



CHATHAM-KENT & LAMBTON ADMINISTRATIVE SCHOOL SERVICES

**REQUEST FOR PROPOSAL
FOR
STUDENT SCHOOL BUS SAFETY TRAINING**

RFP#: 2012-01- CLASS

ISSUE DATE: APRIL 30, 2012

DUE DATE: MAY 30, 2012 at 4:30:00 p.m., Local Time

Mailing Address:
Mr. Tony Prizio
Purchasing Department
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, ON
N8A 4C4

CLASS
Facsimile/e-mail submissions not accepted.

1.0 Introduction:

1.1 Background:

Chatham-Kent Lambton Administrative School Services (hereinafter referred to as "CLASS") was originally established in 1999 by signed agreement between the Lambton Kent District School Board (LKDSB) and the St. Clair Catholic District School Board (SCCDSB). On February 22, 2006 it was incorporated under the *Corporations Act* (Ontario). The vision was to establish an entity to assume shared business services for partner boards starting with student transportation. CLASS currently transports over 18,000 students daily on 316 vehicles, including buses, mini buses, vans and wheelchair accessible vehicles.

1.2 Objective:

It is the objective of CLASS to engage the services of a qualified and experienced firm that can provide customer-focused indoor student school bus safety training for approximately 11,500 LKDSB and SCCDSB elementary students including special needs students in a safe, efficient, consistent and reliable manner. CLASS is interested in working with a Proponent to provide exceptional service to all its stakeholders.

1.3 Scope of Services (trainers, Program content/refresh and delivery method)

The Proponent must outline in detail the messages to be conveyed, describe its age (Grade) appropriate program(s) and the Grade split(s) for its programming and the manner in which the information is conveyed, the date that the information was last updated and the program's refreshment cycle. The Proponent must limit their program description to three (3) sides of 8.5 x 11 inch sheet paper. Included must be the number of trainers and backup trainers, who they are (background information), qualifications and the program training provided to the training staff. The Proponent should identify audio – video aids, power point presentations, newsletters to schools and identify any adaptation for special needs students to be included in the execution of the training program.

For the purposes of this RFP process, CLASS has defined its programming service requirements should at a minimum include:

- Rules for boarding the bus safely
- Rules for riding the bus safely
- Rules for exiting the bus safely
- Rules for crossing in front of the bus
- Expected student behaviour
- Danger zones around the school bus
- School bus rear exit evacuation training

In addition, the successful Proponent will be required to arrange the times and locations for an actual rear exit evacuation drill to be coordinated with and conducted by the local school bus

operators who will provide the school buses and personnel at prearranged times and locations at each of their assigned schools.

The successful Proponent will be required to attend a local CLASS Joint Safety Committee meeting arranged by CLASS prior to the commencement of the school year to ensure that the indoor programming provided by the Proponent and the outdoor Bus Operator's on site representatives (safety personnel and/or trained school bus drivers) are consistent with each other's messaging.

CLASS will provide the Proponent with the attached **Appendix A**, outlining the number of students by Grade per school. School locations are available at:

<http://www.schoolbusinfo.com/schoolinfo.asp>

The successful Proponent will receive a list of the schools assigned to each Bus Operator and the operator contact information. The operator shall provide the practical rear exit evacuation drills.

CLASS may, at its discretion, require additional or substitute messaging in future years as deemed appropriate or required by third parties throughout the term of the contract. The proponent will facilitate these requests and must disclose in the submission proposal any fees they may charge related to these modifications or enhancements. These costs are to be detailed separately and excluded from the information to be provided on Appendix D – Cost Template.

Actual program must be between 30 and 45 minutes in length, scalable to school enrollment and effectively delivered to the varying grade groups.

2.0 Definitions and Information:

2.1 Definitions

The following words are used throughout this RFP and the Proponent should note these conditions when completing their submission proposal.

2.1.1 The word “MUST” shall mean a Proponent “must” include the required information in its submission proposal. Failure to include the required information will deem the submission noncompliant.

2.1.2 The word “SHOULD” shall mean a Proponent “should” include the required information in submission proposal.

2.1.3 The word “NONCOMPLIANT” shall mean the submission proposal will be eliminated from further evaluation if the submission does not include the required information.

2.1.4 The word “SUBCONTRACTOR” shall mean a person, firm or company hired by the Proponent to perform any portion or all of this submission proposal.

2.1.5 The word “QUALIFIED” shall mean a Proponent who is compliant and has included the required information in their submission proposal.

2.1.6 “PROPOSAL IRREGULARITY”: A deviation between the requirements (terms, conditions, specifications, special instructions) of a submission proposal for the purposes of this RFP; Proposal 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 CLASS.

2.1.7 “MAJOR IRREGULARITY”: A deviation from the submission proposal 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. CLASS will reject any submission proposal which contains a major irregularity.

2.1.8 “MINOR IRREGULARITY”: A deviation from the submission proposal 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. CLASS may permit the Proponent to correct a minor irregularity.

2.2 Structure of this RFP (Rules and Administration)

2.2.1 Instructions

Proposals are invited from suppliers of student school bus safety training to enter into an Agreement on an exclusive basis with CLASS to provide safety training to students. All Proposals must be completed in accordance with the terms of this RFP and must be delivered to the reception desk of the St. Clair Catholic District School Board in a sealed envelope or container, addressed to Tony Prizio, Procurement Specialist, as set out in **Section 2.3 – Submission Location and Deadline.**

2.2.2 RFP Documents

Proponents must promptly examine all RFP documents after receipt. Any errors, omissions or ambiguities discovered therein prior to the Submission Deadline should be reported to the person named in Section 2.5 – RFP Authority. Addenda will be posted on the <http://www.biddingo.com/> and <http://www.st-clair.net/> web sites. Clarifications or information provided orally by CLASS, or any other Person, in response to inquiries, are not binding on CLASS and must not be relied upon by any Proponent unless a confirming Addendum is issued.

2.2.3 Submission Envelopes

The submission proposal envelope must be labeled as follows:

From: Company Name and Address

To: Mr. Tony Prizio, Procurement Specialist
St Clair Catholic District School Board
420 Creek St.
Wallaceburg, ON, N8A 4C4

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Late proposals will be returned to the Proponent, unopened, if a return address is included on the submission envelope.

2.3 Submission Location and Deadline

Proposals must be received on or before 4:30:00 P.M. EST, local time ('local time' shall mean the time as measured by the tender clock maintained by the St. Clair Catholic District School Board), on May 30, 2012 (the "Submission Deadline") to the reception desk labeled as set out in Section 2.2.3 at the following address:

420 Creek Street,
Wallaceburg, Ontario
N8A 4C4

Proponents are solely responsible for the method and timing of delivery of their Proposals.

Late submissions will not be accepted and Proposals delivered to an address location other than specified above will not be accepted.

2.4 Important Dates

April 30, 2012	Issuing of RFP through http://www.biddingo.com/ and http://www.st-clair.net/
May 14, 2012 at 12:00:00 Noon EST	Deadline for questions regarding RFP
May 22, 2012 at 4:00:00 pm EST	Deadline for posting of Addenda without considering an extension of the Submission Deadline
May 30, 2012 at 4:30:00 pm EST	Deadline for submission of Proposals
May 31, 2012 to June 6, 2012	Evaluation, Clarification and Verification Period
June 7, 2012 to June 14, 2012	Successful Proponents Notified and Agreements Signed
June 15, 2012	Notification of Award

2.5 RFP Authority (Questions)

Proponents must direct all questions regarding the RFP via e-mail, to the RFP authority noted below, by May 14, 2012 at 12:00:00 Noon EST:

Mr. Tony Prizio
Procurement Specialist
St Clair Catholic District School Board
tony.prizio@st-clair.net

Questions received after the above date as detailed in Section 2.4 will not be considered and will not be answered. All written questions will be reviewed by CLASS, and if CLASS determines that an answer is warranted, all questions and answers will be included in an Addendum.

The Proponent submitting the question will not be identified. In setting out the questions and providing responses, CLASS may answer similar questions from different Proponents only once, edit the questions for purposes of clarity, and may ignore questions or requests for clarification that are obscure, ambiguous or unclear. Any interpretation, addition, deletion, correction, change or alteration to the RFP will be made by Addendum (as provided in Section 2.5.1 - Addenda).

CLASS will not be responsible for, and will not be bound by, interpretations, instructions, additions, clarifications, deletions, corrections, changes, alterations or amendments communicated orally, or in any manner other than by written Addenda.

2.5.1 Addenda

Proponents may be advised in writing by Addenda of required interpretation of, additions to, deletions from, corrections to, changes to, or alterations to requirements of this RFP.

All Addenda shall become an integral part of the RFP and shall be allowed for and taken into account in arriving at the Contract Prices.

All Addenda will be posted to <http://www.biddingo.com/> and <http://www.st-clair.net/>. Before submitting its Proposal, each Proponent shall be responsible for verifying that it has reviewed all Addenda that have been issued.

All Addenda will be posted at least seven (7) days prior to the closing date. If an addendum is posted within seven (7) days of the closing date, the closing date will be extended accordingly.

CLASS will not post addenda after twelve (12:00:00) NOON EST on May 22, 2012 without considering an extension of the Submission Deadline.

3.0 Submission

Proposals are invited from suppliers of student school bus safety training in accordance with the terms and conditions listed in this RFP, including attached Appendices.

3.1 Contract Term

CLASS intends to secure a 3 (three) year contract with a single Proponent for the provision of annual school bus safety training for all of its elementary students including students with special needs. The purpose of contracting with one sole Proponent is to ensure that students throughout our system are provided with clear, consistent and appropriate messaging as approved by CLASS.

3.2 Option to Renew

CLASS retains the option to renew this Agreement, at its sole discretion, for each of the 2015-2016 and 2016-2017 school years. CLASS' written notice to exercise its options to renew will be given to the Proponent no later than March 15 of the current calendar year in which the option is to be exercised.

3.3 Pricing

Cost of the submission proposal must be provided as outlined in Appendix D – Cost Template. A total price must be provided per school based on the cost per session and the number of sessions for each of the junior and senior programs to calculate the annual cost for the entire program for each year. All additional costs incurred by the Proponent, except those specifically excluded from this analysis per Section 1.3, must be built into the rates applied to the submission proposal. No other or additional costs or fee structures will be accepted.

3.4 Invoicing

All successful Proponent invoices must be sent to Chatham-Kent Lambton Administrative School Services (CLASS), 600 Gillard Street, Wallaceburg, N8A 4X1.

Applicable taxes must be shown as separate line items on all invoices.

Proponents should indicate any specific payment terms. It is generally expected that payment will be made within 45 days of receipt of invoice.

4.0 Specifications/Requirements

4.1 Quality

In addition to price, quality and suitability to schools will be among the first considerations. Delivery lead times, service, performance record and the value of the overall award will be also taken into consideration when awarding this contract.

Any material, equipment, service or work ordered which, in the opinion of CLASS does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or demo quality at the expense of the successful Proponent.

The successful Proponent must carry out all work to the satisfaction of CLASS. All work is to be performed by appropriately trained staff.

The Proponent must provide a detailed written submission outlining its programming by Grade group(s) including the minimum requirements as outlined in Section 1.3 Scope of Services in this RFP.

Creative program delivery methods should be employed and components should clearly demonstrate the safety messages of the program. Components and delivery methods should evolve during the term of the contract to provide a diverse program and encourage an eager and inquisitive student audience.

The Proponent is invited to provide any additional information that may aid the Proponent in the selection process.

Proponents may be required to provide a sample live demonstration at a school site or an acceptable recorded audio/video presentation during the selection process. The acceptability of the recording will be at the sole discretion of CLASS.

4.2 Quantity

The Proponent must provide an outline that will identify the proposed scheduling of the school sites and the expected time duration for the sessions and the time required to complete the student school bus safety training at all elementary schools. Proposed scheduling must be within a window of mid September to the end of November. It is understood that final scheduling will be based on school confirmation of availability.

4.3 Illustrative Literature

Proponents must provide samples to CLASS of literature or hand-outs that it intends to use included in this submission. Proponents are required to provide samples for approval for any changes to literature throughout the term of the contract prior the implementation of these changes.

5.0 Terms and Conditions:

5.1 General Terms and Conditions

5.1.1 The issuance of this call for proposals shall not constitute any obligation on the part CLASS to any Proponent or individual who submits a proposal.

5.1.2 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 RFP and any dispute arising out of the issuance of and response to this RFP.

5.1.3 CLASS reserves the right to withdraw the award of the contract to a successful Proponent within 30 days of the award if in the opinion of CLASS the successful Proponent is unable or unwilling to enter into a form of contract satisfactory to CLASS. CLASS shall be entitled to do so without any liability being incurred by CLASS to the Proponent.

5.1.4 The lowest cost or any submission proposal may not necessarily be accepted. CLASS reserves the right to decline any or all submission proposals, or to cancel the RFP in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by CLASS to any Proponent for any expense, cost, loss or damage incurred or suffered by the Proponent as a result of such withdrawal.

5.1.5 All of the terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated into the Proponent's submission proposal. It is CLASS' intention that the Terms and Conditions stated in this RFP and the successful Proponent's response to this RFP will form the contract between CLASS and the successful Proponent. Any conflict in the wording of the Proponent's invoice and/or sales agreement and the wording of the terms and conditions of the RFP shall be resolved in favour of CLASS and shall be deemed to be incorporated into the Proponent's invoice and/or sales agreement.

5.1.6 The successful Proponent must not at any time subcontract any portion of its contract with CLASS nor shall it assign the contract without the express written permission of CLASS prior to doing so. The successful Proponent must not, at any time, change subcontractors approved by CLASS without the express written permission of CLASS.

5.1.7 While CLASS has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by CLASS, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve Proponents from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

5.1.8 CLASS may accept or waive a minor irregularity, or where practical to do so CLASS may as a condition of Proposal acceptance request a Proponent to correct a minor irregularity with no change in proposed price. A major irregularity will include items of non-compliance on any submission proposal which do not strictly comply with the provisions, procedures and requirements of this RFP, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, and may be rejected and disqualified at the discretion of CLASS. 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 that shall be allowed, in any way to change the pricing or other cost quotations originally given in its submission proposal or in any way materially alter or add to the solution originally proposed.

5.1.9 The successful Proponent will reimburse CLASS for any damages through negligence or willful acts of any of the successful Proponent's employees or contracted staff.

5.1 Training Staff and Tools

The Proponent must provide qualified training staff that has been required to provide an annual vulnerable sector screening check and wear photo ID while working at our schools.

The Proponent must provide adequate and applicable tools to enable training staff to clearly demonstrate the safety messages of the program. Tools include any equipment or apparatus required to deliver the program.

5.2 Program Evaluation Process

The Proponent must provide a program evaluation form to schools that will be used to provide program feedback to CLASS. A sample of this evaluation must be included with the RFP submission.

5.3 Liability Insurance

Each submission must confirm the ability to provide proof of liability insurance for a minimum of \$2 million with CLASS and each member Board listed as an additional insured. The certificate must be provided by the successful Proponent prior to the initial 2012-13 training session. Proof that this stipulation has been maintained throughout the duration of the contract must be provided to CLASS annually and prior to the expiration of the document on file.

5.4 References

A minimum of three (3) references as evidence of student school bus safety training experience must be included in the submission. Prior to providing its references, the Proponent must have secured approval from the minimum three references as they will be contacted. Contact names and telephone numbers must be included.

5.5 Right to Terminate and Termination of this Agreement

This Agreement may be terminated by mutual consent as agreed in writing, with (90) days notice by the Proponent and CLASS.

CLASS reserves the right to terminate this agreement or any portion with thirty (30) days' written notice for just cause after reasonable efforts have been exhausted to remedy outstanding issues as defined by CLASS.

5.6 Freedom of Information and Protection of Privacy Act

5.6.1 Proponents agree that all documentation and information contained in any submission proposal and any addendum that becomes the property of CLASS 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 submission proposal 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.

5.6.2 All Proponents agree not to disclose any information provided by CLASS in this RFP document to any third party without the prior written consent of CLASS.

5.7 Personal Information Protection and Electronic Documents

5.7.1 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 Proponent shall ensure PIPEDA compliance of:

5.7.1.1 All PIPEDA Protected Information the Proponent collects directly from the individual or indirectly from the Board or others

5.7.1.2 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,

5.7.1.3 All PIPEDA Protected Information the Proponent transfers or discloses to the Board

5.7.1.4 For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.

6.0 Award

6.1 Evaluation Process

6.1.1 An evaluation committee will be established to evaluate submission proposals.

6.1.2 All submissions/proposals will first be evaluated on their compliance with the following mandatory requirements of this RFP. Without these mandatory requirements no further evaluation will take place.

6.1.2.1 Mandatory Requirements

1	Provide an outline detailing the program and the trainers information, Section 1.3
2	Follow Submission and labeling requirements
3	Provide samples of literature or hand-outs

4	Provide a sample program evaluation form for schools
5	Provide a completed Signature page, Section 7.0
6	Provide a completed Appendix C with a minimum of three(3) references
7	Provide a completed Appendix D - Cost Template

6.1.3 All compliant submission proposals will be evaluated by the CLASS evaluation committee based on the evaluation criteria shown in **Appendix B – Evaluation Scoring**.

6.1.4 Evaluation criteria will be awarded points to a maximum as outlined in the column ‘**Weight**’ of **Appendix B – Evaluation Scoring**. Final points will be assigned to each proposal using the following formula: number of points times the lowest bid price divided by the proponents bid price = final points awarded.

6.1.5 Compliant Proponents may be requested to make a presentation of their proposal for clarification only. No alteration of submission proposals will be permitted. Notification will be given to qualified Proponents as to the time and place. The presentation will be provided at the expense of the Proponent.

6.1.6 Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.

6.1.7 The determination of equal quality will be based on our internal professional opinions.

6.1.8 In the event of a tie score, CLASS will resolve the tie by a draw. The names of the tie Proponents will be entered into the draw. All parties will have the option to have representation present when the draw takes place.

6.2 Award and Notification of Contract

6.2.1 The results of this RFP will be posted to the <http://www.biddingo.com/> and <http://www.st-clair.net/> web sites as soon as the successful Proponent has been determined.

6.3 Debriefing

6.3.1 Not later than 60 days following the notification date of the contract award in respect of the RFP, a Proponent may contact CLASS requesting a debriefing. CLASS shall conduct such debriefing in accordance with the requirements of the Ontario Supply Chain Guideline.

6.3.2 Any request that is not timely received will not be considered and the Proponent will be notified in writing accordingly.

6.3.3 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.

6.4 Proposal Protest Procedure

6.4.1 In the event that a Proponent wishes to review the decision of CLASS in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Proponent must submit a protest in writing to CLASS within 10 days from such a debriefing.

6.4.2 Any protest in writing that is not timely received will not be considered and the Proponent will be notified in writing.

6.4.3 A protest in writing must include the following:

6.4.3.1 A specific identification of the provision and/or procurement procedure that is alleged to have been breached;

6.4.3.2 A specific description of each act alleged to have breached the procurement process;

6.4.3.3 A precise statement of the relevant facts;

6.4.3.4 An identification of the issues to be resolved;

6.4.3.5 The Proponent's arguments and supporting documentation; and

6.4.3.6 The Proponent's requested remedy.

6.4.3.7 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 must continue performing its obligations during the resolution of any dispute.

7.0 Signature Page

7.1 This section must be completed, signed, and included with your submission for your proposal to be accepted.

7.2 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 submission proposal.

7.3 I/We the undersigned are duly authorized to execute this Submission Proposal on behalf of:

Name: _____

Title: _____

Signature: _____

7.4 State the legal entity that your organization operates under:

Proprietorship ___ Partnership ___ Corporation ___

7.5 If your organization is incorporated, Proponents must state the jurisdiction in which the

Corporation was originally incorporated in: _____

7.6 Name of each individual Partner or Correct Legal Name of Corporation:

7.7

E-MAIL ADDRESS:
ADDRESS:
INTERNET ADDRESS:
TELEPHONE NO.:
FAX NO.:
WSIB – CLEARANCE CERTIFICATE NUMBER

8.0 Appendices

Appendix A: The attached contains the number of students by grade and school. School site addresses are available at: <http://www.schoolbusinfo.com/schoolinfo.asp>.

Appendix B: Evaluator Scoring

Appendix C: References

Appendix D: Cost Template, RFP# 2012-01- CLASS, Student School Bus Safety Training

Appendix A: Elementary School Student List by Grade - 2011-2012*

School	Code	Grade										Grand Total
		01	02	03	04	05	06	07	08	JK	SK	
ST. ANNE (T)	SAT	33	35	33	35	28	33	46	49	34	32	358
A.A.WRIGHT	AAW	17	23	25	19	23	21	24	24	21	18	215
ABERARDER CENTRAL SCHOOL	ABE	9	18	16	18	17	17	20	14	16	11	156
BRIGHT'S GROVE SCHOOL	BGR	29	27	33	42	42	33	36	28	33	23	326
BOSANQUET CENTRAL SCHOOL	BOS	16	17	9	19	11	15	17	20	14	19	157
BRIGDEN PUBLIC SCHOOL	BRI	24	15	16	18	27	19	28	18	16	27	208
BROOKE CENTRAL SCHOOL	BRO	30	30	37	23	38	34	32	31	29	32	316
BRIDGEVIEW PUBLIC SCHOOL	BVI	23	15	13	14	18	15	13	24	15	20	170
CATHCART BOULEVARD P.S.	CAT	46	49	40	45	51	42	45	60	33	39	450
COLONEL CAMERON P.S.	COL	28	23	17	23	27	21	13	31	25	19	227
CONFEDERATION CENTRAL PS	CON	21	16	26	23	29	26	34	28	21	19	243
CHRIST THE KING	CTK	16	13	14	16	15	11	22	10	11	16	144
DRESDEN AREA CENTRAL	DAC	38	40	30	35	36	46	42	35	34	41	377
D.A. GORDON	DAG	13	23	25	22	15	20	17	25	11	20	191
DAWN-EUPHEMIA PUBLIC SCHOOL	DAW	7	15	13	7	16	16	16	20	18	12	140
EAST LAMBTON ELEMENTARY SCHOOL	ELP	25	20	20	22	28	24	18	20	17	13	207
ERROL VILLAGE SCHOOL	ERP	11	22	18	20	23	13	23	25	10	18	183
ERROL ROAD PUBLIC SCHOOL	ERR	32	32	26	40	36	44	35	39	39	41	364
GREGORY A. HOGAN SCHOOL	GAH	45	45	28	26	22	15	16	16	35	34	282
GREGORY DRIVE	GDP	33	26	23	14	29	27	36	37	20	19	264
GEORGES P. VANIER	GPS	20	19	25	24	27	30	37	14	21	21	238
GRAND BEND PUBLIC	GRA	15	22	29	12	14	16	18	15	14	23	178
GOOD SHEPHERD	GSH	8	10	15	17	17	23	16	21	7	7	141
HANNA MEMORIAL	HAN	27	24	18	25	29	29	28	22	17	16	235
HIGH PARK PUBLIC SCHOOL	HIG	53	45	50	38	41	30	26	31	44	59	417
ECOLE HILLCREST	HIL	39	28	30	11	11	16	6	6	35	6	188
HOLY FAMILY	HLF	25	32	20	22	27	22	27	24	24	25	248
HARWICH-RALEIGH	HRP	41	47	46	51	56	45	49	56	38	43	472
HOLY ROSARY SCHOOL	HRW	10	14	11	15	19	11	13	12	6	9	120
HOLY TRINITY SCHOOL	HTS	39	33	48	40	47	35	55	50	40	54	441
H.W. BURGESS	HWB	28	28	21	22	18	26	25	20	17	24	229

Appendix A: Elementary School Student List by Grade - 2011-2012*

School	Code	Grade										Grand Total
		01	02	03	04	05	06	07	08	JK	SK	
INDIAN CREEK ROAD PUBLIC	ICP	41	45	51	36	53	58	55	71	32	37	479
JOHN N. GIVEN	JNG	22	24	22	27	15	13	53	48	16	22	262
MONSIGNOR UYEN	JUY	12	9	40	33	37	40	45	41	6	8	271
KING GEORGE (C)	KGV	36	39	24	34	24	25	29	31	20	25	287
KINNWOOD CENTRAL	KIN	28	24	33	27	33	26	26	28	23	22	270
KING GEORGE VI (S)	KVI	24	32	32	29	38	31	30	35	30	25	306
LAKEROAD PUBLIC	LAK	10	20	9	17	19	27	21	23	21	19	186
LAMBTON CENTENNIAL P.S.	LAM	22	16	30	24	31	27	27	24	18	19	238
LANSDOWNE PUBLIC SCHOOL	LAN	36	33	36	32	28	25	35	37	29	36	327
LONDON ROAD SCHOOL	LON	13	14	20	21	23	18	18	24	11	28	190
MERLIN AREA	MAP	18	21	12	21	22	14	20	22	25	22	197
MOORETOWN - COURTRIGHT P.S.	MOO	9	13	7	13	9	14	20	16	14	12	127
MCNAUGHTON AVE. SCHOOL	MPS	65	69	72	50	69	57	45	55	78	90	650
NAHII RIDGE PUBLIC SCHOOL	NRP	20	37	38	37	57	50	0	0	16	30	285
OUR LADY OF FATIMA	OLF	63	45	31	32	29	38	44	35	50	50	417
ST. PETER CANISIUS SCHOOL	PCA	18	15	19	17	27	23	23	23	13	26	204
P.E. MCGIBBON	PEM	49	45	34	35	41	34	43	52	53	58	444
QUEEN ELIZABETH II, (P)	QEP	11	8	9	33	31	40	50	51	9	10	252
QUEEN ELIZABETH II (S)	QES	49	46	32	32	35	26	36	32	24	36	348
QUEEN ELIZABETH II (C)	QUE	33	39	33	34	35	23	29	39	21	33	319
RIVERVIEW CENTRAL SCHOOL	RIV	14	25	19	20	21	18	20	26	15	19	197
RIDGETOWN JUNIOR HIGH SCHOOL	RJH	0	0	0	0	0	0	44	41	0	0	85
ROSEDALE PUBLIC SCHOOL	ROS	30	40	44	41	35	62	36	43	30	41	402
ST. AGNES	SAG	22	19	22	12	15	14	12	13	14	20	163
ST. ANNE (S)	SAN	29	31	30	33	22	50	46	34	30	32	337
SACRED HEART (PL)	SHP	8	8	12	9	17	12	15	14	7	15	117
SACRED HEART (S)	SHS	27	20	29	29	33	32	35	22	25	24	276
SIR JOHN MOORE	SIR	40	45	51	35	40	39	49	48	28	42	417
ST. JOSEPH (C)	SJC	33	32	35	31	29	21	37	36	28	31	313
ST. JOHN FISHER	SJF	22	31	26	33	33	36	26	37	15	28	287
ST. JOSEPH (K)	SJK	16	15	16	15	12	17	12	19	8	23	153
ST. JOSEPH (T)	SJT	25	23	23	21	18	17	38	37	13	15	230
ST. MICHAEL (BR)	SMB	12	27	15	24	35	23	27	30	9	12	214

Appendix A: Elementary School Student List by Grade - 2011-2012*

School	Code	Grade										Grand Total
		01	02	03	04	05	06	07	08	JK	SK	
ST. MICHAEL - (R)	SMI	21	20	21	22	29	24	29	34	19	17	236
SOUTH PLYMPTON CENTRAL SCHOOL	SPC	28	30	18	0	0	0	0	0	19	23	118
ST. ELIZABETH	STE	18	23	23	19	20	22	20	23	19	20	207
ST. MATTHEW	STM	32	42	37	52	34	41	37	50	14	32	371
ST. PHILIP SCHOOL	STP	19	20	25	19	20	12	22	19	17	23	196
ST. URSULA	STU	22	33	28	33	28	39	36	44	21	25	309
ST. VINCENT	STV	21	21	24	17	22	21	14	28	19	15	202
THAMESVILLE AREA CENTRAL	TAC	14	15	15	18	21	18	10	19	7	16	153
TILBURY AREA PUBLIC	TAP	37	44	47	36	39	36	40	38	42	34	393
TECUMSEH PUBLIC SCHOOL	TPS	37	33	34	41	39	33	34	40	31	35	357
VICTOR LAURISTON SCHOOL	VLP	37	38	37	38	41	41	37	38	27	42	376
WHEATLEY AREA SCHOOL	WAP	17	24	25	29	34	41	34	37	20	16	277
WINSTON CHURCHILL SCHOOL	WCS	30	41	28	28	26	35	25	26	22	28	289
W.J. BAIRD SCHOOL	WJB	20	22	17	33	17	23	22	34	23	22	233
WYOMING PUBLIC SCHOOL	WYO	1	2		26	32	28	28	32			149
ZONE TWP. CENTRAL	ZTC	9	17	13	17	22	20	22	18	14	16	168
	Total	2021	2141	2073	2073	2227	2159	2289	2392	1760	2034	21169

* data as at October 31, 2011

Complete school addresses available at: <http://www.schoolbusinfo.com/schoolinfo.asp>

Appendix B: Evaluation Scoring

RFP# 2012-01-CLASS, Student School Bus Safety Training	Evaluator: (Print Name)
Full Legal Name of Proponent:	Title:
Date of evaluation:	Signature:
Proposal meets all key criteria? (Yes/No):	

Every section MUST be filled out by Evaluators including qualitative comments to support ALL scoring.

Item	Rated Criteria		Weight	Evaluator's Score	STRENGTHS	Page #	WEAKNESSES
(a)	Organizational Stability –Years in business, Permanent base of operations		5 points				
(b)	Personnel - Company hiring procedure, Vulnerable Sector Search		10 points				
(c)	Safety Standards, WSIB Rating, Vulnerable Sector Screening		10 points				
	Proponent Total Score – General	X points	25 points				
(d)	Product – Description of Program and Trainer information/Service – length of program /		10 points				
(e)	Quality – Demonstration and/or Video Provided Handout samples / Adequate tools		10 points				
(f)	Delivery Time/Availability – School Scheduling and Completion date Sample program evaluation for schools		5 points				
	Proponent Total Score –Specifications, Training	X points	25 points				
(g)	Service/Support – staff backup		10 points				
(h)	RFP Submission in accordance with terms, delivery requirements, labeling /complete Signature page		10 points				
(i)	Insurance – Certificate available / Liability coverage		5 points				
	Proponent Total Score – Service, Support, Warranty	X points	25 points				

Appendix B: Evaluation Scoring

Item	Rated Criteria		Weight	Evaluator's Score	STRENGTHS	Page #	WEAKNESSES
(j)	Experience – Staff retention, Company background,		10 points				
(k)	Qualifications - Training provided to trainers		5 points				
(l)	References – Consortia/School Boards and contact information		10 points				
	Proponent Total Score – Experience and Qualifications	X points	25 points				
(m)	Price and Use of template		25 points				
	Proponent Total Score – Price	X points	25 points				
	Total Cost of Ownership***						
	Proponent Total Score	X points					

***Scoring the Rate Bid Form or Pricing

The Rate Bid Form or Pricing must be evaluated after the completion of the Rated Criteria.

The Team Lead will conduct this part of the Evaluation Process.

Final points will be assigned to each proposal using the following formula:

X points x $\frac{\text{lowest bid price}}{\text{proponents bid price}}$ = points awarded

For example, if the lowest proposal "A" is \$2 and proposal "B" is \$4, proposal "A" will receive 100% of the available 40 points, and proposal "B" will receive $40 \times \frac{2}{4} = 20$ points.

APPENDIX C:

CUSTOMER REFERENCE SHEET

Proponents are to provide at least three (3) references. CLASS prefers a reference from a current customer from a Consortium and/or School Board other than CLASS or its Member School Boards.

Reference # 1	
Company	
Address	
Contact	
Title	
Contact Telephone	
Years of Service	

Reference # 2	
Company	
Address	
Contact	
Title	
Contact Telephone	
Years of Service	

Reference # 3	
Company	
Address	
Contact	
Title	
Contact Telephone	
Years of Service	

APPENDIX D – Cost Template, RFP# 2012-01-CLASS, Student School Bus Safety Training

Company Name: _____ **School Year:** _____

Cost per Junior Session \$ _____ **Cost per Senior Session \$** _____

School	Code	# of Junior Sessions	# of Senior Sessions	Cost per School
ST. ANNE (T)	SAT			
A.A.WRIGHT	AAW			
ABERARDER CENTRAL SCHOOL	ABE			
BRIGHT'S GROVE SCHOOL	BGR			
BOSANQUET CENTRAL SCHOOL	BOS			
BRIGDEN PUBLIC SCHOOL	BRI			
BROOKE CENTRAL SCHOOL	BRO			
BRIDGEVIEW PUBLIC SCHOOL	BVI			
CATHCART BOULEVARD P.S.	CAT			
COLONEL CAMERON P.S.	COL			
CONFEDERATION CENTRAL PS	CON			
CHRIST THE KING	CTK			
DRESDEN AREA CENTRAL	DAC			
D.A. GORDON PS	DAG			
DAWN-EUPHEMIA PS	DAW			
EAST LAMBTON ELEMENTARY	ELP			
ERROL VILLAGE SCHOOL	ERP			
ERROL ROAD PUBLIC SCHOOL	ERR			
GREGORY A. HOGAN SCHOOL	GAH			
GREGORY DRIVE	GDP			
GEORGES P. VANIER	GPS			
GRAND BEND PUBLIC	GRA			
GOOD SHEPHERD	GSH			
HANNA MEMORIAL	HAN			
HIGH PARK PUBLIC SCHOOL	HIG			
ECOLE HILLCREST	HIL			
HOLY FAMILY	HLF			
HARWICH-RALEIGH	HRP			
HOLY ROSARY SCHOOL	HRW			
HOLY TRINITY SCHOOL	HTS			
H.W. BURGESS	HWB			
INDIAN CREEK ROAD PUBLIC	ICP			
JOHN N. GIVEN	JNG			
MONSIGNOR UYEN	JUY			
KING GEORGE (C)	KGV			
KINNWOOD CENTRAL	KIN			
KING GEORGE VI (S)	KVI			
LAKEROAD PUBLIC	LAK			
LAMBTON CENTENNIAL P.S.	LAM			
LANSDOWNE PUBLIC SCHOOL	LAN			
LONDON ROAD SCHOOL	LON			

APPENDIX D – Cost Template, RFP# 2012-01-CLASS, Student School Bus Safety Training

Company Name: _____ **School Year:** _____

School	Code	# of Junior Sessions	# of Senior Sessions	Cost per School
MERLIN AREA	MAP			
MOORETOWN - COURTRIGHT P.S.	MOO			
MCNAUGHTON AVE. SCHOOL	MPS			
NAHII RIDGE PUBLIC SCHOOL	NRP			
OUR LADY OF FATIMA	OLF			
ST. PETER CANISIUS SCHOOL	PCA			
P.E. MCGIBBON	PEM			
QUEEN ELIZABETH II, (P)	QEP			
QUEEN ELIZABETH II (S)	QES			
QUEEN ELIZABETH II (C)	QUE			
RIVERVIEW CENTRAL SCHOOL	RIV			
RIDGETOWN JUNIOR HIGH	RJH			
ROSEDALE PUBLIC SCHOOL	ROS			
ST. AGNES	SAG			
ST. ANNE (S)	SAN			
SACRED HEART (PL)	SHP			
SACRED HEART (S)	SHS			
SIR JOHN MOORE	SIR			
ST. JOSEPH (C)	SJC			
ST. JOHN FISHER	SJF			
ST. JOSEPH (K)	SJK			
ST. JOSEPH (T)	SJT			
ST. MICHAEL (BR)	SMB			
ST. MICHAEL - (R)	SMI			
SOUTH PLYMPTON CENTRAL	SPC			
ST. ELIZABETH	STE			
ST. MATTHEW	STM			
ST. PHILIP SCHOOL	STP			
ST. URSULA	STU			
ST. VINCENT	STV			
THAMESVILLE AREA CENTRAL	TAC			
TILBURY AREA PUBLIC	TAP			
TECUMSEH PUBLIC SCHOOL	TPS			
VICTOR LAURISTON SCHOOL	VLP			
WHEATLEY AREA SCHOOL	WAP			
WINSTON CHURCHILL SCHOOL	WCS			
W.J. BAIRD SCHOOL	WJB			
WYOMING PUBLIC SCHOOL	WYO			
ZONE TWP. CENTRAL	ZTC			
Subtotal				
HST				
Total				