approx. 10 x 12 ft each	Private staff offices.
Records storage room	1	Approx. 15 x 15 ft	Lockable storage for cumulative student files and records.
Photocopy / supply room	1	TBD	Photocopier area with storage for paper and supplies.
Meeting / counselling rooms	3	Approx. 12 x 16 ft each	Private rooms for meetings and counselling.
Staff room	1	Approx. 250 sq ft	Staff lounge and break area.
Classrooms	4	Approx. 800 sq ft each	Each classroom is intended to accommodate two classes.
Custodial room	1 or 2	TBD	Floor-mounted slop sink and custodial storage on each occupied floor.
Network / wiring room	1	TBD	Secure technology and communications infrastructure.
Commercial kitchen	1	TBD	Commercial-grade appliances; four sinks; with code compliant plumbing and fixtures for the intended use.
Gender-neutral washrooms	Multiple	TBD	Appropriate capacity for students, staff, and program users. Separate washrooms for students and for staff (not shared with students).
NorthStar office	1 dedicated	Approx. 10 x 12 ft	Home-base office for the NorthStar program facilitator. Additional shared workspace may be proposed.
NorthStar secure storage	1 or integrated	TBD	Lockable storage, cupboards, or shelving for supplies and equipment.

Space	Qty.	Approx. Size	Functional Requirement
NorthStar flexible program area	1	Minimum 1,000 sq ft	Adaptable for tutoring, mentoring, movement activities, lounge seating, whole-group use, and small-group configurations.
Parking	Approx. 20 staff stalls	TBD	Staff parking plus code-compliant accessible parking and safe pickup/drop-off access.

Information Technology and Building Systems Requirements

Proponents are to identify available building infrastructure and describe how their facility can support Brandon School Division operational systems, rather than prescribing a specific technology solution.

The proposed facility must support the technological, communications, safety, and security requirements of Brandon School Division and NorthStar programming. Proponents shall identify and describe the infrastructure currently available or proposed for the facility, including:

- Available internet and network connectivity options, including fibre-based services where available, and the ability to connect to Brandon School Division's existing network infrastructure.
- Telecommunications infrastructure, including pathways, conduit, and network cabling capacity sufficient to support:
 - Desk phones and administrative workstations;
 - Wireless access points and division-wide Wi-Fi coverage;
 - Security systems and building automation systems;
 - Future expansion of technology services.
- Electrical infrastructure and power distribution sufficient to support educational, administrative, and community programming uses, including dedicated power requirements for technology equipment.
- Electronic access control systems, including the ability to integrate with or accommodate Brandon School Division's existing card-access and door security systems.
- Intrusion detection and alarm systems, including compatibility with existing monitoring and security management practices, where feasible.
- Security camera infrastructure, including locations, coverage capabilities, storage requirements, and integration options with division security systems.
- Appropriate telecommunications rooms, equipment spaces, conduit routes, and infrastructure pathways to support future technology growth.

Proponents should clearly identify any existing systems, limitations, compatibility considerations, upgrade requirements, and associated costs necessary to achieve integration with Brandon School Division technology, communications, and security systems.

5. NorthStar Program Integration

- The commercial kitchen should preferably be located within or immediately adjacent to the NorthStar flexible program area to support supervision and student participation in meal preparation and service.
- A large serving window connecting the kitchen and programming area is desirable where the kitchen is adjacent rather than integrated.
- The program area should accommodate movable tables, open activity space, small-group zones, and an informal seating area.
- Built-in or freestanding cupboards and shelving should be included where feasible.
- Space and electrical capacity for a large freezer in or near the kitchen is desirable.

6. Mandatory Facility Requirements

For the purposes of proposal compliance, the requirements in this section and all requirements elsewhere in this RFP expressed using “must” or “shall” are mandatory. Provisions expressed using “should,” “preferably,” “desirable,” or “where feasible” are evaluated preferences and will not, by themselves, render a proposal non-compliant.

- Compliance with all applicable building, fire, accessibility, zoning, occupancy, and public-health requirements.
- Barrier-free access throughout all required program areas, including but not limited to accessible parking and washroom provisions.
- Adequate heating, cooling, ventilation, lighting, acoustics, electrical service, and potable water for the intended use of the space.
- Secure entry, access control, lockable records storage, and lockable program storage.
- Reliable high-speed network connectivity and a secure network/wiring room.
- Commercial kitchen configuration capable of meeting or exceeding applicable public-health requirements and all other relevant code requirements.
- A layout that safely supports daytime school use and after-hours NorthStar programming.

7. Proposal Format

Proposals must be concise, clearly indexed, and organized in the following order:

1. Cover letter identifying the legal name of the proponent and authorized signing representative.
2. Executive summary describing the proposed facility and the form of agreement offered.
3. Facility profile, including civic address, ownership, current use, age, construction type, total available area, and proposed occupancy date.
4. Scaled floor plans and site plan identifying all proposed rooms, circulation, entrances, parking, pickup/drop-off areas, and accessible routes.
5. Completed compliance matrix identifying the applicable response for each requirement and providing supporting proposal or drawing references.
6. Accessibility, safety, security, technology, mechanical, electrical, kitchen, washroom, and parking details.
7. Renovation or fit-up plan, including scope, responsibility, approvals, deliverables, proposed process, key personnel, schedule, and proposed completion and occupancy-readiness dates.
8. Completed Appendix A – Financial Proposal and Costing Template, showing lease price, operating costs, utilities, taxes, maintenance obligations, fit-up costs, escalation, deposits, and all other charges.
9. At least three relevant references for comparable educational, institutional, or community-use facilities where available.
10. Disclosure of assumptions, exceptions, conditions, conflicts of interest, and any proposed contract terms.

8. Proponent Qualifications and Delivery Approach

In addition to the proposal content identified above, proponents must demonstrate the organizational capacity and relevant experience required to deliver the proposed facility solution.

- A brief corporate or ownership profile, including experience providing leased educational, institutional, or community-use premises and maintaining satisfactory client relationships.
- The qualifications, expertise, and roles of the employees, contractors, agents, consultants, or other personnel who may be assigned to the proposed lease, renovation, fit-up, or ongoing property management.
- An outline of the proposed process for due diligence, approvals, design, renovation or fit-up, commissioning, handover, and occupancy.
- A clear list of deliverables, responsibilities, dependencies, and items to be supplied by the proponent and by BSD.
- A proposed timeline identifying key milestones, approvals, lead times, construction or renovation activities, inspections, and readiness for occupancy.

9. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria. Brandon School Division may verify information, seek clarification, conduct site inspections, and negotiate with one or more proponents.

Criterion	Weight	Evaluation Considerations
Mandatory compliance	Pass / Fail	Submission completeness and compliance with all mandatory requirements identified in this RFP, including facility and space, safety, accessibility, occupancy, public-health, secure entry and storage, technology and network connectivity, shared-use functionality, site attendance, proposal format, and the completed compliance matrix.
Functional fit and layout	25%	Suitability of required spaces, classroom configuration, circulation, privacy, supervision, storage, flexible occupancy and shared-use operations.
NorthStar program integration	15%	Quality and flexibility of the 1,000+ sq. ft. program area; kitchen proximity or integration; serving access; storage; freezer accommodation; line of site between spaces.
Location, access, and parking	10%	Accessibility for students, families, staff, service providers, public transit, pickup/drop-off, and approximately 20 staff vehicles.
Building condition, safety, and systems	10%	Overall condition; code readiness; HVAC; lighting; acoustics; security; washrooms; network and electrical capacity.
Financial value	30%	Total cost of occupancy, transparency of costs, operating obligations, and long-term value.
Implementation and readiness	10%	Availability, renovation scope, approvals, schedule credibility, and ability to meet the target occupancy date.

Total weighted score: 100%. A proposal that fails to meet a mandatory requirement may be removed from further consideration.

10. Pricing and Cost Certainty

The financial proposal must be complete, transparent, sufficient to permit an evaluation of the total cost of occupancy and submitted using Appendix A – Financial Proposal and Costing Template.

- Pricing must include all costs associated with the proposed facility solution, including design, approvals, permits, renovation or fit-up, implementation, deliverables, expenses, fees, taxes, utilities, operating costs, maintenance obligations, deposits, escalation, and any other charges applicable to BSD.
- Proponents must clearly identify every assumption, exclusion, allowance, contingency, optional item, and potential additional charge.
- For each initial lease term option specified in the Terms of Lease, proponents must identify and guarantee the annual base rent and separately identify all operating-cost escalations, taxes, utilities, maintenance, renovation or fit-up charges, and any other occupancy costs. Any amount applicable during an initial lease term that cannot be guaranteed must be clearly identified, together with the proposed adjustment method, index, cap, and timing. Pricing for the Renewal Term will be negotiated at the time of renewal in accordance with Section 11.

- Where a fixed price is offered, the proponent should state in writing how cost overruns or overages beyond the quoted amount will be handled and identify any exceptions to the proposed cost commitment.

11. Terms of Lease

Lease costs are to be provided for the following terms:

- 5 years, with a renewal option of 5 years
- 7 years, with a renewal option of 5 years
- 10 years, with a renewal option of 5 years

Renewal Option

BSD may renew the resulting lease agreement for one additional term of five (5) years (the “Renewal Term”) by providing the successful proponent with written notice at least twelve (12) months before the expiry of the applicable initial lease term. If BSD provides the required written notice, the Renewal Term will commence immediately following the expiry of the initial lease term and will be subject to the following conditions:

- Except as amended in writing by BSD and the successful proponent, all terms and conditions of the resulting lease agreement will continue to apply during the Renewal Term.
- The annual base rent and all other occupancy costs and adjustments applicable during the Renewal Term will be negotiated by BSD and the successful proponent at the time of renewal and confirmed in a written amendment to the resulting lease agreement.
- Any amendment to, or additional term applicable during, the Renewal Term will be effective only if set out in a written amendment signed by authorized representatives of BSD and the successful proponent.

12. Inquiries

All questions, clarifications, and communications concerning this Request for Proposal must be made in writing by **October 21, 2026, at 4:00 PM local time** and addressed to:

Susan Gilleshammer, Assistant Superintendent – Student Services
 Email: gilleshammer.susan@bsd.ca
 Phone: 204-729-3105

13. Submission Instructions

Interested parties are invited to submit a written response to this Request for Proposal no later than **2:00 PM local time on Friday, October 30, 2026**, to:

Brandon School Division
1031 – 6th Street
Brandon, Manitoba
R7A 4K5

Attention: Denis Labossiere, Secretary-Treasurer

Reference:

RFP - Facility Space for Prairie Hope High School and the NorthStar Program

Proposals must be delivered in one sealed package by hand, courier, or mail to the address above. The package must be clearly marked with the reference shown above and include one signed original and one electronic copy on a USB drive. Email submissions will not be accepted. The proposal must be received at the Brandon School Division office before the submission deadline; the date and time recorded by Brandon School Division will govern. Proposals received after the deadline will not be considered and will be returned unopened where practicable.

14. Procurement Terms and Conditions

- This RFP is an invitation to submit proposals and is not a tender or an offer to enter into a contract.
- Brandon School Division is not obligated to accept the lowest-priced proposal or any proposal.
- Brandon School Division may, in its sole discretion, conclude, modify, defer, cancel, or restart any part of this procurement process; reject incomplete, conditional, misleading, or non-compliant proposals; shortlist one or more proponents; request presentations or demonstrations; waive minor irregularities; request clarification; verify references; inspect facilities; conduct negotiations; or decide not to proceed.
- All costs of preparing and submitting a proposal are the responsibility of the proponent.
- Proposals must remain open for acceptance for 90 days after the closing deadline.
- Information submitted may be subject to applicable access-to-information and privacy legislation. Proponents should clearly identify information they consider confidential, with reasons.
- No binding agreement exists until a written contract is approved and signed by authorized representatives of both parties.
- Any award is subject to due diligence, approvals, satisfactory legal documentation, and confirmation that the facility can lawfully support the intended uses.

15. Proposal Compliance Matrix

Proponents must complete the following matrix and attach supporting references to drawings or proposal sections. Requirements stated in this RFP using “must” or “shall,” including the mandatory facility schedule in Section 4, are mandatory; rows reflecting preferences or other evaluated features are included for disclosure and evaluation and are not pass/fail requirements unless identified elsewhere as mandatory.

Requirement	Classification	Proponent Response	Proposal Reference (Page / Drawing)
Reception, offices, records, photocopy, meeting rooms, and staff room	Mandatory	Meets / Renovation Required / Does Not Meet	
Four classrooms at approximately 800 sq. ft. each	Mandatory	Meets / Renovation Required / Does Not Meet	
Custodial room with floor-mounted slop sink on each occupied floor	Mandatory	Meets / Renovation Required / Does Not Meet	
Secure network / wiring room	Mandatory	Meets / Renovation Required / Does Not Meet	
Commercial kitchen with code compliant plumbing and fixtures for the intended use	Mandatory	Meets / Renovation Required / Does Not Meet	
Gender-neutral and accessible washroom provisions with separate washrooms for students and for staff	Mandatory	Meets / Renovation Required / Does Not Meet	
NorthStar dedicated office and secure storage	Mandatory	Meets / Renovation Required / Does Not Meet	
NorthStar flexible program area of at least 1,000 sq. ft.	Mandatory	Meets / Renovation Required / Does Not Meet	
Kitchen adjacent to or integrated with NorthStar area	Evaluated Preference	Available / Can Be Provided / Not Available	
Approximately twenty staff parking stalls plus accessible parking/building access	Mandatory	Meets / Renovation Required / Does Not Meet	
Applicable code, occupancy, accessibility, and public-health compliance	Mandatory	Meets / Renovation Required / Does Not Meet	

Requirement	Classification	Proponent Response	Proposal Reference (Page / Drawing)
Technology and telecommunications infrastructure, including network connectivity and expansion capacity	Mandatory	Meets / Upgrade Required / Does Not Meet	
Access control, intrusion alarm, and security camera systems and integration	Mandatory	Meets / Upgrade Required / Does Not Meet	
Ability to meet the July 1, 2027 target occupancy and possession date	Evaluated Requirement	Confirmed / Alternate Date Proposed	
Completed Appendix A with pricing for each initial lease-term option, including guaranteed annual base rent and all other occupancy costs or applicable adjustment methods, indices, caps, and timing; acknowledgement that pricing for the one additional five-year Renewal Term will be negotiated by BSD and the successful proponent at the time of renewal and confirmed in a written amendment	Mandatory	Provided and Acknowledged / Not Provided	
Renovation and fit-up scope, responsibilities, approvals, schedule, and costs	Mandatory	Provided / Not Applicable / Not Provided	
Proponent experience, assigned personnel, delivery approach, and references	Mandatory	Provided / Not Provided	

Appendix A – Financial Proposal and Costing Template

Proponents must complete this Appendix for each initial lease-term option. All amounts must be stated in Canadian dollars and exclusive of applicable sales taxes unless otherwise indicated. For every amount, identify whether it is fixed, estimated, included, excluded, or adjustable. Where an amount is adjustable, state the adjustment method, index, cap, and timing. Attach additional schedules where annual amounts differ or further explanation is required.

Annual Base Rent by Initial Lease Term				
Lease Year	5-Year Initial Term	7-Year Initial Term	10-Year Initial Term	Notes / Adjustment Method
Year 1	\$	\$	\$	
Year 2	\$	\$	\$	
Year 3	\$	\$	\$	
Year 4	\$	\$	\$	
Year 5	\$	\$	\$	
Year 6	N/A	\$	\$	
Year 7	N/A	\$	\$	
Year 8	N/A	N/A	\$	
Year 9	N/A	N/A	\$	
Year 10	N/A	N/A	\$	

Other Occupancy and One-Time Costs				
Cost Component	5-Year Initial Term	7-Year Initial Term	10-Year Initial Term	Basis / Assumptions / Adjustment Details
Operating costs	\$	\$	\$	
Property taxes	\$	\$	\$	
Utilities	\$	\$	\$	
Maintenance costs	\$	\$	\$	
Renovation / fit-up costs	\$	\$	\$	Identify upfront and amortized amounts.
Permits and approvals	\$	\$	\$	
Deposits or security	\$	\$	\$	
Other charges (describe)	\$	\$	\$	
Total estimated cost over initial term	\$	\$	\$	
Average annual cost	\$	\$	\$	

Pricing Disclosures and Acknowledgement	
Pricing status	Identify each amount as fixed, estimated, included, excluded, or adjustable.
Adjustable amounts	State the adjustment method, index, cap, timing, and any minimum adjustment.
Taxes	Identify all applicable taxes and whether each amount includes or excludes them.
Assumptions, exclusions, allowances, and contingencies	
Renewal Term acknowledgement	The proponent acknowledges that pricing for the one additional five-year Renewal Term will be negotiated by BSD and the successful proponent at the time of renewal and confirmed in a written amendment to the resulting lease agreement.
Authorized representative	Name: _____ Title: _____ Signature: _____ Date: _____

END OF REQUEST FOR PROPOSAL