



**Physiotherapy Assessment, Treatment and Rehabilitation Services**  
**REQUEST FOR PROPOSAL**

2007/August/01  
Issued by: The Thames Valley District School Board  
379-07TS  
Return Date: 12:00:00 Friday/September/07/2007

Physiotherapy Assessment, Treatment & Rehabilitation Services

TABLE OF CONTENTS

**1.0 INTRODUCTION**

SECTION 1.1 BACKGROUND ..... 4  
SECTION 1.2 PURPOSE ..... 4

**2.0 TERMS AND CONDITIONS OF THIS BID DOCUMENT**

SECTION 2.1 DEFINITIONS ..... 4  
SECTION 2.2 STRUCTURE ..... 5  
SECTION 2.3 RETURN LOCATION ..... 5  
SECTION 2.4 IMPORTANT DATES ..... 6  
SECTION 2.5 QUESTIONS / REGISTRATION / ADDENDA ..... 6  
SECTION 2.6 SITE VISIT / INTERVIEW ..... 6

**3.0 CONTRACT / PRICING / TAXES / DELIVERY / PAYMENT**

SECTION 3.1 CONTRACT TERM ..... 7  
SECTION 3.2 PRICING ..... 7  
SECTION 3.3 TAXES ..... 7  
SECTION 3.4 INVOICING / PAYMENT TERMS ..... 7

**4.0 SPECIFICATIONS / FUNCTIONAL REQUIREMENTS**

SECTION 4.1 FUNCTIONAL REQUIREMENTS ..... 8

**5.0 TERMS AND CONDITIONS**

SECTION 5.1 GENERAL TERMS AND CONDITIONS ..... 8  
SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE ..... 10  
SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ..... 10  
SECTION 5.4 HUMAN RIGHTS AND CHILD LABOUR LAWS ..... 11  
SECTION 5.5 HEALTH, SAFETY REGULATIONS ..... 11  
SECTION 5.6 WORKPLACE SAFETY AND INSURANCE BOARD ..... 11  
SECTION 5.7 COMMERCIAL LIABILITY INSURANCE ..... 12  
SECTION 5.8 PROFESSIONAL LIABILITY INSURANCE ..... 12

**6.0 BIDDER PROFILE**

SECTION 6.1 REFERENCES ..... 13  
SECTION 6.2 ADMINISTRATION & ORGANIZATION ..... 13

**7.0 BID SUBMISSION**

SECTION 7.1 BIDDERS' RESPONSE GUIDE ..... 13

Physiotherapy Assessment, Treatment & Rehabilitation Services

~~TABLE OF CONTENTS~~

**8.0 AWARD OF BID**

SECTION 8.1 EVALUATION ..... 14  
SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT ..... 15

**9.0. INSTRUCTIONS/APPENDICES**

SECTION 9.1 ELECTRONIC BIDDING INSTRUCTIONS ..... 16  
SECTION 9.2 RETURN DISKETTE ..... 16  
SECTION 9.3 LABELING INSTRUCTIONS - ENVELOPE AND DISK ..... 17

**10.0 SIGNATURE PAGE** ..... 18

APPENDICES (Worksheets A, B & C) ..... Setup.exe

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## 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 TVDSB 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 77,000 students. The TVDSB is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford.

### SECTION 1.1 BACKGROUND

- 1.1.1 Research has shown that waiting for physiotherapy treatment can cause injuries to worsen and prolong the time missed from work. WSIB and insurance carriers are encouraging employers to be more pro-active in their approach to employees' injuries. The TVDSB has had a priority physiotherapy program since 2002.
- 1.1.2 The approximately 8,000 probationary and permanent Board employees, both part-time and full-time, working at 200 sites, may be eligible to participate in this program.

### SECTION 1.2 PURPOSE

- 1.2.1 The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare bid submissions for consideration by the TVDSB for the provision of off-site physiotherapy assessment, treatment and rehabilitation services for employees who have been injured, subject to the conditions herein. We are looking for industry leaders to provide an integrated treatment approach for these services. These services will be extended to employees with occupational and non-occupational injuries. Participation will not be mandatory for employees but they will be strongly encouraged to receive treatment from one of our preferred service providers. Early intervention is extremely important when treating injuries.
- 1.2.2 Our benchmarks of success with this program will be:
  - 1.2.2.1 excellent care for our employees
  - 1.2.2.2 successful, timely return to work
  - 1.2.2.3 reductions in our costs
  - 1.2.2.4 employee satisfaction with the services provided
  - 1.2.2.5 comprehensive, timely reporting to the Disability Management Officers
- 1.2.3 The two Disability Management Officers will be overseeing and coordinating the services for both occupational and non-occupational injuries.

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

Physiotherapy Assessment, Treatment & Rehabilitation Services

TERMS AND CONDITIONS

- 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 discretion 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](http://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 on “**New**” Icon - for the Setup.exe file contains the following file: (See Electronic Tendering Instructions page.)

**Appendices:**

- Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.  
 Worksheet B: Requirements in Excel format - Electronic response required.  
 Worksheet C: Pricing in Excel format - Electronic response required.

**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.

Physiotherapy Assessment, Treatment & Rehabilitation Services

TERMS AND CONDITIONS

- 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: 2007/August/01
- 2.4.2 QUESTIONS: Wednesday/2007/August/22
- 2.4.3 ANSWERS TO QUESTIONS: Monday/2007/August/27
- 2.4.4 RETURN DATE and TIME: prior to **12:00:00** local time Friday/2007/September/07
- 2.4.5 PRESENTATION IF REQUIRED: Tentative Dates: week of 2007/October/15
- 2.4.6 SITE VISITS IF REQUIRED: Tentative Dates: week of 2007/October/12

**SECTION 2.5 QUESTIONS/REGISTRATION/ADDENDA**

- 2.5.1 All questions pertaining to this bid document should be addressed to: Todd Springer, by Fax (519) 452-2399 no later than Wednesday/2007/August/22. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDSB's response, if any. All questions pertaining to this bid document **must** be submitted in writing.
- 2.5.2 Answers to all questions will be posted to the TVDSB Web Site at [www.tvdsb.on.ca](http://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.

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

- 2.5.3 Questions concerning the terms and conditions of the bid whether made orally or in writing, to any individual other than indicated below above, at the sole discretion of the TVDSB, render your submission **noncompliant**. The TVDSB will only be bound by written answers to questions.
- 2.5.4 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 2.5.2.

**SECTION 2.6 SITE VISIT/INTERVIEW**

- 2.6.1 Each bidder may be required to arrange a site visit for the evaluation committee to an existing location that matches the scope of this proposal.
- 2.6.2 Each bidder may be required to make a presentation / attend an interview at its own expense for the evaluation committee. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

**3.0 CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT****SECTION 3.1 CONTRACT TERM**

- 3.1.1 The term of this agreement shall be for 2 years, commencing on January 01, 2008 and unless otherwise provided herein, terminating on December 31, 2009.
- 3.1.2 The TVDSB may at the end of this contract extend the contract for a period of 3 years in one year increments and will advise the bidder in writing of their intentions not later than 60 days prior to December 31, 2009.

**SECTION 3.2 PRICING**

- 3.2.1 Bidders **must** complete the pricing section which is installed using the Setup.exe file - Appendix C - Pricing. (See **Section 9.1**- Electronic Bidding Instructions)
- 3.2.1.1 Bidders **must** print and sign Appendix C - Pricing
- 3.2.2 Prices quoted must be for goods and services exactly as specified and in Canadian Funds, unless otherwise indicated.
- 3.2.3 Prices **must** remain in force for the initial term of the contract - 2 years, commencing on January 01, 2008 and ending on December 31, 2009.
- 3.2.4 Bidders **must** state if your company would agree to extending this contract with the same terms and conditions for an additional three year term ending December 31, 2012.

**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 INVOICING/PAYMENT TERMS**

- 3.4.1 All invoices **must** be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1.
- 3.4.2 Applicable taxes should be shown as separate line items on all invoices.
- 3.4.3 Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.
- 3.4.3.1 Bidders should state percentage discount for early payment and net payment terms.
- 3.4.4 The successful bidder(s) shall forward monthly, separate invoices, in detail by employee name, directly to the Administrative Assistant for our Disability Management Officers: Karen Erskine, (Non-Occupational Injuries) & Linda Purser, (Occupational Injuries) for approval and payment purposes.
- 3.4.5 Please indicate if your company is able to provide centralized invoicing from one site or if each clinic site and subcontractor does it's own invoicing.

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

**4.0 SPECIFICATIONS / FUNCTIONAL REQUIREMENTS****SECTION 4.1 FUNCTIONAL REQUIREMENTS**

- 4.1.1 The functional requirements are detailed in the Worksheet B - Requirements.
- 4.1.2 The successful vendor will supply all staff necessary to complete the duties of this contract, will carry out all work in a professional manner and to the satisfaction of the TVDSB, and will have all services performed by appropriately qualified staff.
- 4.1.3 It is mutually agreed and understood that the successful vendor will not assign, transfer, convey, or otherwise dispose of the contract or the right, title, or interest therein, or the vendor's power to execute such contract to any other person, firm, company, or corporation without the previous written consent of the TVDSB.
- 4.1.4 The successful vendor shall, before replacing any specific person named in the contract, provide notice in writing to the TVDSB and shall seek the approval of the TVDSB prior to the replacement.
- 4.1.5 The successful vendor shall maintain proper financial records and books of account describing the services provided pursuant to this agreement.

**5.0 TERMS AND CONDITIONS****SECTION 5.1 GENERAL TERMS AND CONDITIONS**

- 5.1.1 Any response submitted to the Bid is IRREVOCABLE for 120 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.
- 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

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

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). TVDSB policies can be viewed at <http://www.tvdsb.on.ca/policies/>.
- 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.
- 5.1.15.4 All visitors to TVDSB sites must report to the main office or reception.
- 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.

**Physiotherapy Assessment, Treatment & Rehabilitation Services****TERMS AND CONDITIONS**

- 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 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 5.3.1 Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application 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.
- 5.3.2 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.

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

## SECTION 5.4 HUMAN RIGHTS AND CHILD LABOUR LAWS

- 5.4.1 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.
- 5.4.2 Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.
- 5.4.3 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 5.5 HEALTH, SAFETY REGULATIONS

- 5.5.1 All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) **must** be completely assembled and **must** bear a 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.
- 5.5.2 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.
- 5.5.3 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.
- 5.5.4 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.
- 5.5.5 The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.

## SECTION 5.6 WORKPLACE SAFETY AND INSURANCE BOARD

- 5.6.1 The successful bidder(s) **must** ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.
- 5.6.2 The successful bidder(s) **must** furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing **must** be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

- 5.6.3 All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.

## SECTION 5.7 COMMERCIAL LIABILITY INSURANCE

- 5.7.1 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.
- 5.7.2 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 \$5 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 \$5 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 \$5 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

- 5.7.3 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.
- 5.7.4 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 5.8 PROFESSIONAL LIABILITY INSURANCE

- 5.8.1 Bidders must show proof with the submission of this bid and annually thereafter for the term of the contract that upon the award of this contract that it will be covered for Professional Liability Coverage with the following limits of coverage:

\$5,000,000.00 claim limit

for liability arising at law for damages caused by reason of professional negligence. If the bidder(s) do(es) not presently have the coverage as set out aforesaid, the bidder(s) shall provide written assurance from his insurance agent or insurer on the letterhead of the insurer or agent that the Professional Liability Insurance limits will be increased to the aforesaid limits from the commencement of the contract and annually thereafter for the term of the contract should the contract be awarded to the bidder(s). The successful bidder(s) further agrees to maintain

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

that good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage anything through the duration of the contract.

- 5.8.2 The TVDSB reserves the right to request at any time throughout the term of this contract that a bidder provide a complete copy of the bidder's professional liability policy for review to satisfy itself that the policy provides satisfactory coverage.
- 5.8.3 Upon the 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 caused by the actions of the successful bidder(s) or its employees, or subcontractors, during the performance of its obligations under the contract.
- 5.8.4 The successful bidder(s) agree 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 arising out of the professionally negligent or willful acts on the part of the successful bidder(s) or any of its representatives, employees or subcontractors in the execution of the work performed.

## 6.0 BIDDER PROFILE

### SECTION 6.1 REFERENCES

- 6.1.1 Bidders **must** provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference **must** contain the following information: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.
- 6.1.2 References – In addition, the TVDSB may use their own performance experience with the bidder(s).

### SECTION 6.2 ADMINISTRATION & ORGANIZATION

- 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.
- 6.2.3 Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.

## 7.0 BID SUBMISSION

### SECTION 7.1. BIDDER'S RESPONSE GUIDE

- 7.1.1 Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids the same numbering format should as on this bid document should be used.
- 7.1.2 A signed copy of the Terms & Conditions Signature Page 17- Section 10.0 **must** be returned for your bid submission to be accepted.

Physiotherapy Assessment, Treatment & Rehabilitation Services

TERMS AND CONDITIONS

- 7.1.3 Bidders **must** provide one Diskette or CD with Appendices:
  - 7.1.3.1 Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.
  - 7.1.3.2 Worksheet B: Requirements in Excel format - Electronic response required.
  - 7.1.3.3 Worksheet C: Pricing in Excel format - Electronic response required.
- 7.1.4 It is the bidders' responsibility to ensure 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 or CD's.
- 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 9.3 -Labeling of envelope and diskette or CD).
- 7.1.8 Bidders **must** provide one signed copy 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 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 submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:
  - 8.1.3.1 Ability to provide the services described in this request for proposal including all Appendices.
  - 8.1.3.2 Resources and Qualifications.
  - 8.1.3.3 References and bidders' relevant experience of similar clients.
  - 8.1.3.4 Costs.
  - 8.1.3.5 Facilities.
  - 8.1.3.6 Financial standing and stability.
  - 8.1.3.7 Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.
  - 8.1.3.8 Site visit, if required.
  - 8.1.3.9 Interview, if required.

Physiotherapy Assessment, Treatment & Rehabilitation Services

**TERMS AND CONDITIONS**

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.

8.1.5 The determination of equal quality will be based on our internal professional opinions.

**SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT**

8.2.2 The results of this bid will be posted to the TVDSB Web Site as soon as a decision has been made.

[www.tvdsb.on.ca](http://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.

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



---

Todd Springer  
Purchasing Department  
Thames Valley District School Board

---

Peggy Sattler  
Chairperson

## Physiotherapy Assessment, Treatment &amp; Rehabilitation Services

## TERMS AND CONDITIONS

## 9.0 INSTRUCTIONS/APPENDICES

### SECTION 9.1 ELECTRONIC BIDDING INSTRUCTIONS

9.1.1 As well, documents are available from the TVDSB Web Site at [www.tvdsb.on.ca](http://www.tvdsb.on.ca) (click “**Supply Management**” tab, click “**Electronic Tendering Instructions Tender Download**,” scroll to the end of the document, click “**Proceed to inquiry/download page**”). Click on the “name of the Tender” to view documents in PDF format. Click on the “**NEW**” log to download the executable files for preparing and submitting your bid. All tender files are available for downloading at no charge from the TVDSB web site.

9.1.2 **To use the electronic system, bidders must have the following equipment:**

- Microsoft Windows, **version 95 or greater**
- 2.5 MB available hard drive space
- 3 .5" 1.44 MB diskette drive

9.1.3 **INSTALLATION ONTO YOUR PC:**

9.1.3.1 The TVDSB has made every effort to ensure the diskette is free of any virus and is functional. *However, in safe computing practice, you are responsible for checking this diskette on your own virus checker to ensure it is free of any virus.*

9.1.4 **WINDOWS 95/98/ME/2000/XP USERS:**

9.1.4.1 Start Windows Explorer.

9.1.4.2 Place the enclosed diskette into diskette drive or download the executables from our Web Site as shown above. Open Windows Explorer, click on “3.5" Floppy Drive.” Double click on “**setup.exe**” file. Follow the instructions.

9.1.4.3 The files are installed into a directory called **C:\LBTENDER**. The installation process also creates a submenu in the Programs group called 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 **Open Windows Explorer** and click on C:\drive, look for the folder “**Ibtender**”

9.1.4.5 The installation process will show the following file in the C:\Ibtender directory:  
**Appendices**

9.1.4.6 To start the process open the Appendices file and complete as instructed.

**9.2 THE RETURN DISKETTE:**

9.2.1 Once you have completed the information in the Appendices **save** the files and check to ensure that the “**files**” are on the disk. **Without these files your bid will be unable to be downloaded.**

Physiotherapy Assessment, Treatment & Rehabilitation Services

TERMS AND CONDITIONS

SECTION 9.3 LABELING OF ENVELOPE AND DISKETTE

9.3.1 PLEASE ADDRESS TENDER ENVELOPE AS SHOWN BELOW:

From: _____ Firm Name
_____ Address
_____
<p><b>OFFICE OF THE TENDERS CLERK</b> Thames Valley District School Board <b>EDUCATION CENTRE,</b> 1250 Dundas Street, <b>LONDON,</b> Ontario N5W 5P2</p>
Physiotherapy Assessment, Treatment and Rehabilitation RFP #379-2007 Return Date: 2007/September/07 12:00:00 noon

9.3.2 PLEASE AFFIXED LABEL ON DISKETTE AS SHOWN BELOW:

THAMES VALLEY DISTRICT SCHOOL BOARD Physiotherapy Assessment, Treatment and Rehabilitation RFP #379-2007 Return Date: 2007/September/07 <b>12:00:00 noon</b>
Signature: _____
Firm Name: _____

Physiotherapy Assessment, Treatment & Rehabilitation Services

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 Tender 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 bid 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: \_\_\_\_\_

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.1.1	Research has shown that waiting for physiotherapy treatment can cause injuries to worsen and prolong the time missed from work. WSIB and insurance carriers are encouraging employers to be more pro-active in their approach to employees' injuries. The TVDSB has had a priority physiotherapy program since 2002.		
1.1.2	The approximately 8,000 probationary and permanent Board employees, both part-time and full-time, working at 200 sites, may be eligible to participate in this program.		
1.2.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare bid submissions for consideration by the TVDSB for the provision of off-site physiotherapy assessment, treatment and rehabilitation services for employees who have been injured, subject to the conditions herein. We are looking for industry leaders to provide an integrated treatment approach for these services. These services will be extended to employees with occupational and non-occupational injuries. Participation will not be mandatory for employees but they will be strongly encouraged to receive treatment from one of our preferred service providers. Early intervention is extremely important when treating injuries.		
1.2.2	Our benchmarks of success with this program will be:		
1.2.2.1	excellent care for our employees		
1.2.2.2	successful, timely return to work		
1.2.2.3	reductions in our costs		
1.2.2.4	employee satisfaction with the services provided		
1.2.2.5	comprehensive, timely reporting to the Disability Management Officers		
1.2.3	The two Disability Management Officers will be overseeing and coordinating the services for both occupational and non-occupational injuries.		
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 bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" - Bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" – Bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform all or any portion of this bid.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 discretion 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.		
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 on "New" Icon - for the Setup.exe file contains the following file: (See Electronic Tendering Instructions page.) Appendices: Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required. Worksheet B: Requirements in Excel format - Electronic response required. Worksheet C: Pricing in Excel format - Electronic response required.		
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).		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
2.4.1	ISSUE DATE: 2007/August/01		
2.4.2	QUESTIONS: Wednesday/2007/August/22		
2.4.3	ANSWERS TO QUESTIONS: Monday/2007/August/27		
2.4.4	RETURN DATE and TIME: prior to 12:00:00 local time Friday/2007/September/07		
2.4.5	PRESENTATION IF REQUIRED: Tentative Dates: week of 2007/October/15		
2.4.6	SITE VISITS IF REQUIRED: Tentative Dates: week of 2007/October/12		
2.5.1	All questions pertaining to this bid document should be addressed to: Todd Springer, by Fax (519) 452-2399 no later than Wednesday/2007/August/22. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDSB's response, if any. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Answers to all questions will be posted to the TVDSB Web Site at <a href="http://www.tvdsb.on.ca">www.tvdsb.on.ca</a> , "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. All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.3	Questions concerning the terms and conditions of the bid whether made orally or in writing, to any individual other than indicated below above, at the sole discretion of the TVDSB, render your submission noncompliant. The TVDSB will only be bound by written answers to questions.		
2.5.4	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 2.5.2.		
2.6.1	Each bidder may be required to arrange a site visit for the evaluation committee to an existing location that matches the scope of this proposal.		
2.6.2	Each bidder may be required to make a presentation / attend an interview at its own expense for the evaluation committee. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.1.1	The term of this agreement shall be for 2 years, commencing on January 01, 2008 and unless otherwise provided herein, terminating on December 31, 2009.		
3.1.2	The TVDSB may at the end of this contract extend the contract for a period of 3 years in one year increments and will advise the bidder in writing of their intentions not later than 60 days prior to December 31, 2009.		
3.2.1	Bidders must complete the pricing section which is installed using the Setup.exe file - Appendix C - Pricing. (See Section 9.1- Electronic Bidding Instructions)		
3.2.1.1	Bidders must print and sign Appendix C - Pricing		
3.2.2	Prices quoted must be for goods and services exactly as specified and in Canadian Funds, unless otherwise indicated.		
3.2.3	Prices must remain in force for the initial term of the contract - 2 years, commencing on January 01, 2008 and ending on December 31, 2009.		
3.2.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for an additional three year term ending December 31, 2012.		
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.		
3.4.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1.		
3.4.2	Applicable taxes should be shown as separate line items on all invoices.		
3.4.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.4.4	The successful bidder(s) shall forward monthly, separate invoices, in detail by employee name, directly to the Administrative Assistant for our Disability Management Officers: Karen Erskine, (Non-Occupational Injuries) & Linda Purser, (Occupational Injuries) for approval and payment purposes.		
3.4.5	Please indicate if your company is able to provide centralized invoicing from one site or if each clinic site and subcontractor does it's own invoicing.		
4.1.1	The functional requirements are detailed in the Worksheet B - Requirements.		
4.1.2	The successful vendor will supply all staff necessary to complete the duties of this contract, will carry out all work in a professional manner and to the satisfaction of the TVDSB, and will have all services performed by appropriately qualified staff.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.1.3	It is mutually agreed and understood that the successful vendor will not assign, transfer, convey, or otherwise dispose of the contract or the right, title, or interest therein, or the vendor's power to execute such contract to any other person, firm, company, or corporation without the previous written consent of the TVDSB.		
4.1.4	The successful vendor shall, before replacing any specific person named in the contract, provide notice in writing to the TVDSB and shall seek the approval of the TVDSB prior to the replacement.		
4.1.5	The successful vendor shall maintain proper financial records and books of account describing the services provided pursuant to this agreement.		
5.1.1	Any response submitted to the Bid is IRREVOCABLE for 120 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.		
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.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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). TVDSB policies can be viewed at <a href="http://www.tvdsb.on.ca/policies/">http://www.tvdsb.on.ca/policies/</a> .		
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.		
5.1.15.4	All visitors to TVDSB sites must report to the main office or reception.		
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.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.1	<p>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.</p> <p>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.</p>		
5.3.2	<p>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.</p>		
5.4.1	<p>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.</p>		
5.4.2	<p>Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.</p>		
5.4.3	<p>For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:  <a href="http://www.ilo.org">http://www.ilo.org</a>  <a href="http://www.ilo.org/public/english/comp/child/policy/towards.htm">http://www.ilo.org/public/english/comp/child/policy/towards.htm</a></p>		
5.5.1	<p>All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a 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.</p>		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.5.2	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.		
5.5.3	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.		
5.5.4	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.		
5.5.5	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.6.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.6.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.7.1	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.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	<p>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 \$5 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 \$5 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 \$5 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.</p> <p>This liability policy shall contain the following coverage:</p> <ul style="list-style-type: none"> <li>Personal Injury &amp; Property Damage</li> <li>Non-Owned Automobile Liability</li> <li>Owners and Contractors Protective Coverage</li> <li>Contractual Liability</li> <li>Broad Form Property Damage</li> <li>Products &amp; Completed Operation Insurance</li> <li>Contingent Employees Liability</li> <li>Cross Liability Clause and Severability of Interest Clause</li> </ul>		
5.7.3	<p>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.</p>		
5.7.4	<p>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.</p>		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.1	<p>Bidders must show proof with the submission of this bid and annually thereafter for the term of the contract that upon the award of this contract that it will be covered for Professional Liability Coverage with the following limits of coverage:                      \$5,000,000.00 claim limit                      for liability arising at law for damages caused by reason of professional negligence. If the bidder(s) do(es) not presently have the coverage as set out aforesaid, the bidder(s) shall provide written assurance from his insurance agent or insurer on the letterhead of the insurer or agent that the Professional Liability Insurance limits will be increased to the aforesaid limits from the commencement of the contract and annually thereafter for the term of the contract should the contract be awarded to the bidder(s). 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 anything through the duration of the contract.</p>		
5.8.2	<p>The TVDSB reserves the right to request at any time throughout the term of this contract that a bidder provide a complete copy of the bidder's professional liability policy for review to satisfy itself that the policy provides satisfactory coverage.</p>		
5.8.3	<p>Upon the 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 caused by the actions of the successful bidder(s) or its employees, or subcontractors, during the performance of its obligations under the contract.</p>		
5.8.4	<p>The successful bidder(s) agree 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 arising out of the professionally negligent or willful acts on the part of the successful bidder(s) or any of its representatives, employees or subcontractors in the execution of the work performed.</p>		
6.1.1	<p>Bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.</p>		
6.1.2	<p>References – In addition, the TVDSB may use their own performance experience with the bidder(s).</p>		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
6.2.3	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids the same numbering format should as on this bid document should be used.		
7.1.2	A signed copy of the Terms & Conditions Signature Page 17- Section 10.0 must be returned for your bid submission to be accepted.		
7.1.3	Bidders must provide one Diskette or CD with Appendices:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required.		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required.		
7.1.4	It is the bidders' responsibility to ensure 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 or CD's.		
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 9.3 -Labeling of envelope and diskette or CD).		
7.1.8	Bidders must provide one signed copy 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.)		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		

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

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

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 provide the services described in this request for proposal including all Appendices.		
8.1.3.2	Resources and Qualifications.		
8.1.3.3	References and bidders' relevant experience of similar clients.		
8.1.3.4	Costs.		
8.1.3.5	Facilities.		
8.1.3.6	Financial standing and stability.		
8.1.3.7	Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.		
8.1.3.8	Site visit, if required.		
8.1.3.9	Interview, if required.		
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.		
8.1.5	The determination of equal quality will be based on our internal professional opinions.		
8.2.2	The results of this bid will be posted to the TVDSB Web Site as soon as a decision has been made. 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. All bid files are available for downloading at no charge from the TVDSB web site.		

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

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

ITEM NO	DESCRIPTION WORKSHEET B - REQUIREMENTS	RESPONSE	COMMENT
	<p>Bidders must submit a response not to exceed 10 pages in total (8½" x 11"), demonstrating how they will address the requirements listed below (Items B1 to B1.12.) Any additional information submitted will not be reviewed. Bid submissions should be structured using only the criteria identified in this bid document Worksheet B - B1.1 to B1.12. When submitting bids, bidders should use the same numbering format, as on this bid document. Other requested documents including Appendix A, B &amp; C and all certificates are in addition to the 10 pages.</p>		
B1.1	<p>The philosophy and goals of the Board for early and safe return to work must be supported. Bidders must be prepared to provide services for a minimum of 100 cases / year. The bidder will describe their philosophy in view of the Board's needs. A commitment to the human aspect involved with the provision of these services should be highlighted. i.e. providing effective assistance to individuals.</p>		
B1.1.1	<p><b>Assessment:</b> We require an assessment within 2 working days after the referral, with a verbal follow-up to the Board within 24 hours of the assessment and a faxed confirmation report stating the treatment proposal including costs. Describe the assessment, treatment and rehabilitation process (from initial contact by the Board to follow-up procedures), including explanation of therapeutic approaches used in clinical treatment</p>		
B1.1.2	<p><b>Reporting:</b> Once treatment starts a complete written report will be faxed to the Board within 5 working days. The successful bidder(s) will also be required to provide a discharge report which would outline final functional capability. Periodic verbal, fax or written functional abilities reports may be requested. Additionally, the successful bidder will be required to prepare monthly reports. Monthly reports should include the number of treatments remaining as well as missed appointments and reasons given. Please provide as well samples of any reports which are currently used.</p>	<p>Bidders must include the 10 page Requirements Response in their bid submission in both hard copy and electronic format (Word, or Pdf).</p>	
B1.1.3	<p><b>Confidentiality</b> of patient medical records is expected at all times.</p>		
B1.2	<p>Provide a complete description of your case management program. The outline should include, but not be limited to diagnostic, treatment and rehabilitation services.</p>		
B1.3	<p>Outline your integrated treatment program which will include at a minimum physiotherapy, active conditioning and work simulation.</p>		
B1.4	<p>The bidder will outline and describe a work plan for the proposed services which will define the services offered with all components of their operation and staffing to support the services. This will include:</p>		
B1.4.1	<p>The case management process.</p>		
B1.4.2	<p>Pain management.</p>		
B1.4.3	<p>Ongoing treatment and outcome measures.</p>		
B1.4.4	<p>Benchmarks of treatments and outcome measures.</p>		
B1.5	<p>Outline the various programs whether they are individual or group.</p>		

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

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

**RFP #379 - WORKSHEET B- REQUIREMENTS -  
PHYSIOTHERAPY ASSESSMENT, TREATMENT AND REHABILITATION**

ITEM NO	DESCRIPTION WORKSHEET B - REQUIREMENTS	RESPONSE	COMMENT
B1.6	The bidder will outline a suggested time frame for ongoing meetings or correspondence with the Board for purposes of monitoring and evaluating the employee, reviewing program operations, and reviewing quality and consistency in meeting the performance criteria.		
B1.7	As an example of treatment programs, outline proposed treatment types and timelines for treatment of uncomplicated strain injuries from initial assessment to return to work.		
B1.8	The bidder will outline the quality assurance practices which are in place to ensure staff capabilities, education and expertise.		
B1.9	Include any and all support and implementation services your company will provide relevant to the support role envisioned.		

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

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

**RFP #379 - WORKSHEET B- REQUIREMENTS -  
PHYSIOTHERAPY ASSESSMENT, TREATMENT AND REHABILITATION**

ITEM NO	DESCRIPTION WORKSHEET B - REQUIREMENTS	RESPONSE	COMMENT
<b>BIDDERS RESPONSE</b>			
B2	The bidder will provide details of all of the facilities where their services will be offered (the successful bidder must have at minimum three therapy sites in London, and a minimum of one therapy site in each of the St. Thomas, Strathroy and Woodstock areas). The location of the clinic in relation to the proximity of the employee's home or work location may play a part in the clinic chosen for treatment.		
B2.1	State the location of each site (add rows for additional sites).		
B2.1.1	Site 1		
B2.1.2	Site 2		
B2.1.3	Site 3		
B2.1.4	Site 4		
B2.1.5	Site 5		
B2.1.6	Site 6		
B2.1.7	Site 7		
B2.2	State the opening hours of each site (add rows for additional sites).		
B2.2.1	Site 1		
B2.2.2	Site 2		
B2.2.3	Site 3		
B2.2.4	Site 4		
B2.2.5	Site 5		
B2.2.6	Site 6		
B2.2.7	Site 7		
B2.3	State the services offered at each site (add rows for additional sites).		
B2.3.1	Site 1		
B2.3.2	Site 2		
B2.3.3	Site 3		
B2.3.4	Site 4		
B2.3.5	Site 5		
B2.3.6	Site 6		
B2.3.7	Site 7		

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

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

**RFP #379 - WORKSHEET B- REQUIREMENTS -  
PHYSIOTHERAPY ASSESSMENT, TREATMENT AND REHABILITATION**

ITEM NO	DESCRIPTION WORKSHEET B - REQUIREMENTS	RESPONSE	COMMENT
B2.4	List diagnostic services, testing equipment and treatment available at each site. Bidders will ensure that all equipment used to provide clinical services to our employees is medically certified (add rows for additional sites).		
B2.4.1	Site 1		
B2.4.2	Site 2		
B2.4.3	Site 3		
B2.4.4	Site 4		
B2.4.5	Site 5		
B2.4.6	Site 6		
B2.4.7	Site 7		
B2.5	List the names and qualifications of all employees and subcontractors. Resumes should be attached. All employees and subcontractors providing clinical services must be credentialed in their respective professions (add rows for additional sites).		
B2.5.1	Site 1		
B2.5.2	Site 2		
B2.5.3	Site 3		
B2.5.4	Site 4		
B2.5.5	Site 5		
B2.5.6	Site 6		
B2.5.7	Site 7		
B2.6	List hours and days of telephone service inclusive of an explanation of times when an answering machine or answering service is utilized (add rows for additional sites).		
B2.6.1	Site 1		
B2.6.2	Site 2		
B2.6.3	Site 3		
B2.6.4	Site 4		
B2.6.5	Site 5		
B2.6.6	Site 6		
B2.6.7	Site 7		
B2.7	List the free parking facilities and details of handicapped parking accessibility. The bidder should provide free parking and handicapped parking sites.		
B2.7.1	Site 1		
B2.7.2	Site 2		
B2.7.3	Site 3		
B2.7.4	Site 4		
B2.7.5	Site 5		
B2.7.6	Site 6		
B2.7.7	Site 7		

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

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

**RFP #379 - WORKSHEET B- REQUIREMENTS -  
PHYSIOTHERAPY ASSESSMENT, TREATMENT AND REHABILITATION**

ITEM NO	DESCRIPTION WORKSHEET B - REQUIREMENTS	RESPONSE	COMMENT
B2.7	State the handicapped accessibility of each site.		
B2.7.1	Site 1		
B2.7.2	Site 2		
B2.7.3	Site 3		
B2.7.4	Site 4		
B2.7.5	Site 5		
B2.7.6	Site 6		
B2.7.7	Site 7		
B4.1	Describe your record keeping practices which would support the standard of care given to the client.		
B4.2	Describe the contents of the client records.		
B4.3	Describe your procedures for maintaining client files( including if they are stored electronically or in a hard copy format ).What security measures you have in place to protect the confidentiality of the client's records.		
B4.4	What is your record retention procedure including the record retention time and the disposal of confidential client files?		
B5	Referrals from the Board will be made through either of the Disability Management Officers. There may be an occasion where a referral may come to the clinic directly from a family physician or self-referral. In this case the successful bidder(s) will advise one of the Disability Management Officers of the Board about the referral, request approval and provide reports as per B1.1.2		
B6	Please outline any other treatment modalities and services available.		
B7	Bidders must provide a minimum of three references for similar successful projects. The reference must contain the following information:		
B7.1	<b>Reference 1: Agency Name:</b>		
B7.2	Address:		
B7.3	Contact person:		
B7.4	Telephone number:		
B7.5	Fax Number:		
B7.6	E-mail address:		
B7.7	<b>Reference 2: Agency Name:</b>		
B7.8	Address:		
B7.9	Contact person:		
B7.10	Telephone number:		
B7.11	Fax Number:		
B7.12	E-mail address:		

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

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

RFP #379 - WORKSHEET B- REQUIREMENTS -  
PHYSIOTHERAPY ASSESSMENT, TREATMENT AND REHABILITATION

ITEM NO	DESCRIPTION WORKSHEET B - REQUIREMENTS	RESPONSE	COMMENT
B7.13	Reference 3: Agency Name:		
B7.14	Address:		
B7.15	Contact person:		
B7.16	Telephone number:		
B7.17	Fax Number:		
B7.18	E-mail address:		

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

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

ITEM NO	DESCRIPTION WORKSHEET C - FEES AND FEE SCHEDULE, INCLUDING DISBURSEMENTS	COST	LENGTH	COMMENTS
	<p><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 fees and fee schedule .</b></p>			
C1	<p>Prices should be based on individual treatments. State the length of each treatment.                      Prices should be based on one goal-directed, active physio treatment with a goal of timely return to work and prevention of reoccurrence.                      Costs stated below <u>must</u> include:                      -all overhead expenses of your company including supervision                      -initial and ongoing communication to the Board and it's employees                      -reports                      -periodic meetings</p>			
C1.1	Initial Assessment			
C1.2	Physiotherapy Treatment			
C1.3	Return to Work Assessment including functional abilities form / medical certificate			
C1.4	Employee Fitness Evaluation			
C1.5	Functional Abilities Evaluation (over a two day period)			
C1.6	Massage Therapy Appointment			
C1.7	Exercise Therapy Appointment			
C1.8	Ergonomic Evaluation			
C1.9	Other services (add rows if needed)			

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

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