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## Early Reading Screening Tools

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### REQUEST FOR PROPOSALS NUMBER 2022-423

**Request for Proposals Issued On:** July 31, 2023

**Proponent's Information & OTP Demonstration Session:** 2:00 pm on August 8, 2023

**Proponent's Deadline to Submit Questions:** 5:00 pm on August 9, 2023

**Proponent's Deadline to Submit Questions Related to  
Addenda & Question and Answer Documents:** 5:00 pm on August 21, 2023

**Closing Date:** 2:00:00 pm on August 31, 2023 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 Early Reading Screening Tools (“ERST”) as described in Part 2 – The Deliverables and Part 4 – Master Agreement Structure and Management.

There are two (2) Categories of ERST’s in this RFP:

- (a) Category A – ERST for English Language; and,
- (b) Category B – ERST for French Lanugague.

Proponents may submit a proposal for one (1) or two (2) of the categories. Each Category will be evaluated, scored, and awarded independently.

OECM intends to award one (1) or more Master Agreements for each Category, with an initial term of the Master Agreement (“Term”) of two (2) years with an option in favor of OECM to extend the Term on the same terms and conditions for up to two (2) additional periods of up to two (2) years each. This RFP is issued by OECM.

### 1.1 Objective of this RFP

The objective of this RFP is to select Suppliers who provide Screening tools that:

- (a) Are Evidence-based;
- (b) Are Norm-referenced with a large sample size, high level of reliability and validity;
- (c) Easy and efficient to administer and score;
- (d) Provide obvious connections to next steps in teaching and learning;
- (e) Suitable/designed for Ontario specific context and French and English language of instruction;
- (f) Culturally and equitably appropriate content/stories/sentences/words;
- (g) Limits risk of labelling students according to need for intervention/support;
- (h) Reflective of most current knowledge about assessment, equity, inclusion, special educational needs, culturally relevant and responsive pedagogy, per Ontario Human Rights Commission (“OHRC”) report;
- (i) Reviewed through an Equity lens by developer;
- (j) Aligned to the Ontario curriculum expectations;
- (k) Compliant with MFIPPA and FIPPA, linkable with the school’s student information systems;
- (l) Are secured and compliant with Privacy and Security Standards;
- (m) Are high-quality Services, demonstrating value for money;
- (n) Have well-defined project management support;
- (o) Provide Customers with professional and responsive customer support and account management; and
- (p) Work in a cooperative manner with Customers, be flexible, innovative, and professional in providing quality Services to Customers.

### 1.2 Compliance

The Supplier shall, for the Term of the Master Agreement, be in compliance with all applicable Ontario and federal laws/regulations of Canada including, but not limited to:

- (a) *Accessibility for Ontarians with Disabilities Act* (“AODA”);

- (b) *Freedom of Information and Protection of Privacy Act* (“FIPPA”);
- (c) *French Language Services Act*;
- (d) General Data Protection Regulation;
- (e) *Ontarians with Disabilities Act, 2001* (“ODA”)
- (f) *Ontario Human Rights Code* (“HRC”);
- (g) *Personal Information Protection and Electronic Documents Act* (“PIPEDA”);
- (h) Security Alliance Security Trust and Assurance Registry (“STAR”) or any web-based compliance; and,
- (i) Web Content Accessibility Guidelines (“WCAG”) 2.0 and 2.1.

Refer to Section 5.6.12 for more information related to Governing Law.

A Customer will, when negotiating a CSA with a Supplier and throughout the CSA Term, ensure that the Supplier will also comply with the Customer’s established information security policies and controls for protecting sensitive data, without the need for significant workarounds or complexity. As part of that process, the Customer may request a copy of the Supplier’s most recent third party audit results/certifications and/or a Threat Risk Assessment (“TRA”) report.

### **1.3 Minimum Privacy and Security Requirements**

The Proponent must possess/comply with the following minimum Privacy and Security requirements in order to submit a Proposal in response to this RFP.

The Proponent shall:

- (a) Comply with applicable Ontario/Canadian privacy and other applicable laws/legislation.
- (b) Only collect personal information as defined in the Master Agreement, the Customer-Supplier Agreement (“CSA”) and authorized by the Customer;
- (c) Acknowledge that they are the trustees of the data; the data is owned by the Customer. All Customer data transmitted, processed, or stored in the Supplier’s Solution shall be deemed to be the Customer’s data and treated as Customer Confidential Information
- (d) Notify Customers/Users when cookies are used as part of the provided Service;
- (e) Only use the data for the purposes defined in the Master Agreement, CSA, and authorized by the Customer, and for no other purpose;
- (f) Ensure that all its third-party service providers (e.g., data processors and Supplier Subcontractors) only use data for the purpose of providing the service as defined in the Master Agreement, CSA and authorized by the Customer and for no other purpose;
- (g) Agree, where requested by the Customer, to the transfer of data upon request, or upon expiration or termination of the Master Agreement or the CSA to ensure there is no interruption of service.
- (h) Retain data for a period as determined by the Customer (indefinite retention is not acceptable) and agrees to securely dispose of data at the end of the prescribed retention period as verified by a certificate of destruction;
- (i) Securely dispose of any devices that have accessed or contain Customer data, and ensure that the Supplier’s Subcontractors follow the same practices;
- (j) Acknowledge that the Customer has ownership rights to any Intellectual Property created by Customer’s staff;
- (k) Conduct internal and external (third-party) audits and/or maintains certifications to demonstrate they are maintaining effective and efficient internal controls related to financial information, and security and provides evidence of such to OECM and Customers on an annual basis;

- (l) Ensure OEM and/or Customers have the right to audit the Supplier's data security practices;
- (m) Possess a Privacy Breach Response Plan;
- (n) Possess a Cyber Security Incident Response Plan;
- (o) Possess a Disaster Recovery Plan;
- (p) Possess a Business Continuity Plan;
- (q) Immediately notify the Customer and OEM in the event there is any breach (e.g., Customer's data, cyber, privacy, security, suspected security);
- (r) Ensure Supplier Subcontractors immediately notify the Supplier in the event of a breach (e.g., Customer's data, cyber, privacy, security, suspected security);
- (s) Cooperate with the Customer in the event of a breach or regulatory investigation (e.g., breach investigation by the Information and Privacy Commissioner of Ontario ("IPC"));
- (t) Ensure the Supplier's Subcontractors possess equivalent or better security of the Supplier's to ensure the Customer's data is safeguarded;
- (u) Log and send all security incident events to a security log collector (e.g., Security Information and Event Management ("SIEM")) in industry standard format for all components (e.g., infrastructure, software and/or applications, services); and,
- (v) Notify the Customer and OEM in writing when material changes are made to the security controls/practices in place that affect how personal and confidential data is handled. This includes changes to Supplier's Subcontractors.

#### **1.4 OEM and Reseller Status**

The Proponent shall be the OEM or an Authorized OEM Reseller of the proposed ERST, and provide the appropriate resources with associated skills, experience and knowledge to fulfill RFP requirements.

Where components comprising the Deliverables are not provided directly by the Supplier, the OEM of those components shall be deemed to be a Supplier's Subcontractor and the Supplier shall be responsible for providing those components to the Customer on the terms and conditions of the Contract.

The Supplier's reseller status shall be maintained throughout the Term of the Master Agreement and the Supplier shall provide proof of its reseller status upon OEM's request. The Supplier must advise OEM of any changes to its reseller status within thirty (30) days of such change. Authorized Reseller means the ERST OEM has authorized the Supplier to market, advertise, sell and maintain directly to Customers on the OEM's behalf as a provider, or systems integrator. Refer to Appendix E.

The Proponent may submit a Proposal representing only one (1) OEM.

#### **1.5 Project Background**

In response to the OHRC Right to Read Report, Ministry of Education ("MEDU") will be making a dollar twenty-five (\$25) million investment in evidence-based reading intervention programs and professional assessments and help educators reach young students sooner. Beginning in the years two thousand and three- twenty four (2023-24) school year, approximately 413,7883 students in year two (2) of Kindergarten to Grade two (2) will be screened for reading using evidence-based tools. MEDU will work with school boards and labour partners this school year to establish a consistent set of recommended screening tools.

MEDU had collaborated with OEM to carry out the Procurement Process for ERST and enter into Master Agreements with potential suppliers.

#### **1.6 Project Advisory Committee**

The following subject matter experts were involved with the development of the requirements set out in this RFP:

- (a) Dyslexia Canada;

- (b) International Dyslexia Association (IDA) Ontario;
- (c) Ontario Institute for Studies in Education, University of Toronto; and,
- (d) University of British Columbia.

### **1.7 Overview of OECM**

OECM 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. OECM 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, OECM 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 OECM agreements through analysis, reporting and the development of tools, guides, and other materials;
- (d) Effectively managing supplier contract 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.

### **1.8 Use of OECM Master Agreements**

As of July 2023, One Thousand Three Hundred and Eleven (1311) Customers were using one (1) or more OECM agreements.

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

### **1.9 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 Procurement Directive is available here <https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/bps-procurementdirective>.

### **1.10 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.

### **1.11 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 OECEM or the Supplier, such terms shall be construed and interpreted as synonymous and shall be construed to read “OECEM shall” or the “Supplier shall”, as the case may be;
  - ii. The term “should” relates to a requirement that OECEM 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

This Part of the RFP describes the Early Reading Screening Tools and Services (“the System”) Deliverables per Category, which will be incorporated into the final Master Agreement.

The Supplier shall provide the System(s) that meet the requirements as laid out in the Deliverables. The requirements have been split into two (2) Categories as described below:

Category	Deliverables/Category Title	RFP Section Reference
Category A	English Language	2.5.1
Category B	French Language	2.5.2

Note: Sections 2.1 to 2.4 and 2.6 to 2.16 of Part 2 – Deliverables are applicable to both Categories.

The Proponent may choose to submit a Proposal for one (1) or both Categories. Each Category will be evaluated, scored and awarded independently.

### 2.1 Connection to the Ontario Curriculum

Students attend Ontario's almost 4,000 publicly funded Ontario elementary schools. The focus in these early years of education is to build a foundation in key areas that will help unlock each student's potential.

The System shall be aligned with the content described in Strand B: Foundations of Language, described in The Ontario Curriculum, Grades 1-8, Language, 2023 (<https://www.dcp.edu.gov.on.ca/en/curriculum/elementary-language>) and Le curriculum de l'Ontario, de la 1re à la 8e année, Français, 2023 (<https://www.dcp.edu.gov.on.ca/fr/curriculum/elementaire-francais>).

In a case of change in the requirements; the System shall be adapted to be compliant with the new requirements in a timely manner (as defined by Customer and the Province of Ontario), according to the earliest school year start dates for any Customer. The Proponent shall be responsible for all costs related to further improvements of the System to keep it in compliance with provincial requirements.

### 2.2 Language

The Early Reading Screening assessments shall be administered in English and/or French. The primary language of the System, including but not limited to the user interface, content (as applicable), support, help, and other functionalities, shall be either English and/or French.

The content shall be displayed in the full character set of the language it is developed for. If users create, store, or modify content as part of the function of the System shall display and allow users to create, modify, store and retrieve content using the full character sets of the language it is written in both English and/or French languages. The French language screening assessments and resources should be developed and written in Canadian French.

All related documentation shall be available in English for tools that administer screenings in English, and in French for tools that administer screenings in French. The related documentation shall use correct terminology that is aligned with *The Ontario Curriculum, Grades 1-8, Language, 2023* and *Le curriculum de l'Ontario, de la 1re à la 8e année, Français, 2023*.

The System shall also support search and sort functionality using the full character sets of the language it is developed in, including the use of UTF8 as the preferable character set of English and/or French languages, including an ignore accents feature (e.g. à and â letters show as results of searching the letter a).

### 2.3 Evidence-Based Screening

The proposed Early Reading Screening Tool shall have demonstrated evidence of the following.

- (a) Validity – The assessment has undergone psychometric analysis to determine validity;

- i. Construct Validity;
  - ii. Content Validity; and,
  - iii. Predictive Validity.
- (b) Reliability - The assessment has undergone psychometric analysis to determine reliability;
  - (c) A norm-referenced screener - large sample size, high level of reliability, and validity based on census data;
  - (d) Classification Accuracy – the assessment can accurately predict which students will likely struggle with reading in the future; and,
  - (e) Linked to the evidence-based systematic and explicit reading instruction and acquiring foundational reading skills.

### **2.3.1 Attention to Linguistic and Cultural Diversity**

- (a) Considers the cultural and linguistic diversity of the student communities in Ontario;
- (b) The assessment has been reviewed for bias and has been field tested within a diverse population;
- (c) Guidance is provided to assessment users for interpreting scores for bi/multilingual students and/or English learners;
- (d) Culturally and equitably appropriate content/stories/sentences/words for Ontario students; and,
- (e) Suitable for Ontario-specific context, including language of instruction in English and/or French.

### **2.3.2 Assessment Screening Capabilities**

- (a) Assessment screens for difficulty in all age-appropriate foundational reading skills;
- (b) A Risk Level (e.g., at-risk/requires intervention) is identified for each student based on predetermined (external) cut scores; and,
- (c) Screening measures are designed to quickly differentiate students into one of four groups:
  - i. 90+ Percentile – Being Exceeding;
  - ii. 25 to 80 Percentile – Typical;
  - iii. 10 to 25 Percentile – At-risk; and,
  - iv. Below the 10 Percentile – High at-risk.

### **2.3.3 Screener Selection**

The tools selected shall satisfy the following criteria:

- (a) Screeners must be brief to avoid wasting instructional time;
- (b) They must be statistically reliable and valid, meaning that the data are trustworthy;
- (c) An effective screener must focus on assessing all foundational reading skills that are reflected in evidence-based research;
- (d) Sensitivity and specificity – accurately identify students who are having difficulty with foundational reading skills and does not falsely identify students who are not having difficulty;
- (e) Predictive power – can accurately predict which students are likely to have difficulty with reading in the future;
- (f) Screeners shall have multiple forms (different versions) so student progress can be monitored and instruction can be adjusted;

- (g) Screeners must be flexible. The system must be compatible with both traditional paper-and-pencil methods as well as digital devices;
- (h) All screening tools incorporated within the system must be timed, serving as a dual measure, capturing both accuracy and efficiency within the reading scale;
- (i) The screening tool shall provide instructions in English for tools that will administer screening in English, and in French for tools that will administer screening in French;
- (j) The screening tool shall provide a larger number of practice questions if the need is observed during data collection for norm setting;
- (k) The screening tool shall allow for error analysis by the administrator; and,
- (l) During the data collection period for the norms, it is essential that the screening tool analyzes the items and errors made at the development stage of the norms to identify those whose answers are almost always wrong/always right, in order to replace them with some that would be more appropriate.

### **2.3.4 Assessment Results**

- a) Assessment shall provide immediate results;
- b) System shall allow for interpretation of student responses and error analysis.
- c) The results shall be related to the developmentally appropriate constructs outlined below (refer to section 2.5 for Constructs Measured);
- d) Assessment results in a composite percentile rank for each student;
- e) Assessment provides a measure of a student's age-appropriate foundational reading skills; The results of the assessment shall allow teaching staff with information that can be used to plan and guide student lessons throughout the year;
- f) The systems must be designed to furnish individual data that includes raw scores, standard scores, percentiles, ranked order position, and categorical code (i.e. exceeding, meeting, at risk, higher risk); and,
- g) The system must have a provision providing the results at the classroom, school, and board levels.

## **2.4 Assessment Administration**

### **2.4.1 Assessment Administration**

- (a) Screening assessment has multiple equivalent forms and is designed to be administered twice in an academic year;
- (b) Requires less than 15 minutes to administer screenings for individual students;
- (c) Flexibility in administration is provided. Allows students to be screened at various times per day and can be administered within the classroom setting;
- (d) The tool provides recommended screening windows to education administrators;
- (e) Recommended screening windows allow educators to establish relationships with children and classroom settings first;
- (f) Briefly, quickly and efficiently assesses foundational reading skills to indicate whether or not a student is having difficulty with foundational reading skills;
- (g) Provides clear and immediate results; and,
- (h) Flexible format - i.e., can use screener in an electronic format (e.g., iPad) or print off form, and use paper pencil recording sheet.

## 2.4.2 Assessment Administration Manual

Suppliers shall provide an assessment administration manual for each assessment. This manual shall include, specific details regarding how the assessment is to be administered (e.g., online, paper and pencil, time required for administration) and by whom (e.g., trained or otherwise specially qualified administrators) and may provide guidance on timing and frequency of screening. The following represent some best practices in assessment administration:

- a) Students have enough time to complete the assessment;
- b) The assessment includes clear directions for students;
- c) There is basic guidance on systematic administration procedures provided, along with basic-level of training and/or guiding resources for those who administer the assessment; and,
- d) Basic-level of training is provided to ensure consistent use when rubrics or other scoring guidelines exist.

The Early Reading Screening shall be administered in either English and/or French.

## 2.5 Constructs Measured for Accuracy and Rate

### 2.5.1 Category A: English Language Assessment

The constructs measured for accuracy and rate at each assessment period must be developmentally appropriate for Ontario K-2 students. At a minimum, the assessment shall measure the following constructs in the corresponding grades:

#### 2.5.1.1 Kindergarten Year 2

- a) Phonological awareness;
- b) Letter sound association; and,
- c) Letter Naming.

#### 2.5.1.2 Grade 1

- a) Phoneme awareness;
- b) RAN (Rapid Automated Naming)
- c) Letter sound association;
- d) Word recognition fluency (i.e., accuracy, rate, and automaticity);
- e) Oral reading fluency (mid of Grade 1); and,
- f) Nonword reading (accuracy and automaticity).

#### 2.5.1.3 Grade 2

- a) Word identification, including real and pseudowords accuracy and rate;
- b) Oral reading fluency; and
- c) Reading comprehension.

### 2.5.2 Category B: French Language Assessment

The constructs measured for accuracy and rate at each assessment period must be developmentally appropriate for Ontario K-2 students. At a minimum, the assessment shall measure the following constructs in the corresponding grades:

#### 2.5.2.1 Jardin d'enfants Année 2

- a) Conscience phonologique;

- b) Association de sons de lettres; et,
- c) Dénomination des lettres.

#### 2.5.2.2 Première année

- a) Conscience des phonemes;
- b) Dénomination rapide et automatisée;
- c) Association de sons de lettres;
- d) La fluidité de la reconnaissance des mots (la précision, la Vitesse, et l'automatisme);
- e) Maîtrise de la lecture orale (milieu de la première année); et,
- f) Lecture des non-mots (la précision et l'automatisme).

#### 2.5.2.3 Niveau 2

- a) Identification des mots, y compris la précision des mots réels et des pseudo-mots;
- b) Maîtrise de la lecture orale; et,
- c) Compréhension de la lecture.

## 2.6 Functional Scope and Requirements

The Early Reading Screening Tools shall be based on current and up to date methods and technologies which will remain updated, supported and maintained throughout the Term of the agreement.

The following requirements are applicable to **both** English Language Assessment and French Language Assessment and Services (the "System").

### 2.6.1 System Requirements

- a) Provide entry points and support differentiation for a wide range of learners (including students who may require accommodations and modifications e.g., students with Special Education needs, and English and French language learners);
- b) Built-in functionality such as: audio/read-aloud, built-in glossaries, translation capabilities (for research databases); and,
- c) The content shall be aligned content described in Strand B: Foundations of Language/Notions fondamentales de la langue, in *The Ontario Curriculum, Grades 1-8, Language, 2023 and Le curriculum de l'Ontario, de la 1re à la 8e année, Français, 2023* as well as draw from Canadian sources and include content representing the diverse Canadian population and include those voices and experiences.

### 2.6.2 User Experience

The System shall be easy to learn, use and navigate, and be supported by in-application, appropriate, self-serve documentation, and/or basic level of training services/tutorials and/or guiding resources to facilitate self-learning of the user. It shall include visual conformity throughout the System for all user interfaces and be fully responsive where intended. The System shall provide 24/7 access to users.

The System shall be mobile accessible, supporting various operating systems.

The System shall be accessible through common Internet Browser types, including but not limited to Google Chrome, Edge, and Firefox.

### 2.6.3 Accessibility

The System shall conform to Web Content Accessibility Guidelines (WCAG).

The System shall comply with the Accessibility for Ontarians with Disabilities Act (AODA) as per section 2.14 of the Accessibility for Ontarians with Disabilities Act.

English: <https://www.ontario.ca/laws/regulation/r11191>

French: <https://www.ontario.ca/fr/lois/reglement/r11191>

#### **2.6.4 User Statistics**

The System shall provide User statistics, defined by the Customer and accessible by board administrators. Examples include but are not limited to:

- a) Usage statistics – summary and detail of sessions, and screenings administered, including by user-defined date range;
- b) Reports shall include, numbers of times accessed, completed, retried, scores on assessments; and,
- c) Statistics shall be available on a single, easy-to-view dashboard at (1) the Board level (full board results), (2) the school level, (3) the teacher level for his/her class(es), and at (4) student level.

#### **2.6.5 System Help Functionality**

The System shall provide at a minimum:

- a) Help function and support in both English and French as appropriate for the System;
- b) Help page/section within the System, context-sensitive help and searchable help option function; and
- c) Help functions and support in a variety of formats, including accessible formats.

#### **2.6.6 Privacy and System Security**

The System shall adhere to the Customers' security policies and procedures. The commonly used Security frameworks are:

- a) NIST (National Institute of Standards Technology) Cybersecurity Framework;
- b) CIS (Center for Information Security) Controls v7;
- c) ISO (International Standards Organization) 27001/27002 Cybersecurity Framework;
- d) SOC (Systems and Organization Controls) 2/3 Auditing Framework; and
- e) COBIT (Control Objectives for Information and Related Technologies) Cybersecurity Framework.

The Supplier shall meet privacy and security requirements, in addition to those set out in Part 1, including, but not limited to:

- (a) Having an individual responsible for privacy and security compliance within its organization;
- (b) Providing to Customer, upon request, applicable policies and plans:
  - i. Privacy Policy (e.g., detailing the collection, use, disclosure, and retention of data);
  - ii. Disaster Recovery Plan (e.g., people, roles/responsibilities, backups, recovery infrastructure, steps involved, stakeholder communication, plan testing, version control, executive signoff);
  - iii. Business Continuity Plan (e.g., people, roles/responsibilities, backups, steps involved, stakeholder support and communication, plan testing, version control, executive signoff);
  - iv. Cyber Security Incident Response Plan (e.g., people, roles/responsibilities, backups, steps involved, stakeholder support and communication, plan testing, version control, executive signoff); and,

- v. Privacy Breach Response Plan (e.g., people, roles/responsibilities, backups, steps involved, stakeholder support and communication, plan testing, version control, executive signoff).
- (c) Providing to Customer, upon request, a copy of the Supplier's most recent Privacy Impact Assessment ("PIA");
- (d) Providing evidence that Customer requested data has been destructed appropriately;
- (e) Providing security log capabilities and maintaining such logs for at least one (1) year; and,
- (f) Ensuring the Supplier's staff are appropriately trained.

### **2.6.7 Access Rights**

The System shall give the main user the rights to set up access profiles to be assigned to each user and the ability to edit the access rights for individual users.

The System shall have the capability of setting up different roles and have different rights assigned to each role.

The System shall provide for both on-site and off-site access.

### **2.6.8 Data Export**

The System shall have the capabilities to export student data relevant to a portfolio in a common format (e.g., PDF, CSV) to a third-party tool.

### **2.6.9 Data Validation**

The System shall distinguish between authorized users in a student role and other roles (e.g., teacher or administrator). The System shall provide data validation rules for commonly used fields as mutually agreed to by the Customer and the Supplier.

### **2.6.10 Data Residency**

The Suppliers' host servers and backup servers shall be located on North American soil in a secure data centre. The Supplier shall follow the *Personal Information Protection and Electronic Documents Act* ("PIPEDA") requirements and adhere to encryption standards mentioned in section 2.5.5. of this *Act*.

### **2.6.11 Configuration and Customization**

The System shall be configurable and customizable as per the requirements of the Customer.

### **2.6.12 Future Features**

The Supplier shall work towards all features that are not currently part of the System and include them in their product roadmap.

The Supplier shall also propose new and upcoming functionality over the Term of the Agreement.

The Supplier shall invest in emerging technologies and make a commitment to ongoing modernization and development efficiencies, as identified by users.

In the event that new technologies become available, which may enhance the System or which may otherwise be provided as an additional service or features under the terms of the Agreement, the Supplier may provide such business transaction opportunities to the Customer. The Customer reserves the right to incorporate such changes, if deemed to be in the best interest of the Customer, at an additional cost as mutually agreed upon between the Customer and the Supplier.

## **2.7 Implementation**

The Supplier shall provide implementation support services, at no additional cost, if required including, but not limited to:



- (a) Project Management based on project management lifecycle;
- (b) Project execution services;
- (c) Change Management and Communication plan;
- (d) Basic level of training and/or guiding resources;
- (e) Pilot Project; and,
- (f) Ongoing Services.

## 2.8 Training

The Supplier shall provide basic training services and/or resources in English and/or French, for the Customer's defined Users. Such training services and/or guiding resources shall be provided at no additional cost, unless, as mutually agreed upon between the Supplier and the Customer, the training and/or guiding resources are deemed to be justifiably custom and provided beyond the amount stated as included in the Rate of the System.

The Training and/or guiding resources shall be segmented into two main parts:

- a) Training and/or guidance on how to use the tool; and,
- b) Training and/or guidance about interpreting the significance of the data and results being screened and entered, to inform, plan, and guide student lessons throughout the year.

The training and/or guiding resources shall be effective and lead to sustainable implementation of the tools. Training services and/or guiding resources may include, but are not limited to:

- (a) Providing multiple options for training at different levels and in a variety of formats, including accessible formats such as:
  - i. Computer-based training;
  - ii. Instructor-led;
  - iii. Online training videos;
  - iv. Train the Trainer; and
  - v. Remote and onsite training.
- (b) Training content that considers equity, inclusive education, student special education needs and the needs of the educators who work with special education students;
- (c) Providing updated and detailed training manuals annually or as processes and system functionalities change;
- (d) Providing answers online to Frequently Answered Questions ("FAQs") which are to be updated as per the mutually agreed upon frequency; and,
- (e) Post-implementation support, as mutually agreed upon between the Customer and the Supplier.

## 2.9 Ongoing Support and Services

The Supplier shall perform all required tasks at no additional costs to ensure successful delivery and ongoing support of the System. Ongoing Services include but are not limited to:

- (a) Technical Support Service

The Supplier shall provide remote technical support Services at no additional cost to Customers with the following at a minimum:

- i. Standard business hours (i.e., 9 am to 5 pm, Monday to Friday) technical support; and

- ii. Optional twenty-four hours a day, seven days a week (24/7) technical support.

The Supplier should also provide Customers with an online chat-room/technical forum and knowledge base access.

- (b) The Customer shall be made aware of any scheduled downtime needed to the platform no less than seven (7) Business Days before the outage. The Supplier shall provide support throughout the Term of the Agreement, including, but not limited to:
  - i. Maintaining at a minimum ninety-nine percent point nine (99.9%) uptime, including routine maintenance;
  - ii. Notifying Customers of potential widespread issues, and bugs as they become known;
  - iii. Notifying Customers of any new updates and/or patches, sixty (60) days before release, unless otherwise agreed, in writing, by the Customer;
  - iv. Releasing patches in such a manner that they do not interfere with each Customer's operations;
  - v. Providing a copy of the Supplier's maintenance policies to the Customer;
  - vi. Adhering to Services Level Agreements ("SLA") as agreed upon at the time of executing the Customer Supplier Agreement ("CSA"); and
  - vii. Provisioning for alert and update messaging (e.g. when the system is not working).
- (c) Training and Logistics
  - i. Development and management of training services and/or guiding resources.
- (d) Continuous Improvement
  - i. Designing and implementing processes to monitor service delivery and developing and implementing opportunities for improvement.
- (e) Other Services:
  - i. Any other services that the Supplier and the Customer agree are necessary to support the System.

### **2.9.1 Performance and Availability**

The System shall meet or exceed, but not be limited to the following requirements;

- (a) Maintain at a minimum ninety-nine-point nine percent (99.9%) uptime including routine maintenance; and
- (b) Manage concurrent users with a rapid response time.

### **2.9.2 Disaster Recovery and Business Continuity**

The Supplier shall possess and provide to OEMC and/or 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 System availability critical to Customers.

### **2.9.3 Release Management**

The supplier shall:

- i. Develop and manage release strategy; including ensuring Software Vulnerability Testing is completed prior to the deployment of each major and/or minor release;
- ii. Provide management for each major, minor and patch release; and,

- iii. Seek Customer signoff before updating the production environment.

## **2.10 Licenses, Right to Use and Approvals**

The Supplier shall obtain all licenses, right to use and approvals required in connection with the supply of the System and provide them at Customer and OEM request. The costs of obtaining such licenses, 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 license, 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 OEM shall be considered an approval by OEM for the Supplier to carry on such activity without the requisite license, right to use or approval.

## **2.11 Invoicing**

Flexibility in invoicing processes is required. The Customer and Supplier can mutually agree to invoicing details when executing a Customer-Supplier Agreement (“CSA”).

The Supplier shall, for Customers using Jaggaer, 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) Customer name and location;
- (b) Customer purchase order number (if applicable) and order date;
- (c) Description of Products and/or Services provided, quantities and Rates; and,
- (d) HST and total cost.

### **2.1.1 Payment Terms and Methods**

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

The Supplier shall accept payment from Customers by cheque, Purchasing 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.

### **2.1.2 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.

## **2.12 Support to Customers**

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

[Insert applicable items from below and/or add new items specific to your sourcing project)]

- (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) Managing issue resolution in a timely manner;
- (c) Complying with agreed upon escalation processes to resolve outstanding issues;
- (a) Responding to Customer's inquiries (e.g. to day-to-day activities) within one (1) Business Day;
- (b) Ensuring minimal disruption to the Customer;
- (c) Providing easy access to the Supplier (e.g. online, toll free telephone number, email, voicemail, chat or fax);
- (d) Providing training/demonstrations, knowledge transfer, and no-cost educational events (e.g. webinars), if available;
- (e) Establishing an ongoing communications program with the Customer (e.g. new initiatives, innovation, sustainability);
- (f) Adhering to the Customer's confidentiality and privacy policies (e.g. related to student's private information);
- (g) Providing written notice to Customers on any scheduled shut down that would impact services (e.g. inventory count, relocation of warehouse, website maintenance);
- (h) Provide Customer reporting; and,
- (i) Attending meetings with Customers, as requested.

### **2.1.3 Incentive to Customers**

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

- (a) Increased online ordering including electronic commerce;
- (b) Use of Purchasing Card ("P-Card") for immediate payment;
- (c) Early payment discount for Customers;
- (d) Trade in of old equipment;
- (e) Support for excess inventory (Needs more info – what does "support" mean?);
- (f) Higher volumes; and,
- (g) 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.

### **2.13 Environmental and Sustainability Considerations**

OECM and its Customers are committed to reducing their carbon footprint. The Supplier should keep Customers informed about any environmentally friendly processes, Products, new technologies and/or green initiatives. The Supplier should, in consultation with OECM, make any environmentally friendly processes,

Products, new technologies and/or green initiatives, related to the RFP Deliverables, available to Customers as required.

#### **2.14 Social Procurement**

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

#### **2.15 Disaster Recovery and Business Continuity**

The Supplier shall possess and provide to OECM and/or 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.

#### **2.16 Licences, Right to Use and Approvals**

The Supplier shall obtain all licences, right to use and approvals required in connection with the supply of the Products and/or 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.

[End of Part 2]

## PART 3 – EVALUATION OF PROPOSALS

### 3.1 Stages of Proposal Evaluation

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

CATEGORY A – ERST FOR ENGLISH LANGUAGE				
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	Not Applicable
Stage IV	Cumulative Score	3.5	1000	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

CATEGORY B – ERST FOR FRENCH LANGUAGE				
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	Not Applicable
Stage IV	Cumulative Score	3.5	1000	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 applicable to both Categories A and B.

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 (in Microsoft Excel format only)	Commercial
Appendix F – OEM Authorization, if applicable	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 for Category A and Category B.

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

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), the Technical Response section 2 is the only individual section that has a minimum threshold of sixty percent (60%) or one hundred and fifty (150) points.

Category point allocations for the Technical Responses are as follows:

Technical Response Sections	Available Points per Category
- Category A – ERST for English Language	600
- Category B – ERST for French Language	600

#### 3.3.1 Category A – ERST for English Language

Point allocations for the Technical Response sections for Category A are as follows:

TECHNICAL RESPONSE FOR CATEGORY A – ERST FOR ENGLISH LANGUAGE		
Technical Response Sections	Available Points	Minimum Threshold, if any
1. Proponent’s Experience and Capabilities	100	N/A
2. Functional and Technical Aspects	250	60%
3. Implementation & Training	150	N/A
4. Privacy And Security Standards	50	N/A
5. Customer Support and Performance Management	50	N/A
<b>TOTAL POINTS:</b>	<b>600</b>	<b>50%</b>

#### 3.3.2 Category B – ERST for French Language

Point allocations for the Technical Response sections for Category B are as follows:

<b>TECHNICAL RESPONSE FOR CATEGORY B – ERST FOR FRENCH LANGUAGE</b>		
<b>Technical Response Sections</b>	<b>Available Points</b>	<b>Minimum Threshold, if any</b>
1. Proponent's Experience and Capabilities	100	N/A
2. Functional and Technical Aspects	250	60%
3. Implementation & Training	150	N/A
4. Privacy And Security Standards	50	N/A
5. Customer Support and Performance Management	50	N/A
<b>TOTAL POINTS:</b>	<b>600</b>	<b>50%</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

Stage II resulting scores per Proposal will be used when determining the cumulative score separately for Category A and Category B as described below in Section 3.5.

### 3.4 Stage III – Commercial Response

The Proponent **must** complete and upload Appendix C – Commercial Response for each Category, in Microsoft Excel format only, into the OTP Commercial Envelope for this stage of evaluation.

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

Category point allocations for the Commercial Responses are as follows:

<b>Commercial Response Sections</b>	<b>Available Points per Category</b>
- Category A – ERST for English Language	400
- Category B – ERST for French Language	400

#### 3.4.1 Category A – ERST for English Language

Point allocations for the Commercial Response sections for Category A are as follows:

<b>COMMERCIAL RESPONSE FOR CATEGORY A – ERST FOR ENGLISH LANGUAGE</b>	
<b>Commercial Response Sections</b>	<b>Available Points</b>
- Annual Subscription fee per FTE Student	300
- Customized Training fee	100
<b>TOTAL POINTS:</b>	<b>400</b>



### 3.4.2 Category B – ERST for French Language

Point allocations for the Commercial Response sections for Category B are as follows:

COMMERCIAL RESPONSE FOR CATEGORY B – ERST FOR FRENCH LANGUAGE	
Commercial Response Sections	Available Points
- Annual Subscription fee per FTE Student	300
- Customized Training fee	100
<b>TOTAL POINTS:</b>	<b>400</b>

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

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

EXAMPLE OF COMMERCIAL RESPONSE EVALUATION FOR ANNUAL SUBSCRIPTION FEE PER FTE STUDENT		
Proposed Rates	Calculation	Resulting Points
If Proponent 1 proposes the lowest Rate of \$5.00, it would receive 100% of the points allocated.	$\$5 \div \$5 \times 300$ Points	300
If Proponent 2 proposes the second lowest Rate of \$10.00, it would receive 50% of the points allocated.	$\$5 \div \$10 \times 300$ Points	150
If Proponent 3 proposes the third lowest Rate of \$20.00, it would receive 25% of the points allocated.	$\$5 \div \$20 \times 300$ Points	75

Where \$0.00 is entered in any Rate cell, it is deemed to mean that the particular Product/Service **will be provided to Customers at no additional cost**. Therefore, when evaluating and scoring the Rates, a Proposal specifying \$0.00 in a Rate cell in the Commercial Response shall receive the maximum point allocation for that particular Product/Service. The remaining Proposals will be evaluated using a relative formula based on the remaining percentage of available points regardless of the Proposals of \$0.00 Rate as per below example.

EXAMPLE – WHERE FIVE (5) PROPOSALS WERE RECEIVED WITH \$0.00 RATE PROPOSED		
Number of Proposals with a proposed Rate of \$0.00 for a particular Service	The number of remaining Proposals	The percentage (%) of the sub-point allocation for the remaining Proposals will be:
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 Service, it is deemed to mean that the particular Service 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 pricing section.

Stage III resulting scores per Proposal will be used when determining the cumulative score separately for Category A and Category B as described below in Section 3.5.

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

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

Subject to the express and implied rights of OECM; the Proponents with the highest scoring Proposals or all Proponents for each Category 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, OECM 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 for each Category achieve a tie score on completion of the Stage V, OECM may invite all Proponents by Category to negotiations or break the tie by selecting the Proposal by Category with the highest score in Stage II – Technical Response per Category.

### **3.7 Stage VI – Negotiations**

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

The negotiations may include:

- (a) 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 VIII – 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

This Part of the RFP describes the Supplier's management requirements and will be incorporated into the final Master Agreement.

### 4.1 Master Agreement Structure

OECM may, through this RFP process, enter into Master Agreements per Category. For Category A OECM intends to award one (1) or more Suppliers and for Category B OECM intends to award one (1) or more Suppliers for the provision of the Deliverables.

The Term is intended to be for two (2) years, with an option in favour of OECM to extend the Term on the same terms and conditions for up to two (2) additional periods of up to two (2) years each. Performance as set out in Appendix H – 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 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, and in Section 3.7 of this RFP.

**No** legal relationship or obligation regarding the procurement of any 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 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 Services a Customer may:

- (a) Select a Supplier and sign a CSA; or,
- (b) Seek Rates and other relevant 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 Services requirements. If selected by the Customer, the Supplier shall provide the 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 Services or it may request the Supplier to propose appropriate 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. reporting, Rates, 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 Services;
- (b) Implementation Plan;
- (c) Timelines for Services (e.g., training);and,
- (d) Final, net Rates. 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.

#### **4.2 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.

#### **4.3 Rates**

The proposed Services Rates shall be firm Rates per Category for the first two (2) years of the Master Agreement and shall be:

- (a) Maximum Rates;
- (b) In Canadian funds and shall include all applicable costs, including, but not limited to overhead, materials, fuel, fuel surcharge, duties, tariffs, travel, delivery, office support, profit, permits, licences, labour, insurance, and Workplace Safety Insurance Board costs; and,
- (c) Exclusive of the HST, or other similar taxes.

The Supplier may, however, lower its for specific Services 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 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.

#### **4.4 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.

#### **4.5 Optional Rate Refresh**

OECM's goal is to keep Rates as low as possible for Customers. However, the Supplier may request a Rate refresh on the second (2<sup>nd</sup>) anniversary date of the Master Agreement (e.g. in September 2025) and on the fourth (4<sup>th</sup>) anniversary date of the Master Agreement (e.g. in September 2027).

The Supplier shall provide a written notice with supporting documentation to OECM at least one-hundred-and-twenty (120) days prior to the second (2<sup>nd</sup>) anniversary date of the Master Agreement (e.g. in September 2025) and on the fourth (4<sup>th</sup>) anniversary date of the Master Agreement (e.g. in September 2027), if requesting a Rate refresh.

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 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 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.

#### **4.6 Optional Process to Add Other Services**

During the Term, if mutually agreed by OECM and the Supplier, other Services (e.g. newly available Products, new technology and 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. Services description, and rationale for the addition).

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

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

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

**4.7 Adding Other Customers**

Other OEMC Customers may also use the resulting Master Agreements from this RFP as mutually agreed upon between OEMC and the Supplier.

Other Customers include Crown Corporations, First Nations federal agencies, health and social service entities, municipalities, not-for-profit organizations, Private Career Colleges, provincially funded organizations (“PFO”), shared service organizations, utilities and local boards, any other Ontario Public Sector and Broader Public Sector agencies, boards or commissions or similar entities not mentioned here.

**4.8 OEMC Cost Recovery Fee**

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

The Supplier shall pay to OEMC a CRF of two percent (2%) on all Services invoiced by the Supplier to the Customers throughout the Term.

CRF will be calculated as follows:

<b>EXAMPLE OF HOW CRF WILL BE CALCULATED FOR THE SECOND CALENDAR QUARTER WITH A CRF = 2%</b>				
<b>Sales per Month</b>	<b>Calculation</b>	<b>CRF</b>	<b>HST</b>	<b>Total CRF Payment to OEMC</b>
If Supplier has \$100,000 total sales in April	\$100,000 x 2% CRF	\$ 2,000	\$ 260	\$ 2,260
If Supplier has \$200,000 total sales in May	\$200,000 x 2% CRF	\$ 4,000	\$ 520	\$ 4,520
If Supplier has \$50,000 total sales in June	\$50,000 x 2% CRF	\$ 1,000	\$ 130	\$ 1,130

The CRF shall be paid to OEMC, via EFT, on a quarterly basis based on the calendar year by the fifteenth (15<sup>th</sup>) Calendar Day of the applicable quarter.

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

<b>CRF Payments</b>	<b>Payment Date</b>
The First CRF, including any Customer purchases made between Agreement execution date and September 30, 2023, shall be paid to OEMC by:	November 15, 2023
The next CRF, including any Customer purchases made between October 1, 2023, to December 31, 2023, shall be paid to OEMC by:	February 15, 2024
The next CRF, including any Customer purchases made between January 1, 2024 and March 31, 2024, shall be paid to OEMC by:	May 15, 2024

CRF Payments	Payment Date
The next CRF, including any Customer purchases made between April 1, 2024, and June 30, 2024, shall be paid to OECM by:	August 15, 2024

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 4.08 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.

#### 4.9 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.

#### 4.10 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 to OECM on monthly basis as a part of the Spend Report (e.g., Master Agreement Rate versus Rate invoiced to Customer, cost avoidance and/or other savings).

#### 4.11 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 OECEM's and Customer's confidentiality by not disclosing Confidential Information without the prior written consent of OECEM 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 OECEM to review such information as:
  - i. CSAs and upcoming opportunities; and,
  - ii. Review and monitor performance management compliance;
- (f) Complying with Appendix I – Code of Conduct requirements as described on the OECEM 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 G – 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 OECEM).

#### **4.11.1 Master Agreement Award and Launch**

Once the Master Agreement is awarded, the Supplier will meet with OECEM 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.

#### **4.11.2 Promoting OECEM Master Agreements**

To support Customers, OECEM 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 Services).

OECEM 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.

#### **4.11.3 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 H – Performance Management Scorecard.

#### **4.11.4 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 H (Performance Management Scorecard));
- (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.

#### **4.11.5 Reporting to OECM**

The Supplier shall be responsible for providing reports as further described in Appendix G – 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.

[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:	July 31, 2023
Proponent's Information and OTP Demonstration Session:	2:00 pm on August 8, 2023
Proponent's Deadline to Submit Questions:	5:00 pm on August 9, 2023
OECM's Deadline for Issuing Answers:	August 15, 2023
Proponent's Deadline to Submit Questions Related to Addenda & Question and Answer Documents:	5:00 pm on August 21, 2023
OECM's Deadline for Issuing Final Documents:	August 24, 2023
Closing Date:	2:00:00 pm on August 31, 2023
Anticipated Master Agreement Start Date:	September 2023

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 to learn how to use 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, including any presentation and/or interview;
- (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 OECEM, 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 OECEM.

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

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 or French

All Proposal submissions are to be in English or French only. Any Proposal received by OECEM that is not entirely in the English or French 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 (in Microsoft Excel format only)	Commercial		√

#### 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 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 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 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 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 Services, or,
  - v. the funding for the acquisition of the proposed 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 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/OQTCA-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 Reseller”** means a Person that is authorized by the OEM to market, advertise, sell and distribute the ERST;

**“Best and Final Offer”** or **“BAFO”** means a process during the negotiation stage in which a Preferred Proponent may be invited by OECS 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) every hospital (i.e., public hospital, private hospital that received public funds in the previous fiscal year of the Government of Ontario, a community health facility within the meaning of the Oversight of Health Facilities and Devices Act that was formerly licensed under the Private Hospitals Act and that received public funds in the previous fiscal year of the Government of Ontario, and the University of Ottawa Heart Institute);
- (b) every school board,
- (c) every university in Ontario;
- (d) every college of applied arts and technology and post-secondary institution;
- (e) every agency designated as a children’s aid society under subsection 34 (1) of Part III of the *Child, Youth and Family Services Act, 2017*;
- (f) every corporation controlled by one (1) or more designated Broader Public Sector organizations that exists solely or primarily for the purpose of purchasing goods or services for the designated Broader Public Sector organizations;
- (g) every publicly funded organization that received public funds of 10 million dollars or more in the previous fiscal year of the Government of Ontario; and,
- (h) every organization that is prescribed for the purposes of this definition;

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

See <https://www.ontario.ca/page/find-school-board-or-school-authority>; and,

See <https://www.ontario.ca/page/go-college-or-university-ontario>;

**“Business Day”** or **“Day”** means Monday to Friday between the hours of 9:00 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 in OTP and in 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 OECCM 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 OECCM, the Customer, the Proponent or any third-party; (ii) all information (including Personal Information) that OECCM 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 OECCM 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 OECCM 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 OECCM'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 OECCM's competitively sourced agreements. Once Customer-Supplier Agreements have been executed, this fee is remitted by the Supplier to OECCM on a quarterly basis;

**“Customer”** means an organization such as educational entities (e.g., school boards or authorities, Provincial and Demonstration Schools Branch with the Ontario Ministry of Education, colleges, and universities, and may also include Private Schools and Private Career Colleges), health and social service entities, hydro, the Legislative Assembly, Municipalities and related Service Organizations, not-for-profit organizations, Ontario Electricity Financial Corporation, Ontario Power Authority, provincially funded organizations (“PFO”), shared service organizations, utilities and local boards, and any other Ontario Broader Public Sector (“BPS”) agency, Ontario Public Service (“OPS”) ministry, agency, board or commission, Crown corporations, First Nations federal agencies, Indigenous Organizations and Communities, and other provincial, territorial and federal public sector entities/agencies or similar entities not 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 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;

**“English”** means Canadian English language spoken and written in Canada;

**“French”** means Canadian French language spoken and written in Canada;

**“Master Agreement”** or **“Agreement”** means the agreement to be made between the Preferred Proponent and OECCM 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 OECCM and the Supplier;

**“Municipalities”** means municipalities in Ontario under the *Municipal Act*, the *City of Toronto Act* (for the City of Toronto), *District Municipality of Muskoka Act* (for the District of Muskoka), *Regional Municipalities Act* (for the regional municipalities of Durham, Halton, Niagara, Peel, Waterloo and York), every local board in Ontario as defined in the *Municipal Affairs Act and the Municipal Act* and related Service Organizations. See [List of Ontario municipalities | Ontario.ca](http://www.ontario.ca);

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

**“OECCM’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 Public Service”** or **“OPS”** means Ontario Public Service entities, the ministries and other administrative units of Ontario over which ministers of Ontario preside (including their agencies, boards, commissions, and Crown corporations);

**“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 OECCM 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;

**“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 prices, in Canadian funds, for the Services as set out in the Proponent’s submitted Appendix C - Commercial Response;

**“Request for Proposals”** or **“RFP”** means this Request for Proposals #2022-423 issued by OECCM, 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 OEMC on behalf of a Customer, seeking Rates and relevant Product and Services specific to a Customer's organization;

**“Service”** means all Early Reading Screening Tools 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 has fully executed a Master Agreement with OEMC 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”** has the meaning set out in Part 1 of this RFP;

**“Third-Party Applications”** or **“Third Party”** means any software/application other than the Supplier's ERST, including systems developed by external vendors and/or by the Customers themselves;

**“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 OEMC 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.

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

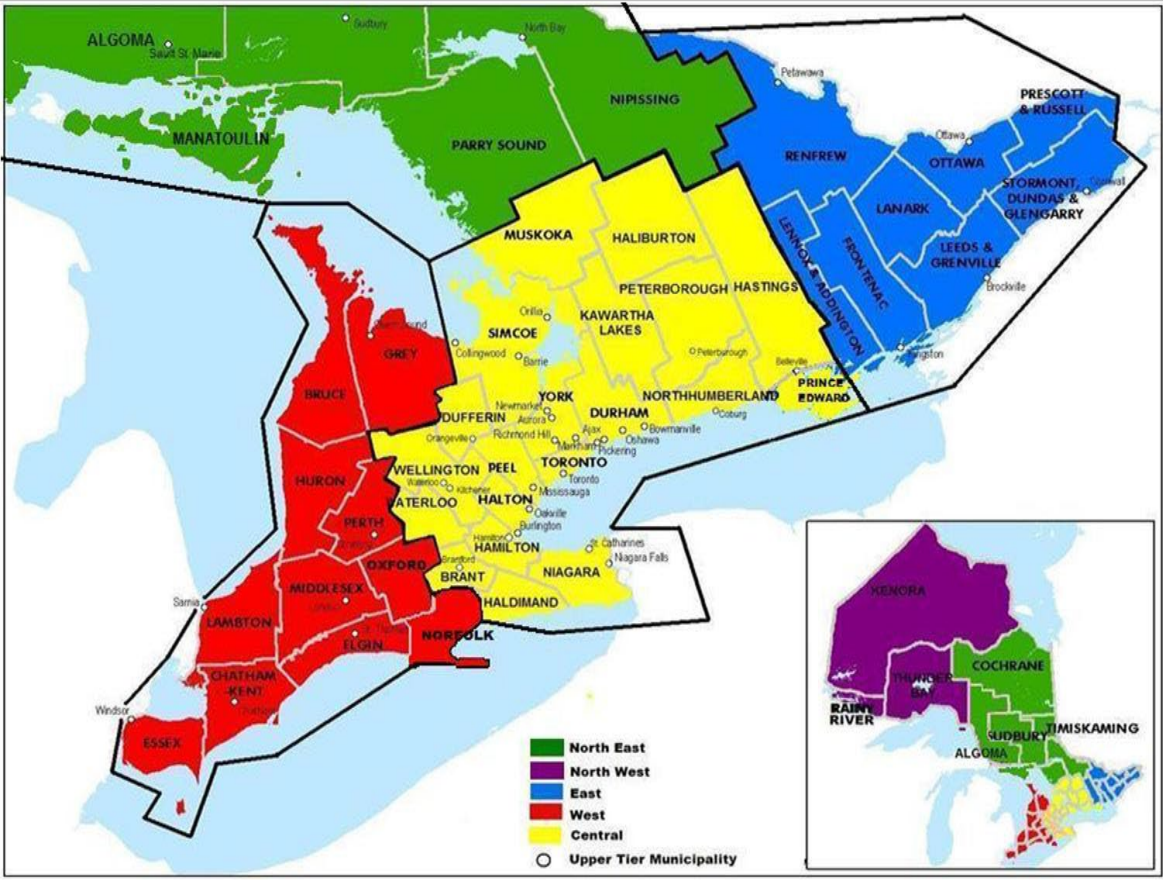
This appendix is posted as a separate PDF document.

## **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 geographical Zones in Ontario.



## 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 – OEM AUTHORIZATION

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 ERST. Therefore, if the Proponent is the OEM of the proposed ERST, the Proponent is **not** required to complete and submit this authorization, but all other Proponents are.

**To:** OEMC and the Proponent

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

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

**Re:** Proponent's Proposal in response to OEMC's RFP #2022-423

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The OEM ERST proposed by the above-noted Proponent is:

- [Proponent to insert ERST information]

The OEM agrees and confirms that:

- (a) The named Proponent is an Authorized Reseller of the proposed OEM ERST;
- (b) The Proponent will be eligible and authorized to fulfill the requirements to supply ERST from the OEM; and,
- (c) The Proponent is confirmed to have maintained an accreditation status in good standing for at minimum, the past three (3) years.

This Appendix must be signed by an authorized representative from the OEM.

OEMC may, at its sole discretion, contact the OEM to validate information proposed prior to the award of this RFP and/or at any during the Term of the Master Agreement.

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OEM Solution Name

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OEM's Representative's Name

*I have authority to bind the OEM*

---

OEM's Representative's Title

---

OEM's Representative's Telephone Number

---

OEM's Representative's Email Number

---

Date

## APPENDIX G – REPORTING REQUIREMENTS

Once CSAs have been executed, the Supplier must provide the following reports to OEMC 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>
<b><u>Integrated Reporting Template</u></b>		
<ol style="list-style-type: none"> <li>1. <b>Sales Report</b> including, but not limited to:               <ol style="list-style-type: none"> <li>(a) Customer's name;</li> <li>(b) Invoice number and date;</li> <li>(c) ERST description;</li> <li>(d) Unit of Measure;</li> <li>(e) Rate per Unit of Measure;</li> <li>(f) Extended Total;</li> <li>(g) Savings (i.e. list Rate minus discount, incentives); and,</li> <li>(h) Cost Recovery Fees.</li> </ol> </li> <li>2. <b>CSA Status Report</b> including, but not limited to:               <ol style="list-style-type: none"> <li>(a) The number of executed CSAs; and,</li> <li>(b) CSAs pending execution.</li> </ol> </li> <li>3. <b>Second Stage Status Report</b> including, but not limited to:               <ol 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) ERST description;</li> <li>(e) Resulting savings; and,</li> <li>(f) Status (e.g. complete, due date to return to Customer).</li> </ol> </li> </ol>	Monthly	8th Business Day
<b><u>Performance Reporting</u></b>		
<ol style="list-style-type: none"> <li>1. Key Performance Indicators ("KPIs") Report - As set out in Appendix G – Performance Management Scorecard.</li> <li>2. Performance results specific to Customer's KPIs.</li> </ol>	Quarterly (calendar)	8th Business Day following each quarter
<b><u>Other Reports</u></b>		
1. Specific Customer Reports - As requested (e.g. spend, back order, delivery)	As requested	As requested
2. OEMC Ad Hoc Reports - As requested and mutually agreed upon	As requested	As requested

Final reporting requirements will be determined during negotiations.



## APPENDIX H – 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 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 G – 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 G – Reporting Requirements may be deemed poor performance and will reflect on the Supplier's Performance Management Scorecard and SRP results.

During the Term of the Master Agreement, 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 of the Master Agreement, ensuring Customers receive appropriate 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>OECM Supplier Performance Measures</b>		
<b>Key Performance Indicator</b>	<b>Performance Measurement</b>	<b>Performance Goal</b>
Service Availability	Overall availability of the Service	99% minimum
Time to Restore	Time to restore the functionality of systems, including mainframe and servers.	One hour, 98% of the time
System Downtime – Unscheduled	The amount of time that the system has an unscheduled downtime;	No more than 1 hour per month
Disaster Recovery	Ability to recover the systems in the event of a disaster, with all systems functional and effectively working.	2 to 8 hours
Timeliness Backup	Percentage of time that the backups are performed on time and free from errors and omissions.	99.9% minimum
Technical Support Response Time	Response time of less than one (1) Business Day	98% of the time
Account Executive Response Time	Response time of less than one (1) Business Day	98% of the time
Number of students assessed	To be mutually agreed upon with the Proponent	
Number of logins	To be mutually agreed upon with the Proponent	
Variety of assessments used	To be mutually agreed upon with the Proponent	
Educator confidence and satisfaction	To be mutually agreed upon with the Proponent	

<b>OECM Evaluation of Supplier's Performances</b>		
<b>Key Performance Indicator</b>	<b>Performance Measurement</b>	<b>Performance Goal</b>
Fully Completed Integrated Report Submission	By 8th Business Day of each month	98% of the time
Fully Completed Performance (or Key Performance Indicator) Report Submission	By 8th Business Day following each calendar quarter	98% of the time
Executed CSAs sent to OECM	Within 30 days of CSA execution	98% of the time
Renewed insurance and/or WSIB clearance submissions	Submission of renewed certificates before expiry	98% of the time
Cost Recovery Fee Payment Remittance	By fifteenth (15th) calendar day of May, August, November, and February	98% of the time
Response Time to OECM Inquiries	Within 1 Business Day	98% of the time
Price Refresh Submissions	By one hundred and twenty (120) days prior to price refresh effective date	98% of the time

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

Customer may, when executing a Customer-Supplier Agreement, 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 Customer-Supplier Agreement. Additional penalties for failure to

meet or rewards for exceeding the Master Agreement and/or Customer-Supplier Agreement requirements may be mutually agreed upon between the Customer and the Supplier, at the time of Customer-Supplier Agreement execution. Any penalty and/or reward shall be reported to OECM.

## APPENDIX I – 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 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 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 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 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 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 Services by the Supplier to OECEM 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/news/oecm-introduces-new-supplier-code-of-conduct/>.

**APPENDIX J – ESCALATION PROCESS AND CONTACT INFORMATION**

The Preferred Proponent shall be required to complete and provide this appendix to OECM during negotiations.

<b>Department/Person of Contact</b>	<b>Service Hours</b>	<b>Email</b>	<b>Telephone</b>