



RFP #613 - SPECIAL EDUCATION SOFTWARE TRAINING

Issue Date: Wednesday, March 25, 2015

Buyer: Jennifer Frederickson

Issued by: Thames Valley District School Board

Return Date: Prior to 12:00:00 noon, local time, Thursday, April 23, 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.		
1.0.2	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.		
1.1	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 Special Education Software Training, 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 proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean proponents "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean proponents "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a proponent who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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 2016Appendices613.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: Qualifications and Experience in Excel format		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
2.2.1.10.1.4	Worksheet D: Pricing		
2.2.1.10.1.5	Worksheet E: Criteria & Weighting		
2.3	IMPORTANT DATES		
2.3.1	ISSUE DATE: Wednesday, March 25, 2015		
2.3.2	QUESTIONS: Wednesday, April 8, 2015		
2.3.3	ANSWERS TO QUESTIONS: Monday, April 13, 2015		
2.3.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, April 23, 2015		
2.3.5	INTERVIEW (if required): To be determined after closing date		
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.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson by email - j.frederickson@tvdsb.on.ca no later than Wednesday, April 8, 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 only be submitted by email.		
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: Jennifer Frederickson, Buyer. 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:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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 initial term of this agreement shall be for 10 months, commencing on October 1, 2015 and unless otherwise provided herein, terminating on July 31, 2016.		
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.		
3.1.3	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a second year ending July 31, 2017.		
3.1.4	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a third year ending July 31, 2018.		
3.2	PRICING		
3.2.1	Proponents must complete the pricing section - Worksheet D.		
3.2.1.1	Proponents must print and sign all Worksheets.		
3.2.2	All charges must be included in the cost of the training. This includes travel to TVDSB sites. Prices quoted must be for services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices must remain in effect for the initial 10 month term of the contract ending July 31, 2016. Pricing must remain constant over the course of the two extensions.		
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 Federal and Provincial Government regulations.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.4	DELIVERY and ORDERING		
3.4.1	Delivery of all training will be directly to our TVDSB locations as stated at http://www.tvdsb.ca/schools.cfm?subpage=3826 .		
3.4.2	The TVDSB expects to issue several purchase orders over the length of this contract.		
3.4.3	Training is to be done at the address stated on the purchase order.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, P.O. Box 5888, London, ON N6A 5L1. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.4	Proponents should state percentage discount for early payment and net payment terms.		
3.5.5	Proponents should state billing period (e.g. monthly or quarterly).		
3.5.6	The time required for each student could be spread over one school year. Invoices should be submitted monthly for hours trained and show hours remaining for that student. Proponents should state if your firm is able to submit invoicing to comply.		
3.5.7	Purchase order numbers must be stated on all invoices; invoices without a purchase order number will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.2	Any service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be completed to the specifications at the expense of the successful proponent.		
4.1.3	The successful proponent must carry out all work to the satisfaction of the TVDSB. All work is to be performed by appropriately certified staff.		
4.2	QUANTITY		
4.2.1	All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful proponent will be responsible for supplying the training that is eventually ordered for each item awarded during the term of this bid at the quoted price.		
4.2.2	This contract will be awarded to one proponent. Each proponent agrees to the award on this basis.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.2.3	This is a 10 month contract. Proponents who cannot provide training for all of the programs listed in Worksheet C and who will not hold their prices to July 31, 2016 will not be considered.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in the worksheets.		
4.3.2	For each requirement as described in the worksheets, proponents must place a response in the appropriate column.		
4.4	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.4.1	Qualified proponents may be required to make a presentation/attend an interview at the proponents' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified proponents as to time and place.		
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 proponent who has already submitted a bid may submit an addendum in writing and signed by the proponent 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 proponent 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 proponent 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 proponent 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 proponent.		
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.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful proponent within 30 days of the award if in the opinion of the TVDSB the successful proponent is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the proponent.		
5.1.8	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 proponent for any expense, cost, loss or damage incurred or suffered by the proponent 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 proponent.		
5.1.10	All of the terms and conditions of this bid are deemed to be accepted by the proponent and incorporated into the proponent's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent. Any conflict in the wording of the proponent'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 proponent's invoice and/or sales agreement.		
5.1.11	The successful proponent must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful proponent must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.12	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.13	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a proponent to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.14	All TVDSB policies, procedures and regulations must be adhered to by the successful proponent.		
5.1.14.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.14.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.14.3	The successful proponent is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.15	The successful proponent will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful proponents' employees or contracted staff.		
5.1.16	The successful proponents' 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.		
5.1.17	The TVDSB reserves the right to demand the removal of any successful proponent's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.18	The successful proponent will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.19	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful proponent fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful proponent for damages that result from the breach of the terms and conditions of the contract, by the successful proponent.		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful proponent or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful proponent for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent, the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful proponent becomes insolvent, and/or the successful proponent is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful proponent 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 proponent, intellectual property right of the proponent, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.2	A proponent specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the proponent assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All proponents agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The proponent represents and warrants that if the proponent is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the Proponent will be solely responsible for compliance with such legislation. Without limitation, the 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.		
5.5	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES		
5.5.1	The successful proponent 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		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 proponents 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	HEALTH, SAFETY REGULATIONS		
5.7.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful proponent for the cost of certification/replacement.		
5.7.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.7.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful proponent must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.7.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.8	WORKPLACE SAFETY AND INSURANCE BOARD		
5.8.1	The successful proponent must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.2	The successful proponent 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.		
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent to the TVDSB's representative within 24 hours.		
5.9	COMMERCIAL LIABILITY INSURANCE		
5.9.1	The successful proponent must be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		
5.9.2	Each proponent should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the proponent shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the proponent. The successful proponent 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.		
5.9.2.1	This liability policy shall contain the following coverage:		
5.9.2.2	Personal Injury and Property Damage		
5.9.2.3	Non-Owned Automobile Liability		
5.9.2.4	Owners and Contractors Protective Coverage		
5.9.2.5	Contractual Liability		
5.9.2.6	Broad Form Property Damage		
5.9.2.7	Products and Completed Operation Insurance		
5.9.2.8	Contingent Employees Liability		
5.9.2.9	Cross Liability Clause and Severability of Interest Clause		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.3	Upon an award to the successful proponent by the TVDSB, the successful proponent shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful proponent or its employees or subcontractors during the performance of its obligations under the contract.		
5.9.4	The successful proponent 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 proponent or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.10	MOTOR VEHICLE LIABILITY INSURANCE		
5.10.1	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.		
5.10.2	In the event of an affirmative answer to 5.10.1, the successful proponent must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.10.3 to subsection 5.10.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the proponent. The successful proponent further agrees to maintain that good standing throughout the term of the contract.		
5.10.3.1	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:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		
5.10.4	Upon an award to the successful proponent by the TVDSB, the successful proponent shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful proponent or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.10.5	The successful proponent 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 proponent or any of its representatives or employees by way of the ownership or operation of an automobile.		
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 proponent will be required to indemnify the TVDSB for any failure by the successful proponent to comply with CASL, to the extent that the successful proponent action, or inaction, could expose the TVDSB to liability.		
5.12	CRIMINAL BACKGROUND CHECKS		
5.12.1	Proponents must agree that if they become the recommended successful proponent, pursuant to this bid, subject to approval of the TVDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful proponent agrees to provide, at the proponent's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful proponent who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful proponent or its subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.12.2	The successful proponent shall further agree to provide, at the proponent's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful proponent, whether employed by the successful proponent at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this bid.		
5.12.3	The successful proponent shall further agree that in the event that the terms of the agreement contemplated by the bid in the future becomes applicable to a school site other than those contemplated by the bid, that the successful proponent shall provide, at the proponent's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful proponent and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful proponent at the said school site.		
5.12.4	The recommended successful proponent agrees that during the term of the agreement contemplated by this bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.		
5.12.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.		
6.0	PROPONENT PROFILE		
6.1	REFERENCES		
6.1.1	Proponents must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. If possible, at least one reference should be from an Ontario District School Board where you have provided a similar service. 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:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		
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	The TVDSB reserves the right at any time after the closing date, to request from any proponents evidence of its financial standing and stability, including that of each of its officers, directors and principals. All proponents agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Proponents are required to list any and all pending or ongoing legal claims or disputes where the proponent could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	PROPONENT'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	Printed and signed copies of all Worksheets.		
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.		
8.0	AWARD		
8.1	EVALUATION PROCESS		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 proponents 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 proponents as to the time and place. The presentation shall be at the expense of the proponent.		
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 proponents 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.		
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.		
8.3.1.1	Any request that is not timely received will not be considered and the Proponent will be notified in writing.		
8.3.1.2	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.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
Jennifer Frederickson, Buyer Purchasing Services		Ruth Tisdale 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"		
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		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 "2016Appendices613.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: Qualifications and Experience in Excel format		
9.3.1.1.4	Worksheet D: Pricing		
9.3.1.1.5	Worksheet E: Criteria & Weighting		
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		
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	Special Education Software Training		
9.5.10	Bid #613		
9.5.11	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, April 23, 2015		
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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, 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 subcontractor, 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 : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET B - REQUIREMENTS

Item No.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
1.0	TRAINER REQUIREMENTS		
1.1	All trainers must be a member of the Ontario College of Teachers		
1.2	All trainers must have valid and current good standing teaching qualifications.		
1.3	All trainers must have Special Education Qualifications (minimum Part 1).		
1.4	All trainers must be proficient in the features of assistive technology and have experience working with students and the software programs and operating systems listed in Worksheet C, Qualifications and Experience.		
1.5	All trainers should be knowledgeable about cross-platform technologies (devices and operating systems) and have the ability to provide training for both Apple and Windows 8 devices (and any updated Windows platform).		
1.6	Trainers will attend professional development and/or training sessions required by the successful proponent or TVDSB when software or hardware changes are made by the TVDSB to ensure technical competence. This will result in no additional cost to the TVDSB.		
1.7	Training is to be provided within 2 weeks of receiving the phone call or email from the school where the child attends.		
1.8	Training sessions will last between 1 - 3 hours depending on the ability and attentional needs of the student.		
1.9	Training sessions should include current curriculum activities that the student is presently working on.		
1.10	Training will be provided as either individual or group, as determined by the TVDSB SEA Committee.		
1.11	Group Training will be to a maximum of 5 students.		
1.12	All trainers must wear photo I.D.		
1.13	All trainers must sign in at school office		
1.14	Trainer must meet with Learning Support Teacher (LST) / Classroom Teacher and obtain an overview of the student's strengths and needs.		
1.15	In consultation with the Learning Support Teacher (LST), the trainer will determine what features of the software will be taught in order to support the student.		
1.16	Trainer is to complete the TVDSB training log provided by the Learning Support Teacher (LST)/Classroom Teacher at the end of each training session.		
1.17	Trainer is required to have training hours signed off by a school official (ie: LST, Teacher, Secretary, PR,VP)		
1.18	Trainer is to book follow-up training session with Learning Support Teacher (LST)/ Classroom Teacher.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET B - REQUIREMENTS

Item No.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
1.19	Follow-up training sessions must be scheduled within 4 weeks of the conclusion of the previous session.		
1.20	Subsequent training sessions will contain a brief review of the last session and then continue to build on skills with new features/software to support the student across the curriculum.		
1.21	Trainer must sign out when leaving the school building.		
1.22	Trainer is to complete an on-line training report/time log which must be submitted to TVDSB within 5 business days. (The training report consists of the training objectives, equipment used, software used, software/hardware problems, and training effectiveness).		
2.0	VENDOR TECHNICAL BACKGROUND		
2.1	How does your company demonstrate they have Special Education knowledge with all exceptionalities and experience working directly with a variety of students with special needs?		
2.2	The successful proponent provides quality professional development to the trainers about existing or new technology for students with special needs based on students' learning profiles at no additional cost to the TVDSB.		
2.3	The successful proponent provides direct instruction to trainers on technology features and software utilities that support students with special needs at no additional cost to the TVDSB.		
2.4	When software or hardware changes are made by the TVDSB, the successful proponent must train their staff on the new material to ensure technical competence. This will result in no additional cost to the TVDSB.		
2.5	Does your company have a Google certified trainer on staff and available as needed to conduct training of teachers/students?		
2.6	Does your company have at least one French as a Second Language qualified trainer on staff and available as needed for training in French Immersion schools?		
2.7	Does your company have the capacity to design and conduct training on iPad devices if determined by TVDSB that this support is necessary?		
2.8	Is your company willing to conduct after-school professional development sessions on software features to teachers and/or parents before, during or after school and/or summer workshops if determined by TVDSB that this support is necessary? Proponents must enter their pricing in Worksheet D (Pricing of group training for a varied amount of participants).		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET B - REQUIREMENTS

Item No.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
2.9	How would you coordinate with the TVDSB Special Education Learning Coordinator for Assistive Technology to discuss updates to Trainer PD and monthly training report review?		
2.10	How would you assess the consistency of trainers appropriateness of training activities? (what would be the frequency of this activity).		
2.11	How would you monitor trainers to ensure quality and effectiveness of training provided to students?		
2.12	A permanent change in a trainer must be communicated to the LST at the school site as well as the TVDSB Special Education Learning Coordinator for Assistive Technology. This must take place at least 3 days prior to the first visit of the new trainer.		
2.13	TVDSB must be provided with access to a training report database.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET C - QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS and EXPERIENCE					
Item No.	TRAINERS EDUCATIONAL QUALIFICATIONS and EXPERIENCE				
1.0	Trainer Name	Educational Qualifications (division levels - P/J/I /S)	Additional Qualifications	Number of Years Experience Teaching	Number of Years Experience with Assistive Technology Training
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
1.7					
1.8					
1.9					
1.1					
1.11					
1.12					
1.13					
1.14					
	VENDOR EDUCATIONAL QUALIFICATIONS and EXPERIENCE				
2.0	Vendor Contact Name	Educational Qualifications (division levels - P/J/I /S)	Additional Qualifications	Number of Years Experience with Assistive Technology Training	List any additional "value added" services you can provide to TVDSB.
2.1					
SOFTWARE TRAINING EXPERIENCE					

FIRM NAME: _____

SIGNATURE: _____

QUALIFICATIONS and EXPERIENCE		
3.0	Special Education Software Programs	Training Experience using this Software (state yes or no)
3.1	BoardMaker Plus	
3.2	Kurzweil 3000	
3.3	Microsoft Office (including MS OneNote)	
3.4	Dragon Naturally Speaking	
3.5	Work Q	
3.6	Hearbuilder, Earobics	
3.7	Scientific Notebook	
3.8	Zoomtext	
3.9	Google Apps for Education (GAPE)	
3.10	iPad (iOS)	
3.11	Windows 8 (Net-notebook, laptops, tablets)	
3.12	iPad Application: Paper Port Notes	
4.0	State any other software packages/training you can provide	
4.1		
4.2		
4.3		
4.4		
4.5		
4.6		
4.7		
4.8		
4.9		
4.10		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET D - PRICING

PRICING								
1.0	DESCRIPTION	PRICE per 1 Student	PRICE per Group of 2	PRICE per Group of 3	PRICE per Group of 4	PRICE per Group of 5	PRICE per Varied Group	COMMENTS
1.1	Price of individual training (1 student per hour)	\$						
1.2	Price of group training (2 students per hour)		\$					
1.3	Price of group training (3 students per hour)			\$				
1.4	Price of group training (4 students per hour)				\$			
1.5	Price of group training (5 students per hour)					\$		
1.6	Price of group training for a varied amount of participants (i.e. staff, students, parents) per hour.						\$	

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - SPECIAL EDUCATION SOFTWARE TRAINING
WORKSHEET E - CRITERIA AND WEIGHTING

ITEM NO	CRITERIA	POINTS	SUB-POINTS	% of Total Points
1.0	<i>Trainers</i>	40		
1.1	Qualifications of Trainers		25	18.38%
1.2	Experience of Trainers		15	11.03%
2.0	<i>Company</i>	33		
2.1	Technical Background		10	7.35%
2.2	Professional Development		5	3.68%
2.3	Communications		8	5.88%
2.4	References		5	3.68%
2.5	Value Added Benefits		5	3.68%
3.0	<i>Pricing</i>	48	48	35.29%
4.0	<i>Legal Liabilities</i>	5	5	3.68%
5.0	<i>Financial Stability</i>	5	5	3.68%
6.0	<i>Interview (if Required)</i>	5	5	3.68%
Total		136	136	100.00%

FIRM NAME: _____

SIGNATURE: _____