



Request for Proposal 736 SAFE SCHOOL POLICY & PROCEDURE REVIEW

Submission Deadline: Before 12:00pm Local Time Friday,
February 24, 2023

Submission Location: Electronic Submission Only

Request for Proposal Coordinator: Jennifer Frederickson
"j.frederickson@tvdsb.ca"

Date of Issue: Thursday, February 2, 2023



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INSTRUCTIONS TO PROPONENTS

1. INTRODUCTION

1.1 INVITATION

- 1.1.1 The Thames Valley District School Board is one of the largest public school boards in the Province of Ontario and operates 160 schools within the City of London and counties of Elgin, Middlesex, and Oxford.
- 1.1.2 The TVDSB will consider bids from Proponents who are interested in providing a Safe School Policy & Procedure Review, as more particularly described in this Request for Proposal ("RFP"). Through this RFP TVDSB intends to award a contract to the Successful Proponent, who will execute a MSA with the TVDSB.
- 1.1.3 TVDSB's issuance of this RFP, its evaluation of any Proposals, its contract award, or its execution of an MSA with any Proponent are not intended to and shall not obligate TVDSB to issue any Work Orders to any Proponent. There is no guarantee that a Successful Proponent that is awarded a contract and executes an MSA will be required to perform any services or will be issued any Tenders, and TVDSB specifically disclaims any obligation to do so.

1.2 REQUEST FOR PROPOSAL OVERVIEW

- 1.2.1 This Section provides a brief summary of the RFP and is provided solely as a convenience. Proponents are urged to read all of the RFP documents carefully and thoroughly to ensure they fully understand all of the terms and conditions, including all MSA requirements. Failure to fulfil procedural or content requirements that are stipulated in the Documents may have a negative effect on the evaluation of a Proposal or may result in a Proposal being rejected.
- 1.2.2 Proponents are required to deliver a Proposal which must include an RFP Submission. Proponents whose RFP Submissions achieve the highest scoring based upon the criteria identified by the TVDSB will be identified as **"Successful Proponents"**.
- 1.2.3 Each Successful Proponent that is awarded a contract will be required to enter into the MSA, pursuant to which TVDSB may issue Documents.

1.3 KEY INFORMATION

- 1.3.1 The table below provides a summary of some key information contained in the RFP Documents and is provided solely as a convenience.

RFP Coordinator	The "RFP Coordinator " is Buyer, Jennifer Frederickson, "j.frederickson@tvdsb.ca".
Question Deadline	The deadline for Proponents to submit questions (the "Question Deadline") is seven (7) business days before the Submission Deadline.



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Submission Deadline	BEFORE 12:00pm Local Time on Friday, February 24, 2023 (the “ Submission Deadline ”).
Electronic Submission	An electronic bid submission is mandatory. See 1.8.2.

1.4 THE SERVICES AND / OR GOODS

- 1.4.1 The vendors’ services to be performed and/or goods to be provided are described in Schedule A – Scope of Work.
- 1.4.2 TVDSB intends to issue an award to Proponents to provide the goods and/or services more particularly described in Schedule A – Scope of Work.

1.5 NO CONTRACT A

- 1.5.1 TVDSB does not intend to create any contractual relations or obligations, including “Contract A” (sometimes referred to as the “bid contract”), with any Proponent or any other person or entity, and none will be created by virtue of TVDSB issuing this RFP or as a result of TVDSB’s receipt or review or evaluation of any Proposals.

1.6 THE MSA AND THE TERM

- 1.6.1 TVDSB intends to execute an MSA with each Successful Proponent that is awarded a contract. Provided that the execution of an MSA does not obligate TVDSB to issue any Work Orders or proceed with any projects, and the TVDSB does not guarantee any volume of Services and / or goods that will be required or that will be performed under any MSA.

1.7 TVDSB PROCUREMENT WEB PORTAL

- 1.7.1 Proponents must use the TVDSB Procurement Web Portal (the “**Portal**”) to access the RFP Documents. Instructions on using the Portal are set out in Schedule B – TVDSB Procurement Web Portal.
- 1.7.2 Proponents must also use the Portal to upload the electronic bid submission.

1.8 PROPONENTS’ EXPENSES

- 1.8.1 Proponents shall bear all costs and expenses incurred by them in any way related to any aspect of their participation in this RFP including, without limitation, all costs and expenses related to the gathering of information, the preparation and delivery of a Proposal, responding to any questions or clarifications or Requests for Additional Information, or attending or participating in any interviews or meetings.
- 1.8.2 Proponents must also use the Portal to upload the electronic bid submission.



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2. DEFINITIONS

Capitalized terms used in this RFP and in the attached Schedules and not otherwise defined shall have the meanings indicated in this Article.

- 2.1.1 **"Conflict of Interest"** has the meaning assigned to such term in paragraph 11.2.1.
- 2.1.2 **"Evaluation Team"** means the team appointed by TVDSB to conduct the evaluation process described in this RFP.
- 2.1.3 **"Local Time"** means the time of receipt recorded by TVDSB's clock at the Submission Location.
- 2.1.4 **"MFIPPA"** means the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario).
- 2.1.5 **"MSA"** means the written Master Services Agreement, substantially in the form of Schedule E, to be signed between TVDSB and each Successful Proponent.
- 2.1.6 **"Portal"** means the TVDSB Procurement Web Portal accessed at "www.tvdsb.ca". Instructions for using the Portal are set out in Schedule B – TVDSB Procurement Web Portal.
- 2.1.7 **"Successful Proponent"** has the meaning assigned to such term in paragraph **Error! Reference source not found.**
- 2.1.8 **"Proponent"** means a vendor that participates in this RFP, whether or not it delivers a Proposal.
- 2.1.9 **"Proposal"** means, collectively, a Proponent's completed RFP Submission.
- 2.1.10 **"Question Deadline"** is the date identified as such in the table in paragraph 1.3.1 and is the last date by which Proponents can submit questions about the RFP.
- 2.1.11 **"Request for Additional Information"** has the meaning assigned to such term in paragraph 7.2.1.
- 2.1.12 **"Request for Proposal" or "RFP"** means the prequalification process described in the RFP Documents.
- 2.1.13 **"RFP Coordinator"** is the person identified as such in the table in paragraph 1.3.1.
- 2.1.14 **"RFP Documents"** has the meaning assigned to such term in paragraph 3.2.1.
- 2.1.15 **"Services"** means the Services described in Schedule A – Scope of Work.
- 2.1.16 **"Goods"** means the Goods described in Schedule A – Scope of Work.
- 2.1.17 **"Submission Deadline"** is the date and time identified as such in the table in paragraph 1.3.1.
- 2.1.18 **"Submission Location"** is the location identified as such in the table in paragraph 1.3.1.
- 2.1.19 **"RFP Requirements"** means Schedule C – RFP Requirements.
- 2.1.20 **"RFP Score"** has the meaning assigned to such term in paragraph 7.3.2.
- 2.1.21 **"RFP Submission"** means, collectively, a Proponent's completed RFP Submission Form and all other material submitted by a Proponent in response to the RFP Requirements.
- 2.1.22 **"RFP Submission Form"** means Schedule D – RFP Submission Form.
- 2.1.23 **"TVDSB"** means the Thames Valley District School Board and includes its employees, agents, trustees, officers and directors, whether involved with the RFP or not. For certainty **"TVDSB"** includes, as the context requires, the RFP Coordinator.
- 2.1.24 **"Contract Award"** has the meaning assigned to such term in paragraph 1.1.2.



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3. RFP DOCUMENTS AND ACCESS

3.1 ACCESS TO THE RFP DOCUMENTS

- 3.1.1 The RFP Documents will only be made available to Proponents electronically through the Portal. The Portal will include all RFP Documents, addenda and all other relevant notices, information and communications relating to the RFP.
- 3.1.2 Each Proponent is solely responsible to ensure that it:
 - (a) obtains access to the Portal;
 - (b) has the appropriate software to access and download the contents from the Portal; and
 - (c) visits and reviews the Portal as frequently as it deems necessary to ensure that it has the most current information and addenda.
- 3.1.3 The Portal will be updated from time to time and Proponents are solely responsible for accessing and checking the Portal for new addenda and other postings and to ensure the information and documents used by Proponents are the most correct and updated information and documents.
- 3.1.4 If there is a conflict or inconsistency between an electronic version of any RFP Document posted on the Portal and any other version of the same document, whether in electronic or paper form, the latest electronic version posted on the Portal shall govern.

3.2 RFP DOCUMENTS

- 3.2.1 Proponents should ensure they have all of the documents listed below (collectively the “RFP Documents”). A Proposal will be deemed to have been prepared on the basis of all RFP Documents issued before the Submission Deadline, and TVDSB accepts no responsibility for any Proponent lacking any part of the RFP Documents.
 - (a) Instructions to Proponents (this document).
 - (b) Schedule A – Scope of Work. (if required)
 - (c) Schedule B – TVDSB Procurement Web Portal.
 - (d) Schedule C – RFP Requirements.
 - (e) Schedule D – RFP Submission Form.
 - (f) Schedule E – Master Services Agreement.
 - (g) Addenda, if any, issued before the Submission Deadline.
- 3.2.2 Proponents should inform the RFP Coordinator immediately if any documents are missing or incomplete and/or upon finding any discrepancies or omissions in the RFP Documents.



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4. COMMUNICATIONS, QUESTIONS AND ADDENDA

4.1 COMMUNICATIONS

- 4.1.1 Except as provided in the RFP Documents, Proponents are not to communicate with or contact any member of the Evaluation Team or the TVDSB, including any member of the TVDSB board of trustees, regarding this RFP. A Proponent's failure to comply with this paragraph may result in the disqualification of the Proponent.

4.2 PROPONENTS' QUESTIONS

- 4.2.1 All Proponents' questions regarding this RFP are to be in writing and must be sent by e-mail to the RFP Coordinator.
- 4.2.2 Questions received by the Question Deadline will be reviewed and if TVDSB believes that a response is warranted, it will include the question and its answer in an addendum. TVDSB may, in its discretion, consider and respond to questions received after the Question Deadline but is under no obligation to do so. In responding to questions TVDSB may answer similar questions from different Proponents only once, may edit or rephrase the questions, and may ignore questions which, in TVDSB's opinion, do not require a response.

4.3 ADDENDA

- 4.3.1 This RFP and the RFP Documents may be amended only by written addendum which will be posted to the Portal and will not be sent to the Proponents. Proponents are solely responsible to access and check the Portal for new addenda and other communications and postings and to ensure the information and documents used by Proponents are the most correct and updated information and documents. Proponents are solely responsible to ensure their Proposal incorporates all addenda issued before the Submission Deadline, and TVDSB will not be responsible if any addenda are not obtained by a Proponent.

5. PROPOSAL CONTENTS, COMPLETION AND DELIVERY

5.1 PROPOSAL CONTENTS

- 5.1.1 Proponents must include the following in their Proposals, in electronic format:

(a) An RFP Submission completed in accordance with Section 5.2

5.2 INSTRUCTIONS FOR COMPLETING THE RFP SUBMISSION

- 5.2.1 Proponents should upload all of the following:

- (a) original completed and signed RFP Submission Form (Schedule D); and
- (b) all information, documents and materials required by and responding to each of the items set out in the RFP Requirements (Schedule C); and



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- (c) an electronic copy of all of the above, in Adobe PDF readable format, must be uploaded back to using the Portal. In the event of a discrepancy between an original document submitted by a Proponent and an electronic copy, the original shall govern.
- 5.2.2 The RFP Submission is intended to provide information which will enable the Evaluation Team to determine the Proponent's qualifications and ability to undertake and complete the work and Services and/or Goods required. All information submitted by a Proponent and included as part of its RFP Submission will be deemed to be material representations by a Proponent to TVDSB, and the Proponent will be deemed to have warranted the accuracy of all representations so made.
- 5.2.3 Proponents will only be considered and evaluated for the Services identified in their RFP Submission Form.

5.3 PROPOSAL DELIVERY

- 5.3.1 The electronic submission must be uploaded to the Portal before the Submission Deadline. The Portal will close at the Submission Deadline, and upload will no longer be possible at that point.
- 5.3.2 Late Proposals will not be considered and will be returned unopened. If there is a dispute over the time of submission, the time of receipt recorded by TVDSB at the Submission Location shall govern. Proponents are solely responsible for the method and timing of delivery of their Proposals to the Submission Location and should ensure they take into account internet traffic and other potential delays

6. OPENING OF PROPOSALS

- 6.1.1 Only Proposals received at the Submission Location before the Submission Deadline will be opened. All other Proposals will be returned unopened. Proposals will be opened in private.

6.2 ROLE OF THE RFP COORDINATOR

- 6.2.1 The RFP Coordinator will review the opened Proposal to confirm it contains the RFP Submission.

7. EVALUATION OF PROPOSALS

7.1 GENERAL

- 7.1.1 Proposals will be evaluated by the Evaluation Team, which may obtain the assistance of such contractors and advisors as the Evaluation Team may deem appropriate.

7.2 REQUESTS FOR ADDITIONAL INFORMATION

- 7.2.1 TVDSB may contact any one or more Proponents to request clarification of any information or materials submitted as part of a Proposal, or to request supplementary information (collectively, "**Request for Additional Information**"), without any obligation to make the same or any Request for Additional Information of any other Proponent. Notwithstanding the preceding sentence, TVDSB has no obligation to make any Request for Additional Information.



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- 7.2.2 Proponents should answer all Requests for Additional Information within the time and in the manner stipulated in each Request for Additional Information, and any answer received will form an integral part of a Proponent's Proposal. If a Proponent fails to provide an answer to a Request for Additional Information within the time and manner stipulated, its Proposal will be considered and evaluated based solely on the original Proposal contents submitted.

7.3 EVALUATION OF RFP SUBMISSIONS

- 7.3.1 The following illustrates some of the activities the Evaluation Team may undertake in the course of evaluating the RFP Submissions, and does not limit the discretion of the Evaluation Team to take steps not expressly described. For greater certainty, the Evaluation Team has no obligation to undertake any such activities, and the fact the Evaluation Team undertakes a particular activity as part of its evaluation of an RFP Submission and/or a Proponent will in no way obligate the Evaluation Team to undertake the same or any activity with any of the other Proponents or any RFP Submissions delivered by any of the other Proponents.
- (a) The Evaluation Team may, in its sole discretion, invite a Proponent to one or more meetings and/or interviews. The nature and length of such meetings and/or interviews, the agenda, and the attendees will be determined by the Evaluation Team.
 - (b) The Evaluation Team may contact and/or visit one or more of the Proponent's references and/or clients, and any other person or place as the Evaluation Team deems appropriate, with or without notice to the Proponent.
- 7.3.2 RFP Submissions will be evaluated by the Evaluation Team and awarded points for the Services and / or Goods subject to this RFP. NOTE: Proponents will only be considered and evaluated for the Services and / or Goods subject to this RFP.
- 7.3.3 RFP Submissions will be evaluated on a consensus basis based on criteria set out in the table below. If there is a meeting and/or interview with a Proponent, such meeting and/or interview will not be independently scored, however, the Evaluation Team reserves the right to take into consideration and incorporate what it learns from such meeting and/or interview in its evaluation and may adjust the scoring of the Proponent's RFP Submission, regardless of when the meeting and/or interview is held. The points awarded for a Proponent's RFP Submission will be that Proponent's "RFP Score" for the Services and /or Goods subject to the RFP.

Evaluation Criteria	Points Available
Professional Credentials and Expertise	
Professional Credentials	20
Policy Analysis Experience & Methodology	15
Related Work/Academic Experience	5
Community Engagement Experience/Expertise	5
Evidence of Equity Guiding Practice	10
Writing Sample	10
References	5



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Evaluation Criteria	Points Available
Price	30
MAXIMUM POINTS AVAILABLE	100

7.4 AWARD TO SUCCESSFUL PROPONENTS

- 7.4.1 Subject to TVDSB's discretion and the other rights described in the RFP Documents, the Proponent(s) with the highest Scores will be awarded the contract for the Services and / or Goods.
- 7.4.2 If there is a tie between the RFP Scores of two or more Proponents, TVDSB will resolve the tie by a draw, notwithstanding paragraphs 1.4.2. The names of the tie proponents will be entered into the draw. All parties will have representation when the draw takes place.

7.5 DEBRIEFING

- 7.5.1 The TVDSB will offer separate debriefings to Proponents but only if requested in accordance with paragraph 7.5.2. Debriefings will be held in person or by telephone conference call, at the TVDSB's discretion, and will be scheduled on a date and time and for a duration to be confirmed by the TVDSB.
- 7.5.2 If a Proponent desires a debriefing it shall submit a written request to the RFP Coordinator within 60 days after the TVDSB has posted the name(s) of the Successful Proponent(s). Any request that is not timely received will not be considered and no debriefing will be held.

8. SIGNING THE MSA AND THE PROVISION OF GOODS AND SERVICES

8.1 SIGNING THE MSA

- 8.1.1 The TVDSB will issue a notice to each Successful Proponent and will enclose the MSA for execution. Within fifteen (15) business days of receiving such notice and MSA each such Successful Proponent is to sign and deliver the signed MSA to TVDSB.
- 8.1.2 A Proponent's failure to sign and deliver the MSA in accordance with paragraph 8.1.1 will result in the removal of that Proponent from the contract award. In this case the next highest scored Proponent will be deemed to be the Successful Proponent.
- 8.1.3 The execution of a MSA is not intended to and shall not obligate TVDSB to issue or execute any Tenders or otherwise engage any Proponent.

8.2 CONTRACTING FOR SERVICES AND / OR GOODS

- 8.2.1 Services and / or goods can only be provided by those proponents who have received contract awards.



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9. TVDSB'S DISCRETION

9.1 GENERAL

- 9.1.1 In addition to any other options or express rights contained in the RFP Documents or any other rights which may be implied in the circumstances, TVDSB may exercise any or all or a combination of the options described in this Article 9. TVDSB shall not be liable for any costs, expenses, losses or damages incurred or claimed by a Proponent resulting from TVDSB's exercise of its discretion.
- 9.1.2 A Proponent's delivery or TVDSB's evaluation of any Proposal, even where only one Proposal is delivered for a particular Service and / or Goods, will not obligate TVDSB to award a contract to any Proponent, proceed with any projects or tenders, or enter into a MSA with any Proponent.

9.2 TVDSB'S OPTIONS

- 9.2.1 TVDSB may, in its sole discretion, and for any or no reason:
- (a) reject any or all Proposals;
 - (b) cancel this RFP at any time;
 - (c) cancel this RFP at any time and issue a new procurement process for the same or different RFP.
- 9.2.2 TVDSB may in its sole discretion:
- (a) verify with a third party any information contained in a Proposal;
 - (b) check references other than those provided by a Proponent;
 - (c) adjust a Proponent's Submission Score or reject a Proposal on the basis of information received in response to a Request for Additional Information, in response to reference checks, during any meetings and/or interviews, or as a result of any other information obtained by the Evaluation Team;
 - (d) disqualify and remove from a contract any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information relating to matters which TVDSB, in its sole discretion, considers material.

10. REMOVING SUCCESSFUL PROPONENTS FROM A CONTRACT

- 10.1.1 TVDSB may, in its sole discretion but always acting reasonably, remove a successful Proponent from a contract. Circumstances under which TVDSB may exercise such discretion include, but are not limited to, the following:
- (a) the Proponent would currently fail to successfully be awarded a contract which it was awarded;
 - (b) a significant change in the Proponent's operations, structure or control;
 - (c) where TVDSB determines, in its sole discretion, that TVDSB's continued dealings with the Proponent would adversely impact TVDSB's reputation;
 - (d) the Proponent's performance of the Services and / or provision of the Goods fell below TVDSB expectations and requirements, having regard to the complexity of the Tender and the Proponent's expertise and experience;



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- (e) the Proponent has made claims or commenced legal proceedings, whether by litigation or arbitration, against TVDSB;
- (f) any other circumstances where removal from a contract is specifically provided for in the RFP Documents.

11. GENERAL

11.1 PROHIBITION ON LOBBYING AND COLLUSION

- 11.1.1 Proponents and their directors, officers, employees, consultants, agents, advisors and other representatives are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying, or as an attempt to influence the outcome of this RFP. Without limiting the generality of the foregoing, and except as provided in this RFP, no such person shall contact, communicate with or attempt to contact or communicate with, directly or indirectly and in any manner whatsoever, any staff, personnel or representative of the Evaluation Team or the TVDSB, including any member of the TVDSB board of trustees, in connection with this RFP.
- 11.1.2 A Proponent's failure to comply with this Section may result in the disqualification of the Proponent and its removal from contracts.

11.2 CONFLICT OF INTEREST

- 11.2.1 Proponents are required to declare, as part of their Proposal, that the Proponent is not aware of any perceived, potential or actual Conflict of Interest. For the purposes of this RFP, "**Conflict of Interest**" includes:
 - (a) any situation or circumstances where, in relation to this RFP, the Proponent's other commitments, relationships or financial interests could or could be perceived to exert an improper influence over the objective, unbiased and impartial exercise of independent judgment by any member or representative of the Evaluation Team or the TVDSB;
 - (b) any situation or circumstances where any member of the TVDSB board of trustees or any person employed by the TVDSB in any capacity:
 - (i) has a direct or indirect financial or other interest in any Proponent;
 - (ii) is an employee or a contractor to or under contract to any Proponent;
 - (iii) is negotiating or has an arrangement concerning future employment or contracting with any Proponent;
 - (iv) has an ownership interest in or is an officer or director or partner of any Proponent.
 - (c) any situation where:
 - (i) a Proponent owns or controls, or beneficially owns or controls, directly or indirectly, another person, partnership or corporation (such person, partnership or corporation referred to as a "Related Party"); or
 - (ii) a Proponent is owned or controlled, directly or indirectly, by a Related Party, and such Related Party carries on business within one or more Service Categories.



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11.2.2 If a Proponent discovers, at any time, any perceived, potential or actual Conflict of Interest, the Proponent shall promptly send a written statement to the RFP Coordinator describing the perceived, potential or actual Conflict of Interest, along with a written proposal that, if implemented, would address the identified perceived, potential or actual Conflict of Interest. The TVDSB will review the Proponent's written statement and proposal and, without limiting the generality of Article 9, the TVDSB may, in its sole discretion:

- (a) disqualify the Proponent from participating in this RFP and/or remove the Proponent from one or more contracts;
- (b) waive any and all perceived, potential or actual Conflict of Interest upon such terms and conditions, if any, as the TVDSB, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized.

11.2.3 The onus is on each Proponent to conduct any and all investigations necessary to confirm and satisfy itself that there is no perceived, potential or actual Conflict of Interest and that the declaration made as part of its Proposal is true and correct. If the TVDSB determines that a Proponent's declaration is not materially true and correct, or if a Proponent otherwise fails to comply with this Section 11.2, the TVDSB may disqualify the Proponent and/or may remove the Proponent from one or more contracts.

11.3 CONFIDENTIALITY, DISCLOSURE AND MFIPPA

11.3.1 Proponents acknowledge that the contents of their Proposals will be disclosed to the Evaluation Team and others within TVDSB and/or to TVDSB's advisors. The TVDSB will use reasonable efforts to protect sensitive and confidential information provided by Proponents, however, the TVDSB shall not be liable in any way whatsoever if such information is disclosed, even if the TVDSB, its advisors, staff, members of the Evaluation Team, or any other person associated with them may have been negligent with respect to such disclosure. By delivering a Proposal each Proponent agrees to such disclosure and releases the RFP Coordinator, the Evaluation Team, and the TVDSB from any liability for the same.

11.3.2 The TVDSB may be required to disclose parts or all of a Proposal pursuant to the provisions of MFIPPA or other legislation. Subject to the provisions of MFIPPA, the TVDSB will use reasonable efforts to safeguard the confidentiality of any information identified by a Proponent as confidential, however, the TVDSB shall not be liable in any way whatsoever if such information is disclosed based on an order or decision made under MFIPPA or any other applicable law. By delivering a Proposal each Proponent agrees to such disclosure and releases the RFP Coordinator, the Evaluation Team, and the TVDSB from any liability for the same.

11.4 AWARD DOES NOT CONSTITUTE ENDORSEMENT

11.4.1 TVDSB's award of a contract to a Proponent does not constitute a general endorsement of that Proponent's work or services.

11.5 LIMIT OF LIABILITY


11.5.1 Each Proponent agrees that TVDSB's aggregate liability to any Proponent and the aggregate amount of damages recoverable by a Proponent against TVDSB for any and all claims relating to or arising from this RFP or a Proponent's participation in this RFP, including:



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- (a) claims arising from negligence, wilful misconduct or other conduct; and/or
- (b) claims arising from a breach of any contract or any contractual or other relationship or obligation that may arise as a result of a Proponent's participation in this RFP and/or delivery of a Proposal, shall be limited to the lesser of \$5,000 and the Proponent's reasonable demonstrated costs of preparing its Proposal.

END OF INSTRUCTIONS TO PROPONENTS

	<h1>SCOPE OF WORK</h1>

SCHEDULE A – SCOPE OF WORK

Project Deliverables

A Report that provides:

- *Compliance review* related to relevant laws, regulations, PPMs and Ministry of Education expectations
 - *Benchmarking*: a comparison to Safe Schools Policies and Procedures from several leading Ontario public school districts to identify some best practices and areas for improvement, including format and structure of policy and procedures.
 - *Recommended Consultation Plan for Community Engagement*. This will identify community groups (I.e. students, staff, caregivers, etc.), methods and areas of inquiry that may be considered by TVDSB to undertake in the next phase of this process. It's critical to understand how the Safe School's Policy and Procedure affects them and identify areas for improvement.
 - Submission of the report will be due by Friday, April 7, 2023.
1. **Interim check-in/brief meetings** with System Principal, Safe Schools & Well-being – each week of the project for appx. 30 min.
 2. **A presentation** of the final report and recommendations to Safe Schools Superintendent, members of the Safe Schools & Well-being team and representatives from other Equity, Indigenous Education and Research & Assessment. This is expected the week of April 10, 2023. The successful proponent will be notified of the time and location.

END OF SCHEDULE



TVDSB PROCUREMENT WEB PORTAL

SCHEDULE B – TVDSB PROCUREMENT WEB PORTAL

This Schedule describes the process for accessing the Portal.

1. Go to “www.tvdsb.ca”
2. Click on “I’D LIKE TO”; and then click on “Go to Purchasing”.
3. Click on “Bids”; and then click on “Proceed to inquiry/download page”.
4. Locate the RFP and click “New” icon. You will be directed to the “TVDSB Client Portal”.
5. Proponents that already have a TVDSB Client Portal account: Click “TVDSB Login” and log in using your TVDSB Client Portal account and password.
6. Proponents that do not already have a TVDSB Client Portal account:
 - (a) Click “Sign up now”;
 - (b) Read the TVDSB Client Portal Disclaimer, scroll to bottom and click “I agree” or “I do not agree”.
 - (c) Proponents that click “I do not agree” will not be able to participate in the RFP.
 - (d) Proponents that click “I agree” will be taken to the “New Account Application” page. Complete the account information and click “Create My Account”; then click “TVDSB Login”.
7. Once logged in, you will be within the Client Portal. Click “Open to Bid” and then click on the “New” icon for the RFP.

To access answers to questions and addenda:

1. Follow the steps outlined in steps 1 to 3 above.
2. Proceed to the RFP and click “Answers to Questions”.

END OF SCHEDULE



SUBMISSION REQUIREMENTS

SCHEDULE C – SUBMISSION REQUIREMENTS

It is important that Proponents present the information required by this RFP so that it can be readily understood and evaluated. A Proponent's RFP Submission should address all of the items set out in this Schedule in the order in which they appear and using the same headings and numbering sequence. A Proponent's failure to follow instructions or failure to provide a full response to this RFP may have an adverse impact on the evaluation of its RFP Submission.

Proponents should not assume that the TVDSB or any member of the Evaluation Team has any knowledge of the Proponent or its expertise, experience or qualifications, and should ensure that all required information is included and submitted as part of the Proponent's RFP Submission.

References to web / internet sites or links are NOT acceptable and will NOT be considered.

Part 1	Completed and signed RFP Submission Form
Part 2	Proponent information
Part 3	Pricing

1. **Part 1 – Completed and Signed RFP Submission Form**

- 1.1 Submit a completed and signed RFP Submission Form (Schedule D) signed by the Proponent.

2. **Part 2 – Proponent Information – Attach to this Proposal Evidence of the Following:**

2.1 **Professional Credentials and Expertise**

2.1.1 **Preferred credentials in:**

- Policy review
- Child development/mental health
- Equity and inclusive education
- Published
- Community Development experience
- Education/Instruction experience
- Lived experience

RFP REQUIREMENTS

2.2 Policy Analysis Experience & Methodology

- 2.2.1 Evidence of experience reviewing, writing and/or advising on policy and governance
- 2.2.2 Methodology is clearly outlined and understood based on a combination of training and/or experience

2.3 Related work/academic experience related to the public education sector and safe and inclusive schools.

- 2.3.1 The candidate will be asked to identify any direct connections to past work/academic experience. (e.g. restorative practices, progressive discipline, school violence, bullying, addressing racism/hate-based behaviors, anti-Black and anti-Indigenous racism and violence, gender-based violence, etc.)

2.4 Community engagement experience/expertise

- 2.4.1 Experience with identifying those in the community impacted by policy, creating and leading community engagement.

2.5 Evidence of Equity Guiding Practice.

- 2.5.1 The policy analysis and recommendations must employ an equity and anti-oppressive framework as expressed by the candidate in their submission to this RFP.

2.6 Writing Sample

- 2.6.1 Candidate will include:
 - 2.6.1.1 A minimum of one sample of previously written work
 - 2.6.1.2 A maximum 1500-word proposal/expression of interest (appx 5 pages) outlining their interest and suitability for this work.

2.7 Commercial General Liability Coverage

- 2.7.1 The Proponent **should** submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Comprehensive Commercial General Liability coverage. A minimum of \$1,000,000.00 for Comprehensive Commercial General Liability coverage is required. The Proponent **must** ensure that all subcontractors are either covered under the Proponent's policy(s) or have their own separate coverage similar to the above limits. In the event that the Proponent does not have the minimum coverage the insurer should confirm that such coverage can be obtained.



RFP REQUIREMENTS

2.8 Motor Vehicle Liability Coverage

- 2.8.1 The Proponent **must** state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB
- 2.8.2 The proponent **should** submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Motor Vehicle Liability coverage). A minimum of \$2,000,000.00 Automotive Liability Insurance coverage is required for company owned vehicles and a minimum of \$2,000,000.00 for employee owned vehicles. The successful proponent and any employees operating vehicles on property of the TVDSB are either covered under the proponent's policy(s) or have their own separate coverage similar to the above limits. In the event that the Proponent does not have the minimum coverage, the insurer should confirm that such coverage can be obtained.

2.9 References

The Proponent **must** provide a minimum of three references where you have successfully completed projects of a similar nature. The reference **must** contain the following information:

Company Name
Address
Contact Name
Phone Number
Fax Number
Email address

3. Part 3: Pricing

- 3.1 This project is anticipated to be comprised of approximately 80-100 hours, inclusive of meetings, review and writing.
- 3.2 Prices quoted must be for services exactly as specified and in Canadian funds, unless otherwise indicated.
- 3.3 The Proponent shall provide the total cost (including all out-of-pocket expenses but excluding taxes) of the engagement. Pricing must breakdown the projected out-of-pocket expenses included in the total cost.

END OF SCHEDULE



RFP SUBMISSION FORM

SCHEDULE D – RFP SUBMISSION FORM

Name and Business Address of Proponent:

Phone: _____ Fax: _____

Contact name for future correspondence and inquiries:

Name and Title _____ Phone: _____

E-mail: _____

We have read and we fully understand, acknowledge, accept and agree to the terms, conditions and the requirements of the RFP Documents, including all Schedules and all addenda issued, and we hereby submit the forms, documents and other material required by the Submission Requirements. Without limiting the foregoing, we understand, acknowledge, accept and agree that:

- (a) the issuance of the RFP Documents, our preparation and delivery of our Proposal, and the receipt, review and evaluation of our Proposal will not create any contractual relations or obligations, including "Contract A" (sometimes referred to as the "bid contract"), between us and TVDSB;
- (b) notwithstanding that we may be awarded a contract, TVDSB has no obligation to issue any Work Orders;
- (c) if we receive the written notice described in paragraph 8.1.1 of the Instructions to Proponents we will sign and deliver the signed MSA to TVDSB within 15 business days of our receipt of the same;
- (d) the execution of a MSA does not obligate TVDSB to engage us to perform any projects;
- (e) Work orders, if any, will be issued in accordance with Section 8.2 of the Instructions to Proponents and will otherwise be subject to the other terms of the MSA;

We hereby represent that the documents and other material attached to this RFP Submission Form fully respond to Schedule C – RFP Requirements, are complete and accurate, and that TVDSB may rely on all such documents and material submitted.

Capitalized terms used in this RFP Submission Form and not otherwise defined shall have the meanings assigned to them in the Instructions to Proponents.



MASTER SERVICES AGREEMENT

1. CONFLICT OF INTEREST

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its Proposal; and (b) there is no foreseeable Conflict of Interest in performing the Services and / or delivering the Goods. Otherwise, if the statement below applies, check the box.

- ☐ We declare that there IS an actual or potential Conflict of Interest relating to the preparation of our Proposal, and/or we foresee an actual or potential Conflict of Interest in performing the Services and / or delivering the Goods.

If a Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must provide and attach details of the actual or potential Conflict of Interest as well as the Proponent's proposed steps that, if implemented, would address the identified actual or potential Conflict of Interest.

2. ATTACHMENTS

We have attached all documents and other material required in response to Schedule C – Submission Requirements. Each attachment addresses the items listed in Schedule C in the order in which they appear, using the same headings and numbering sequence.

Signed and submitted for and on behalf of:

PROPONENT

DATE

SIGNATURE

Name and Title

I have authority to bind the Proponent named above

END OF SCHEDULE



MASTER SERVICES AGREEMENT

SCHEDULE E – MASTER SERVICES AGREEMENT

Refer to Master Services Agreement, attached separately.