



**REQUEST FOR QUOTATION**  
**RESTORATIVE APPROACH SERVICES**

**#168**

Issue Date: April 8, 2011  
Issued by: The Thames Valley District School Board  
#168  
Cheryl MacKenzie, Buyer  
**RETURN DATE: Friday, April 29, 2011**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.0	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to quotation in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 185 schools with an estimated enrolment of 77,000 students. In total, the TVDSB has over 200 educational and administrative sites spread out over 7,000 square kilometres.		
<b>1.1</b>	<b>PURPOSE</b>		
1.1.1	The TVDSB is interested in responses/solutions from interested community agencies and organizations to implement and facilitate restorative approaches ranging from peer mediation and conflict resolution to formal restorative conferences. The successful bidder will resolve disputes that emerge in school communities, particularly noting that, in most instances, the involved parties must resolve their differences, coexist and focus on their education.		
1.1.2	Restorative approaches are consistent with the concept of the Ministry of Education's fourth pillar "Character Education" and the TVDSB's vision of a Caring, Learning Community.		
1.1.3	Developing restorative approaches is consistent with the Ministry of Education expectations of Bill 212, Safe Schools Act, Bill 157 and numerous Ministry of Education publications		
1.1.4	Restorative approaches are consistent with and actively supported by other youth serving Ministries and mandates.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		

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2.1.1.6	<p>BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.</p>		
2.1.1.6.1	<p>Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB, will reject any bid submission which contains a major irregularity.</p>		
2.1.1.6.2	<p>Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.</p>		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	<p>Bidders <b>must</b> use the electronic bidding file Appendices 168.xls which contains the following worksheet:</p>		
2.2.1.1	<p>Worksheet A: Terms and Conditions in Excel format, electronic response required</p>		
2.2.1.2	<p>Worksheet B: Requirements/Specifications in Excel format, electronic response required</p>		
2.2.1.3	<p>Worksheet C - Staffing/Qualifications in Excel format, electronic response required</p>		
2.2.1.4	<p>Worksheet D: Pricing and locations in Excel format, electronic response required</p>		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	<p><b>COPIES OF REQUEST FOR QUOTATION, CONTRACT TERMS AND CONDITIONS MUST BE RETURNED BY E-MAIL TO: <a href="mailto:c.mackenzie@tvdsb.on.ca">c.mackenzie@tvdsb.on.ca</a> FOR YOUR QUOTATION TO BE ACCEPTED.</b> Delivery of the quotation is the responsibility of the bidder. If you would like an electronic copy of this document, please call 519-452-2514.</p>		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	<p><b>RETURN DATE: Friday, April 29, 2011</b></p>		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	<p>All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or email <a href="mailto:c.mackenzie@tvdsb.on.ca">c.mackenzie@tvdsb.on.ca</a> The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other bidders.</p>		
2.5.2	<p>Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant.</p>		

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<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for approximately 12 months, starting September 1, 2011 terminating on August 31, 2012.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	All charges <b>must</b> be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.2	Prices <b>must</b> remain in effect for the term stated in your bid of the contract, ending on August, 31, 2012.		
3.2.3	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.4	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing or new technologies.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	HST: Where applicable, Harmonized Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>RENEWAL OPTIONS</b>		
3.4.1	The TVDSB may, at the end of this contract term, extend the contract for a period of up to five (5) years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.4.2	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2013.		
3.4.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2014.		
3.4.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending August 31, 2015.		
3.4.5	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending August 31, 2016.		
<b>3.5</b>	<b>DELIVERY &amp; ORDERING</b>		
3.5.1	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.5.2	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		

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<b>3.6</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.6.1	All invoices must be sent to the attention of the Accounts Payable Department: Thames Valley District School Board, 1250 Dundas Street, P.O. Box 5888, London, Ontario N5W 5P2.		
3.6.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.6.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.6.4	Bidders should state percentage discount for early payment and net payment terms.		
3.6.5	Purchase order numbers <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	In addition to price, quality and suitability will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.4	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.5	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>REQUIREMENTS</b>		
4.2.1	The requirements are detailed in Requirements List - Worksheet B		
4.2.2	For each requirement as described in Worksheet B bidders <b>must</b> place a response in the appropriate column.		
<b>4.3</b>	<b>IMPLEMENTATION</b>		
4.3.1	Bidder(s) <b>must</b> outline the schedule in Worksheet B.		
<b>4.4</b>	<b>PRESENTATION/INTERVIEW/DEMONSTRATION</b>		

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4.4.1	Qualified bidders may be required to make a presentation/attend an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
5.1.2	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.3	The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.4	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.5	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB, the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.6	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.7	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.8	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		

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5.1.9	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between the TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this bid document, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.10	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.11	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.12	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.13	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.14	Smoking is prohibited in all TVDSB buildings and property.		
5.1.15	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.16	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each of their sites.		

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5.1.17	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.18	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.19	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.20	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.21	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.22	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
<b>5.2</b>	<b>5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		

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5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
<b>5.4</b>	<b>PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT</b>		
5.4.1	The Bidder represents and warrants that if the bidder is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the Bidder will be solely responsible for compliance with such legislation. Without limitation, the Bidders represents and warrants that if the Bidder is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Bidders shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the Bidders collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the Bidders uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		

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5.4.4	All PIPEDA Protected Information the Bidder transfers or discloses to the Board		
5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		
<b>5.5</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB, are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.5.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.4	<a href="http://www.ilo.org">http://www.ilo.org</a>		
<b>5.6</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.6.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.6.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.6.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) <b>must</b> supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.6.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		

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5.6.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.6.6	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
<b>5.7</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
5.7.1	The successful bidder(s) <b>must</b> ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.7.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB n reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
<b>5.8</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.8.1	The successful bidder(s) <b>must</b> be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.8.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.8.2.1	This liability policy shall contain the following coverage:		
5.8.2.2	Personal Injury & Property Damage		
5.8.2.3	Non-Owned Automobile Liability		
5.8.2.4	Owners and Contractors Protective Coverage		
5.8.2.5	Contractual Liability		

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5.8.2.6	Broad Form Property Damage		
5.8.2.7	Products & Completed Operation Insurance		
5.8.2.8	Contingent Employees Liability		
5.8.2.9	Cross Liability Clause and Severability of Interest Clause		
5.8.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
<b>5.9</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.9.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB		
5.9.2	In the event of an affirmative answer to 5.9.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.9.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		

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5.9.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.9.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.9.3.2	Third Party Liability Coverage in the form of OAP-1		
5.9.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.9.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>5.10</b>	<b>CRIMINAL BACKGROUND CHECKS</b>		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
5.10.1	Bidders <b>must</b> agree that if it becomes the recommended successful bidder(s), pursuant to this bid, subject to approval of the TVDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder(s) agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder(s) or its subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		
5.10.2	The successful bidder(s) shall further agree to provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder(s), whether employed by the successful bidder(s) at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this bid.		
5.10.3	The successful bidder(s) shall further agree that in the event that the terms of the agreement contemplated by the bid in the future becomes applicable to a school site other than those contemplated by the bid, that the successful bidder(s) shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful bidder(s) at the said school site.		
5.10.4	The recommended successful bidder(s) agrees that during the term of the agreement contemplated by this bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.		
5.10.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.		
<b>6.0</b>	<b>RETURN DATE</b>		
6.1	RETURN DATE: Friday, April 29, 2011		
<b>7.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
7.1	<b>DOWNLOADING BID DOCUMENTS</b>		
7.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
7.1.2	Click "Board"		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
7.1.3	Click "Purchasing"		
7.1.4	Click "Bids"		
7.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
7.1.6	Click "Proceed to Inquiry/Download page"		
7.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
7.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
7.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>7.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
7.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
<b>7.3</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
7.3.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
7.3.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
7.3.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
7.3.4	To begin the Bid Program:		
7.3.4.1	Go to Windows Explorer		
7.3.4.2	Click on C:\ drive		
7.3.4.3	Open the folder "lbtender"		
7.3.4.5	The following files will be installed in the C:\lbtender directory:		
7.3.4.6	Appendices168.xls		
7.3.5	To start the process open the Excel files and complete as instructed.:		
<b>7.4</b>	<b>THE RETURN FILES</b>		
7.4.1	Please return the completed file "Appendices168.xls" by e-mail to c.mackenzie@tvdsb.on.ca		
<b>7.0</b>	<b>SIGNATURE PAGE</b>		
8.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
8.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
8.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
8.4	NAME (Please print):		
8.5	TITLE:		
8.6	SIGNATURE:		
8.7	FIRM NAME:		
8.8	State the legal entity that your organization operates under:		
8.8.1	Proprietorship		
8.8.2	Partnership		
8.8.3	Corporation		
8.9	If your organization is incorporated, bidders <b>must</b> state the jurisdiction in which the corporation was originally incorporated in:		
8.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
8.9.2	E-MAIL ADDRESS:		
8.9.3	ADDRESS:		
8.9.4	INTERNET ADDRESS:		
8.9.5	TELEPHONE NO.:		
8.9.6	FAX NO.:		
8.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB, may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
8.10.1	Firm Name:		
8.10.2	Firm Address:		
8.10.3	Telephone Number:		
8.10.4	Fax Number:		
8.10.5	E-MAIL ADDRESS:		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**REQUEST FOR QUOTATION - RESTORATIVE APPROACH SERVICES  
- WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	BIDDERS RESPONSE	COMMENT
<b>WORKSHEET B - REQUIREMENTS</b>			
B1.0	The TVDSB is interested in responses/solutions from interested community agencies and organizations who will work together with TVDSB staff, London Police Services and Secondary School Resource Officers to build capacity within the schools, it's administration, staff, students, student leaders and the broader school community.		
<b>B2.0 OBJECTIVES</b>			
B2.1	To collaborate in partnership with the Secondary School Resource Officers and the TVDSB Administrators to assist in the timely and efficient implementation of the Diversion process with eligible students in Secondary Schools in the City of London.		
B2.2	This process is to keep youth connected to their schools		
B2.3	To facilitate Restorative Conferences with voluntary participation from the person harmed, the youth(s) who has inflicted the harm, families/guardians, school administrators and staff.		
<b>B3.0 SCOPE OF WORK</b>			
B3.1	The successful bidder must have staff specifically trained in school based restorative approaches.		
B3.2	The successful bidders will be responsible for the following programs and must state how they will satisfy our requirements for:		
B3.2.1	<ul style="list-style-type: none"> <li>• Implementing and facilitating restorative approaches ranging from mediation and conflict resolution to formal restorative conferences</li> </ul>		
B3.2.2	<ul style="list-style-type: none"> <li>• Receive and respond in a timely manner to referrals for Restorative practices from the safe schools' Learning Coordinators and School Administrators</li> </ul>		
B3.2.3	<ul style="list-style-type: none"> <li>• To participate in partnership meeting and committee requirements in connection with London Police Services and the TVDSB</li> </ul>		
B3.2.4	<ul style="list-style-type: none"> <li>• Awareness training in Restorative Approaches for administrators and staff</li> </ul>		
B3.2.5	<ul style="list-style-type: none"> <li>• Promoting successful transitions for youth returning from Youth Justice sentences including practical, hands-on restorative intervention.</li> </ul>		
B3.2.6	<ul style="list-style-type: none"> <li>• To prepare and submit necessary documentation for Extrajudicial Sanctions, Diversion and Formal Restorative Conferencing</li> </ul>		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**REQUEST FOR QUOTATION - RESTORATIVE APPROACH SERVICES  
- WORKSHEET B - REQUIREMENTS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>BIDDERS RESPONSE</b>	<b>COMMENT</b>
B3.2.7	• To advise of any problem areas re: operations and assist as required in developing and implementing required changes		
B3.2.8	• To complete Restorative Conference Referral/Outcome forms and provide copies to the necessary parties		
B3.2.9	• To complete Mediation Conference Referral/Outcome forms and provide copies to the necessary parties		
B3.2.10	• To implement and facilitate Restorative Practices in conjunction with the Secondary School Resource Officers and the TVDSB ranging from Peer Mediation and Conflict Resolution to Formal Restorative Conferences in connection with the Diversion and Extrajudicial process		
B3.2.11	• Provide references to the Peer Power portfolio to foster Restorative Practices in a school setting		
B3.2.12	• Provide group programming after school hours or in community setting, as requested by Secondary School Administrators		
B3.2.13	• Provide Database input for Extrajudicial Sanctions and Diversion cases		
B3.2.14	• To assist in preparation of monthly/quarterly and annual statistical data		
B3.3	• Responsible for all costs for consumables needed to run the programs and services (payroll, marketing, human resource support, accounting, liability insurance, partnership program delivery costs and program start up costs).		
<b>B4.0</b>	<b>QUALIFICATIONS</b>		
B4.1	Bidders should have staff with the following qualifications:		
B4.1.1	• Minimum University Degree or College Diploma in related field of study with relevant experience		
B4.1.2	• Post Secondary Education in Human Services with 3 years relevant experience		
B4.1.3	• Extensive Knowledge of the Youth Criminal Justice Act		
B4.1.4	• Extensive Knowledge of Extrajudicial Sanctions and Diversion programs		
B4.1.5	• Extensive Restorative Practice Training related to The Real Justice Model of Restorative programming		
B4.1.6	• Peer Mediation/Conflict Resolution Training		
B4.1.7	• Crisis Intervention and Prevention Training or equivalent		
B4.1.8	• Current CPR - First Aid		
B4.1.9	• Extensive conflict resolution, mediation and restorative practice skills		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**REQUEST FOR QUOTATION - RESTORATIVE APPROACH SERVICES  
- WORKSHEET B - REQUIREMENTS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>BIDDERS RESPONSE</b>	<b>COMMENT</b>
B4.1.10	• Implementation of services in conjunction with Extrajudicial Sanctions and Diversion programs		
B4.1.11	• Strong and effective listening and problem solving skills		
B4.1.12	• Effective interview and overall verbal skills		
B4.1.13	• Proficient in data collection and statistical compilation		
B4.1.14	• Proficient in written documentations connected with the Youth Criminal Justice System		
B4.1.15	• Excellent facilitation skills		
B4.1.16	• Effective time management and organizational skills		
<b>B5.0</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
B5.1	Bidders <b>must</b> include an organizational chart.		
B5.2	Bidders <b>must</b> state the number of employees involved in this contract. Bidders must list and provide job descriptions and qualifications for all staff including volunteers involved in the execution of this contract in Worksheet C - Staffing.		
B5.3	Bidders <b>must</b> state location of their office.		
B5.4	Bidders <b>must</b> state if their employees carry photo identification.		
B5.5	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
B5.6	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
B5.7	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
B5.8	Bidders <b>must</b> state their mission/goals. Bidders should submit a copy of any publication they issue containing this information.		
B5.9	Bidders <b>must</b> state how they will promote and market their programs. A copy of any publications should be included.		
B5.10	Bidders <b>must</b> state if they have any previous experience or relationships with schools/school boards.		
<b>B6.0</b>	<b>PROGRAMS</b>		
B6.1	Bidders should offer Programs that:		
B6.1.1	• available to all students at the TVDSB		
B6.1.2	• can accommodate any diverse student needs in an inclusive program.		

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**REQUEST FOR QUOTATION - RESTORATIVE APPROACH SERVICES  
- WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	BIDDERS RESPONSE	COMMENT
B6.2	Bidders <b>must</b> provide a detailed description of program including:		
B6.2.1	• Expected outcomes/goals		
B6.2.2	• Indicators of success		
B6.2.3	• Measures of success		
B6.2.4	• Connections, if any, to classroom programming and Ministry requirements		
<b>B7.0</b>	<b>LOGISTICS</b>		
B7.1	• Dates: September 1, 2011 until June 30, 2012		
B7.2	• Time - flexible - typically during normal school day but there maybe some after school hours required		
B7.3	• Location - available to all students in the TVDSB		
B7.4	• Special Requirements - Please state any special requirements		
<b>B8.0</b>	<b>TRAINING / SUPPORT</b>		
B8.1	Training and support services are a consideration in awarding this bid. Include any and all support or any other services your company will provide, identifying certification relevant to the support role envisioned.		
B8.2	Bidders <b>must</b> include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
B8.2.1	Service related problems		
B8.2.2	Quality problems		
B8.2.3	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
<b>B9.0</b>	<b>STATISTICAL DATA</b>		
B9.1	The successful bidder(s) <b>must</b> be able to provide statistical data throughout the program including number of conferences/meetings, number of students involved in program.		
B9.2	The successful bidder(s) <b>must</b> be capable of supplying the TVDSB with a final report, in an electronic format.		
<b>B10.0</b>	<b>REFERENCES</b>		
B10.1	Bidders <b>must</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. One reference must be from an agency other than the TVDSB. The reference <b>must</b> contain the following information:		
B10.1.1	Reference 1 - Company Name:		
B10.1.2	Reference 1 - Address:		
B10.1.3	Reference 1 - Contact Name:		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REQUEST FOR QUOTATION - RESTORATIVE APPROACH SERVICES  
- WORKSHEET B - REQUIREMENTS

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>BIDDERS RESPONSE</b>	<b>COMMENT</b>
B10.1.4	Reference 1 - Phone Number:		
B10.1.5	Reference 1 - Fax Number:		
B10.1.6	Reference 1 - e-mail address:		
B10.2.1	Reference 2 - Company Name:		
B10.2.2	Reference 2 - Address:		
B10.2.3	Reference 2 - Contact Name:		
B10.2.4	Reference 2 - Phone Number:		
B10.2.5	Reference 2 - Fax Number:		
B10.2.6	Reference 2 - e-mail address:		
B10.3.1	Reference 3 - Company Name:		
B10.3.2	Reference 3 - Address:		
B10.3.3	Reference 3 - Contact Name:		
B10.3.4	Reference 3 - Phone Number:		
B10.3.5	Reference 3 - Fax Number:		
B10.3.6	Reference 3 - e-mail address:		

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<b>Item No.</b>	<b>Employee Name</b>	<b>Position/Title (Include any volunteers)</b>	<b>Brief Job Description</b>	<b>Qualifications</b>	<b>Number of Years Experience</b>
C1					
C2					
C3					
C4					
C5					
C6					
C7					
C8					
C9					
C10					
C11					
C12					
C13					
C14					
C15					
C16					
C17					
C18					
C19					
C20					

FIRM NAME: \_\_\_\_\_

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REQUEST FOR QUOTATION - PEER POWER SERVICES -  
WORKSHEET D - PRICING

ITEM NO	DESCRIPTION	COST	COMMENTS
WORKSHEET C - FEES AND FEE SCHEDULE, INCLUDING DISBURSEMENTS			
	<b>All proposals must clearly outline the responsibilities both of the TVDSB and the successful vendor. ALL costs payable by the TVDSB for these services must be clearly defined. Bidders must clearly describe your fees and fee schedule .</b>		
D1	An all-inclusive Fee Schedule, including, if any, installment payments AND schedule separated into the options below:		
D1.1	State Salaries, Fees and fee structure - Hourly rate, set fee etc.		
D1.2	Other disbursements, as listed below:		
D1.3	Administrative Overhead		
D1.4	Supplies		
D1.5	Clerical Support		
D1.6	Long distance telephone charges		
D1.7	Fax, postage/courier		
D1.8	Use of electronic databases		
D2	Disengagement fee (should the Board cancel the contract)		
D3	Is there a minimum charge if program cannot run due to lack of participation.		
D4	Bidders must state billing period (e.g. monthly) and a description of these expected expenses		
D5	If your fee states progress billing, please list installments based on your timetable of service and in conjunction with the progress reports you will provide		
D6	State the terms of the firm's guarantee, if the TVDSB is not satisfied		
D7	Bidders must state any other expenses below:		
D7.1			
D7.2			
D7.3			
D7.4			
D7.5			
D7.6			
D7.7			
D7.8			
D7.9			
D7.10			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_