



REQUEST FOR PROPOSAL

COMMUNITY USE OF FACILITIES SOFTWARE

478

Issue Date: Wednesday, September 15, 2010
Issued by: The Thames Valley District School Board
#478
Cheryl MacKenzie, Buyer
Return Date: prior to 12:00:00 noon Friday, October 08, 2010

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	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 and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 185 schools with an estimated enrolment of 77,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for providing software to manage all contracts for Community Use of School, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
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" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
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 submission which contains a major irregularity.		

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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	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains:		
2.2.1.9.1	Appendices478.xls: with the Following Worksheets:		
2.2.1.9.2	Worksheet A - Terms and Conditions: in Excel format		
2.2.1.9.3	Worksheet B - Technical Requirements: in Excel format		
2.2.1.9.4	Worksheet C - Software Requirements: in Excel format		
2.2.1.9.5	Worksheet D - User Defined Fields in Excel format		
2.2.1.9.6	Worksheet E - Pricing: in Excel format		
2.2.1.9.7	Worksheet F - Journal Entry Export Sample: in Excel format		
2.2.1.9.8	Worksheet G - Sample of Ministry Report in Excel format - no response required		
2.2.1.9.9	Worksheet H - Criteria & Weight in Excel format - no response required		
2.2.1.9.10	Appendix A: Sample of Community Use of Schools Contract in PDF format		
2.2.1.9.11	Appendix B: Sample of TVDSB Insurance Information		
2.2.1.9.12	Appendix C: Sample of Request for Billing/Cheque in PDF format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		

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2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 and 9.7 - Labelling of Envelope and diskette or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Wednesday, September 15, 2010		
2.4.2	QUESTIONS: Wednesday, September 22, 2010		
2.4.3	ANSWERS TO QUESTIONS: Friday, September 24, 2010		
2.4.4	RETURN DATE and TIME: prior to 12:00:00 noon, local time Friday, October 08, 2010		
2.4.5	PRESENTATION/DEMONSTRATION: Will be scheduled for the week of October 25th, 2010. Qualified bidders will be advised of the time and date.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or email c.mackenzie@tvdsb.on.ca no later than Wednesday, September 22. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Cheryl MacKenzie. The TVDSB will only be bound by written answers to questions .		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.ca		
2.5.3.1	"Board"		
2.5.3.2	"Purchasing"		
2.5.3.3	"Bids"		

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2.5.3.4	Scroll to the end of the document, click		
2.5.3.5	"Proceed to inquiry/download page"		
2.5.3.6	Proceed to the Bid, click		
2.5.3.7	"Answers to Questions"		
2.5.3.8	View documents in PDF format.		
2.5.3.9	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.4	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.3.		
2.5.5	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year and unless otherwise provided herein, terminating on December 1, 2011.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of for up to three (3) years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending December 1, 2012.		
3.1.4	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending December 1, 2013.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the Appendices478.xls file - Worksheet E - Pricing.		
3.2.2	Bidders must print and sign Appendices Worksheets.		
3.2.3	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.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	Prices should remain in effect for the initial three (3) year term for the maintenance contract.		

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3.2.6	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.7	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on the order.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.7	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must 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.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		

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4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Technical Requirements are shown in Worksheet B and C and D.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.6	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY/TERM		
4.2.1	These estimations are for a one (1) year period based on our actual usage and will be subject to change.		
4.3	REQUIREMENTS		
4.3.1	For each requirement as described in Worksheet B - Technical Requirements and Worksheet C - Software Requirements bidders must place a response in the appropriate column. The following definitions are used:		
4.3.1.1	Complies: The system fully meets the requirement.		
4.3.1.2	Deviates: The system partially meets the requirements. For each response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.		
4.3.1.3	Planned/In Development: State Date Available.		
4.3.1.4	Not planned. No intent to provide the requirement.		
4.3.2	For each requirement as described in all Worksheets, bidders must place a response in the appropriate column.		
4.3.3	The successful bidder(s) must be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.3.4	The successful bidder(s) must have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
4.4	IMPLEMENTATION		

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SIGNATURE: _____

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4.4.1	Bidders should state estimated implementation time.		
4.5	RETURN OF GOODS POLICY		
4.5.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.5.2	Bidders should state if there is a time limit on returning goods.		
4.5.3	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 for any other reason than those stated in 4.5.1.		
4.5.4	Bidders should describe their procedure for returned goods with respect to:		
4.5.4.1	Packaging		
4.5.4.2	"Attention To" labelling		
4.5.4.3	Address to where returns should be shipped		
4.5.4.4	Method of shipment (company truck, courier, transport)		
4.5.4.5	If a return authorization number is required		
4.5.4.6	What charges apply and who is responsible for payment		
4.5.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.6	ILLUSTRATIVE LITERATURE		
4.6.1	Bidders must submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid.		
4.6.1.1	Bidders should state if this literature can be obtained directly from the manufacturer via the internet.		
4.6.1.2	Bidders should state the web site addresses for each manufacturer.		
4.7	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.7.1	Qualified bidders will be required to make a presentation/provide a demonstration at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be permitted.		
4.7.2	The presentation/demonstration must be a "live" demonstration of your software system. PowerPoint type presentations/demonstrations are not acceptable.		
4.7.3	The TVDSB will provide sample data for this presentation/demonstration.		
4.7.4	Presentations will take place the week of October 25th, 2010. The TVDSB will advise specific date and time.		
4.8	TRAINING / SUPPORT		
4.8.1	Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned in Worksheet C - Requirements.		

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4.9	MANUALS		
4.9.1	ORIGINAL copies of OPERATING MANUALS should be furnished for all items.		
4.9.1.1	Bidders should state if this information can be obtained direct from the manufacturer via the internet.		
4.9.1.2	Bidders should state web site addresses for each manufacturer.		
4.10	WARRANTY AND MAINTENANCE		
4.10.1	Service is an extremely important consideration in the award of this bid. Bidders should complete Maintenance Section - Worksheet E - Pricing.		
4.10.2	Bidders should state location of service facilities.		
4.10.3	Bidders should state number of service people at each location.		
4.10.4	Bidders should state time to respond to service calls:		
4.10.4.1	Less than one half day		
4.10.4.2	One half day		
4.10.4.3	One full day		
4.10.4.4	More than one day		
4.10.4.5	Other		
4.10.5	Bidders should state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
4.10.6	Bidders should include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
4.10.6.1	Service related problems		
4.10.6.2	Quality problems		
4.10.7	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
5.0	TERMS AND CONDITIONS		
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 supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		

FIRM NAME: _____

SIGNATURE: _____

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WORKSHEET A - TERMS AND CONDITIONS**

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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 "Tenders Clerk" 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 must 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 non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	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.		

FIRM NAME: _____

SIGNATURE: _____

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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.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	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.		

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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.		
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.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		

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SIGNATURE: _____

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5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The Bidder represents and warrants that if the bidder is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the Bidder will be solely responsible for compliance with such legislation. Without limitation, the Bidders represents and warrants that if the Bidder is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Bidders shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the Bidders collects directly from the individual or indirectly from the Board or others.		
5.4.3	All PIPEDA Protected Information the Bidders uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement.		
5.4.4	All PIPEDA Protected Information the Bidder transfers or discloses to the Board.		
5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.5	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.5.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.3.1	http://www.ilo.org		
5.6	HEALTH, SAFETY REGULATIONS		
5.6.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.6.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.6.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.6.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.6.5	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.6.6	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.7	WORKPLACE SAFETY AND INSURANCE BOARD		
5.7.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.7.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Ins		
5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.8	COMMERCIAL LIABILITY INSURANCE		
5.8.1	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.		
5.8.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.8.2.1	This liability policy shall contain the following coverage:		
5.8.2.2	Personal Injury & Property Damage		
5.8.2.3	Non-Owned Automobile Liability		
5.8.2.4	Owners and Contractors Protective Coverage		
5.8.2.5	Contractual Liability		
5.8.2.6	Broad Form Property Damage		
5.8.2.7	Products & Completed Operation Insurance		
5.8.2.8	Contingent Employees Liability		
5.8.2.9	Cross Liability Clause and Severability of Interest Clause		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or 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.		
5.9	MOTOR VEHICLE LIABILITY INSURANCE		
5.9.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.9.2	In the event of an affirmative answer to 5.8.1, 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 5.8.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.9.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.9.3.2	Third Party Liability Coverage in the form of OAP-1		
5.9.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.9.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New 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:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	Bidders should include an organizational chart.		
6.2.2	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.		
6.2.3	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.4	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
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, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Worksheets		
7.1.3	One Diskette or CD with file name:		
7.1.3.1	Appendices478.xls: with the Following Worksheets:		
7.1.3.2	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.3	Worksheet B: Technical Specifications in Excel format - Electronic response required		
7.1.3.4	Worksheet C: Software Specifications in Excel format - Electronic response required		
7.1.3.5	Worksheet D: User Defined Field in Excel format - Electronic response required		
7.1.3.6	Worksheet E: Pricing in Excel format - Electronic response required		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.5 - Labelling of Envelope Instructions).		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
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 supply the requirements identified in Appendices and other relevant sections:		
8.1.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet H - Criteria & Weighting.		
8.1.5	In the event of a tie score the TVDSB will resolve the tie by drawing of names. All parties will have representation at the draw.		
8.1.6	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.7	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.8	The determination of equal quality will be based on our internal professional opinions.		
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:		
8.2.1.1	www.tvdsb.ca		
	"Board"		
8.2.1.2	"Purchasing"		
8.2.1.3	"Bids"		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
8.3	DEBRIEFING		
8.3.1	Not later than 60 Days following the date of posting of a contract award notification in respect of the RFP, a Bidder may contact the Buyer requesting a debriefing from the TVDSB, and the TVDSB shall conduct such debriefing in accordance with the requirements of the Ontario Supply Chain Guidelines.		
8.3.1.2	Any request that is not timely received will not be considered and the Bidder will be notified in writing.		
8.3.1.3	Bidders should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until such time as a contract award notification has been posted.		
8.4	BID PROTEST PROCEDURE		
8.4.1	In the event that a Bidder wishes to review the decision of the TVDSB in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Bidder shall submit a protest in writing to the TVDSB within 10 Days from such a debriefing.		
8.4.2	Any protest in writing that is not timely received will not be considered and the Bidder will be notified in writing.		
8.4.3	A protest in writing shall include the following:		
8.4.2.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
8.4.2.2	A specific description of each act alleged to have breached the procurement process;		
8.4.2.3	A precise statement of the relevant facts;		
8.4.2.4	An identification of the issues to be resolved;		
8.4.2.5	The Bidder's arguments and supporting documentation; and		
8.4.2.6	The Bidder's requested remedy.		
	Cheryl MacKenzie	Terry Roberts	
	Purchasing Department	Chairperson	
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board" icon		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.1.3	Click "Purchasing" from drop down list		
9.1.4	Click "Bids"		
9.1.5	Read instructions		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	Double click on the "tender.exe file." to open the program		
9.4.4.5	The following files will be installed in the C:\lbtender directory:		
9.4.4.5.1	Appendices478.xls		
9.4.4.5.2	Appendix A.pdf - Community Use of Schools Contract - Sample		
9.4.4.5.3	Appendix B.pdf - Insurance Information		
9.4.4.5.4	Appendix C.pdf - Request for Billing/Cheque - Sample		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	DISKETTE OR CD CREATION:		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the all Appendices to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette or CD with company name and signature.		
9.6	LABELLING OF ENVELOPE AND DISK		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To: OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Community Use of Schools Software		
9.6.10	Bid #478		
9.6.11	Return Date: prior to 12:00:00 noon, local time, Friday, October 08, 2010		
9.7	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Community Use of Schools Software		
9.7.3	Bid #478		
9.7.4	Return Date: prior to 12:00:00 noon, local time, Friday, October 08, 2010		
9.7.5	Signature:		
9.7.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL -
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting , bidders 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		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET B - TECHNICAL REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET B - SYSTEM TECHNICAL REQUIREMENTS		
B1	Should have ability to install on a central server (WAN environment).		
B2	The TVDSB will not accept any bids for software that does not have a web based component for the public to request facilities.		
B3	The TVDSB will accept bids for a hosted solution		
B4	For any hosted solution, bidders must state:		
B4.1	Location, (City, Province/State) where the data will be stored.		
B4.2	Provide details on backup solutions		
B4.3	If data is housed outside of Canada bidders must provide a copy of the Freedom of Information laws within the state where the data will be stored.		
B5	Bidders must detail security levels and features within the application, within each module for each type of user (i.e. Administrator, Board, Schools/Departments, Public).		
B6	MS Windows environment only - Prefer Windows 2003.		
B7	The TVDSB internal network protocol is TCP/IP with Firewall protection from the Internet. Describe any limitation or additional implications.		
B8	Bidders must state Programming Language		
B9	Bidders must specify Web Servers supported - Preferably IIS.		
B10	Bidders must state and specify Active Directory Integration.		
B11	Bidders should state Support Tools.		
B12	Bidders must state Web browsers supported including version.		
B13	Must state support for standards based development tools (e.g. XML, DHTML, XSLT etc.)		
B14	Bidders must state support for data exchange involving open standards and protocols for web services. (i.e. SOAP, WSDL etc.)		
B15	Bidders must state support for Database. (Microsoft SQL 2005 Preferred)		
B16	Bidders must state support for standard messaging protocols. (SMTP, MIME)		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET B - TECHNICAL REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET B - SYSTEM TECHNICAL REQUIREMENTS		
B17	Bidders must state support for standard Web programming frameworks. (i.e. Microsoft .NET)		
B18	Bidders must state optimum hardware configuration required by your product. (server) Must support 1500 concurrent users.		
B19	Bidders must state maximum number of concurrent users.		
B20	Bidders must state if an ODBC compliant driver is available for your software.		
B21	Which ODBC driver is used by your application? Bidders must state version number.		
B22	Bidders should state solution for supporting deployment of sites across multiple servers.		
B23	Bidders should specify process or facility to integrate existing "Board.Net" applications.		
B24	Identify all third party products and services that are required to implement and support the system. (Example: SQL Report Writer etc.) Include costs in Worksheet D - Pricing.		
B25	Bidders must state their definition of concurrent user and any pricing charged based on number of concurrent users.		
B26	Does software have ability to have multiple users signed on at the same time, and updating same tables/files at the same time?		
B27	Bidders must describe in detail the process of installing software.		
B28	Bidders must describe in detail the process of implementing software updates.		
B29	Bidders must describe what needs to be done to maintain database and web server.		
B30	Bidders must detail what database maintenance is required.		
B31	Does software have the ability to integrate with the TVDSB Employee Portal including the ability to pass Username and Password to the application or including the ability to authenticate clients against the FirstClass (SMTP compatible) e-mail systems using the TVDSB's current applet		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET B - TECHNICAL REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
WORKSHEET B - SYSTEM TECHNICAL REQUIREMENTS			
B32	Bidders should provide information about compatibility, enabling and support for mobile devices such as Blackberries, iPhones and Windows Mobile devices.		
B33	Bidders should state any additional user interfaces that are available with your product (i.e. e-mail, text messaging)		
B34	Bidders should describe the ability to import/export data from other sources. State sources and process used.		
B35	Bidder should state if the system has the ability to create reports outside of the application (i.e. using ODBC connection to get to the tables.)		
Customization			
B36	Bidders must indicate if customization of your software is necessary to meet the functionality described in this proposal. Provide full details including costs in Worksheet D - Pricing.		
B37	Bidders must indicate what system tailoring is required - e.g. dictionaries etc. Indicate the approximate time required. Provide full details including costs in Worksheet D - Pricing.		
B38	Bidders must provide an implementation schedule outlining the sequence of events for installing product.		
B39	Describe databases and version your software supports (Prefer MS SQL 2005)		
B40	Does the software require any client installation in addition to the browser? Please describe.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
1	The TVDSB is seeking proposals to provide a web-based permit booking/reservation system for community use of school facilities.		
2	The system would facilitate and promote communication between school administration, community groups, TVDSB staff and the Provincial Ministry of Education for the purpose of managing community use of school facilities.		
3	Board Policy and all related information for Community Use of Schools can be found at http://www.tvdsb.ca/welcome.cfm?subpage=20 (Community Use of Facilities) . Further information on the Provincial Ministry of Education's position on Community Use of Schools can be found at http://www.edu.gov.on.ca/eng/general/elemsec/community/ .		
4	During 2008/09 there were 98,000 hours of use serving 2000 groups/people. For the majority of permits, fees were collected.		
5	Bidders should state all "on-line help" features that a user can access.		
6.0	GENERAL		
6.1	Please provide a detailed description of your system, its functional capabilities, the process work-flows and any interfaces to other data systems. Include screen shots, functional diagrams and other visual documentation to support your description.		
6.2	The system should provide ability for e-mail communication between users, school/departments and Community Use of Schools staff.		
6.2.1	The TVDSB uses "FirstClass" e-mail which is an SMTP compliant software package. If the software is SMTP compliant it should function with the TVDSB e-mail system. Please describe.		
6.2.2	Bidders should state what e-mail system your system supports.		
6.3	The system provide the users with the ability to define fields. Bidder must provide a complete list in Worksheet D including:		
6.3.1	• How many		
6.3.2	• Functional Area		
6.3.3	• Length		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
7.0	SECURITY LEVELS		
7.1	The software must accommodate multiple users and requestors as well as distinct levels of approval. The approval levels include:		
7.1.1	• System Administrator		
7.1.2	• Community Use of School Staff		
7.1.3	• School Staff		
7.1.4	• Facilities Staff		
7.1.5	• General Public/Users		
7.1.6	State any other levels of security within your system		
7.2	The system must not allow the public to view other users information.		
7.3	The system must track all changes by the person making the changes, and include date and time.		
7.4	The system should have security around the payment adjustments capability, lock down receipt number generation (auto generated) be able to define receipt number format. This security should be confined to the abilities of the system administrator.		
8.0	APPROVAL PROCESS		
8.1	The Board utilizes centralized community use permits where our Community Use of Schools office provides first-level approval. Describe the permit authorization process and how the Community Use of Schools office could confirm or deny a permit request.		
8.2	All final approval of community use activities is done at the Board level. Describe how a principal authorized permit request is then passed to the Community Use of Schools staff for processing. (i.e. Insurance)		
8.3	Describe the process for communicating the details of the confirmed or denied permit requests to the requestor.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
8.4	The system requires flexibility for school administrators to reserve facility resources for school use. Describe the process from a school year planning perspective (e.g., know events for the year reserved prior to the start of the school year) and from an adhoc perspective (e.g., new events that come up during the school year). The process should allow Schools entering block-out dates to include estimated custodial overtime requirements and a contract number must be generated.		
9.0	DATA IMPORT/EXPORT		
9.1	The system should have the ability to import/export the following:		
9.1.1	<ul style="list-style-type: none"> • All facilities data from Facility Information System (SQL system). See item 13 for complete details. 		
9.1.2	<ul style="list-style-type: none"> • Also facilities data from AutoCad SQL export See item 13 for complete details. 		
9.1.3	<ul style="list-style-type: none"> • List of General Ledger Accounts (approximately 14,000). The system should also allow for manual entry. 		
9.1.4	<ul style="list-style-type: none"> • Ability for TVDSB Staff to view AutoCAD site plans from Facility Information System 		
9.1.5	<ul style="list-style-type: none"> • Contracts from external source (i.e. Word) 		
9.1.6	<ul style="list-style-type: none"> • Equipment Lists 		
9.1.7	<ul style="list-style-type: none"> • Insurance Certificates (image in pdf format) 		
9.1.8	<ul style="list-style-type: none"> • The system should have the ability to export a Journal Entry in Excel or ASCII format as shown in Worksheet F. It should be a profile based export capability , with as a minimum the fields: GL number, Contract number, dollar amount, a user-defined field, Group/Organization (The Group/Organization field should be limited to first 27 characters for this export) 		
9.1.9	State any other import/export capabilities		
9.1.10	The system should recognize a revised contract and create the appropriate journal entry for export. The journal entry created should be for only the difference in amount not the total.		
9.1.10.1	The system should change contract status for revisions and assign one contract status for revisions and journal entries.		
9.1.11	The system should be able to export data based on the following: start date / month completed / paid		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
9.1.12	Capability to import PDF/WORD files and store in system drop down menu.		
10.0	PUBLIC REGISTRATION ACCESS		
10.1	It is mandatory that public registration is Web Based.		
10.2	The system should have the ability to allow the public to manage their own profile/login account (Username, Password, Password Verification and changes to Passwords etc.)		
10.3	The system should have the ability for users access to the system as follows:		
10.3.1	• Option to register as a new user to setup a "profile/login" account for the system and the ability for existing users to log in to the system		
10.3.2	• New users would setup their own "Username" and "password"		
10.3.3	• After a new user has setup a "login" account they would be able proceed to the registration screen.		
10.3.4	• System must assign a distinct "User Number" once registration completed.		
10.3.5	• The system should have the ability to assign the "User Number" to the users profile/login account.		
10.3.6	• The system should verify that the "user" is not already registered before number is assigned		
10.4	Does your system provide a self-support mechanism for users to manage their own passwords? (i.e. automated password change process for lost/forgotten passwords).		
10.5	Describe any other tool your system would provide for TVDSB Staff to manage public and staff accounts for facility requests.		
10.6	The TVDSB staff must have the ability to setup any user		
10.7	Describe the process for managing requests for users that are unable to use the on-line system. Does the system allow for a printed request to be scanned and imported into the system in pdf format?		
11.0	PUBLIC REGISTRATION SCREEN		
11.1	The system should assign a distinct "User Number" for each user. (as shown in item 10). This is a B174separate number from any contract/request number.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
11.2	The system should allow any user to input their user information. Some of the fields should require a mandatory response. The public registration screen should include the following fields:		
11.2.1	• Information Section - (to show policy and procedures or any notes regarding facilities availability)		
11.2.2	• Last Name (Mandatory)		
11.2.3	• First Name (Mandatory)		
11.2.4	• Name of Group/Organization (Mandatory)		
11.2.5	• Street Address (Mandatory)		
11.2.6	• City (Mandatory)		
11.2.7	• Province (Mandatory)		
11.2.8	• Postal Code (Mandatory)		
11.2.9	• Phone (Mandatory)		
11.2.10	• Other Phone (Optional)		
11.2.11	• Fax (Optional)		
11.2.12	• e-Mail (Mandatory)		
11.2.13	• Type of Organization - Profit/Not for Profit (Mandatory)		
12.0	PUBLIC FACILITY BOOKING/RESERVATIONS		
12.1	The system must have the ability for users to have multiple contracts and multiple contract numbers		
12.2	The system should allow any user to request booking of facilities on-line. Some of the fields should require a mandatory response. The system should include the following fields:		
12.3	Rental Activity Type - <i>drop down menu</i> (Mandatory) (This is a new Ministry of Education Requirement)		
12.3.1	• Educational		
12.3.2	• Parenting Support		
12.3.3	• Sports And Recreation		
12.3.4	• Health And Wellness		
12.3.5	• Child Care Program		
12.3.6	• Arts & Cultural		
12.3.7	• Supports For Recent Immigrants		
12.3.8	• Social		
12.3.9	• Community Services		
12.3.10	• Meetings		
12.3.11	• Leadership		
12.3.12	• Aboriginal-Focused Programs		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
12.3.13	• Supports For Low Income Communities		
12.3.14	• Other: Please Describe		
12.3.15	• Data Input Field To Describe Activity Eg. Soccer Drills		
12.3.16	• Number of Participants (Mandatory)		
12.4	Age of Participant - check box (Mandatory) allow multiple selection (This is a new Ministry of Education Requirement)		
12.4.1	• Children 0-6		
12.4.2	• Children 7-12		
12.4.3	• Teens 13-18		
12.4.4	• Young Adults 19-24		
12.4.5	• Adults 25-64		
12.4.6	• Seniors 65+		
12.4.7	• No target age (wide range of participants)		
12.5	Gender of Participants - check box (Mandatory) (This is a new Ministry of Education requirement)		
12.5.1	• Female		
12.5.2	• Male		
12.5.3	• Both		
12.6	• Number of Spectators (Mandatory)		
12.7	• Insurance - Yes or No (will purchase through the TVDSB)		
12.8	• Calendar for public to select dates (Mandatory)		
12.9	• Should include a drop down list of available facilities (Mandatory)		
12.9.1	• Once facility is selected system should provide drop down list of rooms within the facility (Mandatory)		
12.9.2	• If room number is not know, then a simplified option should be available for the school or staff to enter (i.e.: "Classroom")		
12.10	• Should include a drop down list of equipment required (Mandatory)		
12.11	• Quantity of equipment required (If equipment is selected the quantity is mandatory)		
12.12	• Air conditioning required (Mandatory)		
12.13	• Should have notes field (Optional)		
12.14	The system should allows users to modify or delete their request for facilities prior to submitting		
12.15	The system should automatically assign a "Contract Number" once the user has requested a facility.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
12.16	The system should have the ability for the public to search for facilities based on: specified time and day (search by Community of Schools, City, Room type, Area within TVDSB)		
12.16.1	• Specific Time and Day		
12.16.2	• Community of Schools		
12.16.3	• City		
12.16.4	• Room Type		
12.16.5	• Location within the TVDSB (i.e. London East, Woodstock etc.)		
12.16	If multiple days selected, any unavailable dates are flagged (i.e.: different font colour) with reason, user can select whether to keep on list of dates for special permission or remove via checkmark boxes for each date of the contract. Selected boxes can either be deleted or modified.		
12.17	Users should have ability to search and view all of their contracts past, present and future		
12.18	Community Use Staff should have the ability to search by:		
12.18.1	• School		
12.18.2	• User/Group		
12.18.3	• User defined field for location within Thames Valley District School Board (East London i.e.. Woodstock)		
12.18.4	• Room		
12.18.5	• Contract Status		
12.19	Does your system have any additional fields?		
12.20	Is the System Administrator able to define these fields?		
13.0	FACILITIES		
13.1	The system should have the ability to import all Facilities Information Data (SQL system). The system should include the following fields:		
13.1.1	• Facility Location Number		
13.1.2	• Facility Name		
13.1.3	• Facility Location within the TVDSB (London East, Woodstock, etc.) Should be a user defined field.		
13.1.4	• Facility Address		
13.1.5	• Facility City		
13.1.6	• Facility Family of Schools Code		
13.1.7	• Facility Room Type		
13.1.8	• Facility Room Number		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
13.1.9	• Facility Room Size - square footage, including ceiling heights		
13.1.10	• Facility Room Capacity		
13.1.11	• Air Conditioning		
13.1.12	• Maintenance stand by phone number (attached to location within the TVDSB)		
13.1.13	• Notes for each room		
13.2	The system should have the ability to search for facilities by:		
13.2.1	• School		
13.2.2	• Area - Within Thames Valley		
13.2.3	• Room Type		
13.3	Does your system have any additional fields?		
13.4	Is the System administrator able to define these fields? (i.e. Community of Schools)		
14.0	CALENDARS		
14.1	Does the system support repeating events and calendars? Describe in detail the calendar functions.		
14.2	The system should have the ability to show all facilities and dates that have been "booked".		
14.3	Does the system have the ability to "Block-out" dates for school use/events, Holidays and PD days?		
14.4	Does the system have the ability to define Holidays and PD days which can only be reserved with permission?		
14.5	The system should have the ability to define different "Block-out" dates for different Buildings/Locations. (i.e. Aberdeen Public School vs. A.B. Lucas Secondary School)		
14.6	The system should have the ability to choose to display the facilities that are booked by group or not to display the group who "booked" the facility. (i.e. the public should see "booked" only not who "booked" the facility.)		
14.7	The system should have a, weekly recurring option and time selection.		
14.8	Does the system provide a report to detail permit requests that the schools were not able to accommodate?		
14.9	Does your system have any additional fields?		
14.10	Is the System administrator able to define these fields?		
15.0	CONTRACT		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
15.1	The system should have the ability to import/export the multiple types of contracts. Minimum of two (2) different contracts based on group types. State number of contracts:		
15.2	The system should have the ability for the TVDSB Administrator to create contracts within the system.		
15.3	The system should allow the Community Use of School Staff to amend contracts as required and requires the ability to change or delete all fields		
15.4	The system should have the ability to allow the public to accept the contract and payment amounts through the use of radio buttons (i.e. "I accept")		
15.5	The contract/agreement should include the following: (See Appendix A for a copy of the TVDSB Facility Use Agreement)		
15.5.1	• System Assigned User Number		
15.5.2	• System Assigned Contract Number		
15.5.3	• Last Name		
15.5.4	• First Name		
15.5.5	• Name of Group/Organization		
15.5.6	• Street Address		
15.5.7	• City		
15.5.8	• Province		
15.5.9	• Postal Code		
15.5.10	• Phone Number		
15.5.11	• Other Phone		
15.5.12	• Fax		
15.5.13	• e-Mail		
15.5.14	• Type of Organization - Profit/Not for Profit		
15.5.15	• Purpose of Rental		
15.5.16	• Number of Participants		
15.5.17	• Number of Spectators		
15.5.18	• Insurance - Insurance Required and Amounts		
15.5.19	• Equipment Required		
15.5.20	• Custodial Time and Amounts		
15.5.21	• Criminal Record Check - Extra Documentation radio button - if activated: type of documentation (i.e.: criminal Background Check), date received check box, date received field		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
15.5.22	• Adjustments (Admin level only): An area to adjust fees and allow for manual entry (GL accounts may effect multiple accounts and dollar value).		
15.5.23	• Processing fee applied to specific User-defined group types. Check mark boxes. If box checked, then the fee is applied to the contract.		
15.5.24	• Payment Schedule		
15.5.25	• Notes		
15.5.26	•Diagrams		
15.5.27	• List of dates, check mark boxes for each date with delete and modify buttons for selected dates		
15.6	The system should have the ability to identify type of user/group		
15.7	The system should have the ability for User-defined contract status (up to 10 characters). Examples: Tentative (TN), Facility Approval (FA), Processing (P), Approved (A), Revising (R) with emails sent to appropriate user-defined contact for each status approval		
15.8	The system should have a field to flag users/groups that have caused problems in the past. The system should also:		
15.8.1	• Provide the ability to enter a reason		
15.8.2	• Have the ability to issue a letter to these users		
15.9	The system should have the ability to code/allocate facilities to specific assistants, community of schools, family of schools (for search purposes) - a minimum of 5 codes is required. This could be a user defined field		
15.10	It is mandatory that the system have the ability to query contracts by:		
15.10.1	• Name of User		
15.10.2	• Group/Organization		
15.10.3	• Facility		
15.10.4	• Insurance Required		
15.10.5	• Criminal Record Check Required - Should have ability to import certificate in pdf format		
15.10.6	• Partial Entry of user/group		
15.11	Schools can view status of contracts at any status after User Approval		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
15.12	The system should have the ability to produce hard copies of the contract including all terms and conditions, insurance (if purchased), all costs including discounts and letter of permission for alcohol (if applicable).		
15.13	The system should allow for contracts to be retrieved/available for multiple years. State number of years:		
15.14	The system should allow any revisions to be sent to appropriate individual for approval and/or notification via email		
15.15	The system should have the ability to display a "Pop up flag" by applicant, or by school location showing notes (i.e. user has not paid, construction at a school).		
15.16	Does your system have any additional fields?		
15.17	Is the System administrator able to define these fields?		
16.0	CONTRACT RENEWAL		
16.1	The system should have the ability to renew existing contracts.		
16.2	The system should have the ability to send an e-mail reminder when it is time to renew a contract.		
16.3	Does your system have any additional fields?		
16.4	Is the System Administrator able to define these fields?		
17.0	INSURANCE		
17.1	The system should have the ability to import certificates of insurance in a pdf format for both the public and TVDSB staff		
17.2	The system should include the following fields:		
17.2.1	• Insurance coverage start date		
17.2.2	• Insurance coverage end date		
17.3	The insurance dates should be trackable.		
17.4	•User-defined insurance drop-down menu if user is purchasing insurance through the TVDSB		
17.4.1	The system should have the ability to automatically email notifying group of insurance requirement if expiry within two (2) weeks.		
17.5	The system should have the ability to also track insurance purchased through the TVDSB.		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
17.6	Appendix B shows the insurance information that must be available for viewing on every contract where insurance is purchased through the TVDSB. The very top of page 1 has information derived from the contract (name of insured and organization, contract number, activity, facility, effective dates, premium charged). The balance of the 2 pages is standard information that remains the same for every contract. Bidders should state if they can provide this information.		
17.7	Does your system have any additional fields?		
17.8	Is the System Administrator able to define these fields?		
18.0	CONTRACT PRICING		
18.1	The system must allow for multiple pricing levels depending on type of group requesting the facilities.		
18.2	The system must include the following fields:		
18.2.1	• Group Type - Minimum of ten (10) different groups linked to specific pricing and discount rates		
18.2.2	• Group Pricing (Multiple types) State number		
18.2.3	• Actual price		
18.2.4	• Discount Percentages		
18.2.5	• Taxes (Must have a minimum of two tax fields, user defined preferred)		
18.2.6	• Custodial Cost		
18.2.7	• Equipment Cost		
18.2.8	• Insurance Cost		
18.2.9	• Account numbers for internal users (vendor define how many account numbers available per contract)		
18.2.10	• Processing fees		
18.2.11	• Adjustments / cancel / revision (free format - not predefined)		
18.2.12	• Notes		
18.3	The system should show history of costs		
18.4	Describe the capacity for determining resource costs. Include description of how associated staff hours and costs may be tracked.		
18.5	Does your system have any additional fields?		
18.6	Is the System Administrator able to define these fields?		
19.0	PAYMENTS		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
19.1	The system should have the ability to track:		
19.1.1	• Payment Type - drop down list - minimum of eight (8) types - Visa, MasterCard, AMEX, cheque (with cheque number field), debit, cash, TVDSB General Ledger Account or other		
19.1.2	• Payment Date		
19.1.3	• Payment Amount - including total for all contracts for the amounts owing from the start date of the contract		
19.1.4	• Partial payments		
19.1.5	• Pro-rated amounts for cancellation		
19.1.6	• The system should have the ability to input partial amounts		
19.1.7	• The system should have ability to assign revenues to multiple internal general ledger accounts for:		
19.1.8	• Revenues		
19.1.9	• Accounts Receivable		
19.1.10	• Taxes		
19.1.11	• Insurance		
19.1.12	• The system should have the ability to include notes regarding payments. (i.e. post dated cheques.)		
19.1.13	• The system should have the ability to adjust/revise payment amounts or information including:		
19.1.14	• Taxes		
19.1.15	• Discount Percentages		
19.1.16	• Custodial costs		
19.1.17	• Insurance tables		
19.1.18	• Equipment tables		
19.1.19	• Account updates (add, change, remove)		
20.0	RECEIPTS		
20.1	The system should generate receipt numbers when payment has been received.		
20.2	The system should be able to generate receipts based on a administrator controlled template/form.		
20.3	The system should also be able to generate a user statement as part of it's reporting capability.		
20.3.1	These receipts and statements should be able to be reconciled back to the system payments and outstanding payments reports.		
20.4	The system should have the ability to send e-mails to users that have outstanding amounts owing		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
20.5	Does your system have any additional fields?		
20.6	Is the System Administrator able to define these fields?		
21.0	ECOMMERCE		
21.1	Bidders should state if there is a built in eCommerce Module		
21.2	If there is not a built-in module is there a link to a third party eCommerce partner		
21.3	Is the system able to link to credit card processing services for payment of fees?		
21.4	List any system requirements that the TVDSB must have in order to engage this component. Any costs must be stated in Worksheet E - Pricing.		
21.5	State where banking information is held.		
21.6	If the Board should opt for e-commerce, describe the process of collecting fees and remitting those back to the Board and types of reporting available		
22.0	REPORTING		
22.1	Describe in detail how your system provides all of the required Ontario Ministry of Education School Board reports for community use of schools. See Worksheet G - Ministry Report		
22.2	What capacity is included for administrative users to look at statistical reports regarding community use of school facilities?		
22.3	Describe drill-down capability to go from board-wide aggregate reports to school reports to individual user's data.		
22.4	Does the system provide capability for production of adhoc reports? That is, does it include a report-writer?		
22.5	State any report limitations (i.e. Number of Lines, Fields, Characters etc.)		
22.6	Bulk email capability to notify all users regarding snow closures etc.		
23.0	Ministry of Education Reports (See Worksheet G - Sample of Ministry Report)		
23.1	The TVDSB is required to report annually to the Ministry of Education divided into Not-for-Profit or Commercial for the each of the following items (Ontario Ministry of Education Data Form E):		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
23.1.1	• Total number of permits issued (counted by single space) eg. 1 permit may include 2 rooms. For Ministry of Education purposes this is 2 permits		
23.1.2	• Number of participant visits (eg. 1 person uses space 10 times = 10 visits)		
23.1.3	• Number of hours permitted including specific time periods system-wide (i.e.: March Break, Christmas Holidays, weekends only, etc.)		
23.1.4	• Average hourly rate		
23.1.5	• Caretaking hours worked/waived.		
23.1.6	The Ministry requires reporting by 'Space Types:'		
23.1.7	• Single Gym		
23.1.8	• Double Gym		
23.1.9	• Classroom		
23.1.10	• Auditorium		
23.1.11	• Field		
23.1.12	• Library		
23.1.13	• Cafeteria		
23.1.14	• Theatre Arts Room		
23.1.15	• Other (specified)		
23.1.16	Number of permitted hours by "Rental Activity Type" (See Worksheet C - Item 12.3) (This is a new Ministry of Education requirement)		
23.1.17	Number of permitted hours by "Participant Age Group" - See Worksheet C Item 12.4) (This is a new Ministry of Education requirement)		
23.1.18	Number of permitted hours by "Participant Gender" - See Worksheet C Item 12.5 (This is a new Ministry of Education requirement)		
24.0	System Reports		
24.1	Describe the software's ability to track:		
24.1.1	• Costs		
24.1.2	• Staffing		
24.1.3	• Equipment		
24.1.4	• Contract		
24.1.5	• Insurance		
24.1.6	• Payments (Debit, Credit Card, Cheque, Cash)		
24.1.7	• Usage (i.e.: day, week, area, facility, room, etc.)		

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE -
WORKSHEET C - SOFTWARE REQUIREMENTS**

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, C59N=NOT PLANNED, P=PLANNED & DATE	COMMENTS
	WORKSHEET C - SOFTWARE/SPECIFICATIONS		
24.1.8	• Payments - Paid, Outstanding, By Month (to be used for reconciliation against any eCommerce revenue reports)		
24.1.9	• Insurance - (expiry, monthly, weekly, daily checks) with multiple sort options.		
24.1.10	• Criminal Record Checks - (expiry, monthly, weekly, daily checks) with multiple sort options		
24.1.11	• Labels (address)		
24.1.12	• List report restrictions (i.e. number of lines of data, number of characters in a field etc.)		
25.0	FORMS		
25.1	Should have the ability to generate a Request for Cheque/Billing form - the form should be automatically generated using the following fields from the contract: name, organization, address, postal code. Fields to be entered manually: General Ledger account, amount, reason. See Appendix C for a sample of this form.		
26.0	TRAINING		

FIRM NAME: _____

SIGNATURE: _____

<i>WORKSHDDT D - USDR DDFINDD FIDLDS</i>				
<i>ITDM NO.</i>	<i>USER DEFINED FIELD</i>	<i>FUNCTIONAL AREA</i>	<i>NUMBER OF FIELDS</i>	<i>FIELD LENGTH</i>
		(EXAMPLE - SECURITY)		
D1				
D2				
D3				
D4				
D5				
D6				
D7				
D8				
D9				
D10				
D11				
D12				
D13				
D14				
D15				
D16				
D17				
D18				
D19				
D20				
D21				
D22				
D23				
D24				
D25				
D26				
D27				
D28				

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE
WORKSHEET E - PRICING**

ITEM	SPECIFICATIONS	PRICE	LICENSE STRUCTURE PER USER/PER SITE ETC.	STATE INITIAL RELEASE DATE	STATE VERSION NUMBER AND RELEASE DATE	TIME - TRAINING/CUSTOMIZATION NUMBER OF HOURS/ DAYS	COMMENTS
WORKSHEET E - Pricing Section							

Provide a detailed costing of the installation, conversion, training and other tasks required to install your system. Include the following sections with detailed costs. Add any additional sections required at the end of the following list.

Application Software licenses							
E1	License Cost						
E2	License Cost for Web Browser Module						
E3	License cost - Third Party Software (i.e. Report Software, eCommerce)						
E4	License Cost - Miscellaneous						
E5	Source Code Cost						
Software Installation / Server Setup							
E6	Installation Cost						
E7	Installation Cost - Third Party Software (Report, eCommerce)						
E8	Installation Cost - Miscellaneous						
E9	Installation Cost - Miscellaneous						
Software Maintenance Costs/ State yearly cost. Cost should be guaranteed for 3 years. Maintenance Costs should include any changes required for Ministry Mandated Reports							
E10	Maintenance Cost						
E11	Maintenance Cost - Third Party Software (i.e. Reporting Software, eCommerce)						
E12	Maintenance Cost - Miscellaneous						
E13	Maintenance Cost - Miscellaneous						
Hardware Costs including Installation / Server Setup							
E14	Hardware Costs						
E15	Hardware Installation/Setup Costs						
Hardware Maintenance Costs/ State yearly cost. Cost should be guaranteed for 3 years							
E16	Maintenance Cost						
E17	Maintenance Cost						
System Tailoring							
E18	System Tailoring						
E19	System Tailoring						
E20	System Tailoring - Third Party Software						
Detail Cost for Customization							
E21	Customization						
E22	Customization						
E23	Customization - Third Party Software						
Detail Costs Data Loading and Indexing							
E24	Data Loading and Indexing						
E25	Data Loading and Indexing						
E26	Data Loading and Indexing - Third Party						
Detail Costs for Training							
E27	Training						
E28	Training						
E29	Training - Third Party						
Project Optimization							

FIRM NAME: _____

SIGNATURE: _____

**REQUEST FOR PROPOSAL
COMMUNITY USE OF FACILITIES SOFTWARE
WORKSHEET E - PRICING**

ITEM	SPECIFICATIONS	PRICE	LICENSE STRUCTURE PER USER/PER SITE ETC.	STATE INITIAL RELEASE DATE	STATE VERSION NUMBER AND RELEASE DATE	TIME - TRAINING/ CUSTOMIZATION NUMBER OF HOURS/ DAYS	COMMENTS
WORKSHEET E - Pricing Section							
E30	Does the vendor offer any help with optimizing use of the system?						
E31	If yes, please describe:						
E32	Such help might include: consultation visits to better understand objectives and working environment.						
E33	regular on-site meetings with the implementation team from the onset to better insure system implementation is on track;						
E34	conducting a post-implementation audit to gauge how successful the implementation was and outline next steps.						
E35	This might also include ongoing on-site review and audit of system						
E36	Estimated Travel and Lodging Expenses						
E37	Miscellaneous (List below any other costs not identified above)						
E38							
E39							
E40							
E41							
E42							
E43							
E44							
E45	List any other modules available i.e. Communications etc.						

FIRM NAME: _____

SIGNATURE: _____

Source Code	Date	GL Account	Reference	Expenditure	Exp Ref	Description	End
F3	Field 4	Field 5	Field 7	Field 9	Field 11	Field 12	
2 ch	6 char	12 characters	27 characters	15 characters	10 char	27 characters	
			Total:	0.00			
JE	100105	080435010001	C13317	187.5	C13317	REVISED: Removed days	1
JE	100105	080430006001	C13317	187.5	C13317	REVISED: Removed days	1
JE	100105	080432060000	C13317	375	C13317	REVISED: Removed days	1
JE	100105	080432250000	C13333	-2687.5	C13333	REVISED: Increased hours	1
JE	100105	080435010000	C13333	-1841	C13333	REVISED: Increased hours	1
JE	100105	080435010001	C13333	-1343.75	C13333	REVISED: Increased hours	1
JE	100105	080430006001	C13333	-1343.75	C13333	REVISED: Increased hours	1
JE	100105	658590006004	C13333	483.26	C13333	REVISED: Increased hours	1
JE	100105	080435010001	C13421	9.38	C13421	REVISED: Removed days	1
JE	100105	080430006001	C13421	9.38	C13421	REVISED: Removed days	1
JE	100105	080432120000	C13421	18.75	C13421	REVISED: Removed days	1
JE	100105	658590006004	C13426	-52.5	C13426	REVISED: Removed days	1
JE	100105	080435010001	C13426	15	C13426	REVISED: Removed days	1
JE	100105	080430006001	C13426	15	C13426	REVISED: Removed days	1
JE	100105	080431305000	C13426	30	C13426	REVISED: Removed days	1
JE	100105	080435010000	C13426	200	C13426	REVISED: Removed days	1
JE	100105	080435010001	C13451	20	C13451	REVISED: Reduced time	1
JE	100105	080430006001	C13451	20	C13451	REVISED: Reduced time	1
JE	100105	080432280000	C13451	40	C13451	REVISED: Reduced time	1
JE	100105	080432150000	C13511	-240	EQUIP	REVISED: Add equipment	1
JE	100105	080432220000	C13549	-240	C13549	REVISED: Add room	1
JE	100105	080435010001	C13549	-120	C13549	REVISED: Add room	1
JE	100105	080430006001	C13549	-120	C13549	REVISED: Add room	1
JE	100105	080431595000	C13600	-22.5	C13600	REVISED: Add days	1
JE	100105	080435010001	C13600	-11.25	C13600	REVISED: Add days	1
JE	100105	080430006001	C13600	-11.25	C13600	REVISED: Add days	1
JE	100105	080435010000	C13745	-26.5	C13745	REVISED: Change dates	1
JE	100105	658590006004	C13745	6.98	C13745	REVISED: Change dates	1
JE	100105	080435010001	C13770	86.25	C13770	CANCELLED	1
JE	100105	080430006001	C13770	86.25	C13770	CANCELLED	1
JE	100105	080431260000	C13770	161	EQUIP	CANCELLED	1
JE	100105	080431260000	C13770	172.5	C13770	CANCELLED	1
JE	100105	080432210000	C13963	-90	C13963	REVISED: Add room	1
JE	100105	080435010001	C13963	-45	C13963	REVISED: Add room	1
JE	100105	080430006001	C13963	-45	C13963	REVISED: Add room	1
JE	100105	658590006004	C13993	-56.96	C13993	REVISED: Removed date	1

JE	100105	080431790000	C13993	50 EQUIP	REVISED: Removed date	1
JE	100105	080435010001	C13993	79.06 C13993	REVISED: Removed date	1
JE	100105	080430006001	C13993	79.06 C13993	REVISED: Removed date	1
JE	100105	080431790000	C13993	158.13 C13993	REVISED: Removed date	1
JE	100105	080435010000	C13993	217 C13993	REVISED: Removed date	1
JE	100105	658590006004	C14071	-549.29 C14071	CANCELLED	1
JE	100105	080435010001	C14071	112.5 C14071	CANCELLED	1
JE	100105	080430006001	C14071	112.5 C14071	CANCELLED	1
JE	100105	080433050501	C14071	225 C14071	CANCELLED	1
JE	100105	080435010000	C14071	2467.5 C14071	CANCELLED	1
JE	100105	080431495000	C14138	-108.75 C14138	OxfordReformChristianSchool	1
JE	100105	080431495000	C14138	-56 EQUIP	OxfordReformChristianSchool	1
JE	100105	080435010001	C14138	-54.38 C14138	OxfordReformChristianSchool	1
JE	100105	080430006001	C14138	-54.38 C14138	OxfordReformChristianSchool	1
JE	100105	080435010000	C14179	-2200 C14179	Forest City Volleyball	1
JE	100105	080432250000	C14179	-75 C14179	Forest City Volleyball	1
JE	100105	080435010001	C14179	-37.5 C14179	Forest City Volleyball	1
JE	100105	080430006001	C14179	-37.5 C14179	Forest City Volleyball	1
JE	100105	658590006004	C14179	577.5 C14179	Forest City Volleyball	1
JE	100105	080435010000	C14190	-1395 C14190	North London Soccer	1
JE	100105	080432210000	C14190	-300 C14190	North London Soccer	1
JE	100105	080435010001	C14190	-150 C14190	North London Soccer	1
JE	100105	080430006001	C14190	-150 C14190	North London Soccer	1
JE	100105	658590006004	C14190	366.19 C14190	North London Soccer	1
JE	100105	080435010000	C14191	-2898.5 C14191	North London Soccer	1
JE	100105	080432210000	C14191	-595 C14191	North London Soccer	1
JE	100105	080435010001	C14191	-297.5 C14191	North London Soccer	1
JE	100105	080430006001	C14191	-297.5 C14191	North London Soccer	1
JE	100105	658590006004	C14191	760.86 C14191	North London Soccer	1
JE	100105	080432090000	C14194	-30 C14194	Birthday Party	1
JE	100105	080435010001	C14194	-15 C14194	Birthday Party	1
JE	100105	080430006001	C14194	-15 C14194	Birthday Party	1
JE	100105	669160006000	C14194	-6.48 C14194	Birthday Party	1
JE	100105	080432150000	C14195	-25 C14195	Birthday Party	1
JE	100105	080435010001	C14195	-12.5 C14195	Birthday Party	1
JE	100105	080430006001	C14195	-12.5 C14195	Birthday Party	1
JE	100105	669160006000	C14195	-10.8 C14195	Birthday Party	1
JE	100105	080435010000	C14196	-140 C14196	Birthday Party	1
JE	100105	080431405000	C14196	-43 EQUIP	Birthday Party	1
JE	100105	080431405000	C14196	-12.5 C14196	Birthday Party	1
JE	100105	669160006000	C14196	-10.8 C14196	Birthday Party	1
JE	100105	080435010001	C14196	-6.25 C14196	Birthday Party	1
JE	100105	080430006001	C14196	-6.25 C14196	Birthday Party	1
JE	100105	658590006004	C14196	47.55 C14196	Birthday Party	1

JE	100105	080431205000	C14197	-300	C14197	Glencoe Presbyterian Church	1
JE	100105	080435010001	C14197	-150	C14197	Glencoe Presbyterian Church	1
JE	100105	080430006001	C14197	-150	C14197	Glencoe Presbyterian Church	1
JE	100105	669160006000	C14197	-108	C14197	Glencoe Presbyterian Church	1
JE	100105	080431205000	C14197	-64	EQUIP	Glencoe Presbyterian Church	1
JE	100105	658590006004	C14197	108	C14197	Glencoe Presbyterian Church	1
JE	100105	080431005000	C14198	-50	EQUIP	School House Squares	1
JE	100105	080431005000	C14198	-15	C14198	School House Squares	1
JE	100105	080435010001	C14198	-7.5	C14198	School House Squares	1
JE	100105	080430006001	C14198	-7.5	C14198	School House Squares	1
JE	100105	080435010000	C14199	-155	C14199	Good Shepherd Fellowship Ch.	1
JE	100105	669160006000	C14199	-54	C14199	Good Shepherd Fellowship Ch.	1
JE	100105	080432360000	C14199	-40	C14199	Good Shepherd Fellowship Ch.	1
JE	100105	080435010001	C14199	-20	C14199	Good Shepherd Fellowship Ch.	1
JE	100105	080430006001	C14199	-20	C14199	Good Shepherd Fellowship Ch.	1
JE	100105	658590006004	C14199	94.69	C14199	Good Shepherd Fellowship Ch.	1
JE	100105	080435010000	C14200	-1674	C14200	Portuguese Club Soccer	1
JE	100105	080432340000	C14200	-360	C14200	Portuguese Club Soccer	1
JE	100105	080435010001	C14200	-180	C14200	Portuguese Club Soccer	1
JE	100105	080430006001	C14200	-180	C14200	Portuguese Club Soccer	1
JE	100105	080432340000	C14200	-168	EQUIP	Portuguese Club Soccer	1
JE	100105	658590006004	C14200	439.43	C14200	Portuguese Club Soccer	1
JE	100105	080435010000	C14201	-760	C14201	Laurie-Ann School of Dance	1
JE	100105	080432140000	C14201	-260	C14201	Laurie-Ann School of Dance	1
JE	100105	080435010001	C14201	-130	C14201	Laurie-Ann School of Dance	1
JE	100105	080430006001	C14201	-130	C14201	Laurie-Ann School of Dance	1
JE	100105	080432140000	C14201	-100	EQUIP	Laurie-Ann School of Dance	1
JE	100105	658590006004	C14201	1483.25	C14201	Laurie-Ann School of Dance	1
JE	100105	669160006000	C14202	-54	C14202	Family Christmas	1
JE	100105	080431230000	C14202	-15	C14202	Family Christmas	1
JE	100105	080435010001	C14202	-7.5	C14202	Family Christmas	1
JE	100105	080430006001	C14202	-7.5	C14202	Family Christmas	1
JE	100105	658590006004	C14202	54	C14202	Family Christmas	1
JE	100105	080435010000	C14203	-372	C14203	Absolute Dance	1
JE	100105	080432370000	C14203	-190	C14203	Absolute Dance	1
JE	100105	080432370000	C14203	-100	EQUIP	Absolute Dance	1
JE	100105	080435010001	C14203	-95	C14203	Absolute Dance	1
JE	100105	080430006001	C14203	-95	C14203	Absolute Dance	1
JE	100105	658590006004	C14203	97.65	C14203	Absolute Dance	1
JE	100105	080435010000	C14204	-960	C14204	YMCA Child Care	1
JE	100105	658590006004	C14204	252	C14204	YMCA Child Care	1
JE	100105	080435010000	C14206	-960	C14206	YMCA Child Care	1
JE	100105	658590006004	C14206	252	C14206	YMCA Child Care	1
JE	100105	080435010000	C14210	-767	C14210	WCI Alumni	1

JE	100105	080432390000	C14210	-320	C14210	WCI Alumni	1
JE	100105	080435010001	C14210	-160	C14210	WCI Alumni	1
JE	100105	080430006001	C14210	-160	C14210	WCI Alumni	1
JE	100105	669160006000	C14210	-108	C14210	WCI Alumni	1
JE	100105	658590006004	C14210	309.34	C14210	WCI Alumni	1
JE	100105	080432250000	C14212	-650	C14212	OakridgePresbyterianPizza	1
JE	100105	080435010001	C14212	-325	C14212	OakridgePresbyterianPizza	1
JE	100105	080430006001	C14212	-325	C14212	OakridgePresbyterianPizza	1
JE	100105	080435010000	C14214	-542.5	C14214	Westminster Sr boys B-Ball	1
JE	100105	080435010000	C14214	-527	C14214	Westminster Sr boys B-Ball	1
JE	100105	080432370000	C14214	-176.25	C14214	Westminster Sr boys B-Ball	1
JE	100105	669160006000	C14214	-135	C14214	Westminster Sr boys B-Ball	1
JE	100105	669160006000	C14214	-135	C14214	Westminster Sr boys B-Ball	1
JE	100105	080435010001	C14214	-88.13	C14214	Westminster Sr boys B-Ball	1
JE	100105	080430006001	C14214	-88.13	C14214	Westminster Sr boys B-Ball	1
JE	100105	080432290000	C14214	-82.5	C14214	Westminster Sr boys B-Ball	1
JE	100105	080435010001	C14214	-41.25	C14214	Westminster Sr boys B-Ball	1
JE	100105	080430006001	C14214	-41.25	C14214	Westminster Sr boys B-Ball	1
JE	100105	658590006004	C14214	273.34	C14214	Westminster Sr boys B-Ball	1
JE	100105	658590006004	C14214	277.41	C14214	Westminster Sr boys B-Ball	1
JE	100105	080435010000	C14218	-800	C14218	Service Canada	1
JE	100105	080873040501	C14218	-100	C14218	Service Canada	1
JE	100105	080435010001	C14218	-50	C14218	Service Canada	1
JE	100105	080430006001	C14218	-50	C14218	Service Canada	1
JE	100105	658590006004	C14218	210	C14218	Service Canada	1
JE	100105	080432270000	C14219	-40	C14219	MS Society Fundraiser	1
JE	100105	080435010001	C14219	-20	C14219	MS Society Fundraiser	1
JE	100105	080430006001	C14219	-20	C14219	MS Society Fundraiser	1
JE	100105	080431790000	C14220	-120	C14220	Learning It Together	1
JE	100105	080431355000	C14220	-118.13	C14220	Learning It Together	1
JE	100105	080435010001	C14220	-60	C14220	Learning It Together	1
JE	100105	080430006001	C14220	-60	C14220	Learning It Together	1
JE	100105	080435010001	C14220	-59.06	C14220	Learning It Together	1
JE	100105	080430006001	C14220	-59.06	C14220	Learning It Together	1
JE	100105	080431135000	C14220	-55	C14220	Learning It Together	1
JE	100105	080435010001	C14220	-27.5	C14220	Learning It Together	1
JE	100105	080430006001	C14220	-27.5	C14220	Learning It Together	1
JE	100105	080431095000	C14223	-4	C14223	Fitness Boot Camp	1
JE	100105	080435010001	C14223	-2	C14223	Fitness Boot Camp	1
JE	100105	080430006001	C14223	-2	C14223	Fitness Boot Camp	1
JE	100105	080435010000	C14225	-496	C14225	Aylmer Girls Basketball Club	1
JE	100105	080432100000	C14225	-180	C14225	Aylmer Girls Basketball Club	1
JE	100105	080435010001	C14225	-90	C14225	Aylmer Girls Basketball Club	1
JE	100105	080430006001	C14225	-90	C14225	Aylmer Girls Basketball Club	1

JE	100105	658590006004	C14225	130.2	C14225	Aylmer Girls Basketball Club	1
JE	100105	080431540000	C14226	-437.5	C14226	Special Olympics Soccer	1
JE	100105	080435010001	C14226	-218.75	C14226	Special Olympics Soccer	1
JE	100105	080430006001	C14226	-218.75	C14226	Special Olympics Soccer	1
JE	100105	080431540000	C14226	-175	EQUIP	Special Olympics Soccer	1
JE	100105	080435010000	C14227	-2139	C14227	1st Kintore Scouts	1
JE	100105	080431010000	C14227	-86.25	C14227	1st Kintore Scouts	1
JE	100105	080435010001	C14227	-43.13	C14227	1st Kintore Scouts	1
JE	100105	080430006001	C14227	-43.13	C14227	1st Kintore Scouts	1
JE	100105	658590006004	C14227	561.49	C14227	1st Kintore Scouts	1
JE	100105	080431065000	C14228	-112.5	C14228	Learning It Together	1
JE	100105	080435010001	C14228	-56.25	C14228	Learning It Together	1
JE	100105	080430006001	C14228	-56.25	C14228	Learning It Together	1
JE	100105	080431695000	C14229	-150	C14229	Adult Fitness Group	1
JE	100105	080431695000	C14229	-90	EQUIP	Adult Fitness Group	1
JE	100105	080435010001	C14229	-75	C14229	Adult Fitness Group	1
JE	100105	080430006001	C14229	-75	C14229	Adult Fitness Group	1
JE	100105	080435010000	C14230	-834	C14230	Gold Medal Basketball Club	1
JE	100105	080432040000	C14230	-191.25	C14230	Gold Medal Basketball Club	1
JE	100105	080435010001	C14230	-95.63	C14230	Gold Medal Basketball Club	1
JE	100105	080430006001	C14230	-95.63	C14230	Gold Medal Basketball Club	1
JE	100105	080432040000	C14230	-30	EQUIP	Gold Medal Basketball Club	1
JE	100105	658590006004	C14230	218.93	C14230	Gold Medal Basketball Club	1
JE	100105	080435010000	C14231	-320	C14231	Acorn Christian Day Care	1
JE	100105	080432250000	C14231	-100	C14231	Acorn Christian Day Care	1
JE	100105	080435010001	C14231	-50	C14231	Acorn Christian Day Care	1
JE	100105	080430006001	C14231	-50	C14231	Acorn Christian Day Care	1
JE	100105	658590006004	C14231	84	C14231	Acorn Christian Day Care	1
JE	100105	080435010000	C14232	-1011.5	C14232	Gold Medal Basketball Club	1
JE	100105	080432250000	C14232	-82.5	C14232	Gold Medal Basketball Club	1
JE	100105	080435010001	C14232	-41.25	C14232	Gold Medal Basketball Club	1
JE	100105	080430006001	C14232	-41.25	C14232	Gold Medal Basketball Club	1
JE	100105	080432250000	C14232	-24	EQUIP	Gold Medal Basketball Club	1
JE	100105	658590006004	C14232	265.52	C14232	Gold Medal Basketball Club	1
JE	100105	080431520000	C14233	-101.25	C14233	Gym Jam	1
JE	100105	080435010001	C14233	-50.63	C14233	Gym Jam	1
JE	100105	080430006001	C14233	-50.63	C14233	Gym Jam	1
JE	100105	669160006000	C14234	-108	C14234	West London Minor Hockey	1
JE	100105	080431095000	C14234	-41.25	C14234	West London Minor Hockey	1
JE	100105	080435010001	C14234	-20.63	C14234	West London Minor Hockey	1
JE	100105	080430006001	C14234	-20.63	C14234	West London Minor Hockey	1
JE	100105	658590006004	C14234	108	C14234	West London Minor Hockey	1
JE	100105	080435010000	C14235	-971.5	C14235	Gold Medal Basketball Club	1
JE	100105	080432080000	C14235	-303.75	C14235	Gold Medal Basketball Club	1

JE	100105	080435010001	C14235	-151.88	C14235	Gold Medal Basketball Club	1
JE	100105	080430006001	C14235	-151.88	C14235	Gold Medal Basketball Club	1
JE	100105	080432080000	C14235	-30	EQUIP	Gold Medal Basketball Club	1
JE	100105	658590006004	C14235	255.03	C14235	Gold Medal Basketball Club	1
JE	100105	080435010000	C14236	-186	C14236	ClassesW/OutQuizzesUWO	1
JE	100105	080435120000	C14236	-13.13	C14236	ClassesW/OutQuizzesUWO	1
JE	100105	080435010001	C14236	-6.56	C14236	ClassesW/OutQuizzesUWO	1
JE	100105	080430006001	C14236	-6.56	C14236	ClassesW/OutQuizzesUWO	1
JE	100105	669160006000	C14236	-2.7	C14236	ClassesW/OutQuizzesUWO	1
JE	100105	658590006004	C14236	51.53	C14236	ClassesW/OutQuizzesUWO	1
JE	100105	080432040000	C14237	-282	C14237	Brazilian Soccer	1
JE	100105	080435010001	C14237	-141	C14237	Brazilian Soccer	1
JE	100105	080430006001	C14237	-141	C14237	Brazilian Soccer	1
JE	100105	658590006004	C14237	618.45	C14237	Brazilian Soccer	1
JE	100105	080432020000	C14241	-130.63	C14241	Tillsonburg Family Literacy	1
JE	100105	080435010001	C14241	-65.31	C14241	Tillsonburg Family Literacy	1
JE	100105	080430006001	C14241	-65.31	C14241	Tillsonburg Family Literacy	1
JE	100105	080432240000	C14242	-71	EQUIP	Bethel URC Youth Group	1
JE	100105	080432240000	C14242	-15	C14242	Bethel URC Youth Group	1
JE	100105	080435010001	C14242	-7.5	C14242	Bethel URC Youth Group	1
JE	100105	080430006001	C14242	-7.5	C14242	Bethel URC Youth Group	1
JE	100105	669160006000	C14242	-4.53	C14242	Bethel URC Youth Group	1
JE	100105	080431125000	C14243	-182	EQUIP	Recreational Floor Hockey	1
JE	100105	669160006000	C14243	-108	C14243	Recreational Floor Hockey	1
JE	100105	080431125000	C14243	-90	C14243	Recreational Floor Hockey	1
JE	100105	080435010001	C14243	-45	C14243	Recreational Floor Hockey	1
JE	100105	080430006001	C14243	-45	C14243	Recreational Floor Hockey	1
JE	100105	658590006004	C14243	108	C14243	Recreational Floor Hockey	1
JE	100105	669160006000	C14244	-108	C14244	Fit 4 Fun	1
JE	100105	080431520000	C14244	-40	C14244	Fit 4 Fun	1
JE	100105	080435010001	C14244	-20	C14244	Fit 4 Fun	1
JE	100105	080430006001	C14244	-20	C14244	Fit 4 Fun	1
JE	100105	658590006004	C14244	218.25	C14244	Fit 4 Fun	1
JE	100105	080435010000	C14245	-93	C14245	Ratepayer's Meeting	1
JE	100105	080431490000	C14245	-13.75	C14245	Ratepayer's Meeting	1
JE	100105	080435010001	C14245	-6.88	C14245	Ratepayer's Meeting	1
JE	100105	080430006001	C14245	-6.88	C14245	Ratepayer's Meeting	1
JE	100105	669160006000	C14245	-2.7	C14245	Ratepayer's Meeting	1
JE	100105	658590006004	C14245	27.11	C14245	Ratepayer's Meeting	1
JE	100105	080432210000	C14246	-60	EQUIP	Amabile Choirs of London	1
JE	100105	080432210000	C14246	-56.25	C14246	Amabile Choirs of London	1
JE	100105	080435010001	C14246	-28.13	C14246	Amabile Choirs of London	1
JE	100105	080430006001	C14246	-28.13	C14246	Amabile Choirs of London	1
JE	100105	080435010000	C14247	-201.5	C14247	Nor'West Soccer	1

JE	100105	080431790000	C14247	-37.5	C14247	Nor'West Soccer	1
JE	100105	080435010001	C14247	-18.75	C14247	Nor'West Soccer	1
JE	100105	080430006001	C14247	-18.75	C14247	Nor'West Soccer	1
JE	100105	658590006004	C14247	52.9	C14247	Nor'West Soccer	1
JE	100105	080435010000	C14248	-120	C14248	Redeemer Lutheran Yth Group	1
JE	100105	080431290000	C14248	-22	EQUIP	Redeemer Lutheran Yth Group	1
JE	100105	080431290000	C14248	-7.5	C14248	Redeemer Lutheran Yth Group	1
JE	100105	080435010001	C14248	-3.75	C14248	Redeemer Lutheran Yth Group	1
JE	100105	080430006001	C14248	-3.75	C14248	Redeemer Lutheran Yth Group	1
JE	100105	658590006004	C14248	31.5	C14248	Redeemer Lutheran Yth Group	1
JE	100105	080435010000	C14249	-310	C14249	Caribbean Students' Org.	1
JE	100105	080432070000	C14249	-220	C14249	Caribbean Students' Org.	1
JE	100105	080432070000	C14249	-200	EQUIP	Caribbean Students' Org.	1
JE	100105	080435010001	C14249	-110	C14249	Caribbean Students' Org.	1
JE	100105	080430006001	C14249	-110	C14249	Caribbean Students' Org.	1
JE	100105	658590006004	C14249	81.38	C14249	Caribbean Students' Org.	1
JE	100105	080431260000	C14250	-3.75	C14250	Dave & Rene Faseruk	1
JE	100105	080435010001	C14250	-1.88	C14250	Dave & Rene Faseruk	1
JE	100105	080430006001	C14250	-1.88	C14250	Dave & Rene Faseruk	1
JE	100105	669160006000	C14250	-1.51	C14250	Dave & Rene Faseruk	1
JE	100105	669160006000	C14252	-108	C14252	Dave & Rene Faseruk	1
JE	100105	080431905000	C14252	-52.5	C14252	Dave & Rene Faseruk	1
JE	100105	080435010001	C14252	-26.25	C14252	Dave & Rene Faseruk	1
JE	100105	080430006001	C14252	-26.25	C14252	Dave & Rene Faseruk	1
JE	100105	658590006004	C14252	108	C14252	Dave & Rene Faseruk	1
JE	100105	080431290000	C14253	-315	C14253	Bible Baptist Church	1
JE	100105	080435010001	C14253	-157.5	C14253	Bible Baptist Church	1
JE	100105	080430006001	C14253	-157.5	C14253	Bible Baptist Church	1
JE	100105	080431145000	C14255	-146.25	C14255	London United Fury Soccer	1
JE	100105	080435010001	C14255	-73.13	C14255	London United Fury Soccer	1
JE	100105	080430006001	C14255	-73.13	C14255	London United Fury Soccer	1
JE	100105	080432030000	C14258	-90	C14258	City of St. Thomas	1
JE	100105	080435010001	C14258	-45	C14258	City of St. Thomas	1
JE	100105	080430006001	C14258	-45	C14258	City of St. Thomas	1
JE	100105	080432250000	C14261	-70	C14261	Forest City Volleyball	1
JE	100105	080435010001	C14261	-35	C14261	Forest City Volleyball	1
JE	100105	080430006001	C14261	-35	C14261	Forest City Volleyball	1
JE	100105	080432250000	C14261	-28	EQUIP	Forest City Volleyball	1
JE	100105	080431005000	C14262	-5	C14262	Robin Kamphuis	1
JE	100105	080435010001	C14262	-2.5	C14262	Robin Kamphuis	1
JE	100105	080430006001	C14262	-2.5	C14262	Robin Kamphuis	1
JE	100105	669160006000	C14262	-1.51	C14262	Robin Kamphuis	1
JE	100105	080431540000	C14263	-100	EQUIP	Public Meeting	1
JE	100105	080431540000	C14263	-17.5	C14263	Public Meeting	1

JE	100105	080435010001	C14263	-8.75	C14263	Public Meeting	1
JE	100105	080430006001	C14263	-8.75	C14263	Public Meeting	1
JE	100105	080431105000	C14264	-20	EQUIP	Don Kerr	1
JE	100105	080431105000	C14264	-5	C14264	Don Kerr	1
JE	100105	080435010001	C14264	-2.5	C14264	Don Kerr	1
JE	100105	080430006001	C14264	-2.5	C14264	Don Kerr	1
JE	100105	669160006000	C14264	-1.51	C14264	Don Kerr	1
JE	100105	080432100000	C14265	-56.25	C14265	East Elgin Youth Basketball	1
JE	100105	080435010001	C14265	-28.13	C14265	East Elgin Youth Basketball	1
JE	100105	080430006001	C14265	-28.13	C14265	East Elgin Youth Basketball	1
JE	100105	080431695000	C14266	-56.25	C14266	Steve Nash Youth Basketball	1
JE	100105	080435010001	C14266	-28.13	C14266	Steve Nash Youth Basketball	1
JE	100105	080430006001	C14266	-28.13	C14266	Steve Nash Youth Basketball	1
JE	100105	080431520000	C14267	-200	EQUIP	Steve Nash Youth Basketball	1
JE	100105	080431520000	C14267	-56.25	C14267	Steve Nash Youth Basketball	1
JE	100105	080435010001	C14267	-28.13	C14267	Steve Nash Youth Basketball	1
JE	100105	080430006001	C14267	-28.13	C14267	Steve Nash Youth Basketball	1
JE	100105	080433050501	C14268	-180	C14268	Seniors Walking Group	1
JE	100105	080435010001	C14268	-90	C14268	Seniors Walking Group	1
JE	100105	080430006001	C14268	-90	C14268	Seniors Walking Group	1
JE	100105	080431555000	C14271	-100	EQUIP	Public Meeting	1
JE	100105	080431555000	C14271	-17.5	C14271	Public Meeting	1
JE	100105	080435010001	C14271	-8.75	C14271	Public Meeting	1
JE	100105	080430006001	C14271	-8.75	C14271	Public Meeting	1
JE	100105	080432140000	C14273	-93.75	C14273	London Magicians Guild	1
JE	100105	080435010001	C14273	-46.88	C14273	London Magicians Guild	1
JE	100105	080430006001	C14273	-46.88	C14273	London Magicians Guild	1
JE	100105	669160006000	C14273	-27	C14273	London Magicians Guild	1
JE	100105	658590006004	C14273	27	C14273	London Magicians Guild	1
JE	100105	080435010000	C14274	-2580	C14274	Marconi Soccer	1
JE	100105	080435010000	C14274	-1540	C14274	Marconi Soccer	1
JE	100105	080432280000	C14274	-570	C14274	Marconi Soccer	1
JE	100105	080435010001	C14274	-285	C14274	Marconi Soccer	1
JE	100105	080430006001	C14274	-285	C14274	Marconi Soccer	1
JE	100105	080433050501	C14274	-220	C14274	Marconi Soccer	1
JE	100105	080435010001	C14274	-110	C14274	Marconi Soccer	1
JE	100105	080430006001	C14274	-110	C14274	Marconi Soccer	1
JE	100105	658590006004	C14274	404.25	C14274	Marconi Soccer	1
JE	100105	658590006004	C14274	677.25	C14274	Marconi Soccer	1
JE	100105	080431255000	C14275	-200	EQUIP	Public Meeting	1
JE	100105	080431255000	C14275	-35	C14275	Public Meeting	1
JE	100105	080435010001	C14275	-17.5	C14275	Public Meeting	1
JE	100105	080430006001	C14275	-17.5	C14275	Public Meeting	1
JE	100105	080432260000	C14277	-120	C14277	Special Olympic - St. Thomas	1

JE	100105	080435010001	C14277	-60	C14277	Special Olympic - St. Thomas	1
JE	100105	080430006001	C14277	-60	C14277	Special Olympic - St. Thomas	1
JE	100105	080435010000	C14278	-1240	C14278	Spelling Bee	1
JE	100105	080432070000	C14278	-585	C14278	Spelling Bee	1
JE	100105	080435010001	C14278	-292.5	C14278	Spelling Bee	1
JE	100105	080430006001	C14278	-292.5	C14278	Spelling Bee	1
JE	100105	080432070000	C14278	-150	EQUIP	Spelling Bee	1
JE	100105	658590006004	C14278	325.5	C14278	Spelling Bee	1
JE	100105	080435120000	C14279	-9.38	C14279	Naturalized Garden Group	1
JE	100105	080435010001	C14279	-4.69	C14279	Naturalized Garden Group	1
JE	100105	080430006001	C14279	-4.69	C14279	Naturalized Garden Group	1
JE	100105	669160006000	C14279	-2.7	C14279	Naturalized Garden Group	1
JE	100105	080435010000	C14282	-180	C14282	Youth Basketball	1
JE	100105	080432170000	C14282	-35	C14282	Youth Basketball	1
JE	100105	080435010001	C14282	-17.5	C14282	Youth Basketball	1
JE	100105	080430006001	C14282	-17.5	C14282	Youth Basketball	1
JE	100105	669160006000	C14282	-5.29	C14282	Youth Basketball	1
JE	100105	080432170000	C14282	-4	EQUIP	Youth Basketball	1
JE	100105	658590006004	C14282	52.54	C14282	Youth Basketball	1
JE	100105	080432080000	C14283	-225	C14283	North London Soccer Club	1
JE	100105	080435010001	C14283	-112.5	C14283	North London Soccer Club	1
JE	100105	080430006001	C14283	-112.5	C14283	North London Soccer Club	1
JE	100105	080432080000	C14283	-105	EQUIP	North London Soccer Club	1
JE	100105	080432080000	C14287	-110	EQUIP	Eager Beaver Baseball	1
JE	100105	080432080000	C14287	-41.25	C14287	Eager Beaver Baseball	1
JE	100105	080435010001	C14287	-20.63	C14287	Eager Beaver Baseball	1
JE	100105	080430006001	C14287	-20.63	C14287	Eager Beaver Baseball	1
JE	100105	080432250000	C14289	-2717.5	C14289	OakridgeOptimistSoccer	1
JE	100105	080435010001	C14289	-1358.75	C14289	OakridgeOptimistSoccer	1
JE	100105	080430006001	C14289	-1358.75	C14289	OakridgeOptimistSoccer	1
JE	100105	080435010000	C14289	-465	C14289	OakridgeOptimistSoccer	1
JE	100105	658590006004	C14289	122.06	C14289	OakridgeOptimistSoccer	1
JE	100105	080870006100	DEC ADMIN FEES	-1600	ADMIN	DEC ADMIN FEES	1
JE	100105	334607068000	DEC CUS DISCOUNTS	53068.79	CUS	DEC CUS DISCOUNTS	1
JE	100105	669120006001	DEC GST - RENTALS	-2941.16	GST	DEC GST - RENTALS	1
JE	100105	669110006001	DEC PST - RENTALS	-199.28	PST	DEC PST - RENTALS	1

Data Form E					
Additional information on Program initiatives - Community Use of Schools					
1. Schools open, Space Type, Rates, Permits, Permit Hours and Participants (Under CUS program only for not-for-profit groups)					
Total Schools					
Total number of elementary schools in your board					
Total number of secondary schools in your board					
Open Schools (Please note that some questions have a drop down menu)	Monday - Friday (Sept 1, 2010 - June 30, 2011)	Weekends (Sept 1, 2010 - June 30, 2011)	Summer Season (July 1, 2011 - Aug 31, 2011)	Other (e.g. Christmas, March Break, P.A. Days etc. if applicable)	
Number of Schools Open for CUS					
Proportion of elementary schools open for community use under CUS					
Proportion of secondary schools open for community use under CUS					
Usage and Permit Requests (Please note that some questions have a drop down menu)					
Time period of greatest community use under CUS					
Most requested time period by not-for-profit groups					
Any time periods not available for permitting under CUS					
Number of permit requests by not-for-profit groups that could not be accommodated					
Total number of permits requested by not-for-profit groups					
Please indicate typical reasons why a permit could not be accommodated					
Please explain the rationale for the permit rate(s) offered by your board (e.g. categories of user groups and corresponding permit fee)					
Administration fee (if applicable)					
Space Type	2010/11 - Number of permits issued	2010/11 - Number of participant visits	2010/11 - Number of hours permitted	2010/11 - Average Hourly Rate	Comments
Single Gym					
Double Gym					
Classroom					

Auditorium					
Field					
Cafeteria					
Other (specify)					
Total		0	0	0	

Permitted Hours

Utilizing the categories below, please indicate the number of permitted hours granted to not-for-profit groups by type of activity, target age group and gender (Note: For this section only, if more than one of the categories listed under *Activity Type* and/or *Target Age Group* apply to a permit, please count the permitted hours for that permit under each category. For example, if a permit is for 30 hours of programming and the program targets both 13-18 year olds and 19-24 year olds, please enter 30 hours into both age group categories.)

Type of Activity	Number of Permitted Hours
Educational (e.g. homework help, reading clubs)	
Parenting Support (e.g. new parent classes)	
Sports and Recreational (e.g. basketball, yoga)	
Health and Wellness (e.g. nutrition program, blood donation)	
Child Care Programs	
Arts and Cultural (e.g. community theatre, concerts)	
Supports for Recent Immigrants	
Social (e.g. bbq, meet and greet)	
Community Services (e.g. employment aid)	
Meetings (e.g. neighbourhood action)	
Leadership (e.g. Scouts, Guides)	
Aboriginal-focused Programs	
Supports for Low-income Communities	
Other: please describe _____	

Target Age Group(s)	Number of Permitted Hours
Children 0 – 6	
Children 7 – 12	
Teens 13 – 18	
Young Adults 19 – 24	
Adults 25 – 64	
Seniors 65+	
No target age	

Gender of Participants	Number of Permitted Hours
Male	

Female	
Both	
Custodial	2010/11
Saturday Hourly Custodial Rate (incremental cost per hour for custodian - if applicable)	
Sunday Hourly Custodial Rate (incremental cost per hour for custodian - if applicable)	

2. Details of CUS Spending

	2010/11
Amount to offset space costs to reduce rental rates for not-for-profit user groups (i.e. caretaking, heating and lighting)	
Amount to offset equipment costs related to Community Use	
Amount to upgrade condition of fields or gyms to help increase community access	
Other (specify):	

3. Joint Use Agreements with Municipality and/or Co-terminous Board (Please pick one from the drop down list)

Description (Please provide only the name of partner municipalities, school boards or other organizations)	Board / Municipality / Both /Other

Board	0 - 9%	6am - 9am	Saturday Morning	Weekday Morning	Morning
Municipal	10 - 19%	3pm - 4pm	Saturday Afternoon	Weekday Afternoon	Afternoon
Both	20 - 29%	4pm - 6pm	Saturday Evening	Weekday Evening	Evening
Other	30 - 39%	6pm - 7pm	Sunday Morning	Saturday Morning	
	40 - 49%	7pm - 10pm	Sunday Afternoon	Saturday Afternoon	
	50 - 59%	10pm+	Sunday Evening	Saturday Evening	
	60 - 69%			Sunday Morning	
	70 - 79%			Sunday Afternoon	
	80 - 89%			Sunday Evening	
	90 - 100%				

	<u>CRITERIA</u>	<u>POSSIBLE</u>		
		<u>POINTS</u>	<u>SUB-POINTS</u>	
1.0	Product Specifications	400		
1.1			150	Functionality; Meets, Exceeds, Planned, Not Planned and Integration
1.2			50	General Functions
1.3			50	Reports
1.4			150	Tracking & Record Keeping
2.0	Functionality	50	10	Online documentation
2.1			20	Screen flow
2.2			5	Screen appearance
2.3			5	Menus
2.4			10	Ease of Use
3.0	References - Organization Credibility, Relevant Experience, Qualifications and Resources	15	15	
4.0	Technical/Network Specifications			
4.1	Environment	105	15	SQL Server/DBMS etc
4.1.1			15	IIS
4.1.2			15	Windows Compatibility
			10	Hosted/vs non Hosted/Where data in stored
4.1.3			20	Non-Client Server/Web Browser
4.1.4			15	Webbase (.Net Framework)
4.1.5			10	Connection Drivers
4.1.6			5	Active Directory Integration
4.2	Security	60	20	Levels
4.2.1			10	Administrator - How are they set
4.2.2			10	Staff
4.2.3			20	End User
4.3	Hardware	25	15	Non Specialized
4.3.1			10	Enterprise Level
4.4	Software	50	10	Implementation
4.4.1			10	Customization
4.4.2			10	Help Files
4.4.3			10	Log Files
4.4.4			10	Maintenance
4.5	Data Import/Export	20		
4.5.1			5	Specifications - Import/Export/ODBC Connection
4.5.2			5	Assistance
4.5.3			5	Timeliness
4.5.4			5	Cost
4.6	Training	5	5	Training
5.0	Bid Submission	3		
6.0	Financial Stability	5	5	
7.0	Freedom from legal Liabilities	5	5	
8.0	Presentation	10	10	
9.0	Pricing	500	500	
	Total	1253	1250	

COMMITTEE MEMBER: _____

SIGNATURE: _____