



**CELLULAR SERVICES AND HARDWARE
REQUEST FOR PROPOSAL**

Tuesday, November 07, 2006
Issued by: The Thames Valley District School Board
RFP#270-07CM
Return Date: prior to 12:00:00 local time Friday, January 12, 2007

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TERMS AND CONDITIONS

1.0 INTRODUCTION

The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this Bid Document. The Thames Valley District School Board is one of the largest public school boards in the province of Ontario. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrollment of 85,000 students. The TVDSB is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford.

SECTION 1.1 BACKGROUND

- 1.1.1 TVDSB has a substantial investment in cellular technology with an estimated 350 active cell phones users provided by three carriers. Over the past several years the number of cell users has grown, based on work related responsibilities.
- 1.1.2 The work environment within the TVDSB results in frequent relocation of employees and employee retirements. These two factors drive the demand of cell hardware requirements.
- 1.1.3 The geographical scope of the TVDSB is large and requires that cell services be readily accessible in an area spanning from Glencoe to Port Burwell to Huron Park and Drumbo.
- 1.1.4 The vendor split for cell phones are: 40 % Rogers and 60 % Bell. These number are estimates only. The TVDSB has 37 Mike devices which are **not included** within the scope of this RFP.

SECTION 1.2 OBJECTIVES

- 1.2.1 The TVDSB is interested in responses/solutions which will assist in achieving the following objectives:
 - 1.2.1.1 Standardize hardware and services with one supplier.
 - 1.2.1.2 Achieve cost savings through the pooling of minutes.
 - 1.2.1.3 Centralize purchasing / management of cell hardware and air time billing.
 - 1.2.1.4 Assist TVDSB to limit rogue telecommunication spending by limiting purchases through one central point of contact.
 - 1.2.1.5 Select a carrier who provides quality transmission and hardware.
 - 1.2.1.6 Provide a mechanism for air time billing usage and accountability within the TVDSB.
- 1.2.2 The cellular transmission services required are for wireless telecommunication services for voice, data and messaging over cellular networks. Bidders should demonstrate a commitment to continuous expansion of their cellular network infrastructure.

2.0 TERMS & CONDITIONS OF THIS BID

SECTION 2.1 DEFINITIONS

- 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**” - Bidders “**must**” include the required information in the bid submission. Failure to include the required information will deem the bid submission **noncompliant**.
 - 2.1.1.2 The word “**SHOULD**” - Bidders “**should**” include the required information in the bid submission.
 - 2.1.1.3 The word “**NONCOMPLIANT**” – Bid submissions will be eliminated from further evaluation if the bid submission does not include the required information.

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- 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 all or any portion 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.
- 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 in the sole direction of the TVDSB.
- 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 bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid 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 bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.

SECTION 2.2 STRUCTURE

- 2.2.1 Bidders **must** use the electronic bidding file (*setup.exe*) which is available on the Internet at www.tvdsb.on.ca,
 “**Purchasing Bids**”
 “**Electronic Bidding Instructions, Bid Download and Bid Results**”,
 Scroll to the end of the document, click
 “**Proceed to inquiry/download page**”.
 Proceed to the Bid, click
 “**New**” Icon

All bid files are available for downloading at no charge from the TVDSB web site.

The Setup.exe file contains the following files:

Setup.exe See Electronic Tendering Instructions page.

Appendices in Excel format which contains the following worksheets:

- Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.
- Worksheet B: Product Specifications - in Excel format - Electronic response required.
- Worksheet C: Pricing - in Excel format - Electronic response required.
- Worksheet D: Vendor Information - in Excel format - Electronic response required.

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SECTION 2.3 RETURN LOCATION

- 2.3.1 Sealed Proposals **must** be returned to:
 "Tenders Clerk,"
 Tenders Clerk's box, Main Floor Reception, Education Centre
 Thames Valley District School Board,
 P. O. Box 5888,
 1250 Dundas Street
 London, Ontario,
 N6A 5L1
- 2.3.2 The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.3 - Labeling of Envelope and diskette or CD).
- 2.3.3 The bid submission **must** be returned to the "Tender Clerk" for your bid submission to be accepted.
- 2.3.4 Delivery to the "Tenders Clerk" is the responsibility of the bidder.
- 2.3.5 Submissions received late or by electronic transmission (i.e., fax/e-mail) shall not be accepted.
- 2.3.6 Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.

SECTION 2.4 IMPORTANT DATES

- 2.4.1 ISSUE DATE: Tuesday, November 07, 2006
- 2.4.2 QUESTIONS: Monday, December 04, 2006
- 2.4.3 ANSWERS TO QUESTIONS: Thursday, December 07, 2006
- 2.4.4 RETURN DATE and TIME: prior to **12:00:00** local time Friday, January 12, 2007

SECTION 2.5 QUESTIONS

- 2.5.1 Answers to all questions will be posted to the TVDSB Web Site at www.tvdsb.on.ca ,
 "Purchasing Bids"
 "Electronic Bidding Instructions, Bid Download and Bid Results",
 Scroll to the end of the document, click
 "Proceed to inquiry/download page".
 Proceed to the Bid, click
 "Answers to Questions"
 View documents in PDF format.
- 2.5.2 Questions concerning the terms and conditions of the bid whether made orally or in writing, to any individual other than indicated below, at the sole discretion of the TVDSB, may render your submission **noncompliant**. Direct questions in written form only to: Cheryl MacKenzie, Supervisor, fax number 519-452-2399. The TVDSB will only be bound by written answers to questions.
- 2.5.3 Should questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.1.

3.0 CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT

SECTION 3.1 CONTRACT TERM

- 3.1.1 The term of this agreement shall be for (3) years, commencing on January 1, 2007 and unless otherwise provided herein, terminating on December 31, 2010.

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- 3.1.2 The TVDSB may at the end of this contract extend the contract in one year increments up to a maximum of two years, and will advise the bidder in writing, of their intentions, not later than 60 days prior to December 31, 2010.

SECTION 3.2 PRICING

- 3.2.1 Bidders **must** complete the pricing section which is installed using the Setup.exe file - Appendices. (See **Section 9** - Electronic Instructions/Appendices)
- 3.2.1.1 Bidders **must print and sign completed Appendices which contains Worksheets A, B, C, and D.**
- 3.2.2 All charges **must** 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.
- 3.2.3 Prices **must** include delivery. F.O.B. destination. **NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.**
- 3.2.4 Prices should remain in force for the initial three year term of the contract, commencing on January 1, 2007.
- 3.2.5 Bidders should state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending December 31, 2011.
- 3.2.6 Bidders should state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending December 31, 2012.
- 3.2.7 The TVDSB would like to take advantage of any promotions, price decreases or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.

SECTION 3.3 TAXES

- 3.3.1 GST and PST: Where applicable, Goods & Services Tax, and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.

SECTION 3.4 DELIVERY & ORDERING

- 3.4.1 Delivery for all items will be directly to our Schools, Distribution Centre, Facility Services Offices or Community Education Centres.
- 3.4.2 Successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.
- 3.4.3 The successful bidder(s) bears the risk of loss with respect to hardware until delivery and/or activation is complete.
- 3.4.4 An Order Number should appear on all packages, packing slips, correspondence, customs documentation and freight bills of lading.
- 3.4.5 The lead time provided by the successful bidder will be used to calculate delivery dates and to monitor your company's performance. The lead time **must** be met. Time is of the essence; and is considered in the decision and award of this contract and for future contracts.
- 3.4.6 Not all goods will be ordered at one time. Orders will be placed as requests are received from users.

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SECTION 3.5 INVOICING/PAYMENT TERMS

- 3.5.1 All invoices **must** be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.
- 3.5.2 Applicable taxes should be shown as separate line items on all invoices.
- 3.5.3 Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.
- 3.5.3.1 Bidders should state percentage discount for early payment and net payment terms.

4.0 Specifications / Functional Requirements

SECTION 4.1 QUALITY

- 4.1.1 Unless otherwise specified hardware **must** be new items, 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 In addition to price, quality and suitability to school use will be the first consideration. 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.
- 4.1.3 Any material, equipment, service or work ordered, which in the opinion of the TVDSB, does not completely fulfill the specifications, **must** be removed and/or completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications or sample quality.

SECTION 4.2 QUANTITY/TERM

- 4.2.1 Quantities are subject to equipment breakdowns, user requests, program changes and budget approval and may be increased or decreased when orders are placed. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) shall be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.
- 4.2.2 The estimated number of cell phone users within the TVDSB is approximately 350 units.

SECTION 4.3 FUNCTIONAL REQUIREMENTS

- 4.3.1 The functional requirements are detailed in **Product Specifications - Worksheet B**.
- 4.3.2 For each requirement as described in **Worksheet B** bidders **must** place a response in the appropriate column as indicated in **Worksheet B**.

SECTION 4.4 IMPLEMENTATION

- 4.4.1 Bidders **must** provide as an attachment a tentative implementation plan as specified in **Product Specifications Worksheet B section 4**.

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SECTION 4.5 RETURN OF GOODS POLICY

- 4.5.1 Bidders should state if there is a time limit on returning goods
- 4.5.2 Bidders should state if there is a "Restocking Charge" on any returned item and the amount or rate to be charged if goods are returned.
- 4.5.3 Bidders should describe their procedure for "Returned Goods" with respect to:
- 4.5.3.1 Packaging
 - 4.5.3.2 "Ship To" Addressing (LABELING)
 - 4.5.3.3 Location to which returns should be shipped
 - 4.5.3.4 Method of Shipment (Company Truck, Courier, Transport)
 - 4.5.3.5 If a return authorization number is required
 - 4.5.3.6 What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid document.

SECTION 4.6 SAMPLES

- 4.6.1 Samples may be requested from bidders. Bidders will be provided adequate notice to provide TVDSB with samples.
- 4.6.2 Bidders who do not submit the required samples will be considered noncompliant.
- 4.6.3 In the event that an item ordered becomes discontinued during the contract, the successful bidders must notify the Purchasing Services Department of discontinued products. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment **COLLECT**, if in our opinion the products supplied do not conform to the specifications of this contract.

SECTION 4.7 WARRANTY AND SERVICE

- 4.7.1 Service is an extremely important consideration in the award of this bid. Bidders must answer in the warranty and service questions in **Product Specifications - Worksheet B**.

SECTION 5.0 TERMS AND CONDITIONS

SECTION 5.1 GENERAL TERMS AND CONDITIONS

- 5.1.1 Any response submitted to the Bid is IRREVOCABLE for 180 days.
- 5.1.2 A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. (No facsimiles shall be accepted). The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this Bid. Addenda **must** be submitted to the "Tender Clerk's" Box in the same manner and within the same time constraints as the Bid Submission.
- 5.1.3 A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals **must** be submitted to the "Tender Clerk's" box in the same manner and within the same constraints as a Bid Submission.
- 5.1.4 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.

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- 5.1.5 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.
- 5.1.6 The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or nonperformance 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.
- 5.1.7 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.
- 5.1.8 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.
- 5.1.9 All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.
- 5.1.10 The TVDSB reserves the right to decline or purchase one or all items in this Bid from one supplier or from multiple suppliers.
- 5.1.11 All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal 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 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 proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.
- 5.1.12 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.
- 5.1.13 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.
- 5.1.14 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.
- 5.1.15 All TVDSB policies, procedures and regulations **must** be adhered to by the successful bidder(s).
- 5.1.15.1 Smoking is prohibited in all TVDSB buildings and on all TVDSB property.
- 5.1.15.2 Some TVDSB sites are equipped with video surveillance cameras.
- 5.1.15.3 The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.

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- 5.1.16 The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.
- 5.1.17 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.
- 5.1.18 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.
- 5.1.19 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.
- 5.1.20 This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.
- 5.1.21 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.

SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE

- 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.
- 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.

SECTION 5.3 COMMERCIAL LIABILITY INSURANCE

- 5.3.1 The successful bidder(s) **must** 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.

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5.3.2 Each bidder **must** 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 \$1 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 \$1 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 \$1 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.

This liability policy shall contain the following coverage:

- Personal Injury & Property Damage
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage
- Contractual Liability
- Broad Form Property Damage
- Products & Completed Operation Insurance
- Contingent Employees Liability
- Cross Liability Clause and Severability of Interest Clause

5.3.3 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.

5.3.4 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 willful 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.

SECTION 5.4 MOTOR VEHICLE LIABILITY INSURANCE

5.4.1 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.

5.4.2 In the event of an affirmative answer to 5.8.1, 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 8.3 to subsection 8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.

5.4.3 Bidders **must** 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 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 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. 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:

Third Party Liability Coverage in the form of OAP-1

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- 5.4.4 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.
- 5.4.5 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 part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.

SECTION 5.5 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 5.5.1 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 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. 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.
- 5.5.2 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.

SECTION 5.6 HUMAN RIGHTS AND CHILD LABOUR LAWS

- 5.6.1 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.
- 5.6.2 Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.
- 5.6.3 For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:
<http://www.ilo.org>
<http://www.ilo.org/public/english/comp/child/policy/towards.htm>

SECTION 5.7 HEALTH, SAFETY REGULATIONS

- 5.7.1 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.
- 5.7.2 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.

CELLULAR SERVICES AND HARDWARE

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- 5.7.3 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) **must** supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities.
- 5.7.4 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 WHIMIS 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.
- 5.7.5 The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.

6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES

- 6.1.1 Bidders should provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference should contain the following information: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.
- 6.1.2 If Bidder(s) is subcontracting any portion or all of this contract to a third party, they should include their names, addresses, telephone numbers and three references.

SECTION 6.2 ADMINISTRATION & ORGANIZATION - Outline details concerning your company.

- 6.2.1 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.
- 6.2.2 Bidders should 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.

7.0 BID SUBMISSION

SECTION 7.1. BIDDER'S RESPONSE GUIDE

- 7.1.1 Proposal format 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 and structure their proposal submissions as follows:
- 7.1.1.1 Table of Contents
 - 7.1.1.2 A one page executive summary explaining in non technical terms describing how they plan to provide the hardware and services as outlined in this RFP and describe any distinctive features of the hardware and services (excluding pricing) that you would like the evaluation committee to evaluate.
 - 7.1.1.3 An implementation plan as per **Worksheet B Product Specifications Section 4.0**
 - 7.1.1.4 Illustrative literature
 - 7.1.1.5 Samples of Reports and Invoices
 - 7.1.1.6 A signed copy of the **Signature Page Section 10.0**
 - 7.1.1.7 A **signed and completed Appendices which contains Worksheets A, B, C, and D.**
 - 7.1.1.8 A map of Southwestern Ontario Service Range as per Worksheet D Vendor Information D-1.2.
- 7.1.2 A signed copy of the **Signature Page - Section 10.0 must** be returned for your bid submission to be accepted.

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TERMS AND CONDITIONS

- 7.1.3 Bidders **must** provide one Diskette or CD with file names:
 - Appendices in excel format which contains the following worksheets:
 - Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.
 - Worksheet B: Product Specifications - in Excel format - Electronic response required.
 - Worksheet C: Pricing - in Excel format - Electronic response required.
 - Worksheet D: Vendor Information - in Excel format - Electronic response required.
- 7.1.4 It is the bidders responsibility to ensure the that the necessary “**files**” are on the diskette or CD.
- 7.1.5 If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes.
- 7.1.6 Failure to respond in electronic format will deem the bid noncompliant.
- 7.1.7 All bid documents should be submitted in an envelope marked with the bid name and number (as set out in **Section 9.2 - LABELING Instructions**).
- 7.1.8 Bidders **must** provide two signed copies of the bid documents.
- 7.1.9 Bidders’ submissions should include page numbers for ease of reference by Committee Members.
- 7.1.10 The specifications and pricing section of the bid submission should not make reference to supplemental materials.
- 7.1.11 Supplemental materials **will not qualify** as substitutes for direct responses to the bid’s requirements. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)

8.0 AWARD

SECTION 8.1 EVALUATION PROCESS

- 8.1.1 An evaluation committee has been 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 submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:
 - 8.1.3.1 Ability to supply the requirements identified in Appendices Workbook and other relevant sections.
 - 8.1.3.2 Administration Organization and Staffing
 - 8.1.3.3 Operation, Service, Support and warranty of the solutions and its various components.
 - 8.1.3.4 Implementation
 - 8.1.3.5 Total Cost of Capital, Operating, Maintenance, Life Cycle costs
 - 8.1.3.6 Web Portal and Reporting
 - 8.1.3.7 Financial standing and stability
 - 8.1.3.8 References
 - 8.1.3.9 Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement
- 8.1.4 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.

CELLULAR SERVICES AND HARDWARE

TERMS AND CONDITIONS

SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT

8.2.1 The results of this bid will be posted to the TVDSB Web Site as soon as decisions have been made at www.tvdsb.on.ca

“Purchasing Bids”

“Electronic Bidding Instructions, Bid Download and Bid Results”,

Scroll to the end of the document, click

“Proceed to inquiry/download page”.

Proceed to the Bid, click

“Results - Check Mark”

View documents in PDF format.

Cheryl MacKenzie, Supervisor
Purchasing Services
Thames Valley District School Board

Graham Hart
Chairperson

CELLULAR SERVICES AND HARDWARE

TERMS AND CONDITIONS

SECTION 9.0 ELECTRONIC INSTRUCTIONS/APPENDICES

9.1. DOWNLOADING BID DOCUMENTS

9.1.1. All documents are available from the TVDSB Web Site at www.tvdsb.on.ca

- Click "**Purchasing - Bids**" icon
- Click "**Electronic Bidding Instructions, Bid Download and Bid Results**" or "**Bids**"
- Read instructions
- Click "**Proceed to Inquiry/Download page**"
- Click on the "**Name of the Bid**" to view documents in PDF format.
- Click on the "**NEW**" logo to download the executable files for preparing and submitting your bid.

All bid files are available for downloading at no charge from the TVDSB web site.

9.1.2 PRINTING COPIES OF BID DOCUMENTS

9.1.2.1 To print a working copy of any bid document:

- Click on the "name of the Bid" to print documents in PDF format

9.1.3 COMPUTER SYSTEM REQUIREMENTS

- Microsoft Windows, **version 9.5 or greater**
- 2.5 MB available hard drive space
- 3 ½ 1.44 MB diskette drive or CD Burner.

9.1.4 INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:

9.1.4.1 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.*

9.1.4.2 Download the executables from our Web Site as shown above. Double click on the "**NEW**" logo for the executable file. Follow the instructions.

9.1.4.3 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.

9.1.4.4 To begin the Bid Program:

- Go to **Windows Explorer**
- Click on **C:\ drive**
- Open the folder "**lbtender**"
- Double click on the "**tender.exe** file." to open the program
- To start the process open the file and complete as instructed.

9.1.5 THE RETURN DISKETTE OR CD:

After all bids have been entered:

- Copy Appendices workbook containing worksheets A, B, C and D to either a 3.5" Diskette or CD using your company's standard CD Writing program.
- Check to ensure that the "**files**" are on the diskette or CD. Without these files we will not be able to download your bid.

Be sure to label your diskette or CD with company name and signature.

CELLULAR SERVICES AND HARDWARE

TERMS AND CONDITIONS

SECTION 9.2 LABELING OF ENVELOPE AND DISKETTE OR CD

9.2.1 PLEASE ADDRESS BID ENVELOPE AS SHOWN BELOW:

From: _____ Firm Name	
_____ Address	
	OFFICE OF THE TENDERS CLERK Thames Valley District School Board EDUCATION CENTRE, 1250 Dundas Street, LONDON, Ontario N5W 5P2
CELLULAR SERVICES AND HARDWARE RFP#270-07CM Return Date: Friday, January 12, 2007 Prior to 12:00:00 local time	

9.2.2 PLEASE AFFIX LABEL ON DISKETTE OR CD AS SHOWN BELOW:

THAMES VALLEY DISTRICT SCHOOL BOARD CELLULAR SERVICES AND HARDWARE RFP#270-07CM Return Date: Friday, January 12, 2007 Prior to 12:00:00 local time Signature: _____ Firm Name: _____
--

CELLULAR SERVICES AND HARDWARE

TERMS AND CONDITIONS

10.0 SIGNATURE PAGE

This page **must** be completed, signed below and **must** be included with your submission for your bid to be accepted.

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.

I/We the undersigned are duly authorized to execute this Request for Proposal on behalf of:

NAME: _____
(Please print)

TITLE: _____

SIGNATURE: _____

FIRM NAME: _____

State the legal entity that your organization operates under:

- Proprietorship Partnership
- Corporation

If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:

Name of each individual Partner or Correct Legal Name of Corporation:

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

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 Proposal) with whom the bidder enters into a contract(s) with to carry out any portion of this contract:

Firm Name: _____

Firm Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

**Worksheet A
Terms and Conditions Response
RFP 270-07CM**

RFP TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	COMMENT
SECTION 1.0	INTRODUCTION	
1.1.1		
1.1.2		
1.1.3		
1.1.4		
1.2.1		
1.2.1.1		
1.2.1.2		
1.2.1.3		
1.2.1.4		
1.2.1.5		
1.2.1.6		
1.2.2		
SECTION 2.0	TERSM AND CONDITIONS OF THIS BID	
2.1.1		
2.1.1.1		
2.1.1.2		
2.1.1.3		
2.1.1.4		
2.1.1.5		
2.1.1.6		
2.1.1.6.1		
2.1.1.6.2		
2.2.1		
2.3.1	Must be returned to Tenders Clerk	
2.3.2		
2.3.3		
2.3.4		
2.3.5		
2.3.6		
2.4.1		
2.4.2		
2.4.3		
2.4.4		
2.5.1		
2.5.2		
2.5.3		
SECTION 3.0	CONTRACT TERM / PRICING/TAXES / DELIVERY/PAYMENT	
3.1.1		
3.1.2		
3.2.1	Must complete pricing section	
3.2.1.1	Must complete and sign Worksheets A,B,C & D	
3.2.2		
3.2.3		
3.2.4		
3.2.5		
3.2.6		
3.2.7		

FIRM NAME: _____

SIGNATURE: _____

**Worksheet A
Terms and Conditions Response
RFP 270-07CM**

RFP TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	COMMENT
3.3.1		
3.4.1		
3.4.2		
3.4.3		
3.4.4		
3.4.5		
3.4.6		
3.5.1		
3.5.2		
3.5.3		
SECTION 4.0	SPECIFICATIONS/FUNCTIONAL REQUIREMENTS	
4.1.1		
4.1.2		
4.1.3		
4.2.1		
4.2.2		
4.3.1		
4.3.2	Must place a response in the appropriate columns in Worksheet B	
4.4.1	Must provide an implementation plan as stated in Worksheet B section 5	
4.5.1		
4.5.2		
4.5.3		
4.5.3.1		
4.5.3.2		
4.5.3.3		
4.5.3.4		
4.5.3.5		
4.5.3.6		
4.6.1		
4.6.2		
4.6.3		
4.7.1		
SECTION 5.0	TERMS AND CONDITIONS	
5.1.1		
5.1.2	Addenda must be submitted to Tenders Clerk's box	
5.1.3		
5.1.4		
5.1.5		
5.1.6		
5.1.7		
5.1.8		
5.1.9		
5.1.10		
5.1.11		
5.1.12		
5.1.13		
5.1.14		
5.1.15		

FIRM NAME: _____

SIGNATURE: _____

**Worksheet A
Terms and Conditions Response
RFP 270-07CM**

RFP TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	COMMENT
5.1.15.1		
5.1.15.2		
5.1.15.3		
5.1.16		
5.1.17		
5.1.18		
5.1.19		
5.1.20		
5.1.21		
5.2.1		
5.2.2		
5.2.3		
5.2.4		
5.2.5		
5.3.1		
5.3.2		
5.3.3		
5.3.4		
5.4.1		
5.4.2		
5.4.1		
5.4.2		
5.5.1		
5.5.2		
5.5.3		
5.6.1		
5.6.2		
5.6.3		
5.6.4		
5.6.5		
SECTION 6.0 BIDDER PROFILE		
6.1.1	Bidders should provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference should contain the following information: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.	
6.1.1	Reference 1	
	Agency Name:	
	Address:	
	Contact Person:	
	Telephone Number:	
6.1.1	Reference 2	
	Agency Name:	
	Address:	
	Contact Person:	
	Telephone Number:	
6.1.1	Reference 3	
	Agency Name:	
	Address:	

FIRM NAME: _____

SIGNATURE: _____

**Worksheet A
Terms and Conditions Response
RFP 270-07CM**

RFP TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	COMMENT
	Contact Person:	
	Telephone Number:	
SECTION 7.0	BID SUBMISSION	
7.1.1		
7.1.1.1		
7.1.1.2		
7.1.1.3		
7.1.1.4		
7.1.1.5		
7.1.1.6		
7.1.1.7		
7.1.1.8		
7.1.2	Signature page must be signed	
7.1.3	Bidders must provide one diskette or cd	
7.1.4		
7.1.5		
7.1.6		
7.1.7		
7.1.8	Bidders must provide a signed copy of the each of the bid documents, Worksheet A, B, C, D, and Section 10 Signature page, implementation schedule, Map of Service Range	
7.1.9		
7.1.10		
7.1.11		
SECTION 8.0	AWARD	
8.1.1		
8.1.2		
8.1.3		
8.1.3.1		
8.1.3.2		
8.1.3.3		
8.1.3.4		
8.1.3.5		
8.1.3.6		
8.1.3.7		
8.1.3.8		
8.1.3.9		
8.1.3.10		
8.1.4		
8.2.1		
SECTION 9.0	INSTRUCTIONS/APPENDICES	
9.1.1		
9.1.1.1		
9.1.2		
9.1.2.1		
9.1.3		
9.1.4		
9.1.4.1		
9.1.4.2		

FIRM NAME: _____

SIGNATURE: _____

Worksheet A
Terms and Conditions Response
RFP 270-07CM

RFP TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	COMMENT
9.1.4.3		
9.1.4.4		
9.1.5		
9.2.1		
9.2.2		
10	SIGNATURE PAGE	
10.1	Signature Page must be printed and signed	

FIRM NAME: _____

SIGNATURE: _____

**Worksheet B
Specifications
RFP 270-07CM**

RFP Section	Description					
Section 1.0	Cellular Hardware	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments: to add additional models, insert required number of columns
1.1	Cell phone package shall consist of a digital cell phone, lithium ion battery, AC travel charger, vehicle charger, hands free headset and carrying case. Should include call waiting, voice message centre and call display. Comes with users/operating manual.					
1.2	State the proposed models in the columns (Model 1, Model 2 etc.). Please submit illustrative literature with submission which provides a brief description for each model including: the features, data capabilities and productivity tools.					
1.3	State the air interface technology supported by the aforementioned models (i.e. Analog, Digital, Trimode, CDMA, GSM etc.).					
1.4	State if the proposed cellular technology has automated methods of transferring information, data and/or directories stored on an existing phone to the new phone. If so, indicate what software and hardware is required.					
1.5	Describe the process/procedure used to transfer the information, data or directories.					
1.6	State if the proposed cellular technology has the ability to have features deactivated (i.e. cameras or instant messaging) . If so, state which features can be deactivated.					
1.7	State if the proposed cellular technology has technology resident in the device which manages user profiles.					
1.7.1	Does the technology allow the user to transfer the user's profile to new units?					
1.8	State your company's policy regarding the frequency of upgrading cell phones to a newer technology					
Section 2.0	PDA/Smart Phone Hardware	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments: to add additional models, insert required number of columns
2.1	PDAs/Smart Phones package shall consist of a PDA/Smart device, lithium ion battery, AC travel charger, vehicle charger, hands free headset and carrying case. Should include call waiting, voice message centre and call display. Comes with user/operating manual.					
2.2	State the proposed models in the columns (Model 1, Model 2 etc.). Please submit illustrative literature with submission which provides a brief description for each model including: the features, data capabilities and productivity tools.					
2.3	State the air interface technology supported by the aforementioned models (i.e. Analog, Digital, Trimode, CDMA, GSM etc.).					
2.4	The TVDSB email system is First Class Server version 8.2. Describe your ability to integrate with First Class.					
2.5	State if the proposed cellular technology has automated methods of transferring information, data and/or directories stored on an existing phone to the new PDA/Smart Phone. If so, indicate what software and hardware is required.					
2.6	Describe the process/procedure used to transfer the information, data or directories.					
2.7	State if the proposed cellular technology has the ability to have features deactivated (i.e. cameras or instant messaging) . If so, state which features can be deactivated.					
2.8	State if the proposed cellular technology has technology resident in the device which manages user profiles.					

FIRM NAME: _____

SIGNATURE: _____

**Worksheet B
Specifications
RFP 270-07CM**

RFP Section	Description					
2.8.1	Does the technology allow the user to transfer the user's profile to new units?					
2.9	State your company's policy regarding the frequency of upgrading cell phones to a newer technology					
Section 3.0	Warranty	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments: to add additional models, insert required number of columns
3.1	State length of warranties for cell phones/PDAs. State the location warranty repairs (i.e. on site, return to depot).					
3.2	State if warranty includes parts and labour.					
3.3	State the location of service repair facilities.					
3.4	State the process for requesting a warranty repair.					
3.5	State your company's quality assurance policy, philosophy and program. This statement should detail how your company will respond to:					
3.5.1	Service related problems					
3.5.2	Quality problems					
3.6	State loaner policy for cell phones for warranty repairs.					
3.7	State the warranties for batteries.					
3.8	Describe the process/procedure to replace defective batteries under warranty.					
3.9	PDAs, cell phones or smart phones are deemed to be accepted by the TVDSB once a device has been successfully activated.					
Section 4.0	Quality	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments: to add additional models, insert required number of columns
4.1	Call quality inside schools is impacted because of the concrete and steel components in the structure. Describe how your solution is superior to other providers in this area and what strategies can be used to improve call quality.					
4.2	State the manufacturer's life expectancy of cell phones.					
4.3	State the manufacturer's life expectancy of PDAs/Smart Phones.					
4.4	State the manufacturer's life expectancy of the batteries.					
Section 5.0	Implementation	Responses				
5.1	Bidder(s) shall provide a tentative implementation plan as an attachment.					See the RFP document Section 7 Bidders' Response Guide for the bidders' response
5.2	State your company's plan to consolidate existing contracts and minutes of air time.					
Section 6.0	Training and Support	Responses				
6.1	State your company's support structure for installation, training and support services.					
6.2	State what user training is available.					
Section 7.0	Deliveries	Responses				
7.1	State the lead time to fulfill orders					
7.2	State if TVDSB has the ability to track orders and how this information is communicated to TVDSB.					
Section 8.0	Other	Responses				
8.1	State if the proposed cellular units have the capability for GPS tracking?					
8.2	State what software is required for GPS tracking.					
8.3	Describe the process for GPS tracking?					

FIRM NAME: _____

SIGNATURE: _____

**Worksheet C
Pricing
RFP 270-07CM**

RFP Section	Description	Pricing Responses				
Section 1.0	Cellular Hardware	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments: to add additional models, insert required number of columns
1.1	Cell phone package shall consist of a digital cell phone, lithium ion battery, AC travel charger, vehicle charge, handsfree headset and carrying case. Comes with call waiting, voice message centre and call display.					
1.2	State the models being proposed and state the associated costs based on Section 1.1					
1.3	State the cost of the cell phones based on a:					
1.3.1	1 Year contract					
1.3.2	2 Year contract					
1.3.3	3 Year Contract					
1.4	State the cost to upgrade a cell phone based on a :					
1.4.1	1 Year contract					
1.4.2	2 Year contract					
1.4.3	3 Year Contract					
Section 2.0	Accessories	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments
2.1	State the cost of an AC travel charger.					
2.2	State the cost of a lithium ion battery.					
2.3	State the cost of a vehicle car charger.					
2.4	State the cost of a leather carrying case with a swivel clip.					
2.5	State the cost of handsfree headset.					
2.6	State the cost of a Bluetooth headset.					
2.7	State the cost of software required to automate the transfer of information and directories stored on an existing phone.					
2.8	State the cost of any required hardware used to transfer information and directories stored on a PC or PDA device					
Section 3.0	Cellular Air and Data Rates	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments
3.1	State the cost of a basic air time plan consisting of 200 anytime minutes with free weekends and evenings, a message centre, call waiting, call forwarding and conference calling. State the timeframes for weekends and evenings.					
3.2	State the additional per minute rate.					
3.3	State the cost of an air time plan consisting of 400 anytime minutes with free weekends and evenings, a message centre, call waiting, call forwarding and conference calling. State the timeframes for weekends and evenings.					

FIRM NAME: _____

SIGNATURE: _____

**Worksheet C
Pricing
RFP 270-07CM**

RFP Section	Description	Pricing Responses				
3.4	State the additional per minute rate.					
3.5	State the cost of an air time plan consisting of 500 anytime minutes with free weekends and evenings, a message centre, call waiting, call forwarding and conference calling. State the timeframes for weekends and evenings.					
3.6	State the additional per minute rate.					
3.7	State the cost of an air time plan consisting of 800 anytime minutes with free weekends and evenings, a message centre, call waiting, call forwarding and conference calling. State the timeframes for weekends and evenings.					
3.8	State the additional per minute rate.					
3.9	State the cost of an unlimited anytime minutes with free weekends and evenings, a message centre, call waiting, call forwarding and conference calling. State the timeframes for weekends and evenings.					
3.10	State the additional per minute rate					
3.11	State the cost of an air time plan consisting of pooled/shared minutes with free weekends and evenings, a message centre, call waiting, call forwarding and conference calling. State the timeframes for weekends and evenings.					
3.12	State the cost to purchase additional blocks of pooling minutes.					
3.13	State the number of minutes for an additional block of time.					
Section 4.0	Features	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments
4.1	State the monthly 911 emergency service access fee.					
4.2	State the monthly system access fee.					
4.3	State the cost to activate a device.					
4.4	State the cost to deactivate a cell phone before the contract has expired.					
4.5	State the cost to deactivate features.					
4.6	State the cost and unit of measure for internet usage.					
4.7	State the monthly rate and volume for data usage.					
4.8	State the cost per message for incoming text messages.					
4.9	State the cost per message for outgoing text messages.					
4.10	State the cost of password resets for message centre.					
4.11	State the long distance per minute cost for in province calls.					
4.12	State the long distance per minute cost for out of province calls.					
4.13	State the long distance per minute costs for Canada to USA calls.					
4.14	State the long distance per minute costs for USA to Canada calls.					
4.15	State the per minute roaming charges for calls in Canada.					
4.16	State the per minute roaming charges for calls in USA.					
4.17	State the cost of call display.					
4.18	State the cost for call forward -no answer.					
4.19	State the cost for forward - busy.					

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**Worksheet C
Pricing
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RFP Section	Description	Pricing Responses				
4.20	State any additional features and associated costs:					
Section 5.0	Wireless Devices PDA's/Smart Phones	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments: to add additional models, insert required number of columns
5.1	Package shall consist of a PDA and /or Smart Phone , lithium ion battery, AC travel charger, vehicle charge, handsfree headset and carrying case. Comes with call waiting, voice message centre and call display.					
5.2	State the models being proposed and state the associated costs based on Section 5.1					
5.3	State the cost of the PDA and /or Smart Phone based on a:					
5.3.1	1 Year contract					
5.3.2	2 Year contract					
5.3.3	3 Year Contract					
5.4	State the cost to upgrade a PDA and /or Smart Phone based on a :					
5.4.1	1 Year contract					
5.4.2	2 Year contract					
5.4.3	3 Year Contract					
Section 6.0	PDA's/Smart Phone Features	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments
6.1	State the monthly 911 emergency service access fee.					
6.2	State the monthly system access fee.					
6.3	State the cost to activate a device.					
6.4	State the cost to deactivate a device before the contract has expired.					
6.5	State the cost to deactivate features.					
6.6	State the cost and unit of measure for internet usage.					
6.7	State the monthly rate and volume for data usage.					
6.8	State the cost per message for incoming text messages.					
6.9	State the cost per message for outgoing text messages.					
6.10	State the cost of additional air time minutes.					
6.11	State the cost of password resets for message centre.					
6.12	State the long distance per minute cost for in province calls.					
6.13	State the long distance per minute cost for out of province calls.					
6.14	State the long distance per minute costs for Canada to USA calls.					
6.15	State the long distance per minute costs for USA to Canada calls.					
6.16	State the per minute roaming charges for calls in Canada.					
6.17	State the per minute roaming charges for calls in USA.					
6.18	State the cost of call display.					
6.19	State the cost for call forward -no answer.					
6.20	State the cost for forward - busy.					
6.21	State any additional feature costs:					

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**Worksheet C
Pricing
RFP 270-07CM**

RFP Section	Description	Pricing Responses				
Section 7.0	PDA/Smart Phone Air and Data Rates	Model 1	Model 2	Model 3	Model 4 (with Bluetooth Capability)	Comments
7.1	Monthly Rate includes call waiting, voice message centre and call display.					
7.2	State the number of MB included.					
7.3	State the rate for additional MB units.					
7.4	State the rate for additional voice minutes.					
7.5	State if PDAs/Smart phones have minute pooling plans.					
7.5.1	If so, state the number of minutes per pooling plan.					
7.5.2	If so, state the cost of minute pooling plans.					
7.5.3	State the cost to purchase additional pooling minute blocks.					
7.5.4	State the number of minutes for an additional block of time.					
Section 8.0	Other Costs	State additional costs				Comments
8.1	State, as a percentage, any incentives available to the TVDSB if the TVDSB selects a single source supplier.					
8.2	State any financial incentives/strategies available to the TVDSB to assist the TVDSB in the transition from current suppliers to the Successful Bidder.					
8.3	Bidders should state what policies/procedures they have with respect to future price reductions due to improved technology etc.					
8.4	State if training costs are included in the cellular technology standard package.					
8.5	If not, state the costs associated with training.					
8.6	State all costs associated with GPS tracking.					
8.7	State any additional costs:					
8.8	State any additional costs:					
8.9	State any additional costs:					
8.10	State any additional costs:					
8.11	State any additional costs:					
8.12	State any additional costs:					

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**Worksheet D
Vendor Information
RFP270-07CM**

RFP Section	Description	Response (YES OR NO) (AGREE/DISAGREE) (WILL COMPLY)		Comments
		Yes	No	
Section 1.0	General			
1.1	Bidders should have been in operation a minimum of 3 years and are a carrier of wireless transmission services and cellular hardware.			
1.2	Bidders should supply a map of Southwestern Ontario service range and a list of towers currently servicing this area.			
1.3	Bidders should indicate what future towers are being proposed by your company.			
1.4	Bidders should communicate to the TVDSB any discontinued products and provide proposed substitution specifications on a timely basis.			
1.5	Describe the process to communicate backordered and discontinued items.			
Section 2.0	Invoicing	Yes	No	Comments
2.1	The Successful Bidder should provide TVDSB with invoices with the following information for hardware purchases: Web Portal or the TVDSB Purchase Order number, the user name, the user address, user cell number, hardware description, and pricing.			
2.2	State if your company has the ability to send any hardware related invoices to the TVDSB users' address unless otherwise specified on the hardware order.			
2.3	State if your company has the ability to generate a master invoice for cell phone air time usage for all TVDSB users.			
2.4	The Successful Bidder shall add cellular air time plans to the TVDSB master account and send that invoice to Accounts Payable.			
2.5	The Successful Bidder shall add air time and data costs associated with PDAs/Smart Phones to a second TVDSB account and that invoice shall be sent to Account Payable.			
2.6	Bidders should state if they have the ability to process invoices electronically. State the format of electronic invoices.			
2.7	Bidders should state if they have the ability to receive payments electronically (i.e. receive funds transfers).			
2.8	Bidders should state their company's billing period.			
2.9	Bidders should provide a sample of a pooling plan invoice as specified in the RFP document Section 7.1 Bid Submission .			
2.10	All hardware purchases shall be centrally managed within the TVDSB. The Successful Bidder should have the ability to limit TVDSB users from making hardware purchases through their dealer network.			

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**Worksheet D
Vendor Information
RFP270-07CM**

RFP Section	Description	Response (YES OR NO) (AGREE/DISAGREE) (WILL COMPLY)		Comments
		Yes	No	
Section 3.0	Web Services and Reporting			
3.1	Bidders should state if they have a Web Portal for on line ordering.			
3.2	If so, describe what features are available.			
3.3	Bidders should state if they can provide an (interface) ASCII file.			
3.4	Bidders should state if their Web Portal has the ability to allow the primary TVDSB contact to view a history of all orders placed and completed.			
3.5	Bidders should state if their Web Portal can provide for the ability to search and update user profiles.			
3.6	Bidders should state if their Web Portal has the ability to provide call detail and call summary reports. State if additional types of reports are available.			
3.7	Bidders should provide samples of available reports and include these reports as specified in the RFP document Section 7.1 Bid Submission .			
3.8	Bidders should state if their Web Portal has the ability to export reports.			
3.9	Bidders should state the format of the data exports.			
3.1	The Successful Bidder should have the ability to customize reports for the TVDSB. The TVDSB will work with the successful bidder to define the information required on any customized reports. State, if any, costs associated with customized reports in Worksheet C Pricing Section 8.0 .			
3.11	The Successful Bidder should have the ability to generate monthly call detail invoices by cell user and provide an email notification to the TVDSB administrators and /or individuals having signing authority (and to the user if requested). This function would be separate from the monthly invoice generated for TVDSB Accounts Payable.			
3.12	The call detail report should be emailed to TVDSB individuals who approve cell hardware purchases and monthly air time invoices.			
3.13	The TVDSB will provide the successful bidder with a file containing the names of these individuals.			
3.14	The Successful Bidder's Web Portal should have the ability to allow TVDSB administrators and/or individuals with signing authority to access the Web Portal to view call detail reports, historical call detail records and invoices. State the length of time call details records will be maintained on the Web Portal.			
3.15	The Successful Bidder should be able to provide monthly activity reports which lists all new activations with the user's name, address, cell number, date purchased, and when a user is eligible for an upgrade.			
3.16	The Successful Bidder's Web Portal should have the ability to allow a TVDSB primary contact to update users' profiles and includes the ESN numbers when they are swapped.			
3.17	The Successful Bidder should have the ability to notify the TVDSB primary contact of any delays in processing of orders.			
3.18	Bidders should state if their Web Portal has the ability to provide a hyperlink to the TVDSB Web Site.			
3.19	Bidders should describe any additional features available from their Web Portal.			
3.2	Bidders should state the timeline for any application development required for their Web Portal in the Implementation Plan as requested in Worksheet B Section 5 .			

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**Worksheet D
Vendor Information
RFP270-07CM**

RFP Section	Description	Response (YES OR NO) (AGREE/DISAGREE) (WILL COMPLY)		Comments
		Yes	No	
Section 4.0	Service and Support Staff			
5.1	Bidders should state location of their distribution centre and method of delivery.			
4.2	The Successful Bidder shall ensure that sufficient hardware inventory will be maintained to meet the service level guaranteed.			
4.3	The TVDSB requires the Successful Bidder to provide a designated support staff who will be the primary contact for all meetings, coordinate orders, invoices, reports and respond to concerns related to service and/or hardware.			
4.3.1	Identify the primary contact.			
4.3.2	Areas of responsibility.			
4.3.3	Provide a summary of their experience.			
4.3.4	The number of years with your company.			
4.3.5	The number of years in the wireless industry.			
4.4	The TVDSB may require some implementation support.			
4.4.1	Identify the primary contact.			
4.4.2	Areas of responsibility.			
4.4.3	Provide a summary of their experience.			
4.4.4	The number of years with your company.			
4.4.5	The number of years in the wireless industry.			
4.5	Identify the implementation support staff and provide a summary of their experience, areas of responsibility, the number of years in the wireless industry and with your company.			
4.6	State any associated costs for implementation support in Worksheet C Pricing Section 8.0.			
Section 5.0	Other	Yes	No	Comments
5.1	Bidders shall describe what programs exist to recycle outdated cell phones.			
5.2	Bidders should state if they have the ability to make available PDF product information sheets for all proposed cellular devices to provide to internal TVDSB customers. Are other formats available, please specify other formats.			

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