

REQUEST FOR INFORMATION
RFI-2023-45

**REDESIGN OF THE SCHOOL BOARD’S PUBLIC SITE
INCLUDING 151 SCHOOL WEBSITES AND INTRANET
SITE**

Questions: May 17, 2023 on or before 2:00 p.m. Local Time

Closing: June 5, 2023 on or before 2:00 p.m. Local Time

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Section 1

PREVIEW

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GENERAL INSTRUCTIONS:

All bidders have the opportunity via pdf file, to download, print, complete, sign and return all documentation (as stated below).

- It is the sole responsibility of each potential vendor, past or present, to register with <https://dpcdsb.bidsandtenders.ca>. The Board is not responsible for any potential vendor, past or present, not being aware of any or all business opportunities.

NOTE: All QUESTIONS & ANSWERS will be posted as an AMENDMENT. All questions should be submitted through the bidding system portal by clicking on the submit question button at <https://dpcdsb.bidsandtenders.ca>.

PREVIEW

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SUBMISSION INSTRUCTIONS

1. Please read “Terms and Conditions” of this Bid and all other documents carefully.
2. All information asked, and all prices, must be shown on the original Bid documentation and become part of this Bid.
3. ELECTRONIC BID SUBMISSIONS ONLY shall be received by the Bidding System on the closing date, no later than 2:00:00 p.m. (14:00:00 hours) local time. All Bidders shall have a Bidding System Vendor Account and be registered as a Plan Taker for this Bid opportunity, which will enable the Bidder to download the Bid Call Document, to receive Addenda/Addendum email notifications, download Addendums and to submit their Bid electronically through the Bidding System.
4. The Bidding System will send a confirmation email to the Bidder advising that their Bid was submitted successfully. If you do not receive a confirmation email, contact technical support at Bids&Tenders via email: support@bidsandtenders.ca.
5. Late Bids shall not be accepted by the Board's Bidding System. To ensure receipt of the latest information and updates via email regarding this bid or if a Bidder has obtained this Bid Document from a third party, the onus is on the Bidder to create a Bidding System Vendor Account and register as a Plan Taker for the bid opportunity at <https://dpcdsb.bidsandtenders.ca>.

6. ADDENDUM/ADDENDA
Bidders shall acknowledge receipt of any addenda when submitting their Bid through the Bidding System. Bidders shall check a box for each addendum/addenda and any applicable attachments that have been issued before a Bidder can submit their Bid Submission online.

Addendum/Addenda will typically be issued through the Bidding System up to seven (7) days prior to Closing Date and Time.

In the event an Addendum is issued within seven (7) days prior to Closing Date and Time, it may include an extension of the Closing Date and Time. It is the responsibility of the Bidder to have received all Addendum/Addenda that have been issued. Bidders should check online at <https://dpcdsb.bidsandtenders.ca> prior to submitting their Bid and up until Bid Closing Date and Time in the event additional Addendums are issued.

The Board encourages Bidders not to submit their Bid prior to seven (7) days before the Bid Closing Date and Time, in the event that an Addendum is issued. If a Bidder submits their Bid at any time prior to the Bid Closing and an Addendum/Addenda is issued by the Board, the Bidding System shall WITHDRAW their Bid Submission and change the status to INCOMPLETE (NOT accepted by the Board). The Withdrawn Bid can be viewed and re-submitted by the Bidder in the “MY BIDS” section of the Bidding System (see also instruction # 7).

7. WITHDRAW/EDIT BIDS
Bidders may edit or withdraw their Bid Submission prior to the Closing Date and Time. However, the Bidder is solely responsible to:
 - i) make any required adjustments to their Bid; and

- ii) acknowledge the Addendum/Addenda; and
- iii) ensure the re-submitted Bid is RECEIVED by the Bidding System no later than 2:00:00 p.m. (14:00:00 hours) local time, on the Bid Closing Date.

8. COMPANY CONTACTS

Additional company contacts are recommended for the reasons outlined below:

You are strongly urged when creating or updating a Bidding System Vendor Account to add additional company contacts to create their own login to the Bidding System. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) Bids which your Company is a Registered Plan Taker for. In the event you are on vacation, or due to illness, etc. these additional contacts may act on your Company's behalf and have the authority to receive addendum notifications from the Bidding System, and where permitted by the terms and conditions of the Bid Call Document, to submit Bids electronically through the Bidding System and/or withdraw and/or edit and/or acknowledge Addendum/Addenda, on your behalf.

Notwithstanding the above, it is recommended that you do not invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition (for example, a company may have two divisions that could compete for the same Bid Opportunity).

If you are an invited company contact it is imperative that you create your login from the link contained in the email invitation. Do NOT go directly to <https://dpcdsb.bidsandtenders.ca> website and create a separate vendor account.

9. BID CLOSING DATE AND TIME

All Bidders shall have a Bidding System Vendor Account and be registered as a Plan Taker for this Bid opportunity, which will enable the Bidder to download the Bid Call Document, to receive Addenda/Addendum email notifications, download Addendums and to submit their Bid electronically through the Bidding System.

Bid Submissions shall be received by the Board's Bidding System not later than (14:00:00 hours) 2:00:00 p.m. Eastern local time, on the specified Closing Date. The Closing Time shall be determined by the Bidding System web clock.

Bidders are cautioned that the timing of Bid Submission is based on when the Bid is RECEIVED by the Bidding System, not when a Bid is submitted by a Bidder, as Bid transmission can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, and other electronic considerations.

For the above reasons, the Board recommends that Bidders allow sufficient time to upload their Bid Submission and attachment(s) (if applicable) and to resolve any issues that may arise. The Closing Date and Time shall be determined by the Board's Bidding System web clock.

10. Original Bid forms not completed in the prescribed manner may be considered INVALID. It is the sole responsibility of the Bidder to ensure a Bid is delivered on time. Late bids will not be accepted by the Board's bidding system.

SCOPE

The Dufferin-Peel Catholic District School Board invites **bids** for the purpose of this Request for Information is to gather information from interested parties regarding the **Redesign of the school board's public site including 151 school websites and intranet site.**

The school board in question has 151 schools, consisting of 26 secondary schools and 125 elementary schools. The main objectives of this redesign project are to improve the user experience, enhance content quality, streamline information access, increase engagement and interest in the DPCDSB among potential parents/students and staff, and support the mission of the school board.

The school board wants to create an easy-to-use interface that will be accessible to students, teachers, staff, and parents. The interface should be user-friendly, responsive, and intuitive and enable users to easily navigate the website to find the information they need. The website should have all modern design optimization such as speed optimization, cross-browser capability, intuitive navigation, etc., and be designed to be fully functional on all devices, including desktop computers, tablets, and smartphones.

INTRODUCTION

The Dufferin-Peel Catholic District School Board is one of largest and most diverse school districts in Ontario. The Board currently operates **151 Catholic schools (125 elementary and 26 secondary) throughout Mississauga, Brampton, Caledon and Orangeville, with a student enrolment of approximately 75,000. In addition, approximately 46,000 students are enrolled in the Board's Adult and Continuing Education Programs each year. With approximately 11,000 employees, the Board is also one of the largest employers in the Region.** It is the goal of the Board to provide quality education to students in a setting which fosters Catholic values and beliefs.

Vendors to provided detailed information for the areas identified below and **upload information into the bidding system.**

1. CONTENT

Overall, enhancing content quality is essential for providing users with a valuable and engaging experience on the school board's website. By conducting a content audit, developing a content strategy, improving content structure, enhancing content visuals, and incorporating user feedback, the redesign project can create a website that is informative, engaging, and valuable to its users.

Developing a Content Strategy: A content strategy should be developed to guide the creation of new content and the improvement of existing content. The strategy should define the target audience(s), key messages, and content types that will be used. It should also outline the content creation process, including content creation, review, and approval.

Enhancing content quality is an important objective of the redesign project for the school board's internet (including school sites) and intranet site. The goal is to provide accurate, relevant, and engaging content that meets the needs of users.

2. USER FEEDBACK & AUDIT

Conducting Current Internet / Intranet Assessment: The existing DPCDSB website content, including school sites and intranet should be assessed to determine what is working well and what needs improvement. This could involve reviewing analytics data, conducting user surveys, and analyzing feedback from stakeholders. The assessment should identify any outdated or irrelevant content that needs to be updated or removed, as well as any gaps in content that need to be addressed.

Incorporating User Feedback: User feedback should be incorporated into the content creation process. This could involve conducting user surveys, focus groups, or usability tests to gather feedback on the website's content. The feedback should be used to identify areas for improvement and to guide the creation of new content.

3. IMPROVE USER EXPERIENCE VIA NAVIGATION

Simplified Navigation: The website should have a simplified navigation system that makes it easy for users to find the information they need. This could involve reducing the number of menu items or consolidating related menu items. The navigation system should also be consistent across the entire website, so users can easily find what they are looking for, no matter where they are on the site.

Intuitive Navigation: The website should have an intuitive navigation structure that enables users to find information easily. The navigation menu should be well-organized and feature clear categories that reflect the different types of information available on the website. The use of descriptive labels for navigation menu items can help users understand what type of content they can expect to find when they click on a particular menu item.

Streamlining information access is one of the primary objectives of the redesign project for the school board's internet and intranet site. This objective aims to make it easier for users to access the information they need by creating an efficient search function that enables users to find relevant information quickly and easily.

Search Functionality: The website should have a search bar prominently displayed on every page. The search function should be smart and able to provide relevant results based on the user's search query. The search bar should be easy to find and be positioned in a prominent location to enable users to quickly find it.

Clear Calls-to-Action: The website should feature clear calls-to-action that encourage users to take specific actions. For example, a call-to-action could be used to encourage users to sign up for a newsletter or register for an event. These calls-to-

action should be prominently displayed on the website, making them easy to find and use.

Categorization of Information: The information on the website should be categorized and organized in a way that makes it easy for users to find what they are looking for. The website should feature clear headings and subheadings that help users understand the content of a page at a glance. Categories should be used to group similar types of information together, and each category should have a clear label to help users understand what type of content they can expect to find.

4. IMPROVE USER EXPERIENCE VIA DESIGN, STRUCTURE & ACCESSIBILITY

Improving the user experience is a crucial objective of the redesign project for the school board's internet, including school sites, and intranet site. The goal is to make the website easy to use, visually appealing, and efficient.

User-Friendly Design: The website's design should be visually appealing, user-friendly, and accessible. This can be achieved by using a clean and simple design, easy-to-read fonts, and high-quality images. The website's layout should be intuitive, and information should be presented in a logical and structured way.

Improving Content Structure: The website's content should be structured in a way that makes it easy for users to find what they are looking for. This could involve using headings, subheadings, and bullet points to break up text, as well as providing clear and concise summaries of content.

Easy Access to Key Information: The website should feature easy access to key information such as contact details, important announcements, and upcoming events. This information should be prominently displayed on the website's homepage to enable users to quickly access it.

Accessible Design: The website must be designed to be accessible to all users, including those with disabilities. This could involve providing alternative text for images and videos, using clear and simple language, and adhering to AODA accessibility guidelines and standards.

Enhancing Content Visuals: The website's content should be supported by high-quality visuals, such as images, videos, and infographics. These visuals should be relevant to the content and should be visually appealing. They should also be optimized for web use, to ensure fast loading times and a smooth user experience.

Responsive Design: The website should be optimized for all devices, including desktops, laptops, tablets, and smartphones. A responsive design ensures that the website looks and functions well, regardless of the device it is being viewed on. This enhances the user experience by providing a consistent and reliable experience, regardless of the user's device.

Mobile Optimization: With the increasing use of mobile devices to access the internet, it is essential that the website is optimized for mobile devices. This means that the website should be responsive and able to adjust to different screen sizes. The search function should also be optimized for mobile devices to enable users to access information easily on their smartphones or tablets.

5. MISSION & VALUES

Supporting the mission of the school board is the ultimate goal of the redesign project for the internet and intranet site. The school board's mission is to provide high-quality education to students and support the development of well-rounded individuals.

Promoting the School Board's Values: The website should highlight the core values of the school board, such as excellence, equity, and innovation. This could involve featuring testimonials from students, teachers, and parents, as well as showcasing the achievements of students and teachers.

Showcasing the School Board's Programs and Services: The website should provide detailed information about the school board's programs and services. This could include information about curriculum, extracurricular activities, and support services for students and parents. By purposefully highlighting these programs and services, the website can help to attract and retain students and provide value to the community.

6. ENGAGEMENT & COMMUNITY BUILDING

Increasing engagement is another primary objective of the redesign project for the school board's internet and intranet site. The goal of this objective is to encourage users to interact with the website more, which will increase their involvement with the school board and support the mission of the board.

Interactive Content: The website should feature interactive content that engages users and encourages them to participate. This could include quizzes, surveys, polls, and other types of interactive content that encourage users to share their thoughts and opinions.

Social Media Integration: The website should be integrated with social media platforms, such as Facebook, Twitter, and Instagram, to increase engagement. Social media widgets and buttons should be prominently displayed on the website, allowing users to share content on their social media profiles and engage with the school board's social media channels.

Personalization: The website should offer personalized content and user experiences to increase engagement. This could include customized news feeds, personalized recommendations based on the user's interests, and the ability for users to save their favorite content for future reference.

Multimedia Content: The website should feature multimedia content such as images, videos, and audio files to increase engagement. This type of content is more engaging and can help to keep users on the website for longer periods.

Community Building: The website should be designed to foster a sense of community among users. This could include a forum or discussion board where users can interact with each other and share ideas and opinions. The website could also feature a blog or news section that highlights the accomplishments of students and teachers, as well as other news related to the school board.

Facilitating Communication: The website should facilitate communication between students, teachers, parents, and the school board. This could include providing a forum or discussion board where users can ask questions and share information, as well as providing contact information for teachers and administrators. By facilitating communication, the website can help to build a sense of community and support the school board's mission.

Encouraging Engagement: As previously mentioned, the website should encourage engagement with the school board and its mission. This could involve featuring interactive content, social media integration, personalized content, multimedia content, and community building. By encouraging engagement, the website can help to build a sense of connection and support for the school board's mission.

Overall, the redesigned website should be aligned with the school board's mission of providing high-quality Catholic education and supporting the development of well-rounded individuals. By promoting the school board's values, showcasing its programs and services, providing resources for students, teachers, and parents, facilitating communication, and encouraging engagement, the website can help to further the school board's mission and provide value to the community.

7. SECURITY

Security is a critical consideration for the redesign project of the school board's internet and intranet sites. The website will be handling sensitive information, such as, staff information, and other confidential data. It is essential to ensure that all components of the website are secure and protected from cyber threats.

Data Protection: The school board must ensure that sensitive data is protected from unauthorized access, loss, or theft. This can be achieved by implementing robust data protection policies and practices, such as encryption, access control, and data backup. Regular data backups can help ensure that the data is recoverable in case of a security breach or data loss.

User Authentication: The new website should include a robust user authentication system that ensures that only authorized users can access sensitive or confidential information. This includes usernames and passwords, as well as additional security features such as two-factor authentication.

To streamline the authentication process for internal staff, the school board requires a Single Sign-On (SSO) solution. SSO will allow staff members to log in to the new website using their existing credentials, such as their email address and password. This will simplify the login process for staff members and reduce the risk of password-related security issues.

In addition to SSO, the user authentication system should include a comprehensive access control system that allows administrators to manage user roles and permissions. This will ensure that staff members have access to the information and tools that they need to perform their job responsibilities, while also preventing unauthorized access to sensitive information."

Regular Security Audits: Regular security audits should be conducted to identify vulnerabilities and potential threats to the website's security. These audits can help identify areas that need improvement and ensure that security measures are up-to-date.

Secure Web Hosting: The website should be hosted on a secure server that is regularly updated and maintained. The hosting provider should also have robust security measures in place to protect against cyber threats.

Secure Coding Practices: The website should be developed using secure coding practices to ensure that it is protected against common security threats, such as SQL injection and cross-site scripting. The website's code should be regularly reviewed and tested for vulnerabilities.

Secure Communication: All communication between the website and its users should be encrypted using SSL/TLS protocols. This will help ensure that data exchanged between the website and its users is protected from interception by third parties.

Regular Updates: Regular updates should be performed to ensure that the website's software and plugins are up-to-date with the latest security patches. This can help prevent security vulnerabilities from being exploited.

Privacy Impact Assessment & Threat Risk Assessment: Given the sensitivity of the data that will be stored and accessed through the internet and intranet sites, a Privacy Impact Assessment (PIA) will be necessary for this project. We will need to ensure that all personal information collected, used, or disclosed through these sites is handled in compliance with all relevant privacy legislation and best practices. Along with the PIA, a Threat Risk Assessment (TRA) should also be conducted to identify potential risks and threats to the security of the data and systems involved. These assessments will help us develop effective safeguards and controls to mitigate any identified risks and ensure the project's success upon award.

8. CONTENT MANAGEMENT SYSTEM (CMS)

The content management system (CMS) is a critical component of the new website and should be easy to use for content creators and editors. The CMS should support the migration of existing content from the old website to the new one, ensuring that all content is up-to-date and relevant.

The CMS should provide an intuitive interface for content creators to upload and manage different types of content, including text, images, videos, and other multimedia formats. It should also allow for easy editing of content, allowing content creators to make changes quickly and efficiently.

The CMS should also provide a range of tools to help content creators organize and structure their content effectively. This includes the ability to create custom page templates and layouts, which can help ensure that all content on the website is consistent in terms of design and layout.

To ensure that the CMS is user-friendly, it should be easy to navigate, with clear and intuitive menus and options. It should also provide helpful prompts and guidance to users who are new to the system, making it easy for them to get started and learn how to use the CMS effectively.

The CMS should also be flexible and scalable, allowing the school board to add new features and functionality as needed. It should also be customizable so that the school board can tailor the CMS to meet its specific needs and requirements.

Finally, the CMS should be secure and reliable, ensuring that all content is protected from unauthorized access or modification. This includes implementing appropriate user roles and permissions to control who can access and edit content, as well as regularly backing up all content to ensure that it is not lost in the event of a system failure.

Overall, the CMS is a critical component of the new website, and it is essential that it is easy to use, flexible, customizable, and secure. By implementing a CMS that meets these criteria, the school board can ensure that the website is well-organized, up-to-date, and user-friendly, ultimately helping to support the mission of the school board.

9. SEARCH ENGINE OPTIMIZATION

Search engine optimization (SEO) is an essential part of any website design and development project, including the redesign of the school board's website. SEO is the process of optimizing the website's content and structure to make it more visible and attractive to search engines like Google and Bing. The goal is to improve the website's ranking on search engine results pages (SERPs) and increase traffic to the site.

To achieve this, the content on the new website should be optimized for search engines. This involves structuring the content in a way that makes it easy for search

engines to crawl and index. This includes using headings and subheadings to organize the content, ensuring that all images have alt tags, and avoiding the use of flash or other technologies that can be difficult for search engines to read.

The content should also include relevant keywords and metadata. This means using keywords that are relevant to the content on the page, as well as including metadata such as titles, descriptions, and keywords in the page's HTML. This metadata helps search engines understand what the page is about and can improve the website's ranking on search engine results pages.

Overall, optimizing the website's content for search engines is an essential part of the web redesign project. By ensuring that the content is well-structured and includes relevant keywords and metadata, the school board can improve the website's ranking on search engine results pages and increase traffic to the site. This, in turn, can help to increase engagement and support the mission of the school board.

10. TRAINING, SERVICE AND SUPPORT

The school board will also require training, service, and support to ensure the successful launch and ongoing maintenance of the new website. This includes training for staff who will be responsible for managing and updating the website, as well as ongoing technical support to address any issues that may arise. It is important to ensure that staff members are adequately trained on how to use the new content management system, as well as any new features or functionalities of the website. This will ensure that staff members are equipped to manage and update the website efficiently and effectively.

The service and support aspect of the project should include ongoing technical support to address any issues that may arise after the website has launched. This includes monitoring the website for performance, security, and reliability, as well as providing timely support to address any issues that may arise. The school board may also require assistance with website maintenance, such as updating software, plugins, and security patches.

By providing adequate training, service, and support, the school board can ensure that the new website is launched smoothly and that it remains up-to-date, secure, and accessible to users. This will help to improve the user experience, streamline information access, and increase engagement with stakeholders.

11. EXPERIENCE & REFERENCES

Interested parties should also provide information on their experience designing similar websites for other school boards or educational institutions. This will help the school board assess the level of expertise and experience of the interested parties.

Examples of successful redesign projects completed by the interested parties should also be included in the bid. These examples should demonstrate the company's ability to deliver high-quality websites that meet the needs of its clients.

12. FEE STRUCTURE

An estimated breakdown of the costs associated with the redesign project should also be provided. This should include all costs associated with the project, including design, development, testing, and maintenance. The Board is seeking information on what costs will be associated with a redesign of Board’s site for **budgetary purposes only**.

13. LEVEL OF SUPPORT

Finally, interested parties should provide information on the level of support that will be provided after the completion of the project. This should include details on the level of maintenance and technical support that will be provided to ensure the website is fully functional and up-to-date.

In conclusion, this Request for Information seeks to identify interested parties that have the expertise and experience to deliver a high-quality website that meets the needs of the school board. The information gathered will be used to select the best candidate for the redesign project.

Upon the analysis and bid responses the Board will issue a second process including all requirements and final costs will be requested from vendors at that time.

Individual interviews or presentations may be required, at the Vendor’s expense.

KEY PERSONNEL

It is essential that the Vendor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of objective work to be performed under this contract. The Vendor must agree to assign specific individuals to the key positions.

- A. The Vendor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without prior written notice to the Board.
- B. If key personnel are not available for work under this contract for a continuous period exceeding thirty calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Vendor shall immediately notify the Board, and shall, subject to the concurrence of the Board, replace such personnel with personnel of substantially equal ability and qualifications.

DELIVERY

FOB – Board Office – 40 Matheson Blvd. W. Mississauga, Ontario L5R 1C5; all unit prices to include delivery directly to all schools.

The majority of our locations do not have a receiving dock. It is the Vendor's responsibility to ensure that the delivery trucks are equipped with appropriate equipment to make a successful delivery. Prices to include shipment to the shop floor, uncrating and bolting in place and/or installation where necessary.

Time is of the essence for the delivery or provision of the goods and services requested herein. Failure to comply with the time schedule herein may result in the Board taking further action to obtain an alternative supply, in which event the cost incurred shall be charged to the Vendor, up to the time that the goods or services are delivered or provided. If such cost is not paid by the Vendor, it shall be deducted from the balance of the purchase price owing. Where it is not possible to obtain the goods or services by the specific time, the Board reserves the right to cancel the contract and charge back the difference between the contracted bid price and the acquisition cost of the alternate goods or services.

PATENTS AND COPYRIGHTS

The Vendor warrants that it holds the right to distribute the products and that all manufacturers' and distributor licenses, agreements and warranties are included.

SCHEDULE OF EVENTS

The Board, in its sole discretion, reserves the right to alter any date in the schedule.

CONCLUSION

Enquiries regarding the bid must be submitted electronically through the bidding system by clicking on the "Submit Question" button by the time and date specified.

Inquiries received after this date may not be addressed.

Section 2

The following documents are a preview only of the information entered into the bidding system

PREVIEW

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Specifications

Privacy Principles Specification Checklist

The following are the privacy principles that all collection, use, and disclosure of personal information must adhere to:

Column1	PRIVACY PRINCIPLES	Confirm Yes/No
1	The board is accountable for the personal information under its control or in its custody and is accountable for the compliance to the Municipal Freedom of Information and Protection of Privacy Act, (MFIPPA). Under the Personal Health Information and Protection Act, (PHIPA) the board acts as the Health Information Custodian, (HIC), and is responsible and accountable for the personal health information under its control or in its custody.	<input type="radio"/> Yes <input type="radio"/> No
2	The purposes for which personal information is collected are specified and individuals are notified of the purposes at or before the time personal information is collected.	<input type="radio"/> Yes <input type="radio"/> No
3	An individual's informed consent is required for the collection, use, and disclosure of personal information, except where otherwise permitted by law.	<input type="radio"/> Yes <input type="radio"/> No
4	The collection of personal information is fair, lawful, and limited to that which is necessary for the specified purpose.	<input type="radio"/> Yes <input type="radio"/> No
5	The use, retention, and disclosure of personal information are limited to the specified purposes identified to the individual, where otherwise permitted by law.	<input type="radio"/> Yes <input type="radio"/> No
6	To the extent of its power and authority, the board ensures personal information is accurate, complete, and up to date to fulfill the specified purposes for its collection, use, disclosure and retention.	<input type="radio"/> Yes <input type="radio"/> No
7	Personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.	<input type="radio"/> Yes <input type="radio"/> No
8	Policies and practices relating to the management of personal information are made readily available to the public.	<input type="radio"/> Yes <input type="radio"/> No
9	An individual has the right to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any restrictions. An individual has the right to challenge the accuracy and completeness of the information and request that it be amended, as appropriate, or to have a letter/statement of disagreement retained on their file. Any individual to whom the disclosure has been granted in the year preceding a correction has the right to be notified of the correction/statement. An individual is to be advised of any third-party service provided requests for their personal information in accordance with privacy legislation.	<input type="radio"/> Yes <input type="radio"/> No
10	An individual may address or challenge compliance with the above principles to the designated individual(s) accountable to the board. To achieve these objectives, interested parties are required to provide a detailed proposal outlining how they plan to achieve the objectives of the redesign project. The proposal should include a detailed plan of action that outlines the steps that will be taken to achieve each objective. The proposal should also include a timeline for the completion of the project, including milestones and deadlines.	<input type="radio"/> Yes <input type="radio"/> No

All references stated shall be for the same or similar scope as the one described in this Bid.

For newly formed business entity including, corporations, partnerships and sole proprietors or a Contractor teaming arrangement you shall state below in the Client Column that you were not the "Contractor" for the named project and should state whose past experience on the named project is relevant to that reference.

References

Line Item	Company Name	Company Address	Contact Name	Contact Number	Details
1					*
2					
3					

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

- 1. Content * (mandatory)
- 2. User Feedback & Audit * (mandatory)
- 3 & 4. Improve User Experience Via Navigation (3), & Improve User Experience via Design, Structure & Accessibility (4) * (mandatory)
- 5 & 6. Mission & Values (5) & Engagement & Community Building (6) * (mandatory)
- 7. Security * (mandatory)
- 8. Content Management System (CMS) * (mandatory)
- 9. Search Engine Optimization * (mandatory)
- 10 & 13. Training, Service and Support (10) & Level of Support (13) * (mandatory)
- 11. Experience & References * (mandatory)
- 12. Fee Structure * (mandatory)

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Addenda, Terms and Conditions

I/We do hereby agree to supply and/or install the materials, equipment and services as provided herein in accordance with the [Terms and Conditions](#) of this bid. No other conditions shall apply. I/We have read, understood and agree to abide by all [Terms and Conditions](#) contained in this document and we are authorized by the Bidder to bind the firm.

I/We declare that this bid is made without collusion, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a bid for the same work and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of the Board of Trustees, and no officer or employee of the Board, is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies; work or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to derived therefrom.

AGREEMENT TO ABIDE BY ESTABLISHED PROCESS

The Board is advising the Board's trustees, staff and agents that the integrity of the process requires observance of the following ground rules:

1. All communications, including requests for information, between Bidders and the Board must be between only the representatives of the Board and each Bidder authorized and designated for that particular purpose.
2. Any attempt on the part of any Bidder, or any of its employees, agents, and contractors or representatives to contact any persons other than the designated representatives with respect to the Bids or any action or violation of the above requirements will be grounds for disqualification, and the Board may, in its discretion, in addition to any other rights or remedies available at law, reject any potential or actual submission submitted by that Bidder.

Bidders must accept and agree to observe the contents of this "Agreement to Abide by the Established Process," inform their staff thereof, and ensure their compliance therewith.

This agreement must be acknowledged by a person who has the authority to bind the bidder and be submitted with the Bid.

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

40 Matheson Blvd. West, Mississauga, ON L5R 1C5

Tel: (905) 890-1221 • Fax: (905) 890-0483

Procurement Terms and Conditions

Bids are invited for the supply and/or installation of materials, equipment and services as per the attached specifications. All Bids submitted become the property of the Board, and are subject to the Municipal Freedom of Information and Protection of Privacy Act.

1. Bids must be completed on the forms provided in the Board's bidding system. Bids not completed as requested may be rejected by the Board acting in its absolute discretion.
2. Alternative products of equal quality may be considered (unless otherwise specified), provided that full specifications for these alternatives are included with the bid as well as references to verify your opinion, and taking into consideration end use costs.
3. The Board shall not be obligated to accept the lowest, or any, bid in whole or in part thereof and reserves the right to re-bid or cancel the project in its entirety.
4. Where applicable, Harmonized Sales Tax must be shown separately as extra in accordance with Canadian and Provincial

Government regulations. Please specify when prices are quoted under Tariff Item 696.

5. The life of this contract shall be as specified in the price protection section.

6. Bid prices shall remain in effect for the duration of the contract period. However, any decrease in prices must be provided to the Board immediately.

7. Electrical equipment on this bid must be C.S.A. and/or Ontario Hydro approved prior to delivery.

8. The bidder shall have satisfactorily fulfilled all relevant obligations as required under the Terms and Conditions of any previous award including, without limitation, the provision of goods and/or services for the entire term of the contract awarded, in order to be considered as an acceptable bidder.

9. Samples, when requested, should be forwarded to an area designated by the Buyer, clearly marked with the name of the bidder and the item number to which it refers. All samples become the property of the Board.

10. The Board will not be responsible for the loss of any samples, nor will the Board be responsible for any damage to samples, including damage incurred while testing same.

11. Warranties shall become effective the day school commences, or when equipment is placed in use.

12. Unless otherwise stated, all shipments are to be DELIVERED PREPAID F.O.B. DESTINATION.

13. Any material received in a damaged condition must be replaced immediately by the vendor. The Board will not bear any portion of the cost of such replacement.

14. Any material and/or work ordered which, in the opinion of the purchaser, does not completely fulfill the specifications, or is not as sample previously submitted, must be removed at the expense of the vendor and be replaced immediately with the material and/or work which fulfills the specifications or sample quality.

15. The laws of the Province of Ontario shall govern in any dispute occasioned through the performance or non-performance and/or workmanship from this bid.

16. The vendor shall indemnify and save harmless the Board, its officers and employees from and against all claims relating to labour and/or materials furnished as a result of this bid.

17. No order will be recognized unless issued on the Board's official Purchase Order, duly signed by the Supply Chain Manager or a Buyer.

18. If the requested delivery schedule cannot be met, the Board reserves the right to cancel the order.

19. This bid will be accepted or rejected by the Board within one hundred and twenty (120) days of the closing date of the bid, unless otherwise specified.

20. Payment will be made only to the vendor with whom an order is placed.

21. The validity and interpretation of this bid, and of each clause and part thereof, shall be governed by the laws of the Province of Ontario. In addition, the requirements outlined in the Board's Supply Chain Management Policy/Regulation and Procedures, Policy 5.30 shall apply for all procurement processes conducted to secure goods and services as defined therein.

22. In the event of a discrepancy in the price, the unit bid price shall govern.

23. Bids not conforming to these conditions may be disqualified on the basis of ambiguity at the sole discretion of the Board.

24. The vendor declares that the bid is not made in connection with any other vendor submitting an offer for the same goods or services, and is in all respects fair and without collusion or fraud.

25. Alternate terms or conditions submitted by the vendor shall be considered NOT APPLICABLE.

26. Any quantities indicated are estimates only and the Board is merely providing a usage established over the past year. The quantities are furnished without any liability to the Board.

27. In all cases of misunderstanding and disputes, verbal arrangements will not be considered, but the bidder(s) must produce written authority in support of their contentions, and shall advance no claim in the absence of such written authority, or use, or attempt to use any conversation with any parties against the Board or in prosecuting any claim against the Board.

28. It is the responsibility of the bidder to obtain clarifications before submitting the bid (i.e. any facts or conditions) which in any way conflict with the spirit of the bid documents.

29. In the event of Bankruptcy or Receivership by the Bidder, the Board reserves the right to cancel the contract.

30. Should the Board fail to appropriate funds to enable continued payment of multi-year contracts/purchase orders, the Board may cancel the contract without termination charges, provided the successful bidder(s) receive thirty (30) days written notice of such termination from the Board.

31. The Bidder represents and warrants that the Bidder is not a party to any suits, actions, litigation proceedings, or claims by or against or otherwise involving the Board, and the current Bidder. The Bidder acknowledges that the Board, will reject the bid in view of current, pending or threatened litigation, arbitration, alternative dispute resolution or disputes involving the Board, and the Bidder.

32. In addition to the preceding paragraph, the proponent, by submitting a bid, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its bid for matters relating to the agreement or in respect of the competitive process, and the proponent, by submitting a bid waives any claim for loss of profits if no agreement is made with the proponent.

33. The vendor represents and warrants that the goods and/or services supplied pursuant to this bid will be manufactured

and/or supplied under such conditions which do not contravene the Ontario Human Rights Code or the minimum standards of Ontario workplace legislation and regulations or are otherwise unethical. In the event in the opinion of the Board, the supplier is in breach of the foregoing representation and warranty, the Board may cancel the award or any such subsequent contract entered into between the Board and supplier pursuant thereto.

34. The Vendor covenants and agrees to ensure that goods/services provided hereunder during the term of this agreement are consistent with the Ontarians Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005 and their respective regulations.

35. Information provided by a Vendor may be released in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 as amended. A Vendor should identify any information in its bid or any accompanying documentation for which confidentiality is to be maintained by the Board, by clearly marking same "CONFIDENTIAL".

The confidentiality of such information will be maintained by the Board, except where an order by the Information and Privacy Commission or a Court or other governmental authority having jurisdiction requires the Board to do otherwise. Notwithstanding the foregoing, prior to the Board's determination that any parts of this bid are to be disclosed as required by law, the Vendor shall be provided with written notice of the potential disclosure and accorded all rights that it may have in law including the right to challenge such disclosure.

In addition, Vendors are hereby notified that their bids will, as necessary, be disclosed on a confidential basis to the Board's advisors retained for the purposes of evaluating or participating in the evaluation of the bid.

36. All taxes considered extra to this bid.

37. The Board, its authorized representatives or an independent auditor identified by the Board may, at its own expense during business hours and upon two (2) days' notice to the Vendor, inspect and copy any recorded information in the custody or control of the Vendor, in any form: (i) provided by the Board to the Vendor, or provided by the Vendor to the Board; or (ii) created by the Vendor in the performance of its obligations hereunder. The above-noted audit rights of the Board shall also apply to any permitted sub-contractors providing goods and/or services hereunder, and it shall be the responsibility of the Vendor to bind any permitted sub-contractors in this regard.

38. The Board's standard terms are net 45 days from date of invoice.

Where there is a question of non-performance involved, payment in whole, or in part, against which to charge back any adjustment required, will be withheld.

All charges against a Vendor shall be deducted from current obligations that are due or may become due. In the event that collections are not made in this manner, the Vendor shall pay the Board on demand, the amount of such charges.

Payment of invoice(s) from the successful Vendor(s) will be settled by Direct Deposit via Electronic Funds Transfer payments into the successful Vendor(s) bank account. The Vendor shall provide the Board with the required information to effect such payments.

39. If there is supporting evidence, the Board may exclude a Vendor from participating in this procurement on grounds such as:

- bankruptcy or insolvency;
- false declarations;
- significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts;
- final judgments in respect of serious crimes or other serious offences;
- professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Vendor; or
- failure to pay taxes.

40. The Dufferin-Peel Catholic District School Board reserves the right to immediately remove from eligibility to submit bids for an indeterminate period, the name of any Vendor for failure to accept the contract, or the name of any Vendor for unsatisfactory performance of the contract in the opinion of the Dufferin-Peel Catholic District School Board.

Further, the Vendor must be prepared, if requested, to present evidence of experience, ability, capacity, objectivity and financial resources and reputation deemed necessary by the Board in the performance of the contract. The Board reserves the right to investigate a Vendor's claim or background at any time and in any manner deemed appropriate by the Board.

41. The Board reserves the right to disqualify and immediately remove from eligibility to submit bids for an indeterminate period, the name of any Vendor, which will include the names of such Vendor's principals, and the names of any other business which may be operated by such principals, for failure to carry out its obligations for the entire term under any previous award or resulting contract pursuant to a bidding process with the Board, in the sole and unfettered discretion of the Board.

42. Notwithstanding anything elsewhere herein set out, in the event that the successful Vendor does not, in the opinion of the Board, comply with the specifications and terms of this contract at anytime throughout the duration of the contract, or if the Board, in its sole and unfettered discretion, determines that either their service or the equipment provided by the successful Vendor is unsatisfactory at any time during the term of the contract, the Board reserves the right to immediately terminate the contract in its entirety.

43. The Board is not obligated to award or call on any Vendor (including the Vendor's principals) whose behaviour is or becomes incompatible with the mandate of the Board or which may violate the canons of good morals, manner or taste. In addition, the successful Vendor must follow standard's that are consistent with the Board and Schools' Code of Conduct while on Board/School premises.

44. Delays in or failure of performance by either party under the contract shall not constitute default there under or give rise to any claim for damages if and to the extent caused by occurrences beyond the control of the party affected, including but not limited to decrees of Government, acts of God, strikes or other concerted acts by workers, inability to procure materials or labour, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents, but lack of finances shall in no event be deemed to be a cause beyond a party's control.

In the event that performance of the contract in the reasonable opinion of either party is made impossible by force majeure, then either party shall notify the other in writing and the Board shall either (a) terminate this agreement forthwith and without any further payments being made, or (b) authorize the successful Vendor to complete the performance of the contract with such adjustments as required by the existence of the force majeure and agreed upon by both parties.

45. Any quantities indicated are estimates only and the Dufferin-Peel Catholic District School Board is merely providing a usage established over the past year. The quantities are furnished without any liability to the Dufferin-Peel Catholic District School Board.

46. The Dufferin-Peel Catholic District School Board makes every effort to competitively procure, whenever possible, environmentally appropriate and ecologically sound products.

47. The Vendor agrees not to assign or subcontract any of the work or obligations required hereunder, unless the Vendor obtains the prior written consent from the Dufferin-Peel Catholic District School Board, which may be withheld for a good cause. In addition, in the event that a Vendor merges with another company or there is a change in voting control of the Vendor, or the Vendor sells its assets to a third party, the merger, change in voting control, or sale of assets as the case may be, will constitute an assignment and the Board will be entitled to cancel the agreement on at least 30 days' notice from the date of disclosure, or from the effective date of merger, change or sale, whichever is sooner.

48. It is the responsibility of the Vendor to understand all aspects of the bid and to obtain clarification from the Board before submitting a bid. However, a bid may be rejected or the Board may waive any minor errors.

49. All costs incurred in responding to the bid are to be borne by the Vendor. The Board will not be liable for any costs or damages resulting from preparation of samples supplied. The rejection of any offers or the cancellation shall not render the Board liable for any costs or damages.

50. The Vendor shall not use any insignia or logo of the Board except where required to provide the Deliverables, and only if it has received the prior written permission of the Board to do so.

The Vendor(s) shall not make any news release concerning this bid or awarding of the same or resulting contract(s) without the express consent of the Board.

51. Without limitation, the following action by or circumstances relating to the Vendor shall constitute default on the part of the Vendor:

- committing an act of bankruptcy
- having a receiver appointed on account of insolvency
- making a general assignment for the benefit of creditors
- failing to fulfill the work with skill and diligence

Default by the Vendor may result in the Board's cancellation of the contract. Any action by the Board under the clause shall be without prejudice to the Board's other rights or remedies under the contract or law for the performance of the contract by the Vendor.

52. In the event of any dispute or claim arising between the Board and the Vendor (contractor) as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within fourteen (14) days of the dispute or cause of action arising. If the dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of Ontario. If no agreement is made for arbitration then either party may submit the dispute to such judicial tribunal as the circumstances may require.

53. All services will be performed by the Vendor.

The Vendor is an independent contractor providing services to the Board and neither the Vendor nor the employees or agents of the Vendor will be construed as Board employees.

This bid is a contract for a particular service. The Vendor is not and will not hold itself out as an agent, employee or partner of the Board.

As between the Board and the Vendor, the Vendor is solely responsible for all legally required employer and employee contributions and deductions for itself and its staff, including Workers' Compensation, Canada Pension Plan, Unemployment Insurance and federal and provincial income taxes.

54. The Board reserves the right to amend or supplement the bid, giving equal information to all Vendors, by way of an issued

addendum.

Bidders shall acknowledge receipt of any addenda when submitting their Bid through the Bidding System. Bidders shall check a box for each addendum/addenda and any applicable attachments that has been issued before a Bidder can submit their Bid submission online.

Addendum/Addenda will typically be issued through the Bidding System, up to seven (7) days prior to Closing Date and Time. In the event an addendum is issued within seven (7) days prior to Closing Date and, it may include an extension of the Closing Date and Time. It is the responsibility of the Bidder to have received all Addendum/Addenda that have been issued. Bidders should check online at <https://clientname.bidsandtenders.ca> prior to submitting their Bid and up until Bid Closing Date and Time in the event additional addenda are issued.

The Board encourages Bidders not to submit their Bid prior to seven (7) days before the Bid Closing Date and Time, in the event that an addendum is issued. If a Bidder submits their bid prior to this or at any time prior to the Bid Closing Date and Time, and an addendum/addenda is issued by the Board, the Bidding System shall WITHDRAW their Bid submission and change their Bid submission to an INCOMPLETE STATUS (NOT accepted by the Board) and the Withdrawn Bid can be viewed by the Bidder in the "MY BIDS" section of the Bidding System. The Bidder is solely responsible to make any required adjustments to their Bid; and acknowledge the addendum/addenda; and ensure the re-submitted Bid is RECEIVED by the Bidding System no later than 2:00:00 p.m. (14:00:00 hours) local time, on the Bid Closing Date.

NOTE: Additional company contacts are recommended for the reasons outlined below:

You are strongly urged when creating or updating a Bidding System Vendor account to add additional company contacts to create their own login to the Bidding System. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) Bids which your Company is a Registered Plan Taker for. In the event you are on vacation, or due to illness, etc. these additional contacts may act on your Company's behalf and have the authority to; receive addendum notifications from the Bidding System, and where permitted by the terms and conditions of the Bid Call Document, to submit Bids electronically through the Bidding System and/or withdraw and/or edit and/or acknowledge addendum/addenda, on your behalf.

Notwithstanding the above, it is recommended that a Vendor does not invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could compete for the same Bid Opportunity).

If you are an invited company contact it is imperative that you create your login from the link contained in the email invitation. Do NOT go directly to <https://clientname.bidsandtenders.ca> website and create a separate vendor account.

55. Addendum/revisions to this bid will be issued by the Supply Chain Management Department only. No representative of the Board is authorized to amend or waive the terms of the Bid document in any way unless the amendment or waiver is signed by a representative from the Supply Chain Management Department.

56. The Board reserves the right to:

- (a) exercise any of the rights set out in the bid;
- (b) make public the names of any or all Vendors;
- (c) request written clarification or the submission of supplementary written information from any Vendor and incorporate a Vendor's response to that request for clarification into the Vendor's response;
- (d) meet with some or all Vendors to discuss aspects of their submissions;
- (e) verify with any Vendor, or with a third party, any information set out in a submission;
- (f) verify with a Vendor that it satisfies the conditions for participation and is capable of fulfilling the terms of the contract, where in the sole discretion of the Board, it receives a submission from a Vendor with a price that is abnormally lower than prices in other submissions;
- (g) check references other than those provided by any Vendor;
- (h) disqualify any Vendor whose submission contains misrepresentations or any other inaccurate or misleading information;
- (i) waive any information or irregularity (whether material or immaterial) at the Board's discretion (without this bid being considered to be amended);
- (j) afford an opportunity to a Vendor to correct unintentional errors of form between the opening of bids and the awarding of a contract, and if it does so, the Board shall afford the same opportunity to all participating Vendors;
- (k) disqualify any Vendor or the submission of any Vendor who has engaged in conduct prohibited by this bid;
- (l) disqualify any Vendor whose capacity, integrity, or financial ability is, or whose previous experience with the Board has been unsatisfactory to the Board in its sole and unfettered discretion;
- (m) make changes, including substantial changes, to this bid in the manner set out herein;
- (n) cancel this bid process at any stage;
- (o) cancel this bid process at any stage and issue a new bid for the same or similar deliverables;
- (p) reject any or all bids at the Board's sole discretion;
- (q) select only one Vendor or two or more Vendors as Preferred Vendors;

(r) to negotiate;

(s) terminate negotiations of a contract with any Preferred Vendor at any time and for any reason without liability to such Vendor.

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

I/We do hereby agree to supply and/or install the materials, equipment and services as provided herein in accordance with the terms and conditions of this bid. No other conditions shall apply. I/We have read, understood and agree to abide by all terms and conditions contained in this document and we are authorized by the Bidder to bind the firm.

I/We declare that this bid is made without collusion, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a bid for the same work and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of the Board of Trustees, and no officer or employee of the Board, is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies; work or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to derived therefrom.

I/WE HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT AND WE ARE AUTHORIZED BY THE BIDDER TO BIND THE FIRM.

I/WE HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY ALL TERMS, CONDITIONS AND REQUIREMENTS CONTAINED IN THIS DOCUMENT AND WE ARE AUTHORIZED BY THE BIDDER TO BIND THE FIRM.

DECLARATION OF DISCLOSURE

THE BIDDER DECLARES that, to the best of the BIDDER's knowledge and belief, no actual or potential conflict of interest exists with respect to the submission of this Bid or performance of the work, services or contractual obligations requested, other than those disclosed hereunder. The BIDDER confirms that, where the Board discovers that the BIDDER has failed to disclose all actual or potential conflicts of interest, the Board may disqualify the BIDDER or terminate any contract awarded to the BIDDER pursuant to this Bid process. The BIDDER understands that, for the purpose hereof, "conflict of interest" also includes:

(a) in relation to the Bid process, the BIDDER has an unfair advantage or engaged in conduct, directly or indirectly, that may give the BIDDER an unfair advantage, including

(i) having or having access to information in the preparation of the BIDDER's Bid that is confidential to the Board and not available to other bidders;

(ii) communicating with any person with a view to influencing preferred treatment in the Bid process, or

(iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive process and render that process non-competitive and unfair,

or

(b) in relation to the performance of the work, services or contractual obligations, the BIDDER's other commitments, relationships or financial interests;

(i) could or could be perceived to exercise an improper influence over the objective, unbiased and impartial exercise of the BIDDER's independent judgements, or

(ii) could or could be perceived to compromise, or impair or be incompatible with the effective performance of the BIDDER's work, services or contractual obligations.

THE BIDDER DECLARES that, having read and understood the provisions of this Declaration of Disclosure, the BIDDER hereby confirms, to the best of the BIDDER's knowledge and belief: there are no actual or potential conflicts of interest with

respect to the work, services or contractual obligations to be performed by the BIDDER;

The BIDDER further understands that if, subsequent to the signing of this Declaration, a potential or actual, direct or indirect conflict of interest arises, the BIDDER must disclose this to the Board.

Do you have any potential or actual conflicts of interest?

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

PREVIEW
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