



**REQUEST FOR STANDING OFFER (RSO)**  
***Corporate Social Responsibility Consulting Services (NSGC-RSO-26-001)***

**Issue Date: June 2, 2026**  
**Close Date: June 30, 2026, 4 PM AST**

**Nova Scotia Gaming Corporation**  
1723 Hollis Street  
5<sup>th</sup> floor, Provincial Building  
Halifax, NS B3J 1V9  
Tel: 902-424-2203

# **1. OVERVIEW OF NOVA SCOTIA GAMING CORPORATION AND SERVICES REQUIRED**

## **1.1 Nova Scotia Gaming Corporation**

Governed by the Gaming Control Act, the Nova Scotia Gaming Corporation (NSGC) is responsible for managing a sustainable and socially responsible gaming industry for the benefit of Nova Scotians and their communities.

## **1.2 Situation Overview**

The Request for Standing Offer (RSO) aims to establish the availability of consulting services on a Standing Offer basis from private sector suppliers that can provide independent professional healthy play/responsible gambling or social responsibility advice with a range of strength and expertise. These services may be required by NSGC and / or its Operators, Casino Nova Scotia (CNS) and Atlantic Lottery Corporation (ALC).

## **1.3 Objective**

The Standing Offer that results from this RSO will provide users (NSGC and its Operators) with an effective means to procure the needed skills that can address project requirements on short notice, or on a short-term basis. The Standing Offer arrangement is for project work with a maximum budget of \$139,000 per project. Therefore, this RSO focuses primarily on projects that are generally six months or less in duration. The services needed may include any work or consultation associated with project planning, development and/or execution for healthy play or corporate social responsibility initiatives. Service requirements for multi-phased, larger projects with budgets over \$139,000 per project and/or assignments longer than 12 months will be tendered separately in accordance with NSGC's Procurement Policy.

# **2. PROPOSAL REQUIREMENTS**

## **2.1 Registered Supplier**

There may be a requirement for the selected proponent to register as a registered supplier pursuant to Section 68(2) and (3) of the *Gaming Control Act*. Should registration be determined to be required, the successful proponent must agree that it will undergo registration pursuant to Section 68 of the *Gaming Control Act* with the Nova Scotia Alcohol, Gaming, Fuel and Tobacco Division of Service Nova Scotia and Internal Services immediately upon learning of this requirement. The proponent will be responsible for bearing all costs for registration, if required.

## **2.2 Proposal Contents**

### **a) Corporate/Individual Profile**

The supplier's Corporate/Individual Profile is an important document that is used by the Evaluation Team in evaluating responses. It can also provide the Organization with timely information to aid in identifying suitable suppliers during a call-up throughout the RSO period.

A Corporate Profile should include/address the following:

1. A brief description of the company and team of individuals, including bios, their experience, areas of expertise, and qualifications.
2. Proponents must provide an overview of three (3) relevant projects or research completed within the past three (3) years. For each project, include:
  - ▶ Client/Organization (or sector, if confidential)
  - ▶ Project overview
  - ▶ Scope of work delivered (specific role and responsibilities)
  - ▶ Outcomes and results (include measurable impacts where possible)
  - ▶ Team members involved (and their roles)
  - ▶ Client reference and contact information. These references may be checked as part of the initial evaluation or may be contacted at a later date.

#### b) Fees

For fees, include the per diem/hourly rates for each person listed in the RFP (exclusive of HST). From time to time, the successful proponent(s) may be invited to provide quotes for specific assignments. Upon receipt of a defined scope of work, proponents will be required to submit a detailed project fee proposal based on the outlined requirements.

#### c) Use of Artificial Intelligence (AI)

Respondents must disclose whether they use artificial intelligence (AI) within their organization and, if so, describe how AI may be used in the delivery of any NSGC-related work. This includes identifying the types of tools or systems used, the nature of their application, and the extent of human oversight. Respondents must also clearly outline the measures in place to protect NSGC information, including data security, confidentiality, storage, and any safeguards to prevent unauthorized access, use, or disclosure.

### **2.3 Subcontractors**

The proponent must attach a list of subcontractors (name, address, bio, services provided, areas of expertise, qualifications, and relevant project experience, who have agreed to work with the proponent in providing the services described in this Request for Standing Offer. The absence of such a list will be taken to mean that only the proponent's resources will be used. Please note that subcontractors may not be used without the expressed approval of NSGC.

### **2.4 Value-Add Services (Optional Requirement)**

Proponents are invited to describe in detail any innovative solutions and/or value-added features of their services that have not been specifically requested in this RSO. These could include items such as specific areas of expertise or service related to the gaming industry. Please be specific in the description of these value-add services. Proponents may also provide information on any special advantages that differentiate their services from those of other providers.

Proponents are encouraged to provide any additional information that is not considered in the RSO scope but would be considered beneficial for NSGC to know as part of the evaluation process. Additional costs associated with any innovative solutions or value-added services should be clearly identified for NSGC's consideration.

## **2.5 Closing Date/Address**

All proposals must be submitted electronically to NSGC, to the attention of Paetra Addison by 4 p.m. AST on June 30, 2026. Successful proponents will be notified once the process is complete.

## **2.6 Authorized Contact**

The only authorized contact related to this Request for Standing Offer is the person named below. Information obtained from any other source is not official and may be inaccurate.

Paetra Addison, Manager of Social Responsibility  
1723 Hollis Street  
5<sup>th</sup> floor, Provincial Building  
Halifax, NS B3J 1V9  
Phone: 902-424-2203  
E-mail: [paetra.addison@novascotia.ca](mailto:paetra.addison@novascotia.ca)

Any contact with respect to this RSO by or on behalf of a proponent with any other proponents or with any individual other than as specified above, may disqualify the proponent, at the sole discretion of NSGC.

## **2.7 Additional Information and Instructions**

All requests for additional information or instructions concerning the RSO and the preparation of proposals should be received in writing by NSGC at least five working days before the Closing Date.

Enquiries and responses will be documented and may be distributed to all suppliers at NSGC's discretion.

Additional information or instructions that may, in the sole discretion of NSGC, be of general interest or represent amendments to the RSO or any other information that NSGC deems appropriate, may be incorporated in an addendum to the RSO that will be distributed to all proponents. Any such addendum will automatically, upon its issuance, become part of the RSO, provided it is issued by NSGC and sent electronically to proponents at least three working days prior to the Closing Date. Proponents will be deemed to have agreed to the terms of any such addendum and will automatically be bound thereby unless they withdraw their proposals.

## **3. SERVICE REQUIREMENTS**

Experienced Consultants are required to assist NSGC with a variety of project requirements that support its Corporate Social Responsibility mandate. NSGC frequently requires the services of general or specialized Consultants, on short notice and/or on a short-term basis to address various aspects of their needs. This section outlines the contract period and the services that may be required.

Eligible projects are those where the resources required are the responsibility of the NSGC or its Operators, but the needed expertise does not reside within the organization, yet, this expertise is necessary for the successful initiation, continuation and/or completion of the project in question.

### **3.1 Contract Period**

The Standing Offer resulting from this Request for Standing Offer will be effective for a three (3) year period, as follows:

**Start date: September 2026**

**End date: September 2029**

The Standing Offer will be effective from September 2026 through September 2029. NSGC may make amendments to the Standing Offer when necessary.

### **3.2 Basic Requirements**

Consulting service requirements are for general, specialized and other services that are specific to NSGC and its Operators.

### **3.3 Service Descriptions**

The following provides a high-level description for the specialized services identified in this Request for Standing Offer.

To qualify, proponents must be able to substantiate, through demonstrated efforts (as indicated in a Corporate/Individual Profile), the Mandatory Capabilities and Experience that are outlined for that role.

The description of services may consist of, but not limited to the following items:

- ▶ Determining criteria for research studies (such as goals, objectives, indicators, methodology, data collection feasibility, etc.);
- ▶ Conducting social responsibility assessments of new products, programs and initiatives;
- ▶ Collecting and analyzing social responsibility statistics;
- ▶ Conducting and appraising literature searches;
- ▶ Identifying and assessing the impact of changes or new opportunities in business decisions;
- ▶ Reviewing and assessing technology and information related to the gambling industry;
- ▶ Conducting jurisdictional scans and/or assessing economic and social analysis of products offered in other jurisdictions;
- ▶ Conducting research related to corporate social responsibility initiatives, community programs, environment and human resource management, as well as responsible gambling and problem gambling issues;
- ▶ Interpreting, analyzing and making recommendations based on research or other findings;
- ▶ Design, delivery, and/or management of services related to responsible gambling, community programs or other services related to the Social Responsibility Charter.

### *Mandatory Capabilities and Experience*

Proponents must have an extensive background in their particular area of specialization and will be expected to take on a project with minimal “ramp-up” time. They must be prepared to work independently, with minimal supervision and guidance from NSGC and its Operators. Specific requirements include:

- ▶ Excellent oral and written communications skills critical to producing a clear and useful report on the work performed;
- ▶ An in-depth understanding of the principles of statistical significance in the field being researched and/or assessed to avoid misleading conclusions;
- ▶ Specialist training and/or experience in the area of work;
- ▶ Sensitivity regarding the particular requirements of the gambling industry; and,
- ▶ Capacity to work collaboratively with the NSGC and/or its Operators on NSGC’s behalf.

### **3.4 Service Delivery Requirements**

The following will prevail as enduring requirements for service delivery throughout the effective period of the Standing Offer. Any Supplier who fails to meet any one of these requirements may, at the discretion of NSGC, be removed from the Standing Offer:

1. Suppliers must commence project work only after having received a duly completed engagement letter from NSGC. NSGC will not be obligated in any manner to any supplier whatsoever until a written contract has been duly executed relating to an approved response. NSGC reserves the right to select more than one supplier.
2. At all times in the contract period, the supplier will have one or more Consultants who meet the criteria specified, as listed in its proposal and accepted during evaluation.
3. The proposed rates that are accepted during the evaluation of this Standing Offer shall not increase during the contract period.
4. Travel or other incidental expenses are to be billed at cost as part of the monthly invoicing.

### **3.5 Standing Offer Catalogue**

The name and address of each proponent will be included in a catalogue, together with per diem rates and data (name, skills, experience) for the proposed personnel.

This catalogue is available to NSGC employees and its Operators. By submitting a proposal, the supplier consents to the use of the information as described.

### **3.6 Expenses**

All expenses must have prior approval from the organization requesting the service. Expenses are not included in the \$0.1 million cap on project value but require an estimated value to be included in the Engagement Letter. All efforts are made to keep expenses at a minimum and must comply with the provisions of the Engagement Letter.

## 4. EVALUATION CRITERIA AND SELECTION PROCESS

### 4.1 Evaluation Criteria

The Evaluation Team will consist of representatives from NSGC with substantial knowledge of the gaming industry and experienced in the area of work described in this RSO. It is understood and accepted by any supplier that all decisions on whether a proposal meets the requirements of this Request for Standing Offer are determined by the Evaluation Team.

All proposals shall be examined in detail in accordance with the evaluation criteria and process outlined. The following criteria form the basis upon which evaluation of proposals will be made.

CRITERIA	Weight	DESCRIPTION
<b>Work Team, Accountability, and Experience</b>	40%	Description of individuals assigned to the Standing Offer List including name, position title, and experience. It must also include the name of the individual who will be held accountable for each area of expertise the Supplier is including in their response.
<b>References / Experience/ Expertise</b>	35%	Three relevant work samples done by the company/ individual in the past three years (see Section 2.2(a)(2)). Provide details/description of the work conducted as well as a contact name and telephone number and e-mail address where available. Provide details on the company's/ individuals' area of expertise.
<b>Value Add</b>	5%	Description of any value-add aspects of the proponent.
<b>Fees</b>	20%	Per diems/hourly rate (exclusive of HST) for each person identified in the response.

### 4.2 Evaluation of Proposals

Proposals that do not comply with all of the terms and conditions of this RSO, or proposals that do not provide sufficient information, may be rejected by NSGC in its sole discretion.

Proposals will be evaluated based upon NSGC's assessment compared to the Evaluation Criteria.

## 5.0 GENERAL CONDITIONS

### 5.1 Use of Standing Offer

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

### 5.2 Agreement/Contract

Unless otherwise agreed by NSGC, the selection of a proposal will be binding upon the Selected Proponent and the terms and conditions of this RSO will form part of the proposal selected. The

Selected Proponent is expected to be notified in **September 2026**.

All proposals must constitute offers open for acceptance by NSGC. A proposal does not constitute a binding agreement between NSGC and a proponent, unless and until NSGC and a proponent execute a written agreement.

**5.3 Compliance with Law**

Proposals must fully comply with all laws, regulations and policies, whether federal, provincial, or local, including the *Gaming Control Act* (Nova Scotia), as may be amended from time-to-time. If any approvals, consents or other discretionary actions are required for the proposal to comply with such laws, such actions must be clearly identified in the proposal with an alternative proposal in the event such approval, consent or discretionary action is not obtained.

**5.4 Amendment or Withdrawal of RSO by NSGC**

NSGC reserves the right to amend the terms of the RSO or to withdraw the RSO at any time before or after the Closing Date in its sole discretion. Proponents will be deemed to have agreed to any such amendments and will be automatically bound thereby unless they withdraw their proposals.

**5.5 Amendment or Withdrawal of Proposal by Proponent**

Prior to the Closing Date, a proponent may amend or withdraw its proposal by written notice. No proposal(s) may be amended or withdrawn by a proponent after the Closing Date, except with the written agreement of NSGC.

**5.6 Negotiation of Amendments**

NSGC may, in its sole discretion, conduct negotiations with any and all Selected Proponent(s) to amend their proposal(s), without offering other proponents the right to amend their proposal(s).

**5.7 Ownership and Disclosure of Proposals**

All documents, including responses, submitted to NSGC become the property of NSGC and may be subject to disclosure under the *Nova Scotia Freedom of Information and Protection of Privacy Act*. By submitting a response, the supplier thereby agrees to public disclosure of its contents to the extent required by law. Any information the supplier considers personal information because of its proprietary nature should be marked as "confidential", and an explanation of why such information should not be disclosed must be provided, which will be subject to appropriate consideration as defined within the *Nova Scotia Freedom of Information and Protection of Privacy Act*.

The proponent agrees not to issue any public statement or news release pertaining to this RSO, its response, or about its status on the RSO list. The proponent further agrees that it will obtain written approval from NSGC prior to issuing any public statement or news release where it has been engaged by NSGC.

## **5.8 Confidentiality of Information**

Information pertaining to the project obtained by the supplier as a result of its participation is confidential and must not be disclosed without written authorization from NSGC. Employees of a supplier may be required, in the sole discretion of NSGC, to sign a confidentiality agreement prior to receiving any information from NSGC.

## **5.9 Costs of Proposals**

All costs and expenses incurred by the proponent, directly or indirectly, in connection with its proposal and the selection process are solely and exclusively the responsibility of the proponent. NSGC shall not incur any obligation for any costs or expenses incurred by any proponent.

NSGC shall not be liable to any proponent for any loss, cost, expense or damages of any nature whatsoever arising out of or resulting from this RSO, including any damages resulting from the submission of a proposal in response to this RSO, or the selection of the successful proponent(s), if any, whether based on contract, tort, including negligence, strict liability, or otherwise.

## **5.10 Governing Law**

This RSO and any response related thereto shall be governed and construed in accordance with the laws of Canada and the Province of Nova Scotia and the proponents agree to attorn to the exclusive jurisdiction of the courts of Nova Scotia.

## **5.11 Indemnity**

The proponent shall indemnify and hold NSGC harmless against any loss, damages, costs, and expenses of any nature whatsoever arising out of or resulting from this RSO, any proposal in response to this RSO and any resulting agreement hereunder.

## **5.12 Conflict of Interest**

All proponents must disclose any interests that could conflict with the interests of NSGC or the Government of Nova Scotia.

## **5.13 Accuracy and Completeness of RFP Information**

NSGC makes no representation or warranty as to the accuracy or completeness of the information contained in the RSO.