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## OFFICE SPACE FURNITURE AND RELATED SERVICES

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### REQUEST FOR PROPOSALS #2019-355

**(Final with Amendment)**

**Request for Proposals Issued On:** December 4, 2019

**Proponent's Information & OTP Demonstration Session:** 2:00 pm on December 12, 2019

**Proponent's Deadline to Submit Questions:** 5:00 pm on January 6, 2020

**Proponent's Deadline to Submit Questions Related to  
Addenda & Question and Answer Documents:** 5:00 pm on January 15, 2020

**Closing Date:** 2:00:00 pm on January 29, 2020 local time in Toronto, Ontario, Canada

All times specified in this RFP timetable are local times in Toronto, Ontario, Canada.  
Please refer to Section 5.1.1 for the complete RFP timetable.

OECEM shall not be obligated in any manner to any Proponent whatsoever until a written Master Agreement has been duly executed with a Supplier.

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## PART 1 – INTRODUCTION

This non-binding Request for Proposals (“RFP”) is an invitation to obtain Proposals from qualified Proponents for Office Space Furniture and Related Services requirements as described in Part 2 – The Deliverables and in Part 4 – Master Agreement Structure and Management.

Proposals will be accepted from a Proponent who is an Original Equipment Manufacturer (“OEM”) Authorized Dealer or an OEM who does not have/use Authorized Dealers.

The Proponent may propose one (1) or more relevant OEM and is required to provide an OEM Undertaking for each proposed OEM. Refer to Section 5.3 and Appendix I for more information. If successful, the Authorized Dealer status shall be maintained throughout the Term of the Master Agreement (“Term”).

OECM Customers are located in five (5) geographical Zones, as set out below and in Appendix D – OECM Geographical Zones) throughout the Province of Ontario:

- (a) Central Zone;
- (b) East Zone;
- (c) North East Zone;
- (d) North West Zone; and,
- (e) West Zone.

A Proponent may submit Rates for one (1), some, or all Zones. However, should the Proponent submit Rates for multiple Zones, the Product Rates shall be the same. Service Rates, however, may differ per Zone.

OECM intends to award one (1) or more Master Agreements to Suppliers with Zone Rates, with an initial Term of the Master Agreement (“Term”) of four (4) years with an option in favour of OECM to extend the Term on the same terms and conditions for up to two (2) years.

### 1.1 Proponent Status

The Proponent must be an Authorized Dealer (known as “Supplier” hereafter) of the proposed Products and Services or an OEM who does not have/use a distribution network.

During the Term, if the Supplier is an Authorized Dealer, it must maintain OEM Authorized Dealer status and provide proof of such status to OECM, upon request. The Supplier must advise OECM of any changes to its relationship with an OEM within thirty (30) days of such change.

### 1.2 Background and Historical Data

In 2014, OECM issued a request for proposals for furniture and related services and awarded agreements to eight (8) suppliers in April 2015. Those agreements expire on May 31, 2020. There are currently eighty-three (83) Customers using these agreements with an approximate spend of eighteen million dollars (\$18,000,000) to date.

- (a) Twenty-three (23) School Boards;
- (b) Eleven (11) Colleges;
- (c) Ten (10) Universities; and,
- (d) Thirty-nine (39) other organizations.

Customers using the current agreements are **not**, in any way, obligated to participate in any Master Agreement resulting from this RFP.

In June 2019, OECM issued a request for proposals #2019-324 for office and common space furniture and related services which was cancelled on October 7, 2019 in its entirety.

### 1.3 Objectives of this RFP

The objective of this RFP is to reduce the costs of competitive procurement processes associated with the Deliverables in this RFP on an ongoing basis (i.e. fewer competitive procurement documents issued by Customers) and to award Master Agreements to qualified Suppliers that provide:

- (a) One (1) or more OEMs;
- (b) Cost effective, transparent Product delivery services as agreed to by the Customer given delivery is **not** included in Product Rates;
- (c) Consistent Product Rates geographically across Ontario;
- (d) Detailed, accurate business analytics reporting;
- (e) Knowledgeable staff to support a variety of furniture requirements (e.g. design and planning, installation); and,
- (f) Professional and timely customer support.

### 1.4 Project Advisory Committee

The following OEMC Customers were involved with the development of the requirements set out in this RFP:

- (a) Brock University;
- (b) Conseil Scolaire Catholique MonAvenir;
- (c) Ryerson University;
- (d) St. Lawrence College; and,
- (e) Sudbury District Catholic district School Board.

The above Customers are **not**, in any way, committed to participating in the Master Agreement resulting from this RFP.

### 1.5 Use of OEMC Master Agreements

As of September 2019, seven-hundred-and-forty-three (743) Customers were using one (1) or more OEMC agreements with a cumulative spend of more than one billion dollars over the last ten (10) years. The annual spend for 2018 increased by thirty-eight percent (38%) when compared to 2017.

More information about OEMC is available on our website - <http://www.oecm.ca/>.

### 1.6 Overview of OEMC

OEMC is a trusted not-for-profit partner for Ontario's education sector, Broader Public Sector ("BPS") entities, Provincially Funded Organizations ("PFO"), Crown Corporations, and other not-for-profit organizations.

OEMC offers a comprehensive choice of collaboratively sourced and competitively priced products and services through its Marketplace, the goal of which is to generate savings, choice and service for its Customers.

Recognizing the power of collaboration, OEMC is committed to fostering strong relationships with both Customers and suppliers by:

- (a) Actively sourcing products and services in an open, fair, transparent and competitive manner, compliant with BPS Procurement Directive and applicable trade agreements;
- (b) Establishing, promoting and managing product and service agreements used throughout its Customer community;
- (c) Supporting Customers' access and use of OEMC agreements through analysis, reporting and the development of tools, guides, and other materials;

- (d) Effectively managing supplier performance while harnessing expertise and innovative ideas, to drive continuous improvements through a Supplier Relationship Management program;
- (e) Promoting OECM's Supplier Code of Conduct, based on its core values, to ensure that all supplier partners adhere to a set standard when conducting business with OECM and its Customers resulting in continuous, long-term success; and,
- (f) Supporting supplier partners through a Supplier Recognition Program.

## **1.7 The Ontario Broader Public Sector Procurement Directive**

OECM, and the Customers they service, follow the Ontario BPS Procurement Directive. The directive sets out rules for designated BPS entities on the purchase of goods and services using public funds. The directive is available here <https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/bps-procurementdirective>.

## **1.8 Trade Agreements**

OECM procurements are undertaken within the scope of Chapter 5 of the Canadian Free Trade Agreement ("CFTA"), Chapter 19 of the Comprehensive Economic and Trade Agreement ("CETA"), and within the scope of the Trade and Cooperation Agreement between Quebec and Ontario and are subject to such agreements, although the rights and obligations of the parties shall be governed by the specific terms of this RFP. For more information, refer to the Section 5.6.11.

## **1.9 Rules of Interpretation**

This RFP shall be interpreted according to the following provisions, unless the context requires a different meaning:

- (a) Unless the context otherwise requires, wherever used herein the plural includes the singular, the singular includes the plural, and each of the masculine and feminine includes the other gender;
- (b) Words in the RFP shall bear their natural meaning;
- (c) References containing terms such as "includes" and "including", whether or not used with the words "without limitation" or "but not limited to", shall not be deemed limited by the specific enumeration of items but shall, in all cases, be deemed to be without limitation and construed and interpreted to mean "includes without limitation" and "including without limitation";
- (d) In construing the RFP, general words introduced or followed by the word "other" or "including" or "in particular" shall not be given a restrictive meaning because they are followed or preceded (as the case may be) by particular examples intended to fall within the meaning of the general words;
- (e) Unless otherwise indicated, time periods will be strictly applied; and,
- (f) The following terminology applies in the RFP:
  - i. The terms "must" and "shall" relate to a requirement the Supplier will be obligated to fulfil. Whenever the terms "must" or "shall" are used in relation to OECM or the Supplier, such terms shall be construed and interpreted as synonymous and shall be construed to read "OECM shall" or the "Supplier shall", as the case may be;
  - ii. The term "should" relates to a requirement that OECM would like the Supplier to fulfil; and,
  - iii. The term "will" describes a procedure that is intended to be followed.

[End of Part 1]

## PART 2 – THE DELIVERABLES

### 2.1 Description of Deliverables

This Part of the RFP describes the office space furniture (“Products”) and related Services (“Services”) Deliverables which will be incorporated into the final Master Agreements.

The Supplier shall provide all RFP requirements.

### 2.2 Products

The Supplier shall provide office space furniture Products and related accessories (e.g. adjustable legs, anti-fatigue mats, arm supports casters, casters/locking casters, footrests, keyboard trays, laptop holders, privacy glass, privacy panels and screens, task lighting, white boards) including, but not limited to:

- (a) Casegoods (e.g. bookcases, chairs, credenzas, desks, meeting room tables/chairs, occasional tables, reception furniture, shelves, workstations);
- (b) Filing and storage cabinets;
- (c) Lounge furniture;
- (d) Lunchroom furniture;
- (e) Modular soft seating, occasional tables;
- (f) Moveable walls (e.g. walls that function and appear like a traditional constructed wall but are considered a furniture Product that are moveable, made of fabric, or glass);
- (g) Systems furniture (e.g. desks, panels, partitions, pedestals, workstations, surfaces, filing, storage); and,
- (h) Task seating (e.g. office chairs, height adjustable stools/chairs).

#### 2.2.1 Industry Standards

The Supplier shall meet or exceed industry standards as applicable to the Product including, but not limited to:

- (a) *Canada Consumer Product Safety Act*;
- (b) American Society for Testing and Materials (“ASTM”) (e.g. D751, E96 Procedure B), as applicable;
- (c) American National Standards Institute / Business & Institutional Furniture Manufacturer’s Association (“ANSI/BIFMA”) Desk Products (x5.5.2014), Lounge Seating (x5.4.2012) or others, or equivalent, as applicable;
- (d) GREENGUARD Indoor Air Quality requirements, or equivalent;
- (e) Flammability requirements (e.g. Ontario Regulation 7210-9 large scale fire test and National Fire Protection Association (“NFPA”) 701), as applicable;
- (f) Province of Ontario Building Code and Ontario Electrical Safety Code (“OESC”), where applicable to the installation and hook-up of all electric requirements;
- (g) Occupational Health and Safety Standards;
- (h) Workplace Hazardous Materials Information System (“WHMIS”) requirements; and,
- (i) CSA Group (previously known as the Canadian Standards Association) Z412-17 Office Ergonomics Standard.



During the Term, the Supplier may be requested to provide proof that the Products meet or exceed the applicable standards upon OEMC's or the Customer's request.

Other industry standards, if applicable, may be required during the Term.

### **2.2.2 Ergonomic Considerations**

The Supplier should, if required by the Customer, provide a variety of ergonomic Products with adjustment features for a broad range of users with different ages, heights, sizes, needs and physical requirements. Ergonomic Products may include arms/holders/supports, footrests, height adjustable desks, keyboard trays, monitor risers, seating, sit stands, height adjustable desks, task lighting).

The Supplier shall, if requested by the Customer, provide ergonomic training/demonstrations and /or Product literature at no additional cost to the Customer.

The Supplier will identify these ergonomic Products and/or features to OEMC and Customers throughout the Term.

### **2.2.3 Product Samples**

During the Term, the Supplier shall provide the Customers with Product samples, as requested, including fabric swatches and material samples for testing and evaluation to ensure Products meet Customers' requirements and are suitable for their purpose. Product samples may also be required when evaluating new Products, substitutions or alternatives. These Product samples shall be provided to Customers at no cost. The duration of any testing will be mutually agreed upon by the Customer and the Supplier.

The Supplier shall:

- (a) Ensure adequate Product information is provided to Customer;
- (b) Ensure the Product sample will function well within Customer's environment; and,
- (c) Work directly with Customer to ensure that the Product sample meets the proper specifications and features.

At the end of the Product evaluation, Customers are under no obligation to purchase these Product samples. Customers may, however, choose to purchase the Product samples at a Rate that is mutually agreed upon between Customer and the Supplier.

### **2.2.4 Performance Requirements**

The Supplier shall provide commercial grade (e.g. contract grade) Products ensuring they meet performance requirements including, but not limited to:

#### **2.2.4.1 Durability**

- (a) Products should maintain their original appearance over the expected life, with normal wear and tear as mutually agreed upon by the Customer and the Supplier;
- (b) Finishes and construction of the Products should have the ability to take impact from normal use, disassemble, reassemble without reducing the expected life, if applicable;
- (c) Finishes for Products used in laboratories should be containment level ("CL") 2 compliant with non-porous and chemical resistant finishes (non-fabric), if requested by the Customer; and,
- (d) Products should be designed to prevent parts from being removed without the aid of required tools.

#### **2.2.4.2 Ease of Use**

- (a) Products, where appropriate, should be flexible to allow for easy changeability within the room, building, lunchroom and/or lounge environments, within a variety of applications, over the expected life;
- (b) Where possible, Products should be easy to move (e.g. easy roll casters, light weight); and,
- (c) Products should be easily reconfigured, if applicable.

#### **2.2.4.3 Ease of Maintenance**

- (a) Products should be easily maintained during its expected life;
- (b) Features such as moisture resistance, or a moisture barrier, antimicrobial properties, and/or bacterial resistant may be requested by the Customer, where appropriate; and,
- (c) Replacement parts should be available to Customers as required during the warranty period, post warranty and for discontinued Products for a period of no less than one (1) year from the notice of discontinuation.

#### **2.2.5 Product Warranty**

The Supplier shall warrant Products from the date of receipt and/or sign-off at Customer's location against, but not limited to the following conditions:

- (a) Design deficiencies;
- (b) Faulty material;
- (c) Manufacturing defects; and,
- (d) Poor workmanship.

OEM standard warranty should cover parts and labour for a minimum of ten (10) years with the exception of fabrics, which should be covered for a minimum of two (2) years.

Where an OEM's warranty applies to the Products, the Supplier shall be responsible for arranging Product exchanges and repairs. All shipping costs, labour costs, and costs related to the travel time as they relate to approved warranty exchanges and repairs shall be at no additional cost to Customer.

The Supplier shall provide all Product warranty details to OEM and to Customer upon request.

The Supplier must submit any special assembly, installation, care or maintenance instructions that must be followed to make a claim on the warranty directly to the Customer on delivery of the Product, unless directed otherwise by the Customer.

Where warranty Services are provided, the Supplier should warrant the completed Services for one (1) year. All labour costs, and costs related to the travel time as they relate to repairs shall be at no cost to Customers.

##### **2.2.5.1 Post Warranty Repairs**

The Supplier shall provide post warranty repairs, on an as-and-when-required basis. The Supplier should provide Customer with the option of purchasing Product parts (e.g. glides, heavy duty casters, and tabletops) after the warranty has expired at a Rate to be mutually agreed upon by the Customer and the Supplier.

#### **2.2.6 Environmental and Sustainability Considerations**

OECM and its Customers are committed to reducing carbon footprint. The Supplier should keep Customers informed about environment-friendly products, processes, technologies and green initiatives.

### **2.2.7 Licences, Right to Use and Approvals - Products**

The Supplier shall obtain all licences, right to use and approvals required in connection with the supply of the Products and Services and provide them at Customer and OECM request. The costs of obtaining such licences, right to use and approvals shall be the responsibility of, and shall be paid for by, the Supplier.

Where a Supplier is required by Applicable Law to hold or obtain any such licence, right to use and approval to carry on an activity contemplated in its Proposal or in the Master Agreement, neither acceptance of the Proposal nor execution of the Master Agreement by OECM shall be considered an approval by OECM for the Supplier to carry on such activity without the requisite licence, right to use or approval.

### **2.2.8 Electrical Requirements**

Any electrical equipment/Products used on Customer premises must be energy efficient and authorized or approved by the Customer and in accordance with the Ontario Electrical Safety Code or by a certification organization accredited with the *Standards Council of Canada Act* (Canada), and shall bear the certification organization's mark identifying the goods certified for use in Canada. Certification shall be to the standard that is appropriate for the intended use of the electrical equipment/products at Customer's facilities.

## **2.3 Space Planning and Design Services**

The Supplier shall provide space planning and design services that are optimally functional, comfortable and visually pleasing, as required by the Customer including, but not limited to:

- (a) Conducting Customer site visits/measurements and providing drawings in at least 2D and 3D views, in an acceptable format (i.e. AutoCAD);
- (b) Providing specific timelines and Rates for Customer's approval;
- (c) Obtaining relevant permits;
- (d) Providing Product options and/or selections that ensure Customers' needs are met such as:
  - i. Customer Product standards that may exist;
  - ii. Usage of space;
  - iii. Student's use of class, including students with special needs;
  - iv. Aesthetics;
  - v. Integrate new furniture types and technology, as requested; and,
  - vi. Budget constraints;
- (e) Collaborating with the Customer in all areas of design and Product selection; and,
- (f) Providing detailed Product lists that include description, size, colours, Rates and any other related costs (e.g. material, finishes, quantities, taxes), and revisions, as required by Customer.

At a minimum, the designs shall meet applicable accessibility requirements, fire codes, building requirements and any other regulations required by the Customer and/or law.

## **2.4 Support to Customers**

The Supplier shall provide effective support to Customers including, but not limited to:

- (a) Providing a responsive account executive (with applicable back-up) assigned to the Customer to support their needs by providing day-to-day and ongoing administrative support, and operational support;
- (b) Establishing an ongoing communications program with the Customer (e.g. new initiatives, innovation, sustainability);

- (c) Managing issue resolution in a timely manner;
- (d) Complying with agreed upon escalation processes to resolve outstanding issues;
- (e) Responding to Customer's inquiries (e.g. to day-to-day activities) within one (1) Business Day;
- (f) Ensuring minimal disruption to the Customer;
- (g) Providing easy access to the Supplier (e.g. online, toll free telephone number, email, voicemail, chat);
- (h) Providing Product information (e.g. training, demonstrations, knowledge transfer, and no-cost educational events (e.g. webinars)), if available;
- (i) Adhering to the Customer's confidentiality and privacy policies (e.g. related to student's private information);
- (j) Providing written notice to Customers on any scheduled shut down that would impact services (e.g. Supplier's inventory count, relocation of warehouse, website maintenance);
- (k) Provide Customer reporting, as required;
- (l) Attending meetings with Customers, as requested; and,
- (m) Other services as required (e.g. budgeting and cost planning, Leadership in Energy and Environmental Design ("LEED") support, furniture inventory assessment).

#### **2.4.1 Product Catalogues**

The Supplier shall provide the Product catalogues, in printed and/or electronic version, to Customers including, but not limited to:

- (a) Canadian published catalogue with Product details, images and finishes;
- (b) Ergonomic Products and/or features; and,
- (c) French catalogues.

#### **2.4.2 Product Catalogues for Customers**

The Supplier should provide Customers, if requested, Product catalogues in printed and/or electronic version, specific to their organization including, but not limited to:

- (a) Product details (e.g. description, size, colour, finish) and images;
- (b) Design and planning services; and,
- (c) Rates.

#### **2.4.3 Social Procurement**

OECM and its Customers are committed to social procurement. The Supplier should keep OECM and Customers informed about social procurement processes.

#### **2.4.4 Transition**

The Supplier should, at no additional cost to the Customer, provide Customers transition support (e.g. setting up a Supplier's account from the Customer's current agreement/purchasing arrangement) with minimal service disruption.

#### **2.4.5 Disaster Recovery and Business Continuity**

The Supplier shall possess and provide to Customers upon request, information about disaster recovery and business continuity programs including processes, policies, and procedures related to safety standards, preparing for recovery or continuation of Product and Service availability critical to Customers.

## **2.5 Order Management**

The Supplier shall provide a variety of ways for Customers to order Products and/or Services, including but not limited to the following:

- (a) Purchase order through the Customer's system solution;
- (b) Electronic Data Interchange ("EDI");
- (c) Email;
- (d) Fax;
- (e) Toll free phone; and/or,
- (f) Supplier's online ordering process.

### **2.5.1 Online Ordering**

Customers may choose to use the Supplier's website to place orders. The website should include the following, but not limited to:

- (a) Secure and user-friendly functionality;
- (b) Allow generic or individual user login ID and password;
- (c) Search function to allow easy Product lookup by description, manufacturer and Product code;
- (d) Up to date Product net Rate applicable for the Customer;
- (e) Allow various payment methods (e.g., use of Customer's Purchasing Card ("P-Card"), Electronic Funds Transfer ("EFT") or Cheque) as requested; and,
- (f) Information related to website maintenance, warehouse closing and other situations where orders will be impacted.

The Supplier and the Customer will work together to ensure effective communication between the systems.

### **2.5.2 Electronic Commerce**

Customers currently use a variety of ERP, e-Procurement or financial systems (e.g. PeopleSoft, SciQuest) for processing orders and payments. To support these processes, the Supplier will provide reasonable technology and implementation support, at any time during the Term, at no extra cost to the Customer. If, however, the implementation support requires a significant time and labour investment on the part of the Supplier, the Customer and Supplier shall mutually agree to a Rate.

### **2.5.3 Minimum Order**

The Supplier shall not have any minimum order value or volume requirements.

### **2.5.4 Order Acknowledgement**

The Supplier shall acknowledge the receipt of an order by Customer within one (1) Business Day. The Supplier will include in this acknowledgement, any Product and/or Service ordered that cannot be fulfilled (e.g. back orders). The Customer, at its sole discretion may:

- (a) Cancel some or all of the order;
- (b) Ask the Supplier to ship only available Products and cancel any backorders; and/or,
- (c) Agree to an alternative delivery schedule based on anticipated Product and/or Service availability.

### **2.5.5 Order Changes and/or Cancellation**

The Supplier shall provide support for order change policy and cancellation policy and any specific exceptions as agreed to by the Supplier and Customer.

Prior to acceptance of an order by the Supplier, it must identify Products that cannot be cancelled the Customer.

### **2.5.6 Back Orders**

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date, Customers will have an option to cancel or keep the back orders.

### **2.5.7 Product Substitution**

The Supplier will only substitute Products with prior approval from Customer's designated personnel.

### **2.5.8 Discontinued Products**

The Supplier shall not arbitrarily discontinue Products and shall provide the Customer with sufficient notice (e.g. within sixty (60) days) prior to discontinuation.

The Supplier should ensure replacement parts/components are available for discontinued Products for a minimum of one (1) year after the Product has been discontinued.

Further, the Supplier shall ensure that in the event a Product becomes unavailable and a replacement is proposed, the replacement Product shall have equal or greater quality, at an equal or better Rate.

### **2.5.9 Coordinating Bulk Ordering**

OECM may consolidate various Customer volumes and coordinate bulk purchases. Once Products have been received at Customer's location, the Supplier shall invoice each Customer accordingly.

## **2.6 Product Storage**

To accommodate a Customer's project schedule, the Supplier should provide storage (e.g. onsite container, at Supplier's facility or other facility) for Customers as required.

Grace period refers to the length of time (i.e. calendar days) where storage is provided at no additional cost to the Customer.

In situations where storage costs will occur beyond the proposed grace period, the Supplier shall provide a quote to Customer for prior approval. The Supplier is expected to support Customer's project schedule, at the best of its ability under most circumstances.

## **2.7 Delivery**

Delivery is **not** included in the Product Rates.

The Supplier is, however, responsible for clearing the Products through customs in Canada, including both paying the duties and taxes, and obtaining the necessary authorizations and registrations from the authorities in Canada at no additional cost to the Customer.

The Supplier shall deliver orders with correct Products and quantities within the agreed upon lead time. Customers may request a twenty-four (24) hour prior delivery confirmation for some or all deliveries. The Supplier and Customer should mutually agree to delivery terms when executing a CSA.

Products will be packaged appropriately to ensure safe delivery. All deliveries should include a packing slip specifying the Customer's required information (e.g. name of the person who placed the order, purchase order number, Products and quantities ordered/shipped/back ordered, catalogue number if applicable).

The Supplier shall provide various delivery methods including, but not limited to:

- (a) Delivering Products to the dock or inside the door of the Customer's location. Customers may have more than one (1) delivery location within their organization;

- (b) Delivering Products once on the Customer's premises (i.e. from the dock or inside the door of the Customer's location) within the Customer's buildings;
- (c) Installation and assembly services, such as:
  - i. Following Customer's instruction and procedures to coordinate delivery and/or installation;
  - ii. Scheduling deliveries (for some or all Products) within Customer's agreed upon timeframe (e.g. four (4) hours);
  - iii. Deliver Products to multiple rooms within the same location;
  - iv. Deliver Products up or down flights of stairs;
  - v. Accommodate locations with no elevator access;
  - vi. Remove, dispose of and/or recycle all packaging materials in an environmentally friendly manner; and,
  - vii. Making adjustments on-site to remedy any loose and/or incorrectly operating components (e.g. drawer glides).
- (d) Project specific installation including, but not limited to:
  - i. Onsite Supplier representative to oversee the unloading, removal of packaging and installation of Products;
  - ii. Attending onsite meetings and provide updates on a regular basis as agreed upon with the Customer;
  - iii. Providing a contingency plan on any delay for Customer's prior approval;
  - iv. Posting notifications for the related installation on site, as required by Customer and by law;
  - v. Maintain the site as required by Customer and by law (e.g. fence the designated area, daily cleaning, signage); and,
  - vi. Coordinate facility requirements (e.g. parking arrangements, booking elevators, accessible hours).

All delivery Rates, during or outside of typical business hours as required, shall be mutually agreed upon between the Customer and the Supplier prior to delivery, taking into consideration the following:

- (a) Delivery method;
- (b) Value of delivery;
- (c) Cube measurement and weight;
- (d) Geographic location of delivery;
- (e) Dedicated truck or less than load;
- (f) Fuel costs including fuel surcharges; and,
- (g) Market availability of trucks.

Deliveries must be made by the Supplier's own transportation fleet or a licensed third-party transportation company that allows for tracking of the shipments.

### **2.7.1 Site Clean Up**

Upon completion of the Service, the Supplier shall be responsible for the final clean-up of the site to Customer's satisfaction. All areas shall be thoroughly vacuumed and cleared of all waste materials.

All packing and crating refuse shall be either reused or disposed of in an appropriate, environmentally sound manner (e.g. dispose of at an Ontario Ministry of Environment approved recycling facility) at the expense of the Supplier. The Supplier shall provide proof of environmentally sound disposal practices at Customer request at no cost to Customer.

#### **2.7.2 Delivery Lead Times**

Suppliers shall consider lead time as the timeframe between order acknowledgement by the Supplier and the Product arrival at the Customer site. The Supplier shall adhere to its quoted lead time and make efforts to ensure Customers receive Products on time, whenever possible.

The Customer and Supplier may agree to other lead times which are mutually beneficial to both parties. These lead times may include blanket purchase orders with scheduled release dates, bulk or large orders with special delivery requirements (e.g. specific hours) and/or project specific orders.

#### **2.7.3 Damaged or Defective Shipment**

The Supplier is responsible for ensuring that all Products are shipped free of damage or defects. The Customer may not accept the delivery of the Products if they are:

- (a) Damaged (or the packaging is damaged);
- (b) Not delivered as agreed; or,
- (c) Substituted without prior approval of the Customer.

The Supplier will be responsible for all shipping costs related to the return of any damaged or defective Products from the Customer's location. Customers will not be responsible for any charges, or re-stocking charges, damaged or defective Products received.

#### **2.7.4 Returns**

The Supplier shall accept returns for any Products shipped to Customer by Supplier's error at no cost to the Customer.

The Supplier should accept the return of all damaged and/or defective Products within ninety (90) calendar days of receipt of shipment at no cost to the Customer.

For Products that have minor damage or defects, the Customer can either return the Product at no cost to the Customer, or the Supplier shall offer a mutually agreed upon discounted Rate for the Product.

The Supplier may accept the return of Products without defect and in original packaging with proper notification of Supplier by Customer within ninety (90) calendar days of receipt of shipment. Restocking fees and shipping costs may apply in these cases.

As required, the Supplier shall refund, provide credit or replace the returned Product to the Customer as agreed to by the Customer.

#### **2.7.5 Disposal of Existing Furniture**

If required by the Customer, the Supplier shall remove existing furniture from Customer's site and recycle or dispose it in an appropriate, environmentally sound manner (e.g. dispose of at an Ontario Ministry of Environment approved recycling facility). The Rate shall be mutually agreed upon by the Supplier and Customer. The Customer may request evidence (e.g. a report/certificate) proving the Supplier disposed furniture as agreed upon.

#### **2.7.6 Deficiencies**

Upon the completion of installation and/or other related Services, the Supplier and Customer will conduct a final inspection and identify any deficiencies that require correction.



The Supplier shall provide a deficiency list within twenty-four (24) to forty-eight (48) hours after final inspection together with a work plan to repair and resolve the deficiencies with timelines to Customer, if required. The Supplier shall provide a temporary solution to Customer if possible.

If any of the Products are found to be damaged or not ready for use during installation, on-site assembly or after the packaging material has been removed, the Supplier shall inform the Customer's designated contact person immediately to arrange for return and delivery of new/replacement Products at no additional cost to the Customer.

If the Supplier is required to accommodate the Customer's schedule (e.g. schedule to meet project deadline, class schedules) by completing installations outside of Business Day (e.g. evening, weekend and/or holiday), the schedule, plan and associated cost, if any, must be provided to Customers for prior approval.

## **2.8 Invoicing**

Flexibility in invoicing processes is required. The Customer and Supplier can mutually agree to invoicing details when executing a CSA.

The Supplier shall, for Customers using SciQuest, support cXML and/or portal invoicing functionality.

The invoices, in either paper or electronic format, as detailed in the Customer's CSA shall be itemized and contain, at a minimum, the following information:

- (a) Invoice date and number;
- (b) Customer's name and location;
- (c) Customer's purchase order number, name of the person who placed the order (if applicable), order date and release reference number (if applicable);
- (d) Description of Products and/or Services provided;
- (e) Quantities and Rates including pre-approved delivery Rates, if any;
- (f) Harmonized Sales Tax ("HST") and total cost.

### **2.8.1 Payment Terms and Methods**

The Customer's common payment terms are net thirty (30) days.

The Supplier shall accept payment from Customers by cheque, P-Card, Visa Payables Automation (via ghost card) or Electronic Funds Transfer ("EFT") at no additional cost to the Customer.

Different payment terms may be agreed to when executing a CSA (e.g. 2%/10 early payment discount for Customers).

Note – Customer's payment terms will **not** be in effect until the Supplier provides an accurate invoice.

### **2.8.2 Electronic Fund Transfer**

The Supplier shall provide the Customer with the necessary banking information to enable EFT, at no additional cost to the Customer, for any related invoice payments including, but not limited to:

- (a) A void cheque;
- (b) Financial institution's name;
- (c) Financial institution's transit number;
- (d) Financial institution's account number; and,
- (e) Email address for notification purposes.

### **2.8.3 Recalled Products**

The Supplier shall ensure that Products meet current safety standards and regulations and advise OECM and Customers of any changes with regulatory agencies related to the Products, which may impact the future availability of Products, or Service support of the Products.

The Supplier shall immediately report on recalled Products to OECM and Customers advising applicable details (e.g. model number, serial number). Supplier shall comply with the requirements of any Applicable Law in respect to recalled Products and repair or replace the Product at no additional cost to Customers.

### **2.8.4 Incentive to Customers**

Where feasible, the Supplier should offer incentives to Customers to promote additional cost savings resulting from better operational efficiencies that may include, but are not limited to:

- (a) Increased online ordering including electronic commerce;
- (b) Use of P-Card for immediate payment;
- (c) Early payment discount for Customers;
- (d) Trade in of old furniture;
- (e) Higher volumes; and,
- (f) Overall growth.

In consultation with OECM, the Customer may negotiate specific details related to one (1) or more financial incentive.

The financial incentives the Supplier and Customer agree to shall be incorporated into the CSA and reviewed and adjusted (e.g. annually) as required and reported to OECM as part of the sales reporting.

The financial incentive to Customers can be reviewed and adjusted annually as required.

[End of Part 2]

## PART 3 – EVALUATION OF PROPOSALS

### 3.1 Stages of Proposal Evaluation

OECM will conduct the evaluation of Proposals in the following stages:

Stage	Type of Evaluation	Refer to RFP Section	Scoring Methodology and Maximum Points (if applicable)	Minimum Threshold Requirement (if any)
Stage I	Qualification Response	3.2	Pass/Fail	Pass
Stage II	Technical Response	3.3	600	50%
Stage III	Commercial Response	3.4	400 per Zone	Not Applicable
Stage IV	Cumulative Score	3.5	1,000 per Zone	Not Applicable
Stage V	Tie Break Process	3.6	No Point Allocation	Not Applicable
Stage VI	Negotiations	3.7	No Point Allocation	Not Applicable
Stage VII	Master Agreement Finalization	3.8	No Point Allocation	Not Applicable

### 3.2 Stage I – Review of Qualification Responses (Pass/Fail)

Stage I will consist of a review to determine which Proposals comply with all qualification requirements.

The Proponent **must** complete the following forms in (“Ontario’s Tenders Portal (“OTP”) to qualify and proceed to the next stage of evaluation.

Title	OTP Envelope
Form of Offer	Qualification
Compliance with Form of Master Agreement	Qualification
Commercial Response	Commercial
OEM Undertaking	Qualification

If the Proponent fails to insert information contained in the above forms, OECM may provide an opportunity to rectify such deficiency within a period of two (2) Business Days from notification thereof. Only Proponents satisfying the identified deficiencies within allotted time will proceed to Stage II.

### 3.3 Stage II – Technical Response

Stage II will consist of an evaluation and scoring of the Technical Response of each Eligible Proposal.

The Technical Response includes a series of questions the Proponent is required to respond to in order to demonstrate the Proponent’s ability to fulfill the RFP Deliverables. Only information contained within the Technical Response will be evaluated in Stage II.

If a Proponent is submitting a Proposal with Rates for more than one (1) Zone, the Technical Response questions should be answered only once.

Only Proposals that meet or exceed the minimum thresholds will receive a pass in this stage and proceed to Stage III of the evaluation process. While the overall threshold for the Technical Response is fifty percent (50%) or three hundred points (300), three (3) Technical Response sections also have a minimum threshold requirement.

Point allocations for the Technical Response sections are as follows:

Technical Response Sections	Available Points	Minimum Threshold, if any
- Proponent's Experience and Capability	50	30
- Products	150	N/A
- Related Services	150	N/A
- Support to Customers	150	75
- Support to OECM	100	50
<b>TOTAL POINTS:</b>	<b>600</b>	<b>300</b>

Detailed sub-point allocations and minimum thresholds are set out in the Technical Response on OTP.

In the case that contradictory information or information that contains conditional statements is provided, OECM will determine whether the response complies with the requirements, and may seek clarification from the Proponent.

A Proposal that does not respond to a particular question (e.g. is left blank) or contains a response of N/A or not applicable will receive a zero (0) score.

Stage II resulting scores per Proposal will be used when determining the cumulative score, per Zone, as described below in Section 3.5.

### 3.4 Stage III– Commercial Response per Zone

The Proponent **must** complete and upload Appendix C – Commercial Response for applicable Zones into the OTP Commercial Envelope for this stage of evaluation.

Upon the completion of Stage II of the evaluation, the Commercial Response will be opened for all Eligible Proposals.

Point allocations for the Commercial Response sections are as follows:

Commercial Response Sections	Available Points per Zone
- Product Rates	400
- Service Rates	Not Evaluated
<b>TOTAL POINTS PER ZONE:</b>	<b>400</b>

Detailed sub-point allocations are set out in the Appendix C – Commercial Response on OTP.

#### Minimum percentage discount off Canadian Manufacturer's Suggested Retail Price ("MSRP") Rates:

Percentage discount Rates will be evaluated using a relative formula. See example below:

<b>EXAMPLE OF COMMERCIAL RESPONSE EVALUATION FOR CASEGOODS PRODUCTS</b>		
Proposed Minimum Percentage Discount Off Canadian MSRP	Calculation	Resulting Points
If Proponent 1 proposes the highest percentage discount of 50%, that Proponent will receive 100% of the available points.	$50\% \div 50\% \times 50 \text{ Points}$	50
If Proponent 2 proposes the second highest percentage discount of 30%, that Proponents will receive 30 points.	$30\% \div 50\% \times 50 \text{ Points}$	30

<b>EXAMPLE OF COMMERCIAL RESPONSE EVALUATION FOR CASEGOODS PRODUCTS</b>		
<b>Proposed Minimum Percentage Discount Off Canadian MSRP</b>	<b>Calculation</b>	<b>Resulting Points</b>
If Proponent 3 proposes the third highest percentage discount of 15%, that Proponent will receive 15 points.	15% ÷ 50% x 50 Points	15

Where a percentage discount 100% is entered in any Rate cell, it is deemed to mean that the particular Product **will be provided to Customers at no additional cost**. Therefore, when evaluating and scoring the Rates, a Proposal specifying percentage discount 100% in a Rate cell in the Commercial Response shall receive the maximum point allocation for that particular Product. The remaining Proposals will be evaluated using a relative formula based on the remaining percentage of available points regardless of the Proposals of 100% Rate as per below example.

<b>EXAMPLE – WHERE FIVE (5) PROPOSALS WERE RECEIVED WITH 100% DISCOUNT PROPOSED</b>		
<b>Number of Proposals with a proposed Rate of 100% for a particular Product</b>	<b>The number of remaining Proposals</b>	<b>The percentage (%) of the sub-point allocation for the remaining Proposals will be:</b>
1	4	80%
2	3	60%
3	2	40%
4	1	20%

Where N/A or not applicable is entered in a Commercial Response cell or a Commercial Response cell is left blank for the Product, it is deemed to mean that the particular Product will **not be provided** to Customers. Therefore, when evaluating and scoring the Rates, a Proposal specifying N/A or not applicable, or left blank in Appendix C – Commercial Response will receive a zero (0) point allocation for that particular Product.

Stage III resulting scores per Proposal will be used when determining the cumulative score as described below in Section 3.5.

### **3.5 Stage IV – Cumulative Score per Zone**

At this stage, the scores from Stages II and III will be combined for each Eligible Proposal and Zone.

Subject to the express and implied rights of OEM; the Proponents with the highest scoring Proposals per Zone or all Proponents per Zone may become the Preferred Proponents, and be invited to negotiations, as further described below.

Reference checks will be performed to confirm or clarify information provided within the Proposal. The reference checks themselves will not be scored, however, OEM may adjust Technical Response scores related to the information obtained during the reference check.

### **3.6 Stage V – Tie Break Process**

At this stage, where two (2) or more of the highest scoring Eligible Proposals per Zone achieve a tie score on completion of the Stage IV, OEM may invite all Proponents per Zone to negotiations or break the tie by selecting the Proposal per Zone with the highest score in Stage III – Commercial Response.

### **3.7 Stage VI – Negotiations**

Concurrent negotiations, with the Preferred Proponents, will be based on the RFP requirements, and the Proposals, understanding that OEM is seeking the best overall solution and value for money for Customers.

The negotiations may include:

- (a) Products and/or Services;

- (b) Master Agreement management (e.g. performance, KPIs, penalties, reporting);
- (c) Master Agreement terms and conditions;
- (d) Additional references, if required;
- (e) Rates; and,
- (f) Best and Final Offer.

OECM may also request supplementary information from a Preferred Proponent to verify, clarify or supplement the information provided in its Proposal or confirm the conclusions reached in the evaluation and may include requests by OECM for improved Rates.

OECM intends to complete negotiations within fifteen (15) calendar days after notification. If, for any reason, OECM and a Preferred Proponent fail to reach an agreement within the aforementioned timeframe, OECM may (a) request the Preferred Proponent to submit its Best and Final Offer; (b) terminate negotiations with that particular Preferred Proponent; (c) extend the negotiation timeline; or (d) publish one (1) or some of the Suppliers, who have executed Master Agreements, within our promotional marketing launch. Other Master Agreements, if successfully negotiated with other Preferred Proponents would be added to OECM's website at a later date.

Upon successful negotiations, the Preferred Proponent will be invited to execute a Master Agreement.

### **3.8 Stage VII – Master Agreement Finalization**

The Preferred Proponent will be given five (5) Business Days to execute the Master Agreement, unless otherwise specified by OECM. Once the Master Agreement has been executed, Customers may execute a CSA.

OECM shall at all times be entitled to exercise its rights under Section 5.6.

[End of Part 3]

## PART 4 – MASTER AGREEMENT STRUCTURE AND MANAGEMENT

### 4.1 Master Agreement Structure

OECM may, through this RFP process, enter into Master Agreements with one (1) or more Suppliers for the provision of office space furniture Products and related Services from various OEMs.

The Term is intended to be for four (4) years, with an option in favour of OECM to extend the Term on the same terms and conditions for up to two (2) additional years. Performance as set out in Appendix G – Performance Management Scorecard and, if applicable, Supplier Recognition Program evaluation results will be considered when contemplating a Master Agreement extension.

Customers participating in the Master Agreements will execute a Customer-Supplier Agreement (“CSA”) with a Supplier as attached in Appendix B – Form of Master Agreement. The Supplier shall provide a copy of every CSA to OECM within thirty (30) days of execution.

The Master Agreement must be fully executed before the provision of any Deliverables commences.

#### 4.1.1 No Contract until Execution of Written Master Agreement

This RFP process is intended to identify Proponents for the purpose of negotiation of potential Master Agreements. The negotiation process is further described in Part 3 – Evaluation of Proposals of this RFP.

**No** legal relationship or obligation regarding the procurement of any Products and/or Services shall be created between the Proponent and OECM by this RFP process until the successful completion of negotiation and execution of a written Master Agreement for the provision of the Products and/or Services has occurred.

#### 4.1.2 Customer’s Usage of Master Agreements

The establishment and use of the Master Agreement consists of a two (2) part process.

**Part One**, which is managed by OECM, is the creation of the Master Agreement through the issuance of this RFP, the evaluation of Proposals submitted in response to it and the negotiation and execution of the Master Agreement.

**Part Two**, the Second Stage Selection Process (“Second Stage”) is managed by the Customer or by OECM on the Customer’s behalf and is focused on the Customer’s specific needs. Depending on the Customer’s internal policies, and potential dollar value of the Products and/or Services a Customer may:

- (a) Select a Supplier and sign a CSA; or,
- (b) Seek Rates and other relevant Products and/or Services information specific to a Customer’s organization (e.g. by issuing a non-binding request via a Second Stage tool (e.g. Request for Services (“RFS”), Quick Quote (“QQ”), or Customer’s process (e.g. directly or via an online e.tendering platform)) from the Supplier for their specific Products and/or Services requirements. If selected by the Customer, the Supplier shall provide the Products and/or Services in accordance with the specifications stated in the Master Agreement and in the Customer’s CSA.

When a Second Stage request is issued, which does not constitute a contract A, contract B situation, it will identify the required Products and/or Services or it may request the Supplier to propose appropriate Products and/or Services to fulfill the Customer’s requirements and any other applicable information. The Customer may negotiate their unique requirements with the Supplier and mutually agree to additional terms and conditions (e.g. delivery methods and Rates, Product and/or Service Rates, reporting, payment terms) ensuring the additional terms and conditions are not in any way inconsistent with the Master Agreement.

The Supplier must respond to a Second Stage Selection Process request and, at minimum, the response should set out the following:

- (a) Proposed Products and/or Services;
- (b) Address environmental and/or sustainability concerns;
- (c) Describe planned delivery methods, lead times and storage (if applicable);
- (d) Provide life cycle information, if requested by Customer; and,
- (e) Final, net Rates based on commitment and/or volume requirements. The Rates should be valid for a period of not less than ninety (90) days. Limited time offer Rates and/or promotional Rates must be specified by the Supplier, if applicable to the specific Second Stage request.

#### **4.1.3 No Guarantee of Volume of Work or Exclusivity of Master Agreement**

The volume information contained in this RFP constitutes an estimate and is supplied solely as a guideline to the Proponent. Such information is not guaranteed, represented, or warranted to be accurate, nor is it necessarily comprehensive or exhaustive.

Nothing in this RFP is intended to relieve the Proponent from forming its own opinions and conclusions with respect to the matters addressed in this RFP. Volumes are an estimate only and may not be relied on by the Proponent.

OECM makes no guarantee of the value or volume of work to be assigned to the Supplier.

The Master Agreement executed with the Supplier may not be an exclusive Master Agreement for the provision of the Deliverables. Customers may contract with others for the same or similar Deliverables to those described in this RFP.

## **4.2 Rates**

The proposed Product and Service Rates shall be firm maximum Rates until March 31, 2021 and shall be:

- (a) Maximum net Rates for Services per Zone;
- (b) Minimum percentage discount off the Canadian MSRP for Products for all Zones;
- (c) In Canadian funds and shall include all applicable costs, including, but not limited to overhead, materials, fuel, fuel surcharge, duties, tariffs, delivery, office support, profit, permits, licences, labour, insurance, and Workplace Safety Insurance Board costs; and,
- (d) Exclusive of the HST, or other similar taxes.

The Supplier may, however, lower its Rates for Services or increase the minimum percentage discount off the Canadian MSRP for specific Products when the Customer and Supplier mutually agree without affecting the Rates in the Master Agreement.

In extenuating circumstances, OECM may consider a Rate adjustment substantially effecting the provision of Products and/or Services resulting from new or changed municipal, provincial, or federal regulations, by-laws and fluctuations in foreign exchange rates as published by the Bank of Canada, tariffs, or ordinances. Any such request from the Supplier must be accompanied and supported by documentation deemed appropriate by OECM. OECM may use a third-party index (e.g. Consumer Price Index ("CPI")) in its Rates review. The Supplier must submit documentation (i.e. Rate impact analysis) demonstrating how the request affects the delivery of Products in this Master Agreement. OECM will not consider any fixed costs or overhead adjustments in its review of the Supplier's documentation.

#### **4.2.1 Travel Expenses**

The Supplier must obtain prior approval from the Customer for costs incurred as a result of accommodation or travel associated with a particular Assignment. These costs must be charged in accordance with the Customer's travel policy, as may be amended from time to time. Suppliers may obtain applicable rates from the Customer. All such pre-approved costs, where applicable, must be itemized separately on invoices.



Customers shall not be responsible for any meal, hospitality, or incidental expenses incurred by the Supplier, whether incurred while travelling or otherwise including,

- (a) Meals, snacks and beverages;
- (b) Gratuities;
- (c) Laundry or dry cleaning;
- (d) Valet services;
- (e) Dependent care;
- (f) Home management; and,
- (g) Personal telephone calls.

#### **4.2.2 Optional Rate Refresh**

OECM's goal is to keep Rates as low as possible for Customers. However, the Supplier may request a Rate refresh in December 2020 and every year thereafter in December for the Term.

The Supplier shall provide a written notice with supporting documentation to OECM at least one-hundred-and-twenty (120) days prior to March 31 on an annual basis beginning in 2021. For example, if a Supplier requests a Rate refresh in December 2020, and that request is accepted by OECM after due process, those new Rates would be effective as of April 1, 2021.

As part of any review OECM will consider Rate adjustments that reflect changes in operation, adjustments due to new or changed municipal, provincial, or federal regulations, by-laws, and fluctuations in foreign exchange rates as published by the Bank of Canada, tariffs, or ordinances. Any Rate refresh request from a Supplier must be accompanied by supporting documentation (e.g. detailed calculations and individual Customer impact analysis) to support any Rate adjustment. OECM may use a third-party index (e.g. Consumer Price Index) in its Rates review. OECM will not consider any fixed costs or overhead adjustments in its review.

Volumes and Supplier performance (i.e. Supplier's Performance Management Scorecard and/or Supplier Recognition Program evaluation results) will be considered when contemplating a Rate refresh.

If a proposed Rate refresh was agreed upon between OECM and the Supplier, the new Rates would only be applicable to Products and/or Services ordered after the effective date of the new Rates. The effective date of the Rate change must allow Customers a minimum of thirty (30) days' prior notice from OECM. If, however, a proposed Rate increase is not accepted by OECM the Master Agreement may be terminated within one-hundred and twenty (120) days unless the Supplier agrees to withdraw its request for a Rate increase and continue the provision of the Products and/or Services at the existing agreed upon Rates.

If a Rate refresh is not requested, the existing Rates shall remain in effect until the next Rate refresh opportunity.

Decreases to the Rates shall be accepted at any time during the Term.

Based on above, the Master Agreement will be amended, if needed.

#### **4.2.3 Optional Process to Add Other Products and/or Services**

During the Term, if mutually agreed by OECM and the Supplier, other Products and/or Services (e.g. newly available Products, new technology and/or other related Services) may be added to the Master Agreement to align with Customer needs.

The Supplier shall provide written notice to OECM of at least one hundred and twenty (120) days if requesting a Product and/or Service refresh.

Additional Product and Service requests from the Supplier must be accompanied by appropriate documentation (e.g. Product and/or Service description, and rationale for the addition).

If a Zone is added to an existing Master Agreement, the:

- (a) Product Rates must be the same as Product Rates in other Zones; and,
- (b) Service Rates will be negotiated at the time ensuring Rates align with similar Services currently available in other Zones.

Volumes and Supplier's performance (i.e. as described in Appendix G – Performance Management Scorecard and/or Supplier Recognition Program evaluation results) will be considered when contemplating adding Products, and Services to the Master Agreement. In the event the Supplier's performance is poor and/or unacceptable, OECM may not agree to the Supplier's Product and/or Service refresh request. All other Products and/or Services shall remain unchanged.

Rates, for newly added Products and/or Services, will be negotiated at the time ensuring Rate alignment with similar Products and/or Services currently available on the Master Agreement.

Based on above, the Master Agreement will be amended, if needed.

#### 4.2.4 OECM Geographical Zones

OECM Customers are located in five (5) geographical Zones (as set out below and detailed in Appendix D – OECM Geographical Zones) throughout the Province of Ontario.

- (a) Central Zone;
- (b) East Zone;
- (c) North East Zone;
- (d) North West Zone; and,
- (e) West Zone.

Also refer to Appendix E – OECM School Board, University and College Customers in Ontario illustrating OECM's educational Customers by Zone.

#### 4.2.5 OECM Cost Recovery Fee

As a not-for-profit/non-share capital corporation, OECM recovers its operating costs from its agreements through a Cost Recovery Fee ("CRF"). CRFs from the resulting Master Agreement from this RFP and other OECM agreements are structured to support OECM's financial model, while providing savings to Customers.

The Supplier shall pay to OECM a CRF of one-point-nine-five percent (1.95%) on all Products and Services invoiced by the Supplier to the Customers through the Term.

The CRF shall be paid to OECM, via EFT, on a quarterly basis based on the calendar year by the tenth (10) Business Day of the applicable quarter.

CRF payment dates, for the first year of the Master Agreement, will be as follows:

CRF Payments	Payment Date
The first CRF, including any Customer purchases made between the Master Agreement execution date and June 30, 2020 shall be paid to OECM by:	July 15, 2020
The next CRF, including any Customer purchases made between July 1, 2020 to September 30, 2020, shall be paid to OECM by:	October 15, 2020

CRF Payments	Payment Date
The next CRF, including any Customer purchases made between October 1, 2020 to December 31, 2020, shall be paid to OECM by:.	January 15, 2021
The next CRF, including any Customer purchases made between January 1, 2021 to March 31, 2021, shall be paid to OECM by:	April 16, 2021

HST is applicable to the CRF payments made to OECM.

The CRF will be reviewed (e.g. annually) and may, at OECM's sole discretion, be adjusted downwards.

During the Term, OECM may implement other CRF methodologies. Should this take place, the maximum CRF noted above shall not increase.

The Supplier shall be responsible for paying interest, as specified in Article 4.09 of the Master Agreement, for late CRF payments.

Upon termination or expiry of the Master Agreement, the Supplier will submit all outstanding CRF payments within thirty (30) days of the Master Agreement termination or expiry date.

#### **4.2.6 Financial Administration Act Section 28**

In accordance with the requirements of the *Financial Administration Act* ("FAA"), notwithstanding anything else in the CSA, or in any other agreement between the Customer and the Supplier executed to carry out the Services provided for herein, the remedies, recourse or rights of the Supplier shall be limited to the Customer and to the right, title and interest owned by the Customer in and to all of its real or personal property, whether now existing or hereinafter arising or acquired from time to time. The Supplier unconditionally and irrevocably waives and releases all other claims, remedies, recourse or rights against the Crown in right of Ontario in respect of the CSA, and agrees that it shall have no remedies, recourse or rights in respect of the CSA against the Crown in right of Ontario, any Ontario Ministry, Minister, agent, agency, servant, employee or representative of the Crown or any director, officer, servant, agent, employee or representative of a Crown agency or a corporation in which the Crown holds a majority of the shares or appoints a majority of the directors or members, other than against the Customer and its assets.

If the Supplier and the Customer agree that a CSA is exempt from the application of subsection 28(1) of the *Financial Administration Act* pursuant to Ontario Regulation 376/18: Section 28 Exemptions – Colleges, the Customer represents and warrants that the CSA (i) complies with all applicable policies of the Customer; (ii) complies with all applicable laws and Ontario government directives applicable to it; and, (iii) relates to activities of the Customer that are permitted under its objects and that are undertaken within Canada. The Supplier represents and warrants that the CSA complies with all Applicable Laws and Ontario government directives applicable to it.

#### **4.2.7 Saving Calculation**

OECM tracks, validates, and reports on savings on all of its agreements. Collaborative procurement processes enables several types of savings including direct and indirect savings (e.g. process improvement, lead time reduction, standardization, economies of scale, cost avoidance).

The Supplier shall report Customer savings (e.g. Master Agreement Rate versus Rates invoiced to Customer, cost avoidance and/or other savings).

### **4.3 Supplier Management Support to OECM**

OECM will oversee the Master Agreement, and the Supplier shall provide appropriate Master Agreement management support including, but not limited to:

- (a) Assigning to OECM a Supplier Account Executive and team responsible for supporting and overseeing all aspects of the Master Agreement;
- (b) Working and acting in an ethical manner demonstrating integrity, professionalism, accountability, transparency and continuous improvement;
- (c) Promoting the Master Agreement within the Customer community;
- (d) Maintaining OECM's and Customer's confidentiality by not disclosing Confidential Information without the prior written consent of OECM and/or the Customer, as the case may be, as further described in Appendix B – Form of Master Agreement;
- (e) Attending business review meetings with OECM to review such information as:
  - i. CSAs and upcoming opportunities; and,
  - ii. Review and monitor performance management compliance;
- (f) Complying with Appendix H – Code of Conduct requirements as described on the OECM website at <https://oecm.ca/oecm-advantage/our-supplier-partners/supplier-code-of-conduct>;
- (g) Managing issue resolution in a timely manner;
- (h) Complying with agreed upon escalation processes to resolve outstanding issues;
- (i) Timely submission of reports as described in Appendix F – Reporting Requirements; and,
- (j) Complying with Master Agreement close out processes (e.g. ensuring all Master Agreement obligations have been fulfilled, such as submission of final reporting and CRF payments to OECM).

#### **4.3.1 Master Agreement Award and Launch**

Once the Master Agreement is awarded, the Supplier will meet with OECM to discuss an effective launch strategy, and shall provide:

- (a) Supplier profile and logo;
- (b) Supplier contact information;
- (c) Customer engagement strategy;
- (d) Access to knowledge sharing materials (e.g. webinars);
- (e) Marketing materials, and,
- (f) Other relevant materials.

#### **4.3.2 Promoting OECM Master Agreements**

To support Customers, OECM and the Supplier will work together to encourage the use of the Master Agreement resulting from this RFP.

The Supplier will actively promote the Master Agreement to Customers by:

- (a) Conducting sales and marketing activities directly to onboard Customers;
- (b) Executing CSAs with interested Customers;
- (c) Providing excellent and responsive Customer support;
- (d) Gathering and maintaining Customer and market intelligence, including contact information;
- (e) Identifying Customer savings; and,
- (f) Identifying improvement opportunities (e.g. new Products and/or Services).

OECM will promote the use of the Master Agreement with Customers by:

- (a) Using online communication tools to inform and educate;
- (b) Holding information sessions and webinars, as required;
- (c) Attending, where appropriate, Customer and Supplier events;
- (d) Facilitating CSA execution, where appropriate;
- (e) Facilitating Second Stage requests, as required;
- (f) Providing effective business relationship management;
- (g) Managing and monitoring Supplier performance;
- (h) Facilitating issue resolution; and,
- (i) Marketing Supplier promotions.

#### **4.3.3 Supplier's Performance Management Scorecard**

To ensure Master Agreement requirements are met, the Supplier's performance will be measured and tracked by OECM as described in Appendix G – Performance Management Scorecard.

#### **4.3.4 OECM's Supplier Recognition Program**

OECM's suppliers play a fundamental role in ensuring Customers' needs are met with consistent and exceptional service. As part of OECM's efforts to provide greater value to Customers and support their Supplier selection process across OECM agreements, OECM has implemented a Supplier Recognition Program ("SRP"). Through the SRP, OECM will objectively assess supplier's performance using an open, fair and transparent framework to recognize and reward top-performing Suppliers on an annual basis.

The following four (4) key areas of focus that suppliers will be measured upon include:

- (a) Supplier performance;
- (b) Master Agreement performance (see Section 4.3.3 and Appendix G (Performance Management Scorecard information));
- (c) Generated savings and value; and,
- (d) Technical Response scores from the Supplier's Proposal for this RFP.

Further details will be provided to the Suppliers.

#### **4.3.5 Reporting to OECM**

The Supplier shall be responsible for providing reports as further described in Appendix F – Reporting Requirements.

Report details will be discussed and established at the Master Agreement finalization stage between OECM and the Preferred Proponent. Other reports may be added, throughout the Term, if mutually agreed upon between OECM and the Supplier, and/or the Customer and Supplier.

#### **4.3.6 Disaster Recovery and Business Continuity**

The Supplier shall possess and provide to OECM upon request, information about disaster recovery and business continuity programs including processes, policies, and procedures related to safety standards, preparing for recovery or continuation of Product and Service availability critical to Customers.

[End of Part 4]

## PART 5 – TERMS AND CONDITIONS OF THE RFP PROCESS

### 5.1 General Information and Instructions

#### Procurement Process Non-Binding

This RFP process is non-binding, and it does not intend to create, and shall not create, a formal legally-binding procurement process, and shall not give rise to the legal rights or duties applied to a formal legally-binding procurement process. This procurement process shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) This RFP shall not give rise to any contract A – based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and,
- (b) Neither the Proponent nor OECM shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a Master Agreement, failure to award a Master Agreement or failure to honour a response to this RFP.

#### Non-Binding Rates

While the Proposal Rates will be non-binding prior to the execution of a written Master Agreement, such information will be assessed during the evaluation and ranking of the Proposals, as further described in Part 3 – Evaluation of Proposals. Any inaccurate, misleading, or incomplete information, including withdrawn or altered Rates, could adversely impact any such evaluation, ranking, or Master Agreement award.

#### 5.1.1 RFP Timetable

The following is a summary of the key dates for this RFP process:

RFP Timetable	
Event	Time/Date
OECM's Issue Date of RFP:	December 4, 2019
Proponent's Information and OTP Demonstration Session:	2:00 pm on December 12, 2019
Proponent's Deadline to Submit Questions:	5:00 pm on January 6, 2020
OECM's Deadline for Issuing Answers:	January 10, 2020
Proponent's Deadline to Submit Questions Related to Addenda & Question and Answer Documents:	5:00 pm on January 15, 2020
OECM's Deadline for Issuing Final Documents:	January 21, 2020
Closing Date:	2:00:00 pm on January 29, 2020
Anticipated Master Agreement Start Date:	April 2020

Note – all times specified in this RFP timetable are local times in Toronto, Ontario, Canada.

OECM may amend any timeline, including the Closing Date, without liability, cost, or penalty, and within its sole discretion.

In the event of any change in the Closing Date, the Proponent may thereafter be subject to the extended timeline.

### **5.1.2 Proponent's Information and OTP Demonstration Session**

The Proponent should participate in the Proponent's Information and OTP Demonstration Session, which will take place at the time set out in Section 5.1.1.

Prior to the Proponent's Information and OTP Demonstration Session, OECM will send a **Message** via OTP with the teleconference and webinar information to the Proponents who expressed interest on OTP.

The Proponent's Information and OTP Demonstration Session is an opportunity for the Proponent to enhance its understanding of the RFP process and become familiar with OTP to submit its Proposal.

Any changes to the Proponent's Information and OTP Demonstration Session meeting date will be issued in an addendum on OTP.

Information provided during this session will be posted on OTP.

In the event of a conflict or inconsistency between the Proponent's Information and OTP Demonstration Session and the RFP, the RFP shall prevail.

The Proponent can contact OTP technical support directly for further assistance, using the contact details set out in Section 5.3.1.

### **5.1.3 Proponent to Follow Instructions**

The Proponent should structure its Proposal in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in the Proposal should reference the applicable section numbers of this RFP where that request was made.

### **5.1.4 OECM's Information in RFP Only an Estimate**

OECM makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general size of the work.

It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Proposal in response to this RFP.

### **5.1.5 Proponent's Costs**

The Proponent will bear all costs and expenses incurred relating to any aspect of its participation in this RFP process, including all costs and expenses relating to the Proponent's participation in:

- (a) The preparation, presentation and submission of its Proposal;
- (b) The Proponent's attendance at any meeting in relation to the RFP process;
- (c) The conduct of any due diligence on its part, including any information gathering activity;
- (d) The preparation of the Proponent's own questions; and,
- (e) Any discussion and/or finalization, if any, in respect of the Form of Master Agreement.

## **5.2 Communication after RFP Issuance**

### **5.2.1 Communication with OECM**

All communications regarding any aspect of this RFP must be sent to OECM as a **Message** in OTP.

If the Proponent fails to comply with the requirement to direct all communications to OECM through OTP, it may be disqualified from this RFP process. Without limiting the generality of this provision, Proponents shall not communicate with or attempt to communicate with the following as it relates to this RFP:

- (a) Any employee or agent of OECM;
- (b) Any member or advisor of the Project Advisory Committee;
- (c) Any member of OECM's governing body (such as Board of Directors, or advisors);
- (d) Any employee, consultant or agent of OECM's Customers; and,
- (e) Any elected official of any level of government, including any advisor to any elected official.

### **5.2.2 Proponent to Review RFP**

The Proponent shall promptly examine this RFP and all Appendices, including the Form of Master Agreement and:

- (a) Shall report any errors, omissions or ambiguities; and,
- (b) May direct questions or seek additional information **on** or **before** the Proponent's Deadline to Submit Questions to OECM.

All questions submitted by Proponents shall be deemed to be received once the **Message** has entered into OECM's OTP inbox.

In answering a Proponent's questions, OECM will set out the question, without identifying the Proponent that submitted the question and OECM may, in its sole discretion:

- (a) Edit the question for clarity;
- (b) Exclude questions that are either unclear or inappropriate; and,
- (c) Answer similar questions from various Proponents only once.

Where an answer results in any change to the RFP, such answer will be formally evidenced through the issue of a separate addendum for this purpose.

To ensure the Proponent clearly understand issued addenda, OECM allows Proponents to ask questions related to addenda, and question and answer documents. Refer to Section 5.1.1 for timelines.

OECM is under no obligation to provide additional information but may do so at its sole discretion.

It is the responsibility of the Proponent to seek clarification, by submitting questions to OECM through OTP, on any matter it considers to be unclear. OECM shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

### **5.2.3 Proponent to Notify**

In the event the Proponent has any reason to believe that an error, omission, uncertainty or ambiguity, as set out in Section 5.2.2 exists, the Proponent must notify OECM through OTP prior to submitting a Proposal.

If appropriate, OECM will then clarify the matter for the benefit of all Proponents.

The Proponent shall not:

- (a) After submission of a Proposal, claim that there was any misunderstanding or that any of the circumstances set out in Section 5.2.2 were present with respect to the RFP; and,
- (b) Claim that OECM is responsible for any of the circumstances listed in Section 5.2.2 of this RFP.

### **5.2.4 All New Information to Proponents by way of Addenda**

This RFP may only be amended by an addendum in accordance with this section.



If OECM, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda on OTP. Each addendum shall form an integral part of this RFP.

Any amendment or supplement to this RFP made in any other manner will not be binding on OECM.

Such addenda may contain important information including significant changes to this RFP. The Proponent is responsible for obtaining all addenda issued by OECM.

The Proponent who intends to respond to this RFP is requested not to cancel the receipt of addenda or amendments option provided by OTP, since it must obtain all information and documents that are issued on OTP.

In the event that a Proponent chooses to cancel the receipt of addenda or amendments, its Proposal may be rejected.

### 5.3 Proposal Submission Requirements

#### 5.3.1 General

The Proponent shall submit its Proposal through OTP at <https://ontariotenders.app.jaggaer.com/esop/nac-host/public/web/login.html>.

The Proponent should contact OTP technical support if it experiences technical difficulties or to seek support about the use of OTP via:

- (a) Email at [etenderhelp\\_CA@jaggaer.com](mailto:etenderhelp_CA@jaggaer.com);
- (b) By phone at 866-722-7390; or,
- (c) Accessing website information at [https://ontariotenders.app.jaggaer.com/esop/nac-host/public/attach/eTendering\\_responding\\_to\\_tender\\_guide.pdf](https://ontariotenders.app.jaggaer.com/esop/nac-host/public/attach/eTendering_responding_to_tender_guide.pdf).

To be considered in the RFP process, a Proposal must be submitted and received **before** the Closing Date as set out in Section 5.1.1 and on OTP.

**The Proponent is strongly encouraged to become familiar with the use of OTP well in advance of the Closing Date.**

The Proponent will not be able to submit a Proposal after the Closing Date, as OTP will close the access to the RFP on the Closing Date.

A Proposal sent by, email, facsimile, mail and/or any other means other than stated in this RFP shall **not** be considered. Notwithstanding anything to the contrary contained in any applicable statute relating to electronic documents transactions, including the *Electronic Commerce Act, 2000, S.O. 2000, c. 17*, any notice, submission, statement, or other instrument provided in respect of the RFP may not be validly delivered by way of electronic communication, unless otherwise provided for in this RFP.

#### 5.3.2 Proposal in English

All Proposal submissions are to be in English only. Any Proposal received by OECM that is not entirely in the English language may be disqualified.

#### 5.3.3 Proposal Submission Requirements

The Proponent is solely responsible for submitting its Proposal on OTP prior to the Closing Date.

The Proposal should be submitted in accordance with the instructions set out on OTP and in this RFP as set out below.

Appendix/Form Title	OTP Envelope	Complete Form within OTP	Complete Appendix and Upload to OTP
Form of Offer	Qualification	√	
Compliance with Form of Master Agreement	Qualification	√	
Technical Response	Technical	√	
Appendix C – Commercial Response	Commercial		√
Appendix I – OEM Undertaking	Qualification		√

#### 5.3.4 Other Proposal Considerations

In preparing its Proposal, the Proponent should adhere to the following:

- (a) Information contained in any embedded link will not be considered part of a Proposal, and will not be evaluated or scored;
- (b) Completely address, on a point-by-point basis, each Technical Response question in Technical Response. Technical Responses left blank and/or unanswered will receive a score of zero (0). Refer to Section 3.3;
- (c) Information attached as part of the Commercial Envelope in OTP will not be considered as part of the evaluation of Stage II - Technical Response. Refer to Section 3.3; and,
- (d) The Proposal should be complete in all respects. Proposal evaluation and scoring applies only to the information contained in the Proposal, or accepted clarifications as set out in Section 5.3.13 Clarification of Proposals.

#### 5.3.5 Proposal Receipt by OECM

Every Proposal received will be date/time stamped by OTP.

A Proponent should allow sufficient time in the preparation of its Proposal to ensure its Proposal is received **on** or **before** the Closing Date.

#### 5.3.6 Withdrawal of Proposal

A Proponent may withdraw its Proposal by deleting its submission on OTP **before** the Closing Date or at any time throughout the RFP process until the execution of a Master Agreement. To withdraw a Proposal after the Closing Date, the Proponent should send a **Message** to OECM through OTP.

#### 5.3.7 Amendment of Proposal on OTP

A Proponent may amend its Proposal after submission through OTP, but only if the Proposal is amended and resubmitted **before** the Closing Date.

#### 5.3.8 Completeness of Proposal

By submitting a Proposal, the Proponent confirms that all components required to use and/or manage the Products and/or Services have been identified in its Proposal or will be provided to OECM or its Customers at no additional cost. Any requirement that may be identified by the Proponent after the Closing Date or subsequent to signing the Master Agreement shall be provided at the Proponent's expense.

### **5.3.9 Proposals Retained by OECM**

All Proposals submitted by the Closing Date shall become the property of OECM and will not be returned to the Proponent.

### **5.3.10 Acceptance of RFP**

By submitting a Proposal, a Proponent agrees to accept the terms and conditions contained in this RFP, and all representations, terms, and conditions contained in its Proposal.

### **5.3.11 Amendments to RFP**

Subject to Section 5.1.1 and Section 5.2.4, OECM shall have the right to amend or supplement this RFP in writing prior to the Closing Date. No other statement, whether written or oral, shall amend this RFP. The Proponent is responsible to ensure it has received all addenda.

### **5.3.12 Proposals will not be Opened Publicly**

The Proponent is advised that there will not be a public opening of this RFP. OECM will open Proposals at a time subsequent to the Closing Date.

### **5.3.13 Clarification of Proposals**

OECM shall have the right at any time after the Closing Date to seek clarification from any Proponent in respect of the Proposal, without contacting any other Proponent.

OECM will exercise this right in a similar manner for all Proponents.

Any clarification sought shall not be an opportunity for the Proponent to either correct errors or to change its Proposal in any substantive manner. Subject to the qualification in this provision, any written information received by OECM from a Proponent in response to a request for clarification from OECM may be considered, if accepted, to form an integral part of the Proposal.

OECM shall not be obliged to seek clarification of any aspect of any Proposal.

### **5.3.14 Verification of Information**

OECM shall have the right, in its sole discretion, to:

- (a) Verify any Proponent's statement or claim made in its Proposal or made subsequently in a clarification, interview, site visit, oral presentation, demonstration, or discussion by whatever means OECM may deem appropriate, including contacting persons in addition to those offered as references, and to reject any Proponent statement or claim, if such statement or claim or its Proposal is patently unwarranted or is questionable, which may result in changes to the scores for the Proponent's Technical Response; and,
- (b) Access the Proponent's premises where any part of the work is to be carried out to confirm Proposal information, quality of processes, and to obtain assurances of viability, provided that, prior to providing such access, the Proponent and OECM shall have agreed on access terms including pre-notification, extent of access, security and confidentiality. OECM and the Proponent shall each bear its own costs in connection with access to each other's premises.

The Proponent shall co-operate in the verification of information and is deemed to consent to OECM verifying such information, including references.

### **5.3.15 Proposal Acceptance**

The lowest price Proposal or any Proposal shall not necessarily be accepted. While price is an evaluation criterion, other evaluation criteria as set out in Part 3 will form a part of the evaluation process.

### **5.3.16 RFP Incorporated into Proposal**

All provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proposal.

### **5.3.17 Exclusivity of Contract**

The Master Agreement, if any, with the Preferred Proponent will not be an exclusive agreement for the provision of the described Deliverables.

### **5.3.18 Substantial Compliance**

OECM shall be required to reject Proposals, which are not substantially compliant with this RFP.

### **5.3.19 No Publicity or Promotion**

No Proponent, including the Preferred Proponent, shall make any public announcement or distribute any literature regarding this RFP or otherwise promote itself in connection with this RFP or any arrangement entered into under this RFP without the prior written approval of OECM.

In the event that a Proponent, including the Preferred Proponent, makes a public statement either in the media or otherwise in breach of this requirement, in addition to any other legal remedy it may have in law, in equity or within the context of this RFP, OECM shall be entitled to take all reasonable steps as may be deemed necessary by OECM, including disclosing any information about a Proposal, to provide accurate information and/or to rectify any false impression which may have been created.

## **5.4 Negotiations, Timelines, Notification and Debriefing**

### **5.4.1 Negotiations with Preferred Proponent**

OECM reserves the right to accept or reject any Proposals in whole or in part; to waive irregularities and omissions, if doing so is in the best interests of OECM and its Customers.

The Preferred Proponent shall execute the Master Agreement in the form attached to this RFP with negotiated changes, if any, and satisfy any other applicable conditions of this RFP within twenty (20) days of invitation to enter into negotiations. This provision is solely to the benefit of OECM and may be waived by OECM at its sole discretion.

If the Preferred Proponent and OECM cannot execute the Master Agreement within the allotted twenty (20) days, OECM will, as described in Section 3.7 and 3.8, be at liberty to extend the timeline, request the Preferred Proponent to submit its Best and Final Offer, terminate discussions/negotiations with the Preferred Proponent, or publish one (1) or some of the Suppliers, who have executed Master Agreements within OECM's promotional marketing launch. Other Master Agreements, if successfully negotiated with other Preferred Proponents would be added to OECM's website at a later date.

### **5.4.2 Failure to Execute a Master Agreement**

When the Preferred Proponent successfully reaches an agreement with OECM at the end of the negotiation process in accordance with the evaluation set out in this RFP, the Preferred Proponent will be allotted five (5) Business Days to execute the Master Agreement unless otherwise specified by OECM.

If the Preferred Proponent cannot execute the Master Agreement within the allotted timeframe, OECM may rescind the invitation to execute a Master Agreement or publish one (1) or some of the Suppliers, who have executed Master Agreements within OECM's promotional marketing launch. Other Master Agreements, if successfully negotiated with other Preferred Proponents would be added to OECM's website at a later date.

In accordance with the process rules in this Part 5 – Terms and Conditions of the RFP Process, there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement.

#### **5.4.3 Master Agreement**

If a Master Agreement is subsequently negotiated and awarded to a Preferred Proponent as a result of this RFP process:

- (a) Any such Master Agreement will commence upon signature by the duly authorized representatives of OECM and the Preferred Proponent; and,
- (b) May include, but not be limited to, the general Master Agreement terms contained in Appendix B – Form of Master Agreement.

#### **5.4.4 Notification to Other Proponents**

Once the Master Agreement is executed, other Proponents will be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

#### **5.4.5 Debriefing**

Any Proponent may request a debriefing after receipt of a notification of award. All requests must be in writing to OECM and should be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

#### **5.4.6 Bid Dispute Resolution**

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

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

A protest in writing should include the following:

- (a) A specific identification of the provision and/or procurement procedure that is alleged to have been breached;
- (b) A specific description of each act alleged to have breached the procurement process;
- (c) A precise statement of the relevant facts;
- (d) An identification of the issues to be resolved;
- (e) The Proponent's arguments and supporting documentation; and,
- (f) The Proponent's requested remedy.

For the purpose of a protest, OECM will review and address any protest in a timely and appropriate manner. OECM will engage an independent and impartial third party should the need arise.

### **5.5 Prohibited Communications, and Confidential Information**

#### **5.5.1 Confidential Information of OECM**

All correspondence, documentation, and information of any kind provided to any Proponent in connection with or arising out of this RFP or the acceptance of any Proposal:

- (a) Remains the property of OECM and shall be removed from OECM's premises only with the prior written consent of OECM;
- (b) Must be treated as confidential and shall not be disclosed except with the prior written consent of OECM;

- (c) Must not be used for any purpose other than for replying to this RFP and for the fulfillment of any related subsequent agreement; and,
- (d) Must be returned to OECM upon request.

#### **5.5.2 Confidential Information of the Proponent**

Except as provided for otherwise in this RFP, or as may be required by Applicable Laws, OECM shall treat the Proposal and any information gathered in any related process as confidential, provided that such obligation shall not include any information that is or becomes generally available to the public other than as a result of disclosure by OECM.

During any part of this RFP process, OECM or any of its representatives or agents shall be under no obligation to execute a confidentiality agreement.

In the event that a Proponent refuses to participate in any required stage of the RFP because OECM has refused to execute any such confidentiality agreement, the Proponent shall receive no points for that particular stage of the evaluation process.

#### **5.5.3 Proponent's Submission**

All correspondence, documentation, and information provided in response to or because of this RFP may be reproduced for the purposes of evaluating the Proposal.

If a portion of a Proposal is to be held confidential, such provisions must be clearly identified in the Proposal.

#### **5.5.4 Personal Information**

Personal Information shall be treated as follows:

- (a) Submission of information – The Proponent should not submit as part of its Proposal any information related to the qualifications or experience of persons who will be assigned to provide Products and/or Services unless specifically requested. OECM shall maintain the information for a period of seven (7) years from the time of collection. Should OECM request such information, OECM will treat this information in accordance with the provisions of this section;
- (b) Use – Any personal information as defined in the *Personal Information Protection and Electronic Documents Act, S.C. 2005, c.5* that is requested from a Proponent by OECM shall only be used to select the qualified individuals to undertake the Products and/or Services and to confirm that the work performed is consistent with these qualifications; and,
- (c) Consent – It is the responsibility of the Proponent to obtain the consent of such individuals prior to providing the information to OECM. OECM will consider that the appropriate consents have been obtained for the disclosure to and use by OECM of the requested information for the purposes described.

#### **5.5.5 Non-Disclosure Agreement**

OECM reserves the right to require any Proponent to enter into a non-disclosure agreement satisfactory to OECM.

#### **5.5.6 Freedom of Information and Protection of Privacy Act**

The *Freedom of Information and Protection of Privacy Act (Ontario)*, applies to information provided by the Proponent. A Proponent should identify any information in its Proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by OECM and its Customers. The confidentiality of such information will be maintained by OECM, except as otherwise required by law or by order of a court, tribunal, or the Ontario Privacy Commissioner.

By submitting a Proposal, including any Personal Information requested in this RFP, the Proponent agrees to the use of such information for the evaluation process, for any audit of this procurement process, and for contract management purposes.

### **5.5.7 Intellectual Property**

The Proponent shall not use any intellectual property of OECM or Customers including, but not limited to, logos, registered trademarks, or trade names of OECM or Customers, at any time without the prior written approval of OECM and the respective Customer.

## **5.6 Reserved Rights and Governing Law of OECM**

### **5.6.1 General**

In addition to any other express rights or any other rights, which may be, implied in the circumstances, OECM reserves the right to:

- (a) Make public the names of any or all Proponents;
- (b) Request written clarification or the submission of supplementary written information from any Proponent and incorporate such clarification or supplementary written information, if accepted, into the Proposal, at OECM's discretion, provided that any clarification or submission of supplementary written information shall not be an opportunity for the Proponent to correct errors in its Proposal or to change or enhance the Proposal in any material manner;
- (c) Waive formalities and accept Proposals that substantially comply with the requirements of this RFP;
- (d) Verify with any Proponent or with a third party any information set out in a Proposal;
- (e) Check references other than those provided by Proponents;
- (f) With supporting evidence, disqualify any Proponent on grounds such as:
  - i. Bankruptcy or insolvency;
  - ii. False declarations;
  - iii. Significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior agreement or agreements;
  - iv. Final judgments in respect of serious crimes or other serious offence; or,
  - v. Professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Proponent;
- (g) Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information;
- (h) Disqualify any Proponent whose Proposal is determined by OECM to be non-compliant with the requirements of this RFP;
- (i) Disqualify a Proposal based upon the past performance or on inappropriate conduct in a prior procurement process, or where the Proponent has or the principals of a Proponent have previously breached an agreement with OECM, or has otherwise failed to perform such agreement to the reasonable satisfaction of OECM (i.e. has not submitted required reporting and/or Cost Recovery Fees to OECM);
- (j) Disqualify any Proponent, who, in relation to this RFP or the evaluation and selection process, has engaged directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the Supplier.
- (k) Disqualify the Proponent who has been charged or convicted of an offence in respect of an agreement with OECM, or who has, in the opinion of OECM, engaged in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion, unethical conduct, including lobbying as described above or other forms of deceitfulness, or other inappropriate communications offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of OECM, or where the Proponent reveals a Conflict of Interest or Unfair Advantage in its Proposal or a Conflict of Interest or evidence of any Unfair Advantage is brought to the attention of OECM;

- (l) Disqualify any Proposal of any Proponent who has breached any Applicable Laws or who has engaged in conduct prohibited by this RFP, including where there is any evidence that the Proponent or any of its employees or agents colluded with any other Proponent, its employees or agents in the preparation of the Proposal;
- (m) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- (n) Accept or reject a Proposal if only one (1) Proposal is submitted;
- (o) Reject a Subcontractor proposed by a Proponent within a Consortium;
- (p) Select any Proponent other than the Proponent whose Proposal reflects the lowest cost to OECM;
- (q) Cancel this RFP process at any stage and issue a new RFP for the same or similar requirements, including where:
  - i. OECM determines it would be in the best interest of OECM not to award a Master Agreement,
  - ii. the Proposal prices exceed the bid prices received by OECM for Products and/or Services acquired of a similar nature and previously done work,
  - iii. the Proposal prices exceed the costs OECM or its Customers would incur by doing the work, or most of the work, with its own resources,
  - iv. the Proposal prices exceed the funds available for the Products and/or Services, or,
  - v. the funding for the acquisition of the proposed Products and/or Services has been revoked, modified, or has not been approved,

and where OECM cancels this RFP, OECM may do so without providing reasons, and OECM may thereafter issue a new request for proposals, request for qualifications, sole source, or do nothing;
- (r) Discuss with any Proponent different or additional terms to those contained in this RFP or in any Proposal;
- (s) Accept any Proposal in whole or in part;
- (t) If OECM receives a Proposal from a Proponent with Rates that are abnormally lower than the Rates in other Proposals, OECM may verify with the Proponent that the Proponent satisfies the conditions for participation and is capable of fulfilling the Master Agreement; or,
- (u) Reject any or all Proposals in its absolute discretion, including where a Proponent has launched legal proceedings against OECM and/or its Customers or is otherwise engaged in a dispute with OECM and/or its Customers;

and these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and OECM shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from OECM exercising any of its express or implied rights under this RFP.

By submitting a Proposal, the Proponent authorizes the collection by OECM of the information set out under (d) and (e) in the manner contemplated in those subparagraphs.

### **5.6.2 Rights of OECM – Proponent**

In the event that the Preferred Proponent fails or refuses to execute the Master Agreement within allotted time from being notified, OECM may, in its sole discretion:

- (a) Extend the period for concluding the Master Agreement, provided that if substantial progress towards executing the Master Agreement is not achieved within a reasonable period of time from such extension, OECM may, in its sole discretion, terminate the discussions;



- (b) Exclude the Preferred Proponent from further consideration and begin discussions with the next highest scoring Proponent without becoming obligated to offer to negotiate with all Proponents; or,
- (c) Exercise any other applicable right set out in this RFP including, but not limited to, cancelling the RFP and issuing a new RFP for the same or similar Products and/or Services.

OECM may also cancel this RFP in the event the Preferred Proponent fails to obtain any of the permits, licences, and approvals required pursuant to this RFP.

### **5.6.3 No Liability**

The Proponent agrees that:

- (a) Any action or proceeding relating to this RFP process shall be brought in any court of competent jurisdiction in the Province of Ontario and for that purpose the Proponent irrevocably and unconditionally attorns and submits to the jurisdiction of that Ontario court;
- (b) It irrevocably waives any right to and shall not oppose any Ontario action or proceeding relating to this RFP process on any jurisdictional basis; and,
- (c) It shall not oppose the enforcement against it, in any other jurisdiction, of any judgement or order duly obtained from an Ontario court as contemplated by this RFP.

The Proponent further agrees that if OECM commits a material breach of OECM's obligations pursuant to this RFP, OECM's liability to the Proponent, and the aggregate amount of damages recoverable against OECM for any matter relating to or arising from that material breach, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct, or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of OECM, shall be no greater than the Proposal preparation costs that the Proponent seeking damages from OECM can demonstrate. In no event shall OECM be liable to the Proponent for any breach of OECM's obligations pursuant to this RFP, which does not constitute a material breach thereof. The Proponent acknowledges and agrees that the provisions of the *Broader Public Sector Accountability Act, 2010* shall apply notwithstanding anything contained herein.

### **5.6.4 Assignment**

The Proponent shall not assign any of its rights or obligations hereunder during this RFP process without the prior written consent of OECM. Any act in derogation of the foregoing shall be null and void.

### **5.6.5 Entire RFP**

This RFP and all Appendices form an integral part of this RFP.

### **5.6.6 Priority of Documents**

In the event of any inconsistencies between the terms, conditions, and provisions of the main part of the RFP and the Appendices, the RFP shall prevail over the Appendices during this RFP process.

### **5.6.7 Disqualification for Misrepresentation**

OECM may disqualify the Proponent or rescind a Master Agreement subsequently entered if the Proponent's Proposal contains misrepresentations or any other inaccurate, misleading or incomplete information.

### **5.6.8 References and Past Performance**

The evaluation may include information provided by the Proponent's references and may also consider the Proponent's past performance with OECM and/or its Customers.

### **5.6.9 Cancellation**

OECM may cancel or amend the RFP process without liability at any time.

#### **5.6.10 Competition Act**

Under Canadian law, a Proposal must be prepared without conspiracy, collusion, or fraud. For more information, refer to the Competition Bureau website at <http://www.competitionbureau.gc.ca/eic/site/cb-bc.nsf/eng/home>, and in particular, part VI of the *Competition Act*, R.S.C. 1985, c. C-34.

#### **5.6.11 Trade Agreements**

The Proponent should note that procurements coming within the scope of either Chapter 5 of the Canadian Free Trade Agreement, Chapter 19 of the Comprehensive Economic and Trade Agreement ("CETA") or within the scope of the Trade and Cooperation Agreement between Quebec and Ontario are subject to such agreements, although the rights and obligations of the parties shall be governed by the specific terms of this RFP.

For more information, refer to the following:

- (a) Canadian Free Trade Agreement website at <https://www.cfta-alec.ca/>;
- (b) Trade and Cooperation Agreement between Quebec and Ontario at <https://www.cfta-alec.ca/wp-content/uploads/2017/07/OQTC-Consolidated-Jan-24-2017.pdf>; and,
- (c) Comprehensive Economic and Trade Agreement at <http://www.international.gc.ca/gac-amc/campaign-campagne/ceta-aecg/index.aspx?lang=eng>.

#### **5.6.12 Governing Law**

The terms and conditions in this Part 5:

- (a) Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and,
- (c) Are to be governed by and construed in accordance with the laws of the province or territory within which the Customer is located and the federal laws of Canada applicable therein.

[End of Part 5]

## APPENDIX A – DEFINITIONS

### Definitions

Unless otherwise specified in this RFP, capitalized words and phrases have the meaning set out in Appendix B – Form of Master Agreement attached to this RFP.

**“Accredited College”** means a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002* or a subsidiary of such a college;

**“Applicable Law”** means any common law requirement and all applicable and enforceable statutes, regulations, directives, policies, administrative interpretations, orders, by-laws, rules, guidelines, approvals and other legal requirements of any government and/or regulatory authority in effect from time to time;

**“Authorized Dealer”** means a Supplier who has Product OEM reseller status;

**“Best and Final Offer”** or **“BAFO”** means a process during the negotiation stage in which a Preferred Proponent may be invited by OECM to submit a best and final offer on a process or section of the RFP to improve on their original Proposal submission. BAFO cannot be requested by a Proponent;

**“Broader Public Sector”** or **“BPS”** means:

- (a) Select classified, non-classified and hydro entities (referred to as Other Included Entities in the Management Board of Cabinet Procurement Directive);
- (b) The Legislative Assembly;
- (c) Every municipality in Ontario as defined in the *Municipal Affairs Act and the Municipal Act*;
- (d) Every regional municipality in Ontario as defined in the *Regional Municipalities Act*;
- (e) The District Municipality of Muskoka as described in the *District Municipality of Muskoka Act*;
- (f) Every local board in Ontario as defined in the *Municipal Affairs Act and the Municipal Act*;
- (g) Every university in Ontario;
- (h) Every college of applied art and technology in Ontario;
- (i) Every post-secondary institution in Ontario, the enrollments of which are used to calculate annual operating grant entitlement;
- (j) Every school board in Ontario as defined in the *Education Act*;
- (k) Every hospital listed in the Schedule to the Classification of Hospitals Regulations made under the *Public Hospitals Act*; and,
- (l) Every private hospital operated under the authority of a licence issued under the *Private Hospitals Act* including:
  - i. Community Health Centres; and,
  - ii. Community Care Access Locations;

See <https://www.ontario.ca/page/broader-public-sector-accountability>;

**“Business Day”** or **“Day”** means Monday to Friday between the hours of 8:00 a.m. to 5:00 p.m., except when such a day is a public holiday, as defined in the *Employment Standards Act (Ontario)*, or as otherwise agreed to by the parties in writing;

**“Closing Date”** means the Proposal submission date and time as set out on the cover of this RFP, in OTP and in RFP Section 5.1.1 and may be amended from time to time in accordance with the terms of this RFP;

**“Commercial Envelope”** means an area in OTP where the Proponent would upload its completed Commercial Response;

**“Commercial Response”** means the Rates the Proponent uploads to OTP within Appendix C – Commercial Response as part of the Commercial Envelope;

**“Confidential Information”** means confidential information of OECM and/or any Customer (other than confidential information which is disclosed to the Preferred Proponent in the normal course of the RFP) where the confidential information is relevant to the Deliverables required by the RFP, its pricing or the RFP evaluation process, and includes all information concerning the business or affairs of the party or its directors, governors, trustees, officers or employees that is of a confidential nature, which information if in written or other tangible form, is clearly designated as confidential, or if disclosed orally, is designated as confidential in a written memorandum delivered by the disclosing party promptly following such disclosure. For the purposes of greater certainty, Confidential Information shall:

- (a) Include:(i) all new information derived at any time from any such Confidential Information whether created by OECM, the Customer, the Proponent or any third-party; (ii) all information (including Personal Information) that OECM or the Customer is obliged, or has the discretion, not to disclose under provincial or federal legislation; and, (iii) pricing under this RFP;
- (b) not include information that: (i) is or becomes generally available to the public without fault or breach on the part of the disclosing party of any duty of confidentiality owed by it hereunder; (ii) the disclosing party can demonstrate to have been rightfully obtained it, without any obligation of confidence, from a third-party who had the right to transfer or disclose it to the disclosing party free of any obligation of confidence; (iii) the disclosing party can demonstrate to have been rightfully known to or in the possession of it at the time of disclosure, free of any obligation of confidence when disclosed; or (iv) is independently developed by the disclosing party; but the exclusions in this subparagraph shall in no way limit the meaning of Personal Information or the obligations attaching thereto under the Contract or at law;

**“Conflict of Interest”** includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to (i) having or having access to information in the preparation of its Proposal that is confidential to OECM and not available to other respondents; (ii) communicating with any person with a view to influencing preferred treatment in the RFP process; or (iii) engaging in conduct that compromises or could reasonably be seen to compromise the integrity of the open and competitive RFP process and render that process non-competitive and unfair; or,
- (b) in relation to the performance of its contractual obligations in an OECM contract, the Proponent’s other commitments, relationships or financial interests (i) could or could reasonably be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could reasonably be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

**“Consortium”** means when more than one (1) business entities (i.e. Consortium members) agree to work together and submit one (1) Proposal to satisfy the requirements of the RFP. One (1) of the Consortium members shall identify itself as the Proponent and assume full responsibility and liability for the work and actions of all Consortium members;

**“Cost Recovery Fee”** or **“CRF”** means a fee, which contributes to the recovery of OECM’s operating costs as a not-for-profit/non share capital corporation, which is based on the before tax amount invoiced by the Supplier to Customers for Deliverables acquired through OECM’s competitively sourced agreements. Once Customer-Supplier Agreements have been executed, this fee is remitted by the Supplier to OECM on a quarterly basis, based on a calendar quarter;

**“Customer”** is typically an organization such as educational entities (e.g. school boards or authorities, colleges, and universities), shared service organizations, not-for-profit organizations, municipalities, utilities and local boards, health and social service entities, provincially funded organizations (“PFO”), Crown corporations, and any other Broader Public Sector agencies, boards or commissions or similar entities not specifically mentioned here;

**“Customer-Supplier Agreement”** or **“CSA”** means a schedule attached to the Master Agreement, which is executed between Customers and a Supplier for the provision of the Deliverables in the RFP;

**“Deliverable”** means all Products and/or related Services to be provided or performed by the Supplier, under the Master Agreement, and includes everything that is necessary to be supplied, provided or delivered by the Supplier within scope of the resulting Master Agreement;

**“Eligible Proposal”** means a Proposal that meets or exceeds the prescribed requirement, proceeding to the next stage of evaluation;

**“Master Agreement”** or **“Agreement”** means the agreement to be made between the Preferred Proponent and OEM based on the template attached as Appendix B – Form of Master Agreement with negotiated changes, together with all schedules and appendices attached thereto and all other documents incorporated by reference therein, as amended from time to time by agreement between OEM and the Supplier;

**“OEM”** means the Ontario Education Collaborative Marketplace;

**“OEM’s Deadline for Issuing Final Addenda”** means the date and time as set out in Section 5.1.1 of this RFP and may be amended from time to time in accordance with the terms of this RFP;

**“Ontario Tenders Portal”** or **“OTP”** means the electronic tendering platform <https://ontariotenders.app.jaggaer.com/esop/nac-host/public/web/login.html> through which a Proponent’s Proposal must be submitted by the Closing Date;

**“PFO”** means a provincially funded organization;

**“Personal Information”** has the same definition as in subsection 2(1) of FIPPA and in subsection 2(1) of MFIPPA, that is, recorded information about an identifiable individual or that may identify an individual and includes all such information obtained by the Proponent from OEM or the Customer or created by the Proponent pursuant to the RFP;

**“Preferred Proponent”** means the Proponent that is invited into negotiations in accordance with the evaluation process set out in this RFP;

**“Product”** means all office space furniture and accessories to be provided by the Supplier, under the Master Agreement, and includes everything that is necessary to be supplied, provided or delivered by the Supplier;

**“Project Advisory Committee”** or **“PAC”** means the individuals providing input into the development of this RFP, and may also evaluate Proposals received in response to this RFP;

**“Proponent”** means an entity that submits a Proposal in response to this RFP and, as the context suggest, refers to a potential Proponent;

**“Proposal”** means all documentation and information submitted by a Proponent in response to the RFP;

**“Purchasing Card”** or **“P-Card”** means the corporate charge cards used by the Customer, as may be changed from time to time;

**“Rates”** means the maximum net Rates for Services or the minimum percentage (%) discount off Canadian Manufacturer’s Suggested Retail Price for Products, in Canadian funds, for the Deliverables set out in the Proponent’s submitted Appendix C - Commercial Response;

**“Request for Proposals”** or **“RFP”** means this Request for Proposals #2019-355 issued by OEM, including all appendices and addenda thereto;

**“Second Stage Selection Process”** or **“Second Stage”** means a request from one (1) or more Suppliers via a Second Stage tool (e.g. Request for Services (“RFS”), Quick Quote (“QQ”), or Customer’s process (e.g. directly or via an online e.tendering platform) from a Customer or from OEM on behalf of a Customer, seeking Rates and relevant Products and/or Services specific to a Customer’s organization;

**“Service”** means all services (e.g. design and planning, customer support, delivery) to be provided or performed by the Supplier, under the Master Agreement, and includes everything that is necessary to be supplied, provided or delivered by the Supplier;

**“Subcontractor”** includes the Supplier’s subcontractors or third-party providers or their respective directors, officers, agents, employees or independent contractors, who shall fall within the meaning of Supplier for the purposes of the Master Agreement as mutually agreed upon by the Customer;

**“Supplier”** means a Preferred Proponent who is an Authorized Dealer of the OEM Product or an OEM who does not have/use authorized dealers who has fully executed a Master Agreement with OEM and has assumed full liability and responsibility for the provision of Deliverables pursuant to the Master Agreement either as a single Supplier or a lead Supplier engaging other suppliers or Subcontractors;

**“Technical Envelope”** means an area in OTP where the Proponent would complete Technical Response;

**“Technical Response”** means the information, which will be evaluated and scored, the Proponent submits within OTP as part of the Technical Envelope;

**“Term”** means the Term of the resulting Master Agreements as per Part 1 of this RFP;

**“Unfair Advantage”** means any conduct, direct or indirect, by a Proponent that may result in gaining an unfair advantage over other Proponents, including, but not limited to (i) possessing, or having access to, information in the preparation of its Proposal that is confidential to OECM and which is not available to other Proponents, (ii) communicating with any person with a view to influencing, or being conferred preferred treatment in, the RFP process, or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process and result in any unfairness; and,

**“Zone”** means the OECM geographical boundaries within the Province of Ontario as identified in Appendix D – OECM Geographical Zones.

## **APPENDIX B – FORM OF MASTER AGREEMENT**

This appendix is posted as a separate PDF document.

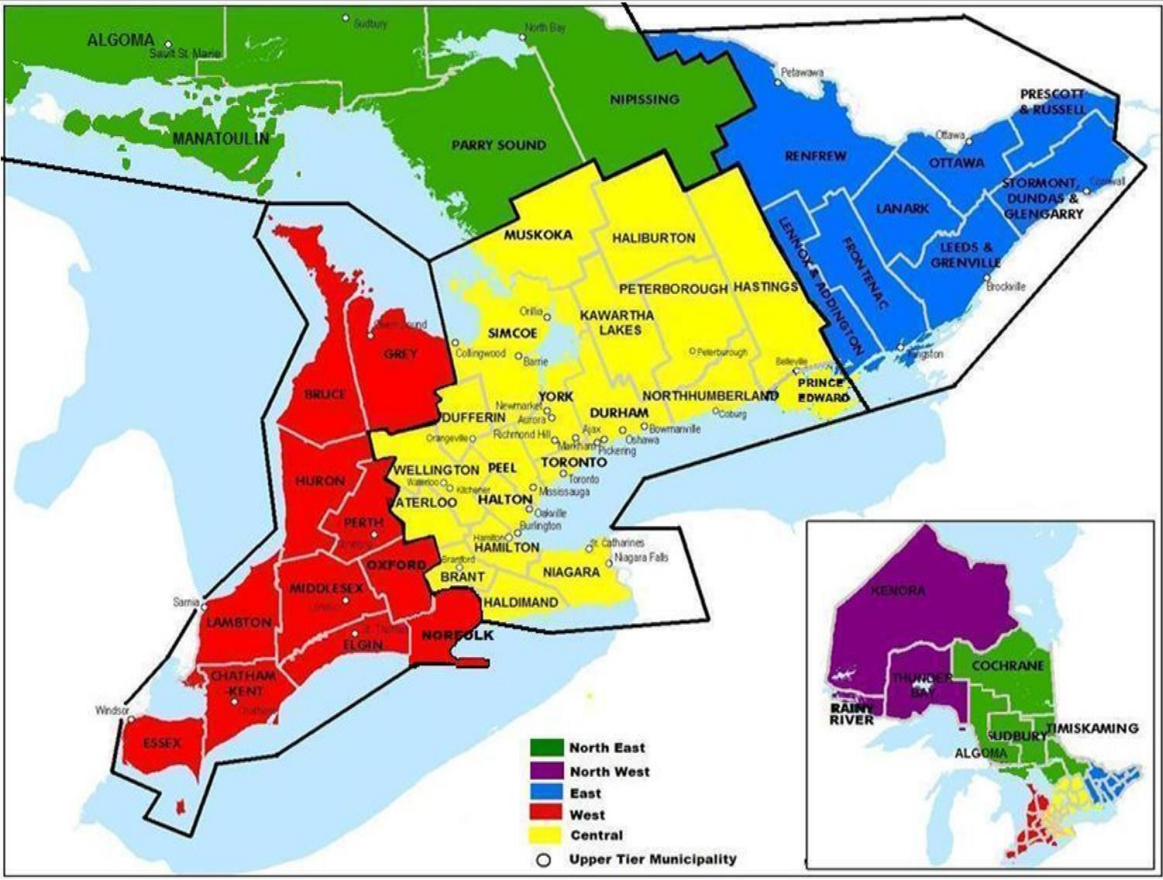
## **APPENDIX C – COMMERCIAL RESPONSE**

The Proponent should complete this appendix, posted as a separate Microsoft Excel document, and upload it into OTP.



**APPENDIX D – OEMC GEOGRAPHICAL ZONES**

OECM Customers are located in one (1) or more of the following five (5) geographical Zones.



## APPENDIX E – OECM SCHOOL BOARD, COLLEGE AND UNIVERSITY CUSTOMERS IN ONTARIO

Zones	School Board Customers			College Customers	University Customers
Central	Brant Haldimand Norfolk Catholic District School Board ("CDSB")	Hastings and Prince Edward DSB	Waterloo Region DSB	Centennial College of Applied Arts and Technology ("CAAT")	Brock University
	Conseil scolaire catholique MonAvenir	Kawartha Pine Ridge DSB	Wellington CDSB	Conestoga College Institute of Technology and Advanced Learning	McMaster University
	Conseil scolaire Viamonde	Niagara CDSB	York CDSB	Durham CAAT	OCAD University
	District School Board ("DSB") of Niagara	Peel DSB	York Region DSB	Fleming CAAT	Ryerson University
	Dufferin-Peel CDSB	Peterborough Victoria Northumberland and Clarington CDSB		George Brown CAAT	Trent University
	Durham CDSB	Simcoe County DSB		Georgian CAAT	University of Guelph
	Durham DSB	Simcoe Muskoka CDSB		Humber College Institute of Technology and Advanced Learning	University of Ontario Institute of Technology
	Grand Erie DSB	Toronto CDSB		Loyalist CAAT	University of Toronto
	Halton CDSB	Toronto DSB		Mohawk CAAT	University of Waterloo
	Halton DSB	Trillium Lakelands DSB		Niagara CAAT	University of Western Ontario
	Hamilton-Wentworth CDSB	Upper Grand DSB		Seneca CAAT	Wilfrid Laurier University
Hamilton-Wentworth DSB	Waterloo CDSB		Sheridan College Institute of Technology and Advanced Learning	York University	
East	Algonquin and Lakeshore CDSB	Conseil scolaire de district catholique ("CSDC") de l'Est Ontarien	Renfrew County CDSB	Algonquin CAAT	Carleton University
	CDSB of Eastern Ontario	Limestone DSB	Renfrew County DSB	Canadore CAAT	Queen's University
	Conseil des écoles catholiques du Centre-Est	Ottawa CDSB	Upper Canada DSB	La Cité collégiale	University of Ottawa
	Conseil des écoles publiques de l'Est de l'Ontario	Ottawa-Carleton DSB		St. Lawrence CAAT	
North East	Algoma DSB	Conseil scolaire public du Nord-Est de l'Ontario	Northeastern CDSB	Cambrian CAAT	Algoma University
	Conseil scolaire catholique de district des Grandes Rivières	DSB Ontario North East	Rainbow DSB	Collège Boréal	Laurentian University
	Conseil scolaire catholique du Nouvel-Ontario	Huron-Superior CDSB	Sudbury CDSB	Northern CAAT	Nipissing University
	Conseil scolaire catholique Franco-Nord	Near North DSB		Sault CAAT	
	Conseil scolaire public du Grand Nord de l'Ontario	Nipissing-Parry Sound CDSB			
North West	CSDC des Aurores Boréales	Lakehead DSB	Superior North CDSB	Confederation CAAT	Lakehead University
	Keewatin-Patricia DSB	Northwest CDSB	Superior-Greenstone DSB		
	Kenora CDSB	Rainy River DSB	Thunder Bay CDSB		
West	Avon Maitland DSB	Greater Essex County DSB	St. Clair CDSB	Fanshawe CAAT	University of Windsor
	Bluewater DSB	Huron-Perth CDSB	Thames Valley DSB	Lambton CAAT	
	Bruce-Grey CDSB	Lambton Kent DSB	Windsor-Essex CDSB	St. Clair CAAT	
	Conseil scolaire catholique Providence	London District Catholic School Board			

## APPENDIX F – REPORTING REQUIREMENTS

Once CSAs have been executed, the Supplier must provide the following reports to OECM for the Term. Reports shall be submitted via email in Microsoft Excel format according to the frequency set out below.

<b>Supplier Reporting Requirements</b>		
<b>Reports</b>	<b>Frequency</b>	<b>Due Date</b>
<p><b><u>Integrated Reporting Template</u></b></p> <p>1. <b>Sales Report</b> including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Customer’s name;</li> <li>(b) Invoice number and date;</li> <li>(c) Manufacturer’s Product number;</li> <li>(d) Supplier’s Product number;</li> <li>(e) Product description;</li> <li>(f) Unit of measure;</li> <li>(g) Quantity shipped per unit of measure;</li> <li>(h) Rate per unit;</li> <li>(i) Total per Product;</li> <li>(j) Savings (e.g. Master Agreement Rate versus invoice Rate, other financial incentives); and,</li> <li>(k) Cost Recovery Fees.</li> </ul> <p>(a) Customer’s name;</p> <p>(b) Invoice number and date;</p> <p>(c) Service provided;</p> <p>(d) Service description;</p> <p>(e) Quantity;</p> <p>(f) Rate;</p> <p>(g) Total Rate per Service;</p> <p>(h) Savings (e.g. Master Agreement Rate versus invoice Rate, other savings); and,</p> <p>(i) Cost Recovery Fees.</p> <p>2. <b>CSA Status Report</b> including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) The number of executed CSAs; and,</li> <li>(b) CSAs pending execution.</li> </ul> <p>3. <b>Second Stage Report</b> including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Customer’s name;</li> <li>(b) Reference number;</li> <li>(c) Number of requests received and submitted;</li> <li>(d) Product and/or Service requirement (e.g. type, committed volume);</li> <li>(e) Resulting savings; and,</li> <li>(f) Status (e.g. complete, due date to return to Customer).</li> </ul>	Monthly	8th Business Day
<p><b><u>Performance Reporting</u></b></p> <p>1. Key Performance Indicators (“KPIs”) Report - As set out in Appendix G – Performance Management Scorecard.</p> <p>2. Performance results specific to Customer’s KPIs.</p>	Quarterly (calendar)	8th Business Day following each quarter

<b>Supplier Reporting Requirements</b>		
<b>Reports</b>	<b>Frequency</b>	<b>Due Date</b>
<b><u>Other Reports</u></b>		
1. Specific Customer Reports - As requested (e.g. spend, back order, delivery)	As requested	As requested
2. OECM Ad Hoc Reports - As requested and mutually agreed upon	As requested	As requested

Final reporting requirements will be determined during negotiations.

## APPENDIX G – PERFORMANCE MANAGEMENT SCORECARD

Master Agreement performance means the Supplier aligns with OECM's three (3) pillars of Savings, Choice and Service, supporting the growth of the Master Agreement among Customers, and providing quality Products and/or Services at competitive Rates.

Supplier performance means the Supplier meets or exceeds the performance requirements described below and adheres to all the other contractual requirements.

As part of OECM's efforts to provide greater value to Customers, OECM has implemented a Supplier Recognition Program ("SRP"). Through the SRP, OECM will objectively assess Supplier's performance using an open, fair and transparent framework to recognize and reward top-performing suppliers on an annual basis.

To ensure Master Agreement requirements are met, the Supplier's performance will be measured and tracked by OECM to ensure:

- (a) On time delivery of high-quality Resources at the Master Agreement Rates or lower;
- (b) Customer satisfaction;
- (c) On-time Master Agreement activity reporting to OECM;
- (d) On-time Cost Recovery Fee remittance; and,
- (e) Continuous improvement.

Reporting, as described in Appendix F – Reporting Requirements is mandatory for the Supplier to submit as they provide evidence and justification of adherence to the Master Agreement. Through consolidation of reporting information, OECM provides Customers a thorough understanding of the Supplier's performance aiding the adoption of the Master Agreement.

By providing the reports, OECM is able to analyze and maintain the integrity of the Supplier's performance.

Failure, by the Supplier, to provide accurate reports by the due dates set out in Appendix F – Reporting Requirements may be deemed poor performance and will reflect on the Supplier's Performance Management Scorecard and SRP results.

During the Term, the Supplier shall collect and report the agreed upon results of the performance measures as requested by OECM. The Performance Management Scorecard and other performance indicators will be used to measure the Supplier's performance throughout the Term, ensuring Customers receive appropriate Products and/or Services on time. The Supplier's performance score will be considered when OECM contemplates Master Agreement decisions such as:

- (a) The approval or rejection, in whole or in part, of the Supplier's Rate refresh requests;
- (b) The approval or rejection of the Supplier's request to add other related Resources to the Master Agreement;
- (c) Master Agreement extensions; and,
- (d) Master Agreement termination.

The Supplier shall maintain accurate records to facilitate the required performance management reporting requirements related to OECM and Customer KPIs.

During the business review, OECM will review the KPIs with the Supplier. The KPIs include but are not limited to the following:

<b>Supplier Provided Customer Performance Measures</b>		
<b>Key Performance Indicator</b>	<b>Performance Measurement</b>	<b>Performance Goal</b>
Percentage of on time delivery	On time	98% or greater
Accuracy of invoices	Correct invoices	98% or greater

<b>OECM Evaluation of Supplier's Performances</b>		
<b>Key Performance Indicator</b>	<b>Performance Measurement</b>	<b>Performance Goal</b>
Integrated Reporting Template Remittance	On time	98% of the time
Cost Recovery Fee Payment Remittance	Day of	98% of the time
Response Time to OECM Inquiries	24 Hours	98% of the time

During the business review meetings, OECM will review the key performance indicators with the Supplier.

Other KPIs, as mutually agreed upon between the Supplier and OECM, may be added during the Term.

Customer may, when executing a CSA, seek other KPIs.

#### **Penalties and Rewards**

The Supplier shall be responsible for all liquidated damages incurred by the Customers as a result of Supplier's failure to perform according to the Master Agreement and/or CSA. Additional penalties for failure to meet or rewards for exceeding the Master Agreement and/or CSA requirements may be mutually agreed upon between the Customer and the Supplier, at the time of CSA execution. Any penalty and/or reward shall be reported to OECM.

## APPENDIX H – CODE OF CONDUCT

The Supplier will take every measure to comply with OECEM's Supplier Code of Conduct ("SCC") principles set out below and to adopt behaviours and practices that are in alignment with these principles or those of OECEM's Customers as mutually agreed upon between the Customer and Supplier. OECEM's core values are in alignment with and entrenched within the key principles of the SCC. The SCC applies to the Supplier's owners, employees, agents, partners and subcontractors who provide Products and/or Services to OECEM and/or Customers.

The Supplier will manage their operations according to the most stringent standards of ethical business, integrity and equity. The Supplier must therefore:

- (a) Refrain from engaging in any form of non-competitive or corrupt practice, including collusion, unethical bidding practices, extortion, bribery and fraud;
- (b) Ensure that responsible business practices are used, including ensuring that business continuity and disaster recovery plans are developed, maintained and tested in accordance with applicable regulatory, contractual and service level requirements, and that healthy and safe workplaces that comply with relevant health and safety laws are provided;
- (c) Ensure the protection of the confidential and personal information they receive from OECEM, and only use this information as part of their business relations with OECEM;
- (d) Comply with intellectual property rights relating to the Products and/or Services provided to OECEM and its Customers;
- (e) Never place an OECEM employee in a situation that could compromise his/her ethical behaviour or integrity or create a conflict of interest;
- (f) Divulge all actual and potential conflicts of interest to OECEM; and,
- (g) Disclose to OECEM any behaviour deemed unethical on the part of an OECEM employee.

Also, the Supplier shall:

- (a) Comply with all foreign and domestic applicable federal/provincial/municipal laws and regulations including, but not limited to the environment, health and safety, labour and employment, human rights and Product safety and anti-corruption laws, trade agreements, conventions, standards, and guidelines, where the Products and/or Services are provided to OECEM Customers. Fair competition is to be practised in accordance with applicable laws. All business activities and commercial decisions that restrict competition or may be deemed to be uncompetitive are to be avoided;
- (b) Not try to gain improper advantage or engage in preferential treatment with OECEM employees and Customers. The Supplier must avoid situations that may adversely influence their business relationship with OECEM or can be directly or indirectly perceived as a conflict of interest and interfere with the provision of the Products and/or Services to OECEM or its Customers. The Supplier must disclose any actual or potential conflicts of interest promptly to OECEM;
- (c) Never offer to OECEM staff bribes, payments, gifts of entertainment or any type of transactions, inducements, services, discounts and/or benefits that may compromise or appear to compromise an OECEM's employees' ability to make business decisions in the best interest of OECEM and its Customers. If a Supplier is unsure whether a gift or entertainment offer to an OECEM employee complies with OECEM's SCC, the Supplier should consult with the intended recipient's manager;
- (d) Not engage in any improper conduct to gain influence or competitive advantage especially that which would put OECEM or its Customers at risk of violating anti-bribery and/or anti-corruption laws. The Supplier must ensure that the requirements of all these applicable laws are met, and not engage in any form of corrupt practices including extortion, fraud or bribery;
- (e) Ensure that any outsourcing and/or subcontracting used to fulfill Products and/or Services are identified and approved by the Customer and monitored to ensure compliancy with contractual obligations and adherence to OECEM's SCC. Supplier's employees, subcontractors and other service providers must adhere to the requirements of the SCC, which must be made available as necessary. The Supplier must also ensure that its subcontractors

and other service providers are paid properly and promptly to avoid any disruption in the provision of Products and/or Services by the Supplier to OECM or its Customers;

- (f) Maintain workplace professionalism and respect for the dignity of all employees, Customers, and individuals. The Supplier must never exercise, tolerate or condone harassment, discrimination, violence, retaliation and any other inappropriate behaviour;
- (g) Abide by applicable employment standards, labour, non-discrimination and human rights legislation. Where laws do not prohibit discrimination, or where they allow for differential treatment, the expectation of the Supplier is to be committed to non-discrimination principles and not to operate in an unfair manner. The Supplier must be able to demonstrate that their workplaces operate under the following principles:
  - i. Child labour is not accepted;
  - ii. Discrimination and harassment are prohibited, including discrimination or harassment based on any characteristic protected by law;
  - iii. Employees are free to raise concerns and speak up without fear of reprisal;
  - iv. Appropriate and reasonable background screenings, including investigations for prior criminal activity, have been completed to ensure integrity and character of the Supplier's employees; and,
  - v. Clear and uniformly applied employment standards are used that meet or exceed legal and regulatory requirements;
- (h) Provide healthy and safe workplaces for their employees. These workplaces must comply with applicable health and safety laws, statutes and regulations to ensure a safe and healthy work environment. Employers must also ensure that their employees are properly trained and that they have easy access to information and instructions pertaining to health and safety practices; and,
- (i) Give high priority to environmental issues and implement initiatives to foster sound environmental management through practices that prevent pollution and preserve resources. The Supplier must conduct business in an environmentally responsible and sustainable manner. The Supplier must comply with all applicable environmental laws, statutes and regulations, including, but not limited to, waste disposal (proper handling of toxic and hazardous waste), air emissions and pollution, to ensure that they meet all legal requirements and strive to prevent or mitigate adverse effects on the environment with a long-term objective of continual improvement.

The Supplier is expected to:

- (a) Abide by OECM's SCC;
- (b) Report violations of the SCC or identify any Customer requests that might constitute violations; and,
- (c) Cooperate and collaborate with OECM and bring about the resolution of SCC compliance issues.

Compliance with SCC principles is a criterion that is taken into consideration in OECM's supplier selection process and ongoing performance and relationship management.

The practices adopted by the Supplier must be verifiable. Such verification may be conducted by way of a Supplier's self-evaluation and/or an audit completed by OECM at its discretion. The Supplier must provide, upon request, OECM with documents attesting to their compliance with the SCC.

In addition, OECM may elect to visit the Suppliers' facilities if OECM so chooses. Appropriate notice will be provided to the Supplier. Whenever a situation of non-compliance is identified, OECM will endeavor to work with the Supplier in order to develop a corrective plan to resolve the non-compliant issues in a timely manner.

Failure to comply with OECM's SCC may result in termination of this Master Agreement.

For more information, visit OECM's website at <https://oecm.ca/oecm-advantage/our-Supplier-partners/Supplier-code-of-conduct>.



## APPENDIX I – OEM UNDERTAKING

This Appendix must be completed, signed, dated and uploaded into OTP with a Proponent's Proposal if the Proponent is not the OEM of the proposed Products.

If the Proponent is the OEM of the proposed Products, the Proponent is not required to complete and submit this undertaking, but all other Proponents are.

**To:** OEEM and the Proponent

**Proponent's Name:** \_\_\_\_\_

**OEM's Name:** \_\_\_\_\_

**Re:** Proponent's Proposal in response to this OEEM RFP #2019-355

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The OEM Products proposed by the above-noted Proponent are:

- [Insert Product information]
- [Insert Product information]
- [Insert Product information]

The OEM:

1. Agrees and confirms that:
  - a. It is the OEM of the above identified Products;
  - b. It meets the minimum Product warranty as described in the RFP;
  - c. It will support the Proponent with respect to Product issues, and repairs;
  - d. It authorizes the Proponent to sell:
    - i. The above-noted OEM Products; and,
    - ii. The Product warranty coverage.
2. Shall honour the warranty as described in the RFP as if the warranty had been acquired directly from the OEM, despite payment for such warranty being paid to the Proponent.
3. Shall immediately provide written notice to OEEM, indicating the effective date of loss, if the Proponent prior to Agreement award or the Supplier during the Term of the Agreement loses authorized dealer status. If such date is on or after the Effective Date of the Agreement, the OEM shall:
  - a. Find another authorized dealer with respect to the OEM's Products acceptable to OEEM acting reasonably, to assume the Agreement (including existing and establishing new Customer-Supplier Agreements with Customers);
  - b. Assume the Agreement (including existing and establishing new Customer-Supplier Agreements with Customers) and comply with all provisions of the Agreement applicable to the Supplier in addition to the terms applicable to the OEM, for the period specified in the Agreement; or,
  - c. Enter into a new Agreement (including existing and establishing new Customer-Supplier Agreements with Customers) with OEEM on the same or similar terms and conditions.

4. Agrees that, if OEMC terminates the Agreement with the Supplier for cause, the OEM shall:
- a. Find another authorized dealer with respect to the OEM's Products acceptable to OEMC acting reasonably, to assume the Agreement (including existing and establishing new Customer-Supplier Agreements with Customers);
  - b. Assume the Agreement (including existing and establishing new Customer-Supplier Agreements with Customers) and comply with all provisions of the Agreement applicable to the Supplier in addition to the terms applicable to the OEM, for the period specified in the Agreement; or,
  - c. Enter into a new Agreement (including existing and establishing new Customer-Supplier Agreements with Customers) with OEMC on the same or similar terms and conditions.

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OEM's Name

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OEM's Representative's Name

*I have authority to bind the OEM*

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OEM's Representative's Title

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OEM's Representative's Telephone Number

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OEM's Representative's Email Number

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Date