



RFP #706
Travel for Credit

Issue Date: Wednesday, September 25, 2019
Buyer: Todd Springer
Issued by: The Thames Valley District School Board
Return Date: 12:00:00 noon, local time, Friday, October 25, 2019

SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

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 160 schools with an estimated enrolment of 75,000 students.		
1.1	PURPOSE		
1.1.1	The Board is seeking submissions from qualified Respondents outlining their capabilities, qualifications and their relevant experience in providing Travel for Credit for students within the TVDSB for the period specified and in accordance with the terms and conditions outlined herein. The Travel for Credit service includes the pre-travel, travel, post-travel assignments and work resulting in the granting of a credit to the participating students. All travel for credit is organized through the TVDSB Principal for summer school.		
1.1.2	The TVDSB may agree to permit other public organizations within 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	SCOPE OF WORK		
1.2.1	Travel for credit partners offer TVDSB Students approved courses. TVDSB hires and supervises the teachers. Travel is local, national and international. In order to earn the secondary school credit, students must successfully complete any pre-travel program, participate and complete assignments during the travel experience, attend and complete any post-program components. The agreement to participate in Travel for Credit is between the Parent / Guardian and the Vendor.		
1.2.2	The Travel for Credit program highlights experiential activities as an integral part of the learning experience that opens minds and bridges cultural divides. The Respondent will work with local, national, and international partners to ensure that all experiences include a social justice component within the curriculum that helps to enrich the overall learning experience.		

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1.2.3	TVDSB Continuing Education teachers ensure appropriate teaching delivery of curriculum and accreditation, the receipt and confirmation of student marks and the generation of report cards, student information system updates and reporting to day schools, as required. The supervisory role that Continuing Education assumes in this partnership program ensures that Ministry of Education (MOE) curriculum is followed, that assessment and evaluation meet MOE expectations, and the above two prerequisites are in place for all Respondents.		
1.3	PROGRAM GOALS		
1.3.1	To provide credit courses in a study-tour format to local, national and international destinations. To provide remediation and re-engagement opportunities for students in the learning process in order for them to achieve student success.		
1.4	LEARNING OUTCOMES		
1.4.1	The Travel for Credit program will promote student achievement and engagement by:		
1.4.2	-designing and delivering appropriate secondary courses aligned with Ministry of Education (MOE) curriculum expectations taught by qualified teachers;		
1.4.3	-ensuring that all students and parents are clearly informed of expectations regarding assignments, participation and behavior		
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.		

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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	click on "I'D LIKE TO"		
2.2.1.3	click on "Go to Purchasing"		
2.2.1.4	click on "Bids"		
2.2.1.5	click on "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.		

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2.2.1.10	Download the 2020Appendices706.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 - Sample Itineraries and Pricing: in Excel format		
2.2.1.10.1.4	Worksheet D - Criteria and Weighting: in Excel format		
2.3	IMPORTANT DATES		
2.3.1	ISSUE DATE: Wednesday, September 25, 2019		
2.3.2	QUESTIONS: Friday, October 11, 2019		
2.3.3	ANSWERS TO QUESTIONS: Wednesday, October 16, 2019		
2.3.5	RETURN DATE and TIME: prior to 12:00:00 local time Friday, October 25, 2019		
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: Todd Springer, by email t.springer@tvdsb.ca no later than Friday, October 11, 2019. 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.		

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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.ca :		
2.5.3.1	www.tvdsb.ca		
2.5.3.2	click on "I'D LIKE TO"		
2.5.3.3	click on "Go to Purchasing"		
2.5.3.4	click on "Bids"		
2.5.3.5	click on "Proceed to inquiry/download page".		
2.5.3.6	Proceed to the Bid, click		
2.5.3.7	"Answers to Questions"		
2.5.3.8	View documents in PDF format.		
2.5.3.9	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.5	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.		
2.5.6	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for 1 year, commencing on September 1, 2019 and unless otherwise provided herein, terminating on August 31, 2020.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of four 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, 2020.		
3.1.3	Proponents must state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2021.		
3.1.4	Proponents must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2022.		
3.1.5	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, 2023.		

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3.1.6	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, 2024.		
3.2	PRICING		
3.2.1	Proponents must complete the Itinerary and Pricing section - Worksheet C.		
3.2.2	Prices must remain in effect for the initial one year term of the contract, commencing on September 1, 2019 and ending August 31, 2020.		
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, ON N5W 5P2. Attention: Accounts Payable.		
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	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUANTITY/TERM		
4.1.1	This is a one year contract that will be awarded to one supplier. Proponents who cannot provide a complete range of services and who will not hold their prices to August 31, 2020 will not be considered.		
4.2	REQUIREMENTS		
4.2.1	For each requirement as described in Worksheet B, proponents must place a response in the appropriate column.		
4.3	SUPPLIER OCCURRENCE REPORTS		
4.3.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.3.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
4.3.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory (as set out in Section 5.2.1 - Cancellation of contract / loss of service).		

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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/should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable 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.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful proponent(s) within 30 days of the award if in the opinion of the TVDSB the successful proponent(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 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.		

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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 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(s). 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.		
5.1.12	The successful proponent(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 proponent(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for 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.		
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 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.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful proponent(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.		

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5.1.15.3	The successful proponent(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 proponent(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful proponent(s)' employees or contracted staff.		
5.1.17	The successful proponent(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 proponent's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful proponent(s) 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.		
5.1.20	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 proponent and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in its opinion, the successful proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(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 proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(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 proponent(s) or its insurer.		

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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(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(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 proponent(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 proponent, intellectual property right of the proponent, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
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.		

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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		
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.		

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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(s) for the cost of certification/replacement.		
5.7.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
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(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.7.4	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(s) must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		

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5.8.2	The successful proponent(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.		
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent(s) to the TVDSB's representative within 24 hours.		
5.9	COMMERCIAL LIABILITY INSURANCE		
5.9.1	The successful proponent(s) 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 \$10 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 \$10 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 \$10 million per occurrence from the commencement of the contract should the contract be awarded to the proponent. The successful proponent(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.		
5.9.2.1	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 : _____

SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.3	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.9.4	The successful proponent(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 proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.10	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 proponents 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 5.10.3 to 5.10.4 also apply 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 \$1 million on all personally owned vehicles per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the 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 for 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(s) further agrees to maintain that good standing throughout the term of the contract.		

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SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		
5.10.4	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(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.		
5.10.5	The successful proponent(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful proponent(s) 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(s) will be required to indemnify the TVDSB for any failure by the successful proponent(s) to comply with CASL, to the extent that the successful proponent(s) action, or inaction, could expose the TVDSB to liability.		
5.12	CRIMINAL BACKGROUND CHECKS		
5.12.1	Proponent(s) must agree that if they become the successful proponent(s), pursuant to this bid, subject to approval of the TVDSB, that they shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The successful proponent(s) agree to provide, at the proponent's expense, the criminal background checks with vulnerable sector screening, of all employees and of all employees of all subcontractor(s) hired by the successful proponent(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the successful proponent(s) or their 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.		

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SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.12.2	The successful proponent(s) 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(s), whether employed by the successful proponent(s) 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(s) 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(s) shall provide, at the proponent's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful proponent(s) 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(s) at the said school site.		
5.12.4	The successful proponent(s) 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 with vulnerable sector screening 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. 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 - e-mail address:		
6.1.1.6	Reference 2 - Company Name:		
6.1.1.7	Reference 2 - Address:		
6.1.1.8	Reference 2 - Contact Name:		
6.1.1.9	Reference 2 - Phone Number:		

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SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1.1.10	Reference 2 - e-mail address:		
6.1.1.11	Reference 3 - Company Name:		
6.1.1.12	Reference 3 - Address:		
6.1.1.13	Reference 3 - Contact Name:		
6.1.1.14	Reference 3 - Phone Number:		
6.1.1.15	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 proponent 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.		
6.2.3	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.		
6.2.4	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	PROONENTS' 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.		

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SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

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 D - 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	click on "I'D LIKE TO"		
8.2.1.3	click on "Go to Purchasing"		
8.2.1.4	click on "Bids"		
8.2.1.5	click on "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.		
8.3.2	Any request that is not timely received will not be considered and the Proponent will be notified in writing.		

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**SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.3.3	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		Arlene Morell Chairperson	

FIRM NAME : _____

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SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

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 on "I'D LIKE TO"		
9.1.3	click on "Go to Purchasing"		
9.1.4	click on "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Inquiry Instructions, Bid Document Download Instructions".		
9.1.6	click on "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 "2020Appendices706.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 - Sample Itineraries and Pricing: in Excel format		
9.3.1.1.4	Worksheet D - 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 : _____

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SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS

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	Travel for Credit		
9.5.10	Bid 706/2020/TS		
9.5.11	Return Date: 12:00:00 local time, Friday, October 25, 2019		

FIRM NAME : _____

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**SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET A - TERMS AND CONDITIONS**

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:		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
 BID 706 - TRAVEL FOR CREDIT
 WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	PROPOSERS RESPONSE	COMMENT
B1.0	PROPOSER PROFILE		
B1.1	Provide a brief history of your firm. Include the number of years in business under your present firm's name or if operation was conducted under other name, state separately.		
B1.2	Provide the following information regarding your firm:		
B1.2.1	Locations		
B1.2.2	Number of staff at each location		
B1.2.3	Hours of business at each location		
B1.2.4	Contact information for each location including toll free numbers		
B1.2.5	Response time for:		
B1.2.5.1	Administrator questions		
B1.2.5.2	Parent inquiries		
B1.2.5.3	Response to student issues during travel component		
B1.3	Provide any certifications, licenses, accreditations or affiliations currently held by your firm.		
B1.4	Proposers must members of the Travel Industry Council of Ontario (TICO). Please include your certificate in your submission.		
B2.0	STAFF QUALIFICATIONS AND TRAINING		
B2.1	Is staff under your direct employment or does your firm outsource this to local guide companies? If so, provide names of these companies.		
B2.2	Provide the minimum educational and experience requirements your firm requires for Tour Guides (in your employment and/or outsourced). Please include whether Guides are required to be members in good standing of the Ontario College of Teachers.		
B2.3	Provide a detailed response on how your firm ensures that sub-contractors or outsourced guide companies are / have:		
B2.3.1	Qualified (education and experience)		
B2.3.2	Bonded		
B2.3.3	Criminal Background Checks with Vulnerable Sector Screening		
B2.3.4	Insured		
B2.3.5	Licensed		
B3.0	DESTINATIONS AND ITINERARY		
B3.1	Provide a list of all travel for credit trips/tours that are provided by your firm for Canadian and/or international travel that support the Ontario Curriculum.		

FIRM NAME: _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	PROPONENTS RESPONSE	COMMENT
B3.2	Describe any travel for credit programs offered by your firm that are considered unique to your agency and the reason for the uniqueness.		
B3.3	Describe the ability of your firm to adapt travel for credit trips/tours to French immersion programming.		
B4.0	PLAN TO MEET CURRICULUM EXPECTATIONS		
B4.1	Are you an accredited school? If so, please provide your registered school number		
B4.2	Provide your process on how credits will be granted to students. Explain how information will be sent to the school board.		
B4.3	What is your ratio of staff to student for supervision?		
B4.4	Outline in detail the expectations of the Board which will include but not be limited to supervision staff, cost and administration.		
B4.5	Provide an outline of cost responsibility. Indicate all costs and fees which will include "added value" and indicate who is responsible for all monetary costs - i.e. vendor, board, or parent.		
B4.6	On Worksheet C please provide a daily itinerary, locations, instructional times and travel route for the following two sample trips:		
B4.6.1	-Nine day trip to England supporting ENG3U/4U		
B4.6.2	-Eight day trip to Canada and the US supporting CHV2O5 / GLC2O5		
B4.6.3	Provide sample course packages and teacher resources, including course syllabi for the above two trips.		
B4.7	Provide a copy of your staff handbook.		
B5.0	POLICY, PROCEDURES, AND PROCESS		
B5.1	Does your cancellation insurance cover labour disruption (including but not limited to strike or work to rule) and school board decision (where there may not be a Canadian government warning or restriction on travel but the school board deems that it would not be safe to travel)?		
B5.2	Is there a non-refundable portion of the fee? If so, what would it be (percentage or dollar amount)?		
B5.3	Provide your firm's policy and process on how you publish or notify travelers and board staff regarding changes to itineraries and accommodations during the trip. Include how this is communicated to the trip organizer.		

FIRM NAME: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
BID 706 - TRAVEL FOR CREDIT
WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	PROPOSERS RESPONSE	COMMENT
B5.4	Provide details regarding the administrative support available during a trip, including:		
B5.4.1	Whether an administrator is present during a trip.		
B5.4.2	The availability of international offices during a trip.		
B5.5	Provide your firm's policy and process for notifying travelers of airport closing, cancellations or delayed flights, trains, buses or other modes of transportation including unforeseen misfortunes (i.e. bus break-down) either in Canada or internationally. Provide the measures undertaken to ensure the safety of travelers.		
B5.6	Provide your firm's policy and process for selecting partners that will be used on school trips and tours (i.e. bus companies, motel, etc.).		
B5.7	Provide your firm's policy and process on risk management and your safety plan. Include details pertaining to emergency services and management procedures while on tour, including after hours.		
B5.8	Provide your policy on first aid availability while on a trip or tour and how many staff with current first aid certification will accompany each trip or tour.		
B5.9	Provide your firm's crisis response plan. Provide specific details as to the process taken while on tour and after hours.		
B5.10	Prior to coming into contact with students (or having direct access to student information), every individual or employee performing services for the Board must obtain a criminal background check with vulnerable sector screening. Provide your policy and process in detail as to how criminal background checks with vulnerable sector screening are obtained for your employees and for third party providers including international service. Include how often the criminal background check information is updated and how this information is tracked in your organization including your third party providers.		
B5.11	Provide your policy and procedures on providing services to students with unique needs which include but are not limited to: LGBTQ, allergies, dietary restrictions, or environmental sensitivities.		
B5.12	Provide your policy on travel discounts or rebates and how this is passed along to travelers.		
B5.13	Provide your policy on assistance to students with limited financial resources.		

FIRM NAME: _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
 BID 706 - TRAVEL FOR CREDIT
 WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	PROPOSERS RESPONSE	COMMENT
B5.14	Provide your firm's cancellation and refund policy. Include and identify all restrictions that are included in your policy.		
B5.15	Provide a detailed response outlining the protection offered to any Board approved traveler in the event of bankruptcy, including suspension of services by transportation carrier or hotel operator.		
B6.0	CUSTOMER SERVICE AND ADDED VALUE		
B6.1	Describe how your firm provides a high level of customer service and the measures in place to ensure that this is maintained towards:		
B6.1.1	Students		
B6.1.2	Parents		
B6.1.3	The Board		
B6.2	Provide details on your services pertaining to pre-trip planning including any information sessions for students and parents, documentation provided and level of support provided to school, students and parents.		
B6.3	Provide details of your support for the marketing and promotion of your services.		
B6.4	Provide details of "value added" services, if any, your firm offers at no charge to the board, schools, or students that enhance the travel / tour experience.		
B6.5	Provide your process for customer complaints and steps taken to resolve them.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 BID 706 - TRAVEL FOR CREDIT
 WORKSHEET C - SAMPLE ITINERARIES AND PRICING

ITEM NO	DESCRIPTION	CURRICULAR CONNECTIONS	COST PER STUDENT	COMMENTS
C1.0	NINE DAY TRIP TO ENGLAND SUPPORTING ENG3U/4U			
C1.1	Daily itinerary, locations, instructional times and travel route			
C2.0	EIGHT DAY TRIP TO CANADA AND THE U.S. SUPPORTING CHV205 / GLC205			
C2.1	Daily itinerary, locations, instructional times and travel route			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 BID 706 - TRAVEL FOR CREDIT
 WORKSHEET D - CRITERIA AND WEIGHTING

<i>Travel for Credit</i>		<u>POSSIBLE</u>	<u>POSSIBLE</u>	<u>COMMENTS</u>	<u>TIED TO</u> <u>WORKSHEET</u>
	<u>CRITERIA</u>	<u>POINTS</u>	<u>SUB-POINTS</u>		
1	Proponent Profile	5.00			
			2.00	Company Profile	B1.1
			1.00	Company Contact Information	B1.2
			2.00	Certifications, licences, accreditations or affiliations	B1.3
2	Staff Qualifications and Training	15.00			
			10.00	Educational and experience requirements for tour guides	B2.2
			5.00	Confirmation that staff sub-contractor outsourced guide companies are: Qualified, Licensed, etc.	B2.3
3	Destination and Itinerary	10.00			
			4.00	List of all trips/tours in Canada and/or international	B3.1
			4.00	Unique programs	B3.2
			2.00	Adaptability to French immersion programming.	B3.3
4	Plan to Meet Curriculum Expectations	20.00			
			4.00	Your required ratio of staff to student for supervision	B4.3
			2.00	Detailed expectations of the Board	B4.4
			2.00	Outline of cost responsibility	B4.5
				Sample itineraries	B4.6, C
			5.00	Age-appropriateness and engaging	B4.6, C
			5.00	Curricular connections	B4.6, C
			2.00	Sample of the staff handbook	B4.7
5	Policy, Procedures and Process	25.00			
			2.00	Cancellation insurance cover labour disruption / school board	B5.1
			2.00	Non-refundable portion	B5.2
			2.00	Notifying travelers and board staff regarding changes to itineraries and accommodations	B5.3
			2.00	Administrative support during trip	B5.4
			1.00	Firm's policy and process for notifying travelers of airport closing, cancellations or delayed flights, trains, buses or other modes of transportation including unforeseen misfortunes	B5.5
			1.00	Firm's policy and process for selecting partners	B5.6
			2.00	Firm's policy and process on risk management and safety plan	B5.7
			1.00	Policy on first aid	B5.8
			2.00	Policy and procedure on crisis response plan	B5.9
			2.00	Policy and process on criminal background checks management	B5.10
			2.00	Policy and procedures to students with unique needs	B5.11
			1.00	Provide your policy on travel discounts	B5.12
			1.00	Provide your policy on assistance to students with limited financial resources	B5.13
			2.00	Your firm's cancellation and refund policy	B5.14
			2.00	Protection offered	B5.15
6	Customer Service and Added Value	15.00			
			3.00	Level of customer service	B6.1
			3.00	Services pertaining to pre-trip planning	B6.2
			2.00	Marketing and promotion	B6.3
			2.00	"Value Added" services	B6.4
			2.00	Process for customer complaints	B6.5
			3.00	Liability insurance above minimum requirement.	Worksheet A, 5.9 and insurance cert.
7	Pricing	10.00			
			10.00	Pricing of sample itineraries	
	TOTAL	100.00	100.00		