



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AD HOC COMMITTEE – SYSTEM SCAN

**TUESDAY, OCTOBER 17, 2017
5:00 PM – 7:00 PM**

***HOLY CROSS COMMUNITY ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO***



1. Meeting Called to Order – John Crocco, Director of Education -
2. Opening Prayer – Trustee Vernal -
3. Roll Call -
4. Approval of Agenda -
5. Declaration of Conflict of Interest -
6. Election of the Ad Hoc Committee Chair -
7. Design of the Ad Hoc Committee Terms of Reference Report and Recommendation to the
October 24, 2017 Board Meeting 7
8. Draft Request for Proposal 8
9. Draft Timelines for System Scan -
10. Next Meeting of Ad Hoc Committee -
11. Adjournment -

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AD HOC COMMITTEE – SYSTEM SCAN
OCTOBER 17, 2017**

TITLE: DRAFT TERMS OF REFERENCE



AD HOC COMMITTEE – SYSTEM SCAN OCTOBER 17, 2017

DRAFT TERMS OF REFERENCE

BACKGROUND INFORMATION

As an action to the System Priority 2017-2018, “Create opportunities for meaningful dialogue, feedback and input from students, parents, staff, pastors and the community”, an Ad Hoc Committee of the Board is to be established.

Name of the Committee

The name of the committee is the Ad Hoc Committee - System Scan.

Membership

The Ad Hoc Committee – System Scan of the Board will be comprised of Trustees of the Board with the Director of Education and designated staff as resources to the Ad Hoc Committee. Membership on the Ad Hoc Committee – System Scan is for one year.

Roles / Responsibilities

The Ad Hoc Committee will be Chaired by a Trustee and provide reports to the Board as required during the 2017-2018 school year.

Terms of Reference

The Terms of Reference for the Ad Hoc Committee – System Scan are:

1. To recommend to the Board, through a Request for Proposal process, a qualified third party provider to design, deliver and analyze the results of an independent System Scan with the objective of engaging students, staff, parents, pastors and the community in building bridges to walk forward together as a Catholic community.
2. To participate in the design of the Request for Proposal criteria, timelines and selection process with a RFP recommendation to the Board for consideration.
3. To participate in the Request for Proposal selection process of an experienced third party provider who will design, deliver and analyze both qualitative and quantitative results of a system scan using leading practices and ensuring privacy and data protection protocols.
4. To participate in dialogue with the Board selected provider in the design of the system scan to be recommended to the Board for consideration.
5. To recommend to the Board the allocation of resources to action the system scan.

6. To present an Ad Hoc Committee – System Scan Report to the Board on the final report and analysis of the system scan by the third party provider to inform the design of future System Priorities and the Strategic Plan of the Board beyond 2020.

DRAFT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AD HOC COMMITTEE – SYSTEM SCAN
OCTOBER 17, 2017**

TITLE: DRAFT REQUEST FOR PROPOSAL



Niagara Catholic District School Board
427 Rice Road,
Welland, ON L3C 7C1

REQUEST FOR PROPOSAL #T17-XXX

THIRD PARTY FACILITATED SYSTEM SCAN

October XX, 2017

The Niagara Catholic District School Board, hereafter referred to as NCDSB, is interested in receiving proposal submissions from your firm for a Third Party Facilitated System Scan.

Questions arising from this request must be directed in writing no later than November XX, 2017 to Mark Ferri, Administrator of Purchasing Services e-mail: mark.ferri@ncdsb.com

Proposals received after closing deadline will be returned to Bidder unopened. All documents requiring signature must be signed by authorized representative of the Bidding firm where indicated and submitted with your Submission. One (1) original signed and ten (10) copies of all documents requiring completion must be submitted with your proposal.

PROPOSALS ARE TO BE RETURNED TO:
Mark Ferri – Administrator of Purchasing Services
Niagara Catholic District School Board
427 Rice Road,
Welland, ON L3C 7C1

CLOSING DATE AND TIME: Thursday December XX, 2017, on or before 2:00 p.m. E.D.S.T.

IMPORTANT: SEALED PROPOSALS MUST BE RETURNED IN AN ENVELOPE MARKED "REQUEST FOR PROPOSAL # T17-XXX AND COMPANY NAME AND ADDRESS CLEARLY SHOWN ON THE ENVELOPE.



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GENERAL INSTRUCTIONS TO BIDDERS

The Niagara Catholic District School Board (hereafter referred to as the Board) is interested in obtaining Proposals for a service provider for a System Scan. This service will include: _____

1.0 SUBMISSION OF Proposal

- 1.1. Proposals must be received prior to the closing date and time on the proposal form provided
- 1.2 One (1) original and ten (10) copies of the Proposal are to be submitted.
- 1.3 Proposals shall be submitted in a sealed envelope, marked with the Proposal number and the title of the Proposal, and addressed and delivered to the Niagara Catholic District School Board, Purchasing Department, 427 Rice Rd. Welland, Ontario, L3C 7C1.
- 1.4 Proposals submitted by fax will not be accepted.
- 1.5 It is the sole responsibility of each Bidder to make sure that its Proposal is delivered and accepted at the correct address no later than the closing date and time for the Proposal. Proposals shall be deemed to have been submitted only when actually marked as received at the Board offices. Proposals received after the specified closing date and time will be returned unopened to the Bidder.

2.0 FORM OF PROPOSAL

- 2.1 Every proposal shall be submitted on the enclosed Form of Proposal, and shall be completed without interlineations, alteration or erasure of or with respect to any pre-printed text provided by the Board. The Board reserves the right to reject any proposal where the pre-printed text has been altered.
- 2.2 Proposal submissions shall bear the original signature of the Bidder (or, in the case of a Proposal submitted by a corporation, an authorized signing officer of the corporation), inscribed in the space provided.
- 2.3 All blank spaces provided on the Form of Proposal shall be filled in including alternate, separate, and additional or unit prices.



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3.0 PRICES

- 3.1 The lowest or any Proposal may not necessarily be accepted due to Board requirements and/or budget considerations.
- 3.2 In addition to considering proposal prices when evaluating Proposals, awarding the contract, the Board will exercise reasonable judgment with respect to its decision using selection criteria. **In addition to the information requested on the Form of Proposal, it is the Bidders' responsibility to provide information with the Proposal to allow the NCDSB to consider the criteria below.**

A	Experience <ul style="list-style-type: none"> • Background in conducting and analyzing surveys • Qualifications and training of team, including any certificates • Designated contact person 	10 %
B	Proposed Plan to meet Terms of Reference <ul style="list-style-type: none"> • Quality of proposed implementation plan • Timelines for plan completion 	15 %
C	Approach <ul style="list-style-type: none"> • Qualitative and Quantitative • Methodology • Security 	25 %
D	Deliverables <ul style="list-style-type: none"> • Analytics • Quality and diversity of final report 	25 %
E	Pricing <ul style="list-style-type: none"> • Value for financial resources allocated to system scan • Price point for project 	25 %
	References (pass/fail)	
	Total	100 %

- 3.3. The Board has weighted the above evaluation criteria in order to provide a fair assessment. All of the above criteria are important to this Board, therefore, the Board reserves the right to disqualify a Bidder/proposal should any of the evaluation criteria A to F be rated poorly (less than 50%).



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- 3.4 The Board reserves the right to correct a patent computational or other mathematical error evident on the face of the proposal; however, unit prices will not be adjusted.
- 3.5 Prices quoted must be expressed in accordance with our specified unit of measure.
- 3.6 All prices to be tendered in Canadian Funds, FOB Destination. HST will be extra and **should not** be included in proposal prices.

4.0 CONFIDENTIALITY

- 4.1 It is the Board practice to publish the name of the successful Bidder(s) and the total contract price. The Board shall make every effort to safeguard the confidentiality of other information included in each submission, however all submissions are subject to the provisions of the *Municipal Freedom of Information and Privacy Act* and the *Personal Information Protection and Electronic Documents Act*.

5.0 CONFLICT OF INTEREST

- 5.1 No employee of the Board shall personally sell goods or services to the Board, nor have a direct or indirect interest in a company that sells goods or services to the Board. The Board may reject any Proposal submitted, or cancel any contract awarded, in contravention of this requirement.

6.0 WITHDRAWAL OF PROPOSALS BY BIDDER

- 6.1 A Bidder may withdraw a Proposal at any time prior to the closing date and time for the Proposal by delivering a written request to that effect to the address specified for the deposit of proposals, but no such request received after that closing date and time shall be effective. A withdrawal request shall be effective only where made in writing, on company letterhead, and actually received by the Purchasing Services Department. A faxed withdrawal may be accepted where its authenticity appears genuine in the absolute discretion of the Administrator of Purchasing Services.
- 6.2 A Bidder who withdraws a Proposal prior to the closing time and date for the submission of Proposals may submit a revised Proposal at any time prior to that closing date and time, but otherwise no amendment may be made to a Proposal after it has been submitted, and in particular no amendment may be made to a Proposal orally, or by fax, email, or otherwise than by a sealed document. However, if more than one



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proposal has been inadvertently submitted prior to the official closing date and time, the last submission received shall supersede and invalidate all those previously submitted by that Bidder.

7.0 PROPOSALS OPEN FOR ACCEPTANCE

- 7.1 A proposal shall be irrevocable (i.e. open for acceptance by the Board) for a period of 90 days following the closing date.
- 7.2 The issue of a Purchase Order by the Board gives rise to a Contract between the Board and the successful Bidder in accordance with the terms and conditions set out in these Instructions, the Specifications, any applicable Addenda and any other related documents.

8.0 INTERPRETATION, CLARRIFICATION AND ADDENDA

- 8.1 The Board reserves the right at any time prior to the closing time,
 - to withdraw or cancel the Proposal
 - to extend the time for the submission of Proposals; or
 - to modify these Instructions, the Form of Proposal, the Specifications, or the Description of the Project, Work or Supply by the publication of an Addendum or other notice, and the Board shall not be liable for any expense, cost, loss or damage incurred or suffered by any Bidder (or any other person) as a result of its so doing.
- 8.2 All Addenda will be posted on the Biddingo website. It is the responsibility of the Bidder to check for Addenda at Biddingo.com
- 8.3 All Addenda issued shall become part of the Contract Documents and will be considered in determining the proposal prices.
- 8.4 It is the responsibility of the Bidder to seek clarification of any matter that they consider unclear before submitting a Proposal. Any request for clarification of these Instructions, the Form of Proposal, the Description of the Project, Work or Supply, or any of the Contract Documents considered to be material shall be submitted in writing prior to Thursday November XX, 2017 – 2:00 p.m. All Questions will be answered and posted to the Biddingo website by November XX, 2017. This shall allow sufficient time for written clarification to be issued by the Board should it be considered necessary.



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- 8.5 All communication between a Bidder and the Board shall be in writing and be directed to the designated representative the Proposal cover page (including requests for information, instructions or clarification). Written answers or clarifications shall be shared with all Bidders and issued in the form of an Addendum. The Board shall not be bound by any oral instruction, amendment, clarification, information, advice or suggestion from any member of the Board's staff or Consultant to the Board.
- 8.6 Where a Proposal has been received by the Board prior to the publication of an Addendum or notice, the Board shall allow the Bidder concerned to submit a revised Proposal prior to the closing date and time or to send a written acknowledgment (which may be faxed) that the original Proposal shall stand.

9.0 CONDITIONS OF PROPOSAL

- 9.1 The contract will be awarded for the initial period commencing on or about February XX, 2018 and will continue until XXX XX, 2018 and will be considered firm for this period. Consideration will be given to renew the existing contract, upon the mutual agreement of the Board and the successful Bidder for up to four (4) additional one-year periods. Approval of the further term(s) will depend on the satisfactory performance and price increase (if any). In any year where a price adjustment is contemplated, the adjustment will not exceed the average annual increase in the Consumer Price Index for Ontario, as published by Statistics Canada over the 12-month period immediately preceding the date of renewal.
- 9.2 Proposal Timelines:

Board Approval of Terms of Reference	October 24, 2017
Issue Request for Proposal	October 25, 2017
Questions in Writing	XXXX XX, XXXX
Response to Submitted Questions	XXXX XX, XXXX
Proposal Due Date	XXXX XX, XXXX
Vendor Presentations	January XX, 2018
Award of RFP	February XX, 2018
- 9.3 The Board reserves the right to award this contract to a Sole Bidder. However, if it is in the best interest of the Board, it may be awarded to one or more Bidders.
- 9.4 Where in the view of the Board, an insufficient number of proposals have been received; the Board may cancel and re-issue the Proposal (on the same or revised terms from the original request).



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- 9.5 Where the contract is awarded to the highest ranked qualifying Bidder, the Board may negotiate amendments to the contract or to the work to be done or services or materials to be supplied under the contract and no other Bidder shall have any right to object that its Proposal would have been ranked higher had the negotiated amendments been included in the original Request for Proposal or Proposal Notice.
- 9.6 Regardless if a Proposal otherwise satisfies the requirements of the Proposal, the NCDSB reserves the right to reject any proposal received from a person or agency that:
 - I. is or has been involved in litigation with the Board, within the five year period preceding the date of the proposal
 - II. the Board has made a claim under a bid bond, a performance bond or a warranty bond within a five-year period preceding the date of the proposal; in the opinion of the Board or its legal advisors, does not possess the experience, or financial, technical, personnel or other resources that may reasonably be expected to be necessary in order to carry out the obligations that the Bidder proposes to assume under the terms or its proposal
- 9.7 There is no guarantee of volume of work under this proposal.
- 9.8 Bidders submitting proposals shall be actively engaged and thoroughly experienced in the lines of work required and shall be able to refer to previous work of a similar nature satisfactorily performed by them. The contractor shall carry out all work and perform all of its obligations in a good professional manner, according to the best standards of practice of the industry, profession or trade in which the contractor carries on business (including any applicable standards of professional conduct).
- 9.9 The contractor shall employ properly qualified and experienced workers to carry out all work required in connection with the Contract. The contractor shall neither bring onto nor allow the introduction or use of tobacco, alcohol or illegal narcotics or controlled substances upon any Board property.
- 9.10 The contractor shall use only new, first class materials, and shall cause their suppliers to do the same. The contractor shall correct or replace any defective work or material at its own expense, upon the direction of the Board. Where the Bidder refuses or neglects to remove any defective work or material supplied by it in accordance with a written notice by the Board, such work or material may be removed by order of the Board at the Bidders expense. The Board reserves the right to deduct the cost and expense of such removal from any moneys due to or that become due to the contractor on any account.



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- 9.11 The Bidder shall have an adequate work force with proper equipment in good working condition, and shall have ready access to all materials, equipment and accessories required to perform its obligations under the contract.
- 9.12 Three (3) References, with one from a School Board or Education Institute **must** accompany this proposal. Only the references from the best ranked Bidder(s) shall be checked. If the references do not indicate performance satisfactory to the NCDSB, the Bidder will not be considered.
- 9.13 All electrical equipment must be approved by agencies recognized by the Electrical Safety Authority of Ontario and must be labeled accordingly. The Board reserves the right to refuse delivery of or return any equipment received without a recognized certification sticker affixed.
- 9.14 Electrical Under Voltage Protection – All electrically operated equipment shall be supplied with electrical controls that meet the requirements of the Ontario Electrical Safety code, Section 20-400. This equipment shall not automatically restart following a power outage. Suppliers of new equipment may be asked to confirm in writing that they comply with the above requirements.
- 9.15 Original invoice covering services performed should be mailed to:

Accounts Payable Department
Niagara Catholic District School Board
427 Rice Rd.
Welland, ON L3C 7C1

10.0 GUIDELINES REGARDING PROPOSAL IRREGULARITIES

- 10.1 Late proposals will not be accepted.
- 10.2 Proposals that are not completed in full, or are not typewritten, or in legible writing (in ink) may be rejected.
- 10.3 Partial proposals (i.e. a proposal for less than all of the items required to be included in a proposal) will be rejected, unless the proposal document specially permits partial proposals.



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- 10.4 The Board reserves the right to reject qualified or conditional proposals, i.e .proposals which are submitted subject to a caveat added to the Form of Proposal or under a covering letter or alterations to the Form of Proposal.
 - 10.5 Unsigned proposals will be rejected.
 - 10.6 Proposals not complying with these instructions, the Proposal Notice, and Addendum of the Specifications will be rejected.
 - 10.7 Proposals not completed on the proper form, or received on a Document other than the original document supplied by the Board, may be rejected by the Board at its discretion.
 - 10.8 The Board may at its discretion reject any proposal where the Form of Proposal or related document contains any erasure, change, over-writing, white-out, cross-out or strike out, where the same has not been initialed by the Bidder, or where (in absolute discretion of the Purchasing Administrator) the effect of that amendment is ambiguous or otherwise unclear.
 - 10.9 Where an Addendum is not acknowledged on the Form of Proposal, the Board may reject the Proposal where the Addendum has financial implications, unless it is clearly evident, in the absolute discretion of the Purchasing Administrator, that the Addendum has been factored into the prices quoted.
- 11.0 BRAND NAME**
- 11.1 Unless otherwise specified on the Form of Proposal, any reference to the trade name, brand name or catalogue number of a particular manufacturer shall be understood to have been made solely for the purpose of establishing and describing general performance and quality levels of the item to be supplied and shall not be construed to restrict Bidders to that manufacturer.
 - 11.2 Despite subsection 11.1, if an item is other than the one specified in this proposal, it is the Bidder's responsibility to demonstrate that the product proposed meets the specifications, and the Bidder shall submit brochures and samples upon request and provide full specifications in detail on the item(s) proposed. The Board shall be the sole judge (in its absolute discretion) as to whether an item proposed meets its specifications.



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12.0 NON PERFORMANCE / CANCELLATION OF CONTRACT

- 12.1 Where at any time the quality of the goods or service supplied by the successful Bidder is not of a satisfactory standard, the Board may issue a verbal warning outlining the deficiency in supply or other aspects of performance and requiring the successful Bidder to correct those deficiencies within such period of time as stated. If the deficiency is not corrected within the time specified, or having been corrected, there is a further instance of deficient performance, the Board may issue a written notice to the successful Bidder, identifying the deficiency in performance and setting a final date or time period for its correction, and advising that if corrective steps are not taken by that date or within that time, the Board may terminate the contract and take corrective action itself.
- 12.2 The Board reserves the right to terminate any contract on thirty (30) days written notice. The supplier may also cancel this contract on thirty (30) days written notice to the Board.

13.0 LIABILITY

- 13.1 The successful Bidder shall provide and maintain, during the term Of the Contact, Commercial General Liability Insurance acceptable To the NCDSB and subject to limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.
- 13.2 The successful Bidder, his agent, all workers and persons employed by him, or under his control, will use due care that no person or persons are injured and that no property is damaged in the execution of the work and the successful Bidder will be solely responsible for all damages to person or property, including theft, whether the property is owned by the Board or any of its employees.

14.0 ANTI LOBBYING RESTRICTIONS AND REQUIRED DISCLOSURE

- 14.1 Bidders, their company staff members, or anyone involved in preparing their proposal submission must not engage in any form of political or other lobbying whatsoever with respect to this project or seek to influence the outcome of the proposal and subsequent procurement process. This anti-lobbying restriction extends to all Board staff and elected trustee members of the Board.



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- 14.2 In the event of any such lobbying, the Board may reject any proposal submission by that Bidder without further consideration and terminate that Bidder's right to continue in the proposal and any subsequent procurement process. All correspondence or contract by interested parties with Board must be directly and only with the Board contact person identified in the quotation document. It should be duly noted by all Bidders that this anti-lobbying restriction extends from the release date of this quotation through to the date and time when the Board formally awards the contract by purchase order or other means. Any lobbying undertaken during this time frame by any Bidder or the Bidder's company staff members, or anyone involved with their quotation submission may result in immediate disqualification from the process. This anti-lobbying restriction is not meant to affect the day-to-day operations of the Board, its staff and the elected trustees of the Board that may necessarily include contact with potential proponents to this Proposal regarding other business.
- 14.3 This section shall not be intended to disallow any meetings, interviews, or clarifications requested or authorized by the Board, its authorized staff, the Board's representative for this work or their authorized designates.

15.0 ENVIRONMENTAL CONSIDERTIONS

- 15.1 The NCDSB encourages vendors to minimize the amount of packaging used for transporting materials to our facilities and to reduce multiple layers of packaging whenever product integrity will not be threatened. The Board also requests that vendors use "green" packaging made with recycled content materials and/or materials which are recyclable or biodegradable.
- The NCDSB expects responsible vendors to do their part in helping to reduce the volume of materials that get sent to landfills and reduce the environmental impact associated with packaging materials.

16.0 PRESENTATIONS

- 16.1 Upon review of the proposals the evaluating committee may request the short-listed proponents to make a presentation to the committee in order to clarify or verify the proposal and to develop a comprehensive assessment of the proposal. Presentations are at the option of the Board and may not necessarily be conducted. Proponents are therefore encouraged to present as complete a proposal as possible initially. If



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deemed necessary, proponents will be contacted to schedule a specific date and time for a presentation.

17.0 ACCESSIBILITY

- 17.1 The Successful Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations there under with regard to the provision of its goods or service to persons with disabilities. The Successful Bidder acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or Service through its procurement process, consider the accessibility for persons with disabilities to such goods or Service. This legislation can be accessed through the following link to the Government of Ontario's website:
http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/understanding_accessibility/aoda.aspx

18.0 FORMATION OF AN AGREEMENT

- 18.1 The Successful Bidder(s) will be required to enter into an "Agreement" a sample of which is appended, within thirty (30) days of selection for the provision of these services. If a selected Bidder fails to execute the Agreement within thirty (30) days of selection, the Board may in its sole and absolute discretion and without incurring any liability, rescind the selection of that Bidder.



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FORM OF PROPOSAL

Request for Proposal #T17-XXX

SYSTEM SURVEY

By signing below, I/We acknowledge that I/we have read and accept the terms and conditions of this Proposal document. I/We have the authority to bind the organization.

I/WE acknowledge that I/We have received addenda numbered _____ to _____ and the price(s) quoted incorporate such addenda.

Signature: _____

Printed Name: _____

Company Name: _____

Address: _____

City: _____ **Postal Code:** _____

Phone: _____ **Fax:** _____

Email: _____

Date: _____



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FORM OF PROPOSAL
REQUEST FOR PROPOSAL #T17-XXX

SYSTEM SCAN SCOPE OF WORK

This is where the specifics of the System Scan will be described, as provided by the Ad Hoc committee.

DRAFT



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PLEASE NOTE ONE (1) ORIGINAL AND TEN (10) COPIES OF YOUR PROPOSAL IS REQUIRED.

**FORM OR PROPOSAL
 REQUEST FOR PROPOSAL #T17-XXX
 SYSTEM SCAN**

REFERENCES

Three (3) References, with one from a School Board or Education Institute **must** accompany the proposal. Only the references from the highest ranked bidder(s) shall be checked.

REFERENCE 1

Company Name _____
 Contact Person _____ Title _____
 Address _____
 Telephone # _____
 Description of Service and Equipment Provided:

REFERENCE 2

Company Name _____
 Contact Person _____ Title _____
 Address _____
 Telephone # _____
 Description of Service and Equipment Provided:

REFERENCE 3

Company Name _____
 Contact Person _____ Title _____
 Address _____
 Telephone # _____
 Description of Service and Equipment Provided:

