



REQUEST FOR PROPOSAL 490 DISABILITY TREATMENT PROGRAM

Issue Date: Friday, March 13, 2015

Todd Springer

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, Friday, April 10, 2015

| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|------------|--|-----------------------------|---------|
| 1.0 | INTRODUCTION | | |
| 1.0.1 | 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 162 schools with an estimated enrolment of 71,000 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 a Disability Treatment Program, subject to the conditions herein. | | |
| 1.1.2 | The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful proponent(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management. | | |
| 1.2 | BACKGROUND | | |
| 1.2.1 | The TVDSB has implemented a program to provide treatment and relapse prevention for mental health and addiction issues. The program provides immediate access to a full range of biological and psychotherapeutic treatments which may be delivered in an outpatient or inpatient setting. | | |
| 2.0 | BID DEFINITIONS AND INFORMATION | | |
| 2.1 | DEFINITIONS | | |
| 2.1.1 | The following words are used throughout this bid document and proponents should note these conditions when completing their bid submission. | | |
| 2.1.1.1 | The word "MUST" shall mean proponents "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant. | | |
| 2.1.1.2 | The word "SHOULD" shall mean proponents "should" include the required information in bid submission. | | |
| 2.1.1.3 | The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information. | | |
| 2.1.1.4 | The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the proponent(s) or the successful proponent(s) to perform any portion or all of this bid. | | |

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| 2.1.1.5 | The word "QUALIFIED" shall mean a proponent who is compliant and has included the required information in their bid submission. | | |
| 2.1.1.6 | BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB. | | |
| 2.1.1.6.1 | Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the proponent could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity. | | |
| 2.1.1.6.2 | Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity. | | |
| 2.2 | STRUCTURE OF THIS BID | | |
| 2.2.1 | Proponents must use the online bidding system 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 "Proceed to inquiry/download page". | | |
| 2.2.1.6 | Proceed to the bid, click "New" icon | | |
| 2.2.1.7 | You will be directed to the "TVDSB Client Portal" | | |
| 2.2.1.7.1 | Proponents that already have a TVDSB Client Portal account: | | |
| 2.2.1.7.1.1 | Click "TVDSB Login". | | |
| 2.2.1.7.1.2 | Login using TVDSB Client Portal account and password. | | |
| 2.2.1.7.2 | Proponents that do not already have a TVDSB Client Portal account: | | |
| 2.2.1.7.2.1 | Click "Sign up now". | | |
| 2.2.1.7.2.2 | Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree". | | |
| 2.2.1.7.2.3 | If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application". | | |
| 2.2.1.7.2.4 | Complete account information and click "Create My Account" | | |
| 2.2.1.7.2.5 | Click "TVDSB Login". | | |
| 2.2.1.7.2.6 | Login using new TVDSB Client Portal account and password. | | |

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| 2.2.1.8 | Within the Client Portal click "Open to Bid" | | |
| 2.2.1.9 | Click on the "New" icon for the bid upon which you will be bidding. | | |
| 2.2.1.10 | Download the 2015Appendices490.xlsx file to your hard drive. | | |
| 2.2.1.10.1 | The file contains the following worksheets: | | |
| 2.2.1.10.1.1 | Worksheet A Terms and Conditions: in Excel format | | |
| 2.2.1.10.1.2 | Worksheet B Requirements: in Excel format | | |
| 2.2.1.10.1.3 | Worksheet C Staffing: in Excel format | | |
| 2.2.1.10.1.4 | Worksheet D Costing: in Excel format | | |
| 2.2.1.10.1.5 | Worksheet E Criteria and Weighting: in Excel format | | |
| 2.3 | IMPORTANT DATES | | |
| 2.3.1 | ISSUE DATE: Friday, March 13, 2015 | | |
| 2.3.2 | QUESTIONS: Monday, March 23, 2015 | | |
| 2.3.3 | ANSWERS TO QUESTIONS: Wednesday, March 25, 2015 | | |
| 2.3.4 | RETURN DATE and TIME: prior to 12:00:00 local time Friday, April 10, 2015 | | |
| 2.4 | RETURN LOCATION | | |
| 2.4.1 | Sealed bid submissions must be returned to: | | |
| 2.4.2 | "Tenders Clerk" | | |
| 2.4.3 | Tenders Clerk's box, Basement, Education Centre | | |
| 2.4.4 | Thames Valley District School Board | | |
| 2.4.5 | 1250 Dundas Street | | |
| 2.4.6 | London, Ontario | | |
| 2.4.7 | N5W 5P2 | | |
| 2.4.8 | The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.5 - Labeling of Envelope). | | |
| 2.4.9 | The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted. | | |
| 2.4.10 | Delivery to the "Tenders Clerk" is the responsibility of the proponent. | | |
| 2.4.11 | Submissions received by electronic transmission (i.e. fax or email) will not be accepted. | | |
| 2.4.12 | Late bids will be returned to the proponent, unopened, if a return address is included on the submission envelope. | | |

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| 2.5 | QUESTIONS | | |
| 2.5.1 | All questions pertaining to this bid document are to be addressed to: Todd Springer, by Fax (519) 452-2399 or email t.springer@tvdsb.on.ca no later than Monday, March 23, 2015. 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 proponents. 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: Todd Springer. 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.on.ca: | | |
| 2.5.3.1 | www.tvdsb.ca | | |
| 2.5.3.2 | "Board" | | |
| 2.5.3.3 | "Purchasing" | | |
| 2.5.3.4 | "Bids" | | |
| 2.5.3.5 | Scroll to the end of the document, click | | |
| 2.5.3.6 | "Proceed to inquiry/download page" | | |
| 2.5.3.7 | Proceed to the Bid, click | | |
| 2.5.3.8 | "Answers to Questions" | | |
| 2.5.3.9 | View documents in PDF format. | | |
| 2.5.3.10 | All bid files are available for downloading at no charge from the TVDSB web site. | | |
| 2.5.4 | Should any questions raised by a proponent 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. | | |

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| 3.0 | CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT | | |
| 3.1 | CONTRACT TERM | | |
| 3.1.1 | The term of this agreement shall be for 3 years, commencing on September 01, 2015 and unless otherwise provided herein, terminating on August 31, 2018. | | |
| 3.1.2 | The TVDSB may, at the end of this contract term, extend the contract for a period of 2 years in one (1) year increments and will advise the proponent in writing of their intentions, no later than 60 days prior to August 31, 2018. | | |
| 3.1.3 | Proponents must state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending August 31, 2019. | | |
| 3.1.4 | Proponents must state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending August 31, 2020. | | |
| 3.2 | PRICING | | |
| 3.2.1 | Bidders must complete the cost proposal - Worksheet D. | | |
| 3.2.2 | Proponents must print and sign all 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 should remain in effect for the initial 3 year term of the contract, commencing on September 1, 2015 and ending August 31, 2018. | | |
| 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 | INVOICING/PAYMENT TERMS | | |
| 3.4.1 | All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Disability Management Officer | | |
| 3.4.2 | Applicable taxes must be shown as separate line items on all invoices. | | |
| 3.4.3 | Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice. | | |
| 3.4.3.1 | Proponents should state percentage discount for early payment and net payment terms. | | |
| 3.4.4 | The successful bidder must bill employees directly for their portion of the payment for the services that have been provided to them. The TVDSB monthly billing invoice must be net and discounted by any amount an employee is responsible for. | | |

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| 4.0 | SPECIFICATIONS/REQUIREMENTS | | |
| 4.1 | REQUIREMENTS | | |
| 4.1.1 | For each requirement as described in Worksheet B - Requirements proponents must place a response in the appropriate column. The following definitions are used: | | |
| 4.1.1.1 | Complies: The system fully meets the requirement. | | |
| 4.1.1.2 | 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. | | |
| 4.1.1.3 | Planned/In Development: State Date Available. | | |
| 4.1.1.4 | Not planned. No intent to provide the requirement. | | |
| 4.2 | IMPLEMENTATION | | |
| 4.2.1 | Proponent(s) must outline an implementation schedule in Worksheet B - Requirements. | | |
| 4.2.2 | Proponent(s) must state penalty for failure to meet implementation schedule in Worksheet B.. | | |
| 4.2.3 | Penalties stated in Worksheet B - Requirements will apply for failure to meet implementation dates. The penalty must be stated. | | |
| 5.0 | TERMS AND CONDITIONS | | |
| 5.1 | GENERAL TERMS AND CONDITIONS | | |
| 5.1.1 | Any response submitted to the bid is IRREVOCABLE for 120 days. | | |
| 5.1.2 | A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission. | | |
| 5.1.3 | A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "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. | | |

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| 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. | | |
| 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. | | |

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| 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 willful acts of any of the successful bidder(s)' employees or contracted staff. | | |
| 5.1.17 | The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees. | | |
| 5.1.18 | The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature. | | |

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| 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. | | |

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| 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 | | |
| 5.3.1 | Proponents agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret. | | |

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| 5.3.2 | A 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 Proponent 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 Proponent will be solely responsible for compliance with such legislation. Without limitation, the Proponent represents and warrants that if the Proponent is subject to the Personal Information Protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Proponents shall ensure PIPEDA compliance of: | | |
| 5.4.2 | All PIPEDA Protected Information the Proponent collects directly from the individual or indirectly from the Board or others | | |
| 5.4.3 | All PIPEDA Protected Information the Proponent uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and, | | |
| 5.4.4 | All PIPEDA Protected Information the Proponent transfers or discloses to the Board | | |
| 5.4.5 | For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA. | | |

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| 5.5 | ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES | | |
| 5.5.1 | The successful bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the regulations thereunder with regard to the provision of its goods or service to persons with disabilities. The proponents acknowledge that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm | | |
| 5.6 | HUMAN RIGHTS AND CHILD LABOUR LAWS | | |
| 5.6.1 | Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Proponents wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions. | | |
| 5.6.2 | Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective. | | |
| 5.6.3 | For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is: | | |
| 5.6.3.1 | http://www.ilo.org | | |
| 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 and Insurance Board for the duration of this contract. | | |
| 5.7.2 | The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety and Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract. | | |
| 5.7.3 | All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours. | | |

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| 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 \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract. | | |
| 5.8.2.1 | This liability policy shall contain the following coverage: | | |
| 5.8.2.2 | Personal Injury and 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 and Completed Operation Insurance | | |
| 5.8.2.8 | Contingent Employees Liability | | |
| 5.8.2.9 | Cross Liability Clause and Severability of Interest Clause | | |
| 5.8.3 | Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract. | | |

FIRM NAME : _____

SIGNATURE : _____

| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|------------|---|-----------------------------|---------|
| 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 | Proponents must state if their own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB. | | |
| 5.9.2 | In the event of an affirmative answer to 5.9.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.9.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB. | | |
| 5.9.3 | Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract. | | |
| 5.9.3.1 | The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage: | | |
| 5.9.3.2 | Third Party Liability Coverage in the form of OAP-1 | | |

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| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|-------------|---|-----------------------------|---------|
| 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 part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile. | | |
| 5.10 | PROFESSIONAL LIABILITY INSURANCE | | |
| 5.10.1 | Proponents should show proof with the submission of this bid and annually thereafter for the term of the contract that upon the award of this contract that it will be covered for Professional Liability Coverage for liability arising at law for damages caused by reason of professional negligence with the following limits of coverage: | | |
| 5.10.1.1 | \$5,000.000.00 claim limit | | |
| 5.10.1.2 | If the bidder does not presently have the coverage as set out aforesaid, the bidder shall provide written assurance from his insurance agent or insurer on the letterhead of the insurer or agent that the Professional Liability Insurance limits will be increased to the aforesaid limits from the commencement of the contract and annually thereafter for the term of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage anytime through the duration of the contract. | | |
| 5.10.2 | The TVDSB reserves the right to request that a bidder provide a complete copy of the bidder's professional liability policy to the evaluation committee for review to allow the committee to satisfy itself that the policy provides coverage satisfactory to the TVDSB. | | |
| 5.10.3 | Upon the award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above mentioned caused by the actions of the successful bidder(s) or its employees, or subcontractors, during the performance of its obligations under the contract. | | |

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| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|-------------|--|-----------------------------|---------|
| 5.10.4 | The successful bidder(s) agree to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable arising out of the professionally negligent or willful acts on the part of the successful bidder(s) or any of its representatives, employees or subcontractors in the execution of the work performed. | | |
| 5.10.5 | Notwithstanding that the parties shall enter into a Standard Form Contract for each project the successful bidder(s) acknowledges that the TVDSB does not agree to indemnify the successful bidder(s) in the event of any claim against the successful bidder(s) in any way arising out of or related to the successful bidder(s) duties and responsibilities pursuant to the Standard Form Contract initiated by a non-party to the Standard Form Contract, and arising from a claim commenced by the TVDSB whether or not the indemnity applies to the extent that the non-party claim exceeds the amount of insurance coverage. | | |
| 5.11 | CANADA'S ANTISPAM LEGISLATION | | |
| 5.11.1 | Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the TVDSB. This also extends to communications sent on the TVDSB's behalf. The successful bidder(s) will be required to indemnify the TVDSB for any failure by the successful bidder(s) to comply with CASL, to the extent that the successful bidder(s) action, or inaction, could expose the TVDSB to liability. | | |
| 6.0 | BIDDER PROFILE | | |
| 6.1 | REFERENCES | | |
| 6.1.1 | New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information: | | |
| 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: | | |

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| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|------------|---|-----------------------------|---------|
| 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: | | |
| 6.1.1.17 | Reference 3 - Fax Number: | | |
| 6.1.1.18 | Reference 3 - e-mail address: | | |
| 6.2 | ADMINISTRATION and ORGANIZATION | | |
| 6.2.1 | Proponents must 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 all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request. | | |
| 6.2.3 | Proponents 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 | Proponents 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, proponents should use the same numbering format, as on this bid document. | | |
| 7.1.2 | The bid submission must include: | | |
| 7.1.2.1 | Signed copies of all Worksheets and Bid Report | | |
| 7.1.3 | Failure to respond in electronic format will deem the bid noncompliant. | | |
| 7.1.4 | All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.5 - Labeling of Envelope). | | |
| 7.1.5 | Proponents' submissions should include page numbers for ease of reference by committee members. | | |
| 7.1.6 | The specifications and pricing section of the bid submission should not make reference to supplemental materials. | | |
| 7.1.7 | Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested. | | |

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| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|------------|--|-----------------------------|---------|
| 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 evaluation criteria shown in Worksheet E - Criteria and Weighting. | | |
| 8.1.4 | Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder. | | |
| 8.1.5 | Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract. | | |
| 8.1.6 | The determination of equal quality will be based on our internal professional opinions. | | |
| 8.1.7 | In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place. | | |
| 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 | | |
| 8.2.1.2 | "Board" | | |
| 8.2.1.3 | "Purchasing" | | |
| 8.2.1.4 | "Bids" | | |
| 8.2.1.5 | Scroll to the end of the document, click "Proceed to inquiry/download page". | | |
| 8.2.1.6 | Proceed to the Bid, click | | |
| 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. | | |

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| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|--|--|---|---------|
| 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 Proponent 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 Broader Public Sector Procurement Directive.. | | |
| 8.3.1.2 | Any request that is not timely received will not be considered and the Proponent will be notified in writing. | | |
| 8.3.1.3 | Proponents should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until such time as a contract award notification has been posted. | | |
| 8.4 | BID PROTEST PROCEDURE | | |
| 8.4.1 | In the event that a Proponent 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 Proponent 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 Proponent will be notified in writing. | | |
| 8.4.3 | A protest in writing shall include the following: | | |
| 8.4.3.1 | A specific identification of the provision and/or procurement procedure that is alleged to have been breached; | | |
| 8.4.3.2 | A specific description of each act alleged to have breached the procurement process; | | |
| 8.4.3.3 | A precise statement of the relevant facts; | | |
| 8.4.3.4 | An identification of the issues to be resolved; | | |
| 8.4.3.5 | The Proponent's arguments and supporting documentation; and | | |
| 8.4.3.6 | The Proponent's requested remedy. | | |
| 8.4.3.7 | In the event of any dispute or claim arising between the Board and any proponent as to their respective rights and obligations under the Contract, either party may give the other written notice of such dispute or claim within fourteen (14) calendar days of dispute or cause of action arising. The parties agree that they will first work together in good faith to resolve the matter internally by escalating it to higher levels of management and then if necessary, use mutually agreeable alternative dispute resolution prior to resorting to litigation. Each party shall continue performing its obligations during the resolution of any dispute. | | |
| Todd Springer Purchasing Services | | Ruth Tisdale Chairperson | |

FIRM NAME : _____

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| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|------------|--|-----------------------------|---------|
| 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" | | |
| 9.1.3 | Click "Purchasing" | | |
| 9.1.4 | Click "Bids" | | |
| 9.1.5 | Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids" | | |
| 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 be directed to the TVDSB Client Portal. | | |
| 9.1.9 | Follow log in instructions beginning with item 2.2.1.7. | | |
| 9.2 | COMPUTER SYSTEM REQUIREMENTS | | |
| 9.2.1 | To use the electronic system, proponents must be using Microsoft Internet Explorer. | | |
| 9.3 | BID WORKSHEETS | | |
| 9.3.1 | Download the file "2015Appendices490.xlsx from the Associated Files. | | |
| 9.3.1.1 | The file contains the following worksheets: | | |
| 9.3.1.1.1 | Worksheet A Terms and Conditions: in Excel format | | |
| 9.3.1.1.2 | Worksheet B Requirements: in Excel format | | |
| 9.3.1.1.3 | Worksheet C Staffing: in Excel format | | |
| 9.3.1.1.4 | Worksheet D Costing: in Excel format | | |
| 9.3.1.1.5 | Worksheet E Criteria and Weighting: in Excel format | | |
| 9.3.2 | Complete the worksheets. | | |
| 9.3.2.1 | Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format. | | |
| 9.3.2.2 | Do not modify the Excel files by adding or deleting rows or columns, etc. | | |
| 9.3.3 | Print and sign all worksheets. The printed and signed copies must be returned as hard copies. | | |
| 9.3.4 | Upload files back to the TVDSB using the "Your Uploaded Files for this Tender" area. | | |
| 9.4 | BID REPORT | | |
| 9.4.1 | The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system. | | |
| 9.5 | LABELING OF ENVELOPE | | |
| 9.5.1 | ADDRESS BID ENVELOPE AS SHOWN BELOW: | | |
| 9.5.2 | From - Company Name and Address | | |
| 9.5.3 | To:OFFICE OF THE TENDERS CLERK | | |

FIRM NAME : _____

SIGNATURE : _____

| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|-----------------|--|------------------------------------|----------------|
| 9.5.4 | Thames Valley District School Board | | |
| 9.5.5 | EDUCATION CENTRE, | | |
| 9.5.6 | 1250 Dundas Street, | | |
| 9.5.7 | LONDON, Ontario | | |
| 9.5.8 | N5W 5P2 | | |
| 9.5.9 | Disability Treatment Program | | |
| 9.5.10 | 490/2015/Todd Springer | | |
| 9.5.11 | Return Date: 12:00:00 local time, Friday, April 10, 2015 | | |

FIRM NAME : _____

SIGNATURE : _____

| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|-------------|--|-----------------------------|---------|
| 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 | | |
| 10.8.2 | Partnership | | |
| 10.8.3 | Corporation | | |
| 10.9 | If your organization is incorporated, proponents 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, proponents must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the proponent enters into a contract(s) with to carry out any portion of this contract: | | |
| 10.10.1 | Firm Name: | | |
| 10.10.2 | Firm Address: | | |
| 10.10.3 | Telephone Number: | | |
| 10.10.4 | Fax Number: | | |
| 10.10.5 | E-MAIL ADDRESS: | | |

FIRM NAME : _____

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| ITEM NO | DESCRIPTION WORKSHEET B - REQUIREMENTS | RESPONSE | COMMENT |
|---|---|----------|---------|
| B1 | SCOPE OF SERVICES | | |
| B1.1 | The program is meant to provide treatment and relapse prevention for mental health and addiction issues by offering immediate access to a full range of biological and psychotherapeutic treatments which may be delivered in inpatient or outpatient settings. The program must provide treatment for: | | |
| B1.1.1 | Addictions | | |
| B1.1.2 | Mood disorders | | |
| B1.1.3 | Anxiety disorders | | |
| B1.1.4 | Concurrent addiction and mood disorders | | |
| B1.2 | Please state the number of employees that can be treated at one time: | | |
| B1.2.1 | Inpatient | | |
| B1.2.2 | Outpatient | | |
| Proponents must submit responses in the spaces provided demonstrating how they will address the requirements listed below. Any additional information submitted, with the exception of requested reports and certificates, will not be reviewed. | | | |
| B2 | | | |
| B2.1 | DESCRIPTION OF DISABILITY TREATMENT SERVICES | | |
| B2.1.1 | The services described in Section B1 Scope of Services provide for intensive inpatient and outpatient treatment sessions. | | |
| B2.1.2 | Bidders must describe their proposed philosophy. A commitment to the human aspect involved with the provision of services should be highlighted. i.e. providing effective assistance to individuals with mental health and addiction issues. | | |
| B2.1.3 | Bidders must explain in concise detail the services to be offered for each of the treatments outlined in B1.1. At a minimum, the description will outline the key elements for both inpatient and outpatient services for the following: | | |
| B2.1.3.1 | Addictions | | |
| B2.1.3.1.1 | Comprehensive Case Assessment | | |
| B2.1.3.1.2 | Individualized Holistic Treatment Plan | | |
| B2.1.3.1.3 | Medical Therapy | | |
| B2.1.3.1.4 | Group-based Treatment | | |
| B2.1.3.1.5 | Counselling | | |
| B2.1.3.1.6 | Relapse Prevention Planning | | |
| B2.1.3.1.7 | Return-to-work Planning | | |
| B2.1.3.2 | Mood disorders | | |
| B2.1.3.2.1 | Comprehensive Case Assessment | | |
| B2.1.3.2.2 | Individualized Holistic Treatment Plan | | |
| B2.1.3.2.3 | Medical Therapy | | |
| B2.1.3.2.4 | Group-based Treatment | | |
| B2.1.3.2.5 | Counselling | | |
| B2.1.3.2.6 | Relapse Prevention Planning | | |
| B2.1.3.2.7 | Return-to-work Planning | | |
| B2.1.3.3 | Anxiety disorders | | |
| B2.1.3.3.1 | Comprehensive Case Assessment | | |

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| ITEM NO | DESCRIPTION WORKSHEET B - REQUIREMENTS | RESPONSE | COMMENT |
|------------|--|----------|---------|
| B2.1.3.3.2 | Individualized Holistic Treatment Plan | | |
| B2.1.3.3.3 | Medical Therapy | | |
| B2.1.3.3.4 | Group-based Treatment | | |
| B2.1.3.3.5 | Counselling | | |
| B2.1.3.3.6 | Relapse Prevention Planning | | |
| B2.1.3.3.7 | Return-to-work Planning | | |
| B2.1.3.4 | Concurrent addiction and mood disorders | | |
| B2.1.3.4.1 | Comprehensive Case Assessment | | |
| B2.1.3.4.2 | Individualized Holistic Treatment Plan | | |
| B2.1.3.4.3 | Medical Therapy | | |
| B2.1.3.4.4 | Group-based Treatment | | |
| B2.1.3.4.5 | Counselling | | |
| B2.1.3.4.6 | Relapse Prevention Planning | | |
| B2.1.3.4.7 | Return-to-work Planning | | |
| B2.1.4 | Bidders must structure and describe a work plan (addressing Section B2.1.2) for the program which will define the program design, components, operation and staffing. The plan should include provision for immediate personal assistance or direct referral. | | |

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| ITEM NO | DESCRIPTION WORKSHEET B - REQUIREMENTS | RESPONSE | COMMENT |
|-------------|--|----------|---------|
| B2.2 | IMPLEMENTATION | | |
| B2.2.1 | Bidders must include an implementation timetable. | | |
| B2.2.2 | Bidders must clearly state the roles and responsibilities of the vendor and the expected involvement of TVDSB personnel during the implementation period. | | |
| B2.2.3 | Bidders must outline a suggested time frame for ongoing meetings or correspondence with the TVDSB for purposes of monitoring and evaluating the program, reviewing program operations, and reviewing quality and consistency in meeting the performance criteria. | | |
| B2.2.4 | Bidders must include any and all support and implementation services your company will provide relevant to the support role envisioned. | | |
| B2.3 | QUALITY | | |
| B2.3.1 | Bidders must outline Quality Assurance practices to ensure staff capabilities. | | |
| B2.3.2 | Bidders must define avenues of recourse, should any lack of satisfaction with a health professional arise through either the vendor or the TVDSB. | | |
| B2.3.3 | Bidders must illustrate the vendor's capability of handling cross-cultural relations and the ability to handle language barriers. | | |
| B2.3.4 | Bidders must describe how they deal with complaints from: | | |
| B2.3.4.1 | clients; | | |
| B2.3.4.2 | treating professionals; | | |
| B2.3.4.3 | employers | | |

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| ITEM NO | DESCRIPTION WORKSHEET B - REQUIREMENTS | RESPONSE | COMMENT |
|-------------|---|----------|---------|
| B2.4 | STAFFING | | |
| B2.4.1 | Bidders must complete Worksheet C - Staffing indicating the qualifications, licenses and/or certifications of staff members delegated to work on the program. | | |
| B2.4.2 | Bidders must include the employment relationship between the vendor and staff, and note whether professional employees are on staff or working on a contract basis. | | |
| B2.4.3 | The successful bidder(s) will carry out all work in a professional manner, adhere to the code of ethics as per their professional associations or accreditation board and to the satisfaction of the TVDSB. Include any corporate statement of ethics. | | |
| B2.5 | WORKPLACE SAFETY STANDARDS | | |
| B2.5.1 | Bidders must outline the safety practices which are in effect to protect both staff and clients. | | |
| B2.6 | RECORD KEEPING | | |
| B2.6.1 | Bidders must describe record keeping practices which would support the standard of care given to the client. | | |
| B2.6.2 | Bidders must describe the contents of the client records. | | |
| B2.6.3 | Bidders must describe procedures for maintaining client files (including if they are stored electronically or in a hard copy format) and the security measures in place to protect the confidentiality of the client's records. | | |
| B2.6.4 | Bidders must outline record retention procedures. | | |
| B2.6.5 | Bidders must state how long clients' records are maintained. | | |
| B2.6.6 | Bidders must describe the process to discard confidential client files. | | |
| B2.7 | REPORTING | | |
| B2.7.1 | Bidders must explain the system in place to track individual usage of the program while not compromising confidentiality (such as patient reference numbers and profiles). | | |
| B2.7.2 | The outcome evaluations reporting will include the percentage of resolved employee problems and the response percentage to the user satisfaction survey . Copies of evaluation forms, materials, etc., must be included in the response to this RFP. | | |
| B2.7.3 | The vendor will prepare a final annual report each year of the contract, describing mutually agreed upon statistical information; program utilization; educational efforts; and plans or recommendations. | | |

FIRM NAME: _____

SIGNATURE: _____

| ITEM NO | DESCRIPTION WORKSHEET B - REQUIREMENTS | RESPONSE | COMMENT |
|-------------|---|----------|---------|
| B2.8 | CONTRACT TERMINATION | | |
| B2.8.1 | In the event of contract termination please specify: | | |
| B2.8.2 | The rights of clients undergoing treatment on the date that notification is given that the contract will be terminated. | | |
| B2.8.3 | The rights of clients who start treatment subsequent to the date on which notification is given that the contract will be terminated. | | |
| B2.8.4 | Any residual liability to the TVDSB in excess of the monthly cost expressed as a rate per eligible employee paid for the final month of coverage preceding the date on which the plan is terminated | | |
| B3 | WORK PLAN / MEETINGS SCHEDULE (of successful bidder) | | |
| B3.1 | By thirty (30) days prior to the contract start-up date, the vendor will submit to TVDSB a work plan for all portions of the contract. The plan must contain detailed descriptions of all tasks to be performed, staff responsible for each task, and activities and timetables for completing the work. | | |
| B3.2 | The vendor will meet with TVDSB twice annually. No additional fees shall be charged for these meetings. | | |
| B3.3 | The vendor will meet with the designated TVDSB contact as necessary to carry out the program requirements and the final work plan. No additional fees shall be charged for these meetings. | | |
| B4 | CONFIDENTIALITY | | |
| B4.1 | The service provider must ensure that all information related to the client and shared first hand with the treating professional remains solely between those individuals and protects the anonymity of the client. The selected vendor's records will be maintained with the facility. All records pertaining to the service must be treated with the highest degree of confidentiality accorded to medical records. | | |
| B4.2 | Records will not be disclosed to anyone other than the employee or dependent involved except as provided by law. However, billed hours of service provided, number of referrals, eligibility records and general nature of conditions treated will be available to the TVDSB or an appointed auditor. The selected vendor will provide reports and documentation concerning the utilization and effectiveness of the service. | | |

FIRM NAME: _____

SIGNATURE: _____

| ITEM NO | DESCRIPTION WORKSHEET B - REQUIREMENTS | RESPONSE | COMMENT |
|------------|--|----------|---------|
| B5 | ADMINISTRATION | | |
| B5.1 | It is mutually agreed and understood that the successful vendor will not assign, transfer, convey, or otherwise dispose of the contract or the right, title, or interest therein, or the vendor's power to execute such contract to any other person, firm, company, or corporation without the previous written consent of the TVDSB. | | |
| B5.2 | The selected vendor's administrative operations will adhere to all legal and ethical requirements of sound business practices. | | |
| B5.3 | Both the TVDSB and the vendor shall designate one individual to be the primary point of contact for the duration of the contract . For the TVDSB this will be a Disability Management Officer. | | |

FIRM NAME: _____

SIGNATURE: _____

| NO | WORKSHEET C - STAFFING | | | |
|-------|---|--------------------------------|---------------------------------|--------------------------------------|
| C1 | List the names and qualifications of all employees and subcontractors. All employees and subcontractors providing clinical services must be credentialed in their respective professions (add rows for additional names). | State the years of experience. | State the basic qualifications. | State any additional qualifications. |
| C1.1 | Name 1 | | | |
| C1.2 | Name 2 | | | |
| C1.3 | Name 3 | | | |
| C1.4 | Name 4 | | | |
| C1.5 | Name 5 | | | |
| C1.6 | Name 6 | | | |
| C1.7 | Name 7 | | | |
| C1.8 | Name 8 | | | |
| C1.9 | Name 9 | | | |
| C1.10 | Name 10 | | | |
| C1.11 | Name 11 | | | |
| C1.12 | Name 12 | | | |
| C1.13 | Name 13 | | | |

FIRM NAME: _____

SIGNATURE: _____

| NO | WORKSHEET C - STAFFING | | | |
|-------|---|--------------------------------|---------------------------------|--------------------------------------|
| C1 | List the names and qualifications of all employees and subcontractors. All employees and subcontractors providing clinical services must be credentialed in their respective professions (add rows for additional names). | State the years of experience. | State the basic qualifications. | State any additional qualifications. |
| C1.14 | Name 14 | | | |
| C1.15 | Name 15 | | | |
| C1.16 | Name 16 | | | |
| C1.17 | Name 17 | | | |
| C1.18 | Name 18 | | | |
| C1.19 | Name 19 | | | |
| C1.20 | Name 20 | | | |
| C1.21 | Name 21 | | | |
| C1.22 | Name 22 | | | |
| C1.23 | Name 23 | | | |
| C1.24 | Name 24 | | | |
| C1.25 | Name 25 | | | |
| C1.26 | Name 26 | | | |

FIRM NAME: _____

SIGNATURE: _____

| NO | WORKSHEET C - STAFFING | | | |
|-------|---|--------------------------------|---------------------------------|--------------------------------------|
| C1 | List the names and qualifications of all employees and subcontractors. All employees and subcontractors providing clinical services must be credentialed in their respective professions (add rows for additional names). | State the years of experience. | State the basic qualifications. | State any additional qualifications. |
| C1.27 | Name 27 | | | |
| C1.28 | Name 28 | | | |
| C1.29 | Name 29 | | | |
| C1.30 | Name 30 | | | |

FIRM NAME: _____

SIGNATURE: _____

| ITEM NO | DESCRIPTION WORKSHEET D - COST PROPOSAL | COST (Flat Fee per Case) | | COMMENT |
|---------|---|--------------------------|------------|---------|
| | | Inpatient | Outpatient | |
| D1.1 | The vendor shall submit cost proposals based on the services outlined in this document. | | | |
| D1.1.1 | Addictions | | | |
| D1.1.2 | Mood disorders | | | |
| D1.1.3 | Anxiety disorders | | | |
| D1.1.4 | Concurrent addiction and mood disorders | | | |
| D1.2 | Vendors must provide details on a payment schedule. The TVDSB prefers to reduce the number of invoices. Vendors should provide a sample of a monthly invoice. | | | |
| D1.3 | The TVDSB will make payments no more frequently than monthly. Payments will be submitted by the TVDSB with a billing statement reconciliation as mutually agreed to by the selected vendor and the TVDSB. | | | |

FIRM NAME: _____

SIGNATURE: _____

REQUEST FOR PROPOSAL - 490 - DISABILITY TREATMENT PROGRAM
WORKSHEET E - CRITERIA AND WEIGHTING

| <i>Disability Management Program</i> | | <u>POSSIBLE</u> | <u>POSSIBLE</u> | |
|--------------------------------------|---|----------------------|--------------------------|---|
| | <u>CRITERIA</u> | <u>POINTS</u> | <u>SUB-POINTS</u> | <u>COMMENTS</u> |
| 1 | Life Cycle Cost | 45 | | 45 Total Life Cycle Cost |
| 2 | Ability to Meet Requirements | 116 | | 12 Scope of services provided 84 Description of each service provided 5 Implementation plan 5 Quality assurance program 5 Confidentiality - security of records 5 Reporting - types of reporting offered |
| 3 | Relevant Experience Information Obtained | 3 | | 3 Information obtained from references. |
| 4 | Overall Submission | 3 | | 1 Format substantially followed 1 Completeness of details provided 1 Overall impression |
| 5 | Financial stability | 3 | | 3 |
| 6 | Freedom from legal liabilities | 3 | | 3 |
| | TOTAL | 173 | 173 | |