



## **REQUEST FOR PROPOSAL**

### **COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)**

**#197**

Issue Date: September 27, 2011  
Issued by: The Thames Valley District School Board  
#197  
Cheryl MacKenzie, Buyer  
**Return Date: prior to 12:00:00 noon, October 19, 2011**

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

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 submit proposals 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 178 schools with an estimated enrolment of 72,000 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 individuals and organizations to coordinate workshops, seminars, correspondence, key note speakers for the Thames Valley Parent Involvement Committee (TVPIC).		
1.1.2	Additional information about the Parent Involvement Committee can be found on their web site at <a href="http://www.tvdsb.ca/parents.cfm?subpage=23">http://www.tvdsb.ca/parents.cfm?subpage=23</a>		
<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 Proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean Proponents "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 Proponents "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 proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a proponent who is compliant and has included the required information in their bid submission.		
2.1.1.6	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.		

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

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2.1.1.6.1	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 proponent could gain an unfair advantage over competitors. The TVDSB, will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	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 proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Bidders <b>must</b> use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.2	The setup.exe file contains the following files:		
2.2.2.1	Appendices197.xls with the following Worksheets:		
2.2.1.2	Worksheet A: Terms and Conditions in Excel format, electronic response required		
2.2.2.2	Worksheet B: Requirements/Specifications in Excel format, electronic response required		
2.2.1.3	Worksheet C - Staffing/Qualifications in Excel format, electronic response required		
2.2.2.3	Worksheet D: Pricing and locations in Excel format, electronic response required		
2.2.1.4	Worksheet E: Criteria and Weighting in Excel format, no response required		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		

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2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - Labelling of Envelope and disk or memory stick).		
2.3.9	The bid submission <b>must</b> be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Tuesday, September 27, 2011		
2.4.2	<b>RETURN DATE and TIME: prior to 12:00:00 noon Wednesday, October 19, 2011</b>		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or email c.mackenzie@tvdsb.on.ca The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other Proponents.		
2.5.2	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.		
<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 one (1) year, terminating on August 31, 2012.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Proponents <b>must</b> complete the pricing section - Worksheet D		
3.2.2	Proponents <b>must</b> print and sign all Worksheets		
3.2.3	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.		
3.2.4	Prices <b>must</b> remain in effect for the term stated in your bid of the contract, ending on August, 31, 2012.		
3.2.5	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		

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3.2.6	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 proponent in writing of their intentions.		
3.4.2	Proponents must 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	Proponents 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	Proponents 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	Proponents 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.		
<b>3.6</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.6.1	All invoices must be sent to the respective individual Accounts Payable Departments: Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2.		
3.6.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.6.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.6.4	Proponents 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>		

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<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</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 proponent.		
4.1.5	The successful proponent(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, proponents must place a response in the appropriate column.		
<b>4.3</b>	<b>IMPLEMENTATION</b>		
4.3.1	Proponent(s) must outline the schedule in Worksheet B.		
<b>4.4</b>	<b>PRESENTATION/INTERVIEW/DEMONSTRATION</b>		
4.4.1	Qualified Proponents may be required to make a presentation/attend an interview at the Proponents' 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 Proponents 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 Proponent 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 Proponent.		
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.		

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COMMITTEE (TPVIC) - WORKSHEET A - TERMS AND CONDITIONS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</b>
5.1.5	The TVDSB reserves the right to withdraw the award of the contract to a successful Proponent(s) within 30 days of the award if in the opinion of the TVDSB, the successful Proponent(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 Proponent		
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 Proponent for any expense, cost, loss or damage incurred or suffered by the Proponent 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 proponent.		
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.		
5.1.9	All of the terms and conditions of this bid are deemed to be accepted by the Proponent and incorporated into the Proponent's submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful Proponent's response to this bid will form the contract between the TVDSB and the successful Proponent(s). Any conflict in the wording of the Proponent'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 Proponent's invoice and/or sales agreement.		
5.1.10	The successful Proponent(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 Proponent(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 Proponents. 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 Proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		

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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 Proponent 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 Proponents agree to provide all such additional information as, and when requested, at their own expense, provided no Proponent 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 Proponent(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 Proponent(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each of their sites.		
5.1.17	The successful proponent(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful proponent(s)' employees or contracted staff.		
5.1.18	The successful proponent(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 proponent'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 proponent(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent'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 proponent 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>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		

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5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(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 proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(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 proponent(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 proponent(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(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 proponent(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	Proponents 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 proponent, intellectual property right of the proponent, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

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5.3.2	A proponent 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 proponent 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 Proponents 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 proponent represents and warrants that if the proponent is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the proponent will be solely responsible for compliance with such legislation. Without limitation, the Proponents represents and warrants that if the proponent is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Proponents shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the Proponents collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the Proponents uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		
5.4.4	All PIPEDA Protected Information the proponent 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. Proponents 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.		

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5.5.2	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For Proponents 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 proponent(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 proponent(s) must 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.		
5.6.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the proponent complies with the conditions above.		
5.6.6	The TVDSB reserves the right to request to request a copy of a proponent's Health & Safety Policy, Procedures and Guidelines.		
<b>5.7</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
5.7.1	The successful proponent(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		

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5.7.2	The successful proponent(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 proponent(s) to the TVDSB's representative within 24 hours.		
<b>5.8</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.8.1	The successful proponent(s) should be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		
5.8.2	Each proponent 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 proponent does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the proponent 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 proponent. The successful proponent(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		
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		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</b>
5.8.3	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful proponent(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 proponent(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	Proponents 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 Proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent 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.		
5.9.3	Proponents 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 proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent 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 proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</b>
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 proponent(s) by the TVDSB, the successful proponent(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 proponent(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 proponent(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 proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
6.1.1	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.		
6.1.2	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.		
6.1.3	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission <b>must</b> include:		
7.1.2.1	Printed and signed copies of "Appendices197.xls" including all Worksheets		
7.1.3	One Disk or Memory Stick with file name "Appendices197.xls" containing:		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</b>
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Requirement in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Pricing in Excel format - Electronic response required		
7.1.3.5	Worksheet E: Criteria and Weighting in Excel format - no response required		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" are on the disk or memory stick.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>8.0 AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submission will be evaluated on their ability to supply the requirements identified in Appendices and Worksheets and other relevant sections.		
8.1.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet E.		
8.1.5	In the event of a tie score the TVDSB will resolve the tie by coin toss. Both parties will have representation at the coin toss.		
8.1.6	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.7	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.8	The determination of equal quality will be based on our internal professional opinions.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</b>
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	Scroll to the end of the document, click		
8.2.1.6	"Proceed to inquiry/download page".		
8.2.1.7	Proceed to the Bid, click		
8.2.1.8	"Results - Check Mark"		
8.2.1.9	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>8.3</b>	<b>DEBFEIFING</b>		
8.3.1	Not later than 60 Days following the date of posting of a contract award notification in respect of the RFP, a Proponent may contact the RFP Coordinator requesting a debriefing from the Purchaser, and the Purchaser shall conduct such debriefing in accordance with the requirements of the Supply Chain Guideline.		
8.3.2	Any request that is not timely received will not be considered and the Proponent will be notified in writing.		
8.3.3	Proponents should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until such time as a contract award notification has been posted.		
<b>8.4</b>	<b>BID PROTEST PROCEDURE</b>		
8.4.1	In the event that a Proponent wishes to review the decision of the Purchaser in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Proponent shall submit a protest in writing to the Purchaser within 10 Days from such a debriefing.		
8.4.2	Any protest in writing that is not timely received will not be considered and the Proponent will be notified in writing.		
8.4.3	A protest in writing shall include the following:		
8.4.3.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
8.4.3.2	A specific description of each act alleged to have breached the procurement process;		
8.4.3.3	A precise statement of the relevant facts;		
8.4.3.4	An identification of the issues to be resolved;		
8.4.3.5	The Proponent's arguments and supporting documentation; and		
8.4.3.6	The Proponent's requested remedy.		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
	Cheryl MacKenzie Purchasing Services		Tracy Grant Chairperson
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Purchasing - Bids " icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
<b>9.3</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
9.4.1	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.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	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.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.5	The following files will be installed in the C:\lbtender directory:		
9.4.6	Appendices197.xls with the following Worksheets:		
9.4.6.1	Worksheet A: Terms & Conditions in Excel format - electronic response is required		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/ WILL NOT COMPLY</b>	<b>COMMENT</b>
9.4.6.2	Worksheet B: Requirements in Excel format - electronic response is required		
9.4.6.3	Worksheet C: Staffing in Excel format - electronic response is required		
9.4.6.4	Worksheet D: Pricing in Excel format - electronic response is required		
9.4.6.6	Worksheet E: Criteria and Weighting in Excel format - no response is required		
9.4.9	To start the process open the Excel files and complete as instructed.		
<b>9.5</b>	<b>THE RETURN DISKETTE OR CD:</b>		
9.5.1	After all bids have been entered:		
9.5.2	Copy the "Appendixes197.xls" file to either a 3.5" Diskette, Memory Stick or CD using your company's standard CD Writing program.		
9.5.3	Check to ensure that the necessary "files" are on the disk or memory stick. Without these files we will not be able to download your bid.		
9.5.4	Be sure to label your disk or memory stick with company name and signature.		
<b>9.6</b>	<b>LABELLING OF ENVELOPE AND DISK</b>		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To: OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	RFP - Coordinator for the Thames Valley District Parent Involvement Committee (TVPIC)		
9.6.10	Bid #197		
9.6.11	<b>Return Date: prior to 12:00:00 noon, Wednesday, October 19, 2011</b>		
<b>9.7</b>	<b>PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:</b>		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	RFP - Coordinator for the Thames Valley District Parent Involvement Committee (TVPIC)		
9.7.3	Bid #197		
9.7.4	<b>Return Date: prior to 12:00:00 noon, Wednesday, October 19, 2011</b>		
9.7.5	Signature:		
9.7.6	Firm Name:		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	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.		

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

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

**REQUEST FOR PROPOSAL - COORDINATION FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE (TVPIC) - WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders <b>must</b> state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders <b>must</b> 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:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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

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

**REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)  
- WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	PROPOSERS RESPONSE	COMMENT
<b>B1.0</b>	<b>WORKSHEET B - REQUIREMENTS</b>		
B1.1	TVPIC is seeking a planning coordinator, firm or team that will be responsible for planning, organizing, controlling and co-ordinating district-wide parent engagement activities, assisting with coordinating policies and procedures designed to promote and maintain effective relationships and understanding between the school district, parents, and community.		
B1.2	The coordinator will provide events support, execution, planning and coordination of workshops, seminars, forums etc.		
B1.3	The coordinator will work with the TVPIC Committee to secure opportunities that will satisfy the Ministry of Education community involvement requirements and will be responsible for ensuring that all the key people /events come together in a smooth and effective way.		
B1.4	This position will report to the Thames Valley Parent Involvement Committee (TVPIC) and will work in consultation with the Director of Education		
<b>B2.0</b>	<b>SCOPE OF WORK</b>		
B2.1	The successful proponent(s) will:		
B2.2	<ul style="list-style-type: none"> <li>• Assist with the TVPIC communication processes, protocols and procedures</li> </ul>		
B2.3	<ul style="list-style-type: none"> <li>• Disseminate TVPIC best-practice information for newsletter, e-mail, web portal etc.</li> </ul>		
B2.4	<ul style="list-style-type: none"> <li>• Assure timely communication of TVPIC updates and delivery of newly developed material</li> </ul>		
B2.5	<ul style="list-style-type: none"> <li>• Respond to information requests from outside agencies and others regarding TVPIC activities</li> </ul>		
B2.6	<ul style="list-style-type: none"> <li>• Prepare and present oral presentations regarding workshops, activities and in-services.</li> </ul>		
B2.7	<ul style="list-style-type: none"> <li>• Serve as an informational resource regarding school-wide family involvement workshops, in-services and activities</li> </ul>		
B2.8	<ul style="list-style-type: none"> <li>• Assist with coordination of policies and procedures designed to promote and maintain effective relationships and understanding between the school district, parents and community</li> </ul>		
B2.9	<ul style="list-style-type: none"> <li>• Coordinate the implementation of the annual strategic plan for parents in accordance with key areas set forth in the district's strategic plan, vision, mission, guiding principles, and district priorities</li> </ul>		
B2.10	<ul style="list-style-type: none"> <li>• Assist with outreach programs</li> </ul>		

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

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

**REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)  
- WORKSHEET B - REQUIREMENTS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>PROPOSERS RESPONSE</b>	<b>COMMENT</b>
B2.11	<ul style="list-style-type: none"> <li>Plan and develop programs to assist appropriate district personnel</li> </ul>		
B2.12	<ul style="list-style-type: none"> <li>Assist in developing and carrying out a parent involvement program</li> </ul>		
B2.13	<ul style="list-style-type: none"> <li>Plan and coordinate training for TVPIC committee members, parents, and members of the TVDSB as required</li> </ul>		
B2.14	<ul style="list-style-type: none"> <li>Attend meetings with TVPIC committees</li> </ul>		
B2.15	<ul style="list-style-type: none"> <li>Attend district, community, and collaborative partners meetings to promote the effective involvement and inclusion of parents in decision-making processes</li> </ul>		
B2.16	<ul style="list-style-type: none"> <li>Help to educate teachers and staff to communicate and work with parents as equal partners</li> </ul>		
B2.17	<ul style="list-style-type: none"> <li>Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs; resolve issues and conflicts; exchange information which models district standards of ethics and professionalism</li> </ul>		
B2.18	<ul style="list-style-type: none"> <li>Keep thorough records and complete paperwork in a timely manner. Complete quarterly, annual, and other reports as required by the TVPIC.</li> </ul>		
B2.19	<ul style="list-style-type: none"> <li>Assist with the preparation of the annual TVPIC budget: analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; coordinate grants for the TVPIC</li> </ul>		
B2.20	<ul style="list-style-type: none"> <li>Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations</li> </ul>		
B2.21	<ul style="list-style-type: none"> <li>Develop a comprehensive procedures manual that includes tools and techniques for committee members to use as a resource</li> </ul>		
<b>B3.0</b>	<b>WORKSHOPS/DIRECTORS FORUM/SPECIAL EVENTS</b>		
B3.1	<ul style="list-style-type: none"> <li>Participate in the scheduling and coordination of a variety of special events and workshops including the Directors Forum. Approx. 4 special events and the Directors Forum each year</li> </ul>		
B3.2	It is TVPIC's intent to maintain significant oversight and an advisory role		
<b>B4.0</b>	<b>QUALIFICATIONS</b>		
B4.1	The TVDSB is seeking firms or individuals with the following qualifications:		
B4.1.1	<ul style="list-style-type: none"> <li>Goal oriented, problem solver and solution driven</li> </ul>		

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

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

**REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)  
- WORKSHEET B - REQUIREMENTS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>PROPOSERS RESPONSE</b>	<b>COMMENT</b>
B4.1.2	• Outgoing and enjoys working with adults and youth		
B4.1.3	• Strong time management skills and the ability to balance multiple tasks		
B4.1.4	• Proven ability to work both independently and as part of a team		
B4.1.5	• Detail oriented		
B4.1.6	• Strong communicator with people of diverse backgrounds and situations; bilingual skills an asset		
B4.1.7	• Experience with coordination of programs or events		
B4.1.8	• Appreciation and understanding of the value of volunteer involvement		
B4.1.9	• Strong interpersonal skills		
B4.1.10	• Strong presentation and public speaking skills		
B4.1.11	• Computer experience including Microsoft Word, Excel, Outlook, Databases, internet navigation and use of social media is highly desirable		
B4.1.12	• Flexible schedule including evening and weekend hours		
B4.1.13	• Must hold at a minimum a high school diploma or equivalent		
B4.1.14	• Must be able to make a full one-year commitment to the position		
B4.1.15	• Outstanding instructional, organizational and leadership skills		
B4.1.16	• Understands and carries out oral and written directions with minimal supervision		
B4.2	Proponents must state their knowledge of the following:		
B4.2.1	• Rules and regulations related to parent involvement programs		
B4.2.2	• The TVDSB's strategic plan, vision, mission, guiding principals and district priorities		
B4.2.3	• Communications strategies		
B4.2.4	• Applying for grants		
B4.2.5	• Budget preparation and control		
B4.2.6	• Outreach programs		
B4.2.7	• Effective practices in parent engagement and other programs		
B4.2.8	• Culture, lifestyle, education, and social needs of ethnically diverse parents, including those affected by generational poverty		
B4.2.9	• Planning and conducting meetings		
B4.2.10	• Managing professional development activities, including logistics and communications		
B4.2.11	• Experience with meeting/event planning implementation		
B4.2.12	• Capability to perform the work on schedule		
B4.2.13	• Management capacity, knowledge, skills, and experience to oversee the implementation of conference agenda		

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

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

**REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)  
- WORKSHEET B - REQUIREMENTS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>PROPOSERS RESPONSE</b>	<b>COMMENT</b>
B4.2.14	Proponents should describe their linkages to the community (schools, agencies, institutions, etc.), other education programs, corporate and any other organizations.		
B4.2.15	Proponents should describe how they will insure the important relevant and timely issues can be addressed at the seminars/workshop forums.		
<b>B5.0</b>	<b>STAFFING, ADMINISTRATION &amp; ORGANIZATION</b>		
B5.1	Proponents must detail their qualifications in Worksheet C - Staffing.		
B5.2	Proponents must state location of their office.		
B5.3	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
B5.4	The TVDSB reserves the right at any time after the closing date, to request from any proponent evidence of its financial standing and stability, including that of each of its officers, directors and principals. All Proponents 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.		
B5.5	Proponents must state if they have any previous experience or relationships with schools/school boards.		
<b>B6.0</b>	<b>LOGISTICS</b>		
B6.1	Dates: September 15, 2011 - June 30, 2012		
B6.2	Special Requirements: Hours are flexible but will include hours both during the school day and evening hours as well.		
B6.3	The successful proponent will not be required to work during the summer		
<b>B7.0</b>	<b>TRAINING / SUPPORT</b>		
B7.1	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.		
B7.2	Proponents must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
B7.2.1	Service related problems		
B7.2.2	Quality problems		
B7.3	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
<b>B8.0</b>	<b>STATISTICAL DATA</b>		

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

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**REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)  
- WORKSHEET B - REQUIREMENTS**

<b>ITEM NO.</b>	<b>TERMS AND CONDITIONS</b>	<b>PROPOSERS RESPONSE</b>	<b>COMMENT</b>
B8.1	The successful proponent(s) must be able to provide statistical data throughout the program including:		
B8.2	• Maintaining a data base of speakers, costs etc		
B8.3	• Tracking all cost associated with workshops, seminars, forums etc.		
B8.4	• Tracking of hours worked		
B8.5	• Tracking participation and at the various workshops, seminars, forums etc.		
<b>B8.0</b>	<b>REFERENCES</b>		
B8.1	Proponents must 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 must contain the following information:		
B8.1.1	Reference 1 - Company Name:		
B8.1.2	Reference 1 - Address:		
B8.1.3	Reference 1 - Contact Name:		
B8.1.4	Reference 1 - Phone Number:		
B8.1.5	Reference 1 - Fax Number:		
B8.1.6	Reference 1 - e-mail address:		
B8.2.1	Reference 2 - Company Name:		
B8.2.2	Reference 2 - Address:		
B8.2.3	Reference 2 - Contact Name:		
B8.2.4	Reference 2 - Phone Number:		
B8.2.5	Reference 2 - Fax Number:		
B8.2.6	Reference 2 - e-mail address:		
B8.3.1	Reference 3 - Company Name:		
B8.3.2	Reference 3 - Address:		
B8.3.3	Reference 3 - Contact Name:		
B8.3.4	Reference 3 - Phone Number:		
B8.3.5	Reference 3 - Fax Number:		
B8.3.6	Reference 3 - e-mail address:		

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

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REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT  
COMMITTEE - WORKSHEET C - STAFFING

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

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ITEM NO	DESCRIPTION	COST	COMMENTS
<b>WORKSHEET D - FEES AND FEE SCHEDULE, INCLUDING DISBURSEMENTS</b>			
	<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, instalment 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 instalments 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: \_\_\_\_\_

REQUEST FOR PROPOSAL - COORDINATOR FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE (TVPIC)  
 - WORKSHEET E - CRITERIA WEIGHTING

<b>ITEM NO.</b>	<b>CRITERIA</b>	<b>POINTS</b>	<b>SUB CATEGORIES</b>	<b>SUB-POINTS</b>
<b>1.0</b>	<b>Fees</b>	<b>40</b>		
1.1			Fee	40
<b>2.0</b>	<b>Experience</b>	<b>20</b>	Experience in public sector event planning– including years of experience and positions held	20
2.2.	<b>Qualifications</b>	<b>20</b>	Experience in Educational environment	10
2.4			Specialized skills, training and background in event coordination and planning	10
<b>4.0</b>	<b>References</b>	<b>15</b>	5 Points for each reference	15
<b>5.0</b>	<b>Bid Submission</b>	<b>5</b>	Completeness of submission	5
<b>6.0</b>	<b>Interview if required</b>	<b>25</b>		25
<b>Total</b>		<b>125</b>		<b>125</b>