



STUDENT TRANSPORTATION SERVICES:

Request for Supplier Qualifications (RFSQ)

Nipissing-Parry Sound Student Transportation Services

685 Bloem St., Suite #201

North Bay, ON P1B 4Z5

Telephone: (705) 472-8840

Fax: (705)472-3170

RFS 2024-001 Taxi and School Purpose Vehicle Services

Issue Date: Friday, June 14, 2024

Submission Deadline: Thursday, August 02, 2024
4:30 p.m. local time

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SECTION 1: GENERAL INFORMATION AND PURPOSE

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) is undertaking a supplier qualification process for the purpose of establishing a list of taxi companies and school purpose vehicle operators to be used by its member boards and associated schools in providing safe, effective and efficient student transportation services for non-established and non-designated routes.

The process is initiated with the issuance of the Request for Suppliers Qualifications (“RFSQ”). Through this RFSQ, the NPSSTS invites responses (“Submissions”) from firms and individuals (“Respondents”) qualified to provide student transportation services in compliance with all applicable laws, regulations, standards, and licensing requirements (“Qualified Suppliers”).

It is the intention of the NPSSTS to list each Qualified Supplier in a Qualified Supplier List (the “Supplier List”) which will have an initial term of five (5) years beginning with the 2024-2025 school year and the option to extend for up to two (2) additional one (1) year periods, at the discretion of the NPSSTS.

A school purpose vehicle as it relates to this specific RFSQ, is defined as a passenger vehicle with no more than a maximum passenger capacity of ten (10) used for the occasional transport of students for non-established or non-designated routes, under the authority of the NPSSTS and its four member boards.

2.1 BACKGROUND

The Nipissing-Parry Sound Student Transportation Services (the NPSSTS or the Consortium), comprising of the Near North District School Board, the Nipissing-Parry Sound Catholic District School Board, le Conseil scolaire public du Nord-Est de l'Ontario and le Conseil scolaire catholique Franco-Nord, was created in 2001 and incorporated in 2003 to facilitate collaboration among its member boards for the delivery of student transportation services. Our primary mission is to provide a transportation service for students that is safe, efficient, on-time, pleasant and responsive to individual needs in an environment conducive to the advancement of the mission of the member boards.

2.2 TRANSPORTATION SERVICE REQUIREMENTS

2.2.1 Background

The NPSSTS provides student transportation services for the four local school boards in the Districts of Nipissing and Parry Sound (East and West), which stretches from West Nipissing to Mattawa, and from Temagami through to Novar and MacTier, including North Bay and all municipalities in between.

- The NPSSTS provides transportation services for 71 schools with approximately 17,000 students, of which, approximately 11,500 are transported per day via school bus, van, taxi, city transit, managed by over 25 Operators with more than 400 routes covering nearly 850 runs, and traveling approximately 26,000 kilometers daily.
- The NPSSTS is dedicated to transporting students safely by utilizing qualified school purpose vehicle Operators who will adhere to and abide by NPSSTS policies and procedures. The school purpose vehicle Operators will have in place the policies and procedures needed to ensure that students are transported in a safe and secure manner. The NPSSTS understands its mandate is to obtain valued service within a competitive market in order to be financially responsible to their member boards.
- The NPSSTS manages an annual student transportation budget of over \$ 23-million dollars.
- The NPSSTS will use the collected Supplier List as a summary of eligible taxi companies and school purpose vehicle operators for the purpose of providing member boards and schools with a Qualified Supplier List. A successful application to this RSFQ does not guarantee acquisition of any contracted taxi or school purpose vehicle routes through the NPSSTS, but rather confirms your

inclusion on a list of Qualified Suppliers to be consulted when such activities arise.

- The Nipissing-Parry Sound Student Transportation Services (NPSSTS) understands that as a result of the decline in the size of the Canadian family, there has been a steady decline in student enrolment. It is the intent of the NPSSTS to utilize its resources in an effective and efficient manner.

2.2.2 Service Areas

This section of the RFSQ identifies the areas where the NPSSTS's member boards and schools require student transportation services, referred to as the NPSSTS service areas.

The NPSSTS service areas will be divided in to the following Regions:

- Region 1: West Nipissing
- Region 2: North Bay
- Region 3: Mattawa
- Region 4: East Parry Sound
- Region 5: West Parry Sound

Appendix A provides a map of the NPSSTS's service areas.

2.2.3 Vehicle Standards, Regulations and Licensing Requirements

The following vehicle standards, regulations and licensing requirements apply in Ontario. All suppliers of taxi and school purpose vehicle providing student transportation services **must** comply with these requirements.

Standards, Regulations and Licensing Requirements	Commentary
Canadian Standards Association D409	Specifies the standard for vehicles designed, manufactured or converted for transporting physically disabled passengers. Ontario Regulation 629 refers to CSA D409 for certain types of physically-disabled-passenger-vehicles.
Commercial Vehicle Operator Registration (CVOR) Certificate	Used to assign a rating to the safety performance of commercial vehicles including school buses.

Standards, Regulations and Licensing Requirements	Commentary
(if applicable)	
Ontario Regulation 611	Sets out the minimum safety performance standards for vehicle components and systems. Outlines how often safety inspections must be completed for various types of vehicles. School purpose vehicles, buses, and physically-disabled-passenger-vehicles require semi-annual inspections.
Ontario Regulation 612	This regulation sets out the equipment requirements of school buses and defines school purpose vehicles.
Ontario Regulation 629	This regulation sets out the equipment requirements for vehicles equipped to transport passengers with physical disabilities.
Ontario Regulation 199/07	Outlines the requirements for daily trip inspections of commercial motor vehicles including school buses. This regulation also outlines what the responsibilities of a driver are if they find a defect on the vehicle.
Federal Motor Vehicle Safety Act, Motor Vehicle Safety Regulations and related Standards	The MVSA and related regulations and standards provide the safety and other standards that apply to motor vehicles in Canada, including buses.
Municipal Bylaws	Specifies the requirements set out by the individual municipalities for the licensing and operations of taxi services within their designated area.

2.2.4 Driver Licensing Requirements

Driver licensing requires that all taxi and school purpose vehicle drivers **must** have and maintain in good standing at all times a Class “G” as described below as well as any additional licensing requirements set forth by the Public Vehicles Act, the Highway Traffic Act (Ontario) and local municipal by-laws.

Licensing Requirements	Description
Class ‘G’ license	Authorizes the driver to operate any car, van or small truck.
Public Vehicle License	If applicable. Please refer to http://www.ohtb.gov.on.ca/ for more information.
Municipal By-Laws	Authorizes the driver to operate a vehicle for hire within the municipal city limits.

SECTION 3: INSTRUCTIONS TO RESPONDENTS

3.1 SCHEDULE OF EVENTS

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) intends to carry out an RFSQ procurement process in accordance with the schedule provided in the following table but may modify the schedule at any time at its sole discretion. If the NPSSTS decides to modify the schedule, Respondents will be notified by way of a written addendum.

Events	Dates
Issuance of the RFSQ	June 14, 2024
The submission date of Interest and Intent form	June 28, 2024
The date by which Respondents must submit Clarification Questions to the NPSSTS	July 12, 2024
The date the NPSSTS intends to publish any Addenda and Responses Clarification Questions	July 19, 2024
Submission Deadline	August 02, 2024 at 4:30 p.m.
The date the NPSSTS intends to notify the Respondents of the results of the RFSQ process	August 16, 2024

3.2 RESPONDENT CLARIFICATION QUESTIONS

All tender documents are complimentary and must be read together to ascertain a complete description of the Work.

Examine Tender Documents for completeness, discrepancies, or omissions. Should a Respondent find omissions or discrepancies in any part of this RFSQ or should the Respondent be in doubt as to the meaning of any part of such documents, notify the NPSSTS's designee of discrepancies or omissions as noted below.

Respondents are responsible for requesting any clarification of the RFSQ documents. Respondents shall submit all requests for clarification as written questions, identifying the name of the Respondent by email to the NPSSTS representative named below at the email address provided:

Mr. Chuck Seguin, Executive Director
Nipissing-Parry Sound Student Transportation Services
info@npssts.ca

Any questions received by the NPSSTS after July 12, 2024, as outlined in the Events Table in sub-section 3.1 above, may not be answered due to time constraints.

Clarification questions and responses as well as any addenda will be emailed by the NPSSTS to the email address (es) provided on Appendix B - Respondent Interest and Intent Form by July 19, 2024, as outlined in the Events Table in sub-section 3.1 above. Any and all addenda shall be part of this RFSQ. In addition, the NPSSTS will forward any questions and responses as well as any addenda directly to the interested Respondents. Respondents are responsible to ensure that they consider any addenda and responses in preparing their Submissions.

No oral questions will be accepted by the Nipissing-Parry Sound Student Transportation Services (NPSSTS) and no oral responses will be provided by the NPSSTS. The NPSSTS will assume no responsibility for any information provided orally to a Respondent.

Any communication on the part of any Respondent, or any of its employees, agents, contractors, subcontractors, or representatives with respect to this RFSQ with anyone other than the NPSSTS may be grounds for disqualification, and the NPSSTS may, at its sole discretion, reject any potential or actual Submission submitted by that Respondent. Any Respondent who engages in any lobbying activities to this RFSQ may be disqualified.

The NPSSTS shall not be held liable for any errors or omissions in any part of this Tender. While the NPSSTS has used considerable efforts to ensure an accurate representation of information in this document, the information contained herein is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the NPSSTS, nor is it necessarily comprehensive or exhaustive.

Nothing in the document is intended to relieve the Respondent from forming their own opinions and conclusions with respect to the matters addressed in this Call for Bid document.

3.3 SUBMISSION REQUIREMENTS

3.3.1 Delivery

Respondents shall submit an original and one (1) copy of their Submission, in a sealed envelope, delivered either by hand or by courier, to the address noted below and not later than Aug 02, 2024 at 4:30 p.m. as identified in the Submission Deadline in the Events Table provided in sub-section 3.1 above.

**Nipissing-Parry Sound Student Transportation Services
685 Bloem St., Suite #201
North Bay, ON P1B 4Z5**

3.3.2 Late Submissions

Failure to submit a Submission by the Submission Deadline will render the Submission non-compliant and result in disqualification.

3.3.3 Clarification of Information Provided in a Submission

The NPSSTS reserves the right to request and obtain written clarification or substantiation of information provided by a Respondent in their Submission.

If a Respondent fails to provide a complete and accurate response within three (3) business days, to the mandatory requirements set out in Section 5 of this RFSQ or fails to provide a timely response required by the NPSSTS for clarification or substantiation of the information provided, that failure may result in the disqualification of the Respondent's Submission.

3.3.4 Form of Submission

The RFSQ Submission **must** include all completed Appendices attached to this RFSQ package as well as all supporting documents required to fulfil mandatory responses requested in Section 5.

Submissions must be signed and dated by an authorized official of the Respondent's organization.

3.3.5 Material Change

Each Respondent shall inform the Nipissing-Parry Sound Student Transportation Services (NPSSTS) of any material change in information that may affect its prequalification status which occurs at any time after the Submission Deadline, no later than ten (10) days after the occurrence of the material change.

3.4 CONFIDENTIALITY

Any Submission and all correspondence, documentation and information provided to the NPSSTS in connection with or arising out of this RFSQ will become the property of the NPSSTS.

Respondents are advised to identify in their Submission any confidential information, the disclosure of which could cause them injury. Any such information in the Respondent's Submission that is not specifically identified as confidential may be treated as public information. The NPSSTS will take appropriate measures to protect information marked as confidential, but Respondents should note that such information may be subject to disclosure under the Freedom of Information and Protection of Privacy Act ("FIPPA") and the Municipal Freedom and Protection of Privacy Act ("MFIPPA"). All private information as defined by FIPPA and MFIPPA that may be provided in the course of this RFSQ, if any:

- a) Is subject to the provision of FIPPA and MFIPPA; and
- b) Will be used by the NPSSTS exclusively for the purposes of this RFSQ.

The NPSSTS will publish the names of the Qualified Suppliers at the conclusion of this RFSQ process on the NPSSTS web site at: www.npssts.ca

SECTION 4: SUBMISSION REVIEW PROCESS

4.1 REVIEW AND SELECTION PROCESS

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) will review each Submission to determine whether the Submission is compliant with the requirements of this RFSQ process, i.e., has the Respondent provided a response to each of the mandatory requirements set out in Section 5 of the RFSQ.

If the Respondent has provided a response to each of the mandatory requirements to the satisfaction of the NPSSTS, the Respondent will be included on the Supplier List.

The NPSSTS may, at its sole discretion, conduct any inquiries including contacting the customer contact(s) provided by the Respondent to verify statements, documents, and information submitted by the Respondent in connection with this RFSQ process.

A Respondent will be disqualified if the NPSSTS discovers that the Respondent has made any misrepresentations (i.e., statements that are not true) regarding any of the information provided by them in their Submission.

Respondents agree and acknowledge that the NPSSTS may, at its sole discretion, include or exclude a Respondent in accordance with the process set out herein.

No Respondent may make any claim whatsoever against the NPSSTS for any prejudice it may suffer by reason of its participation in or exclusion from this RFSQ or any subsequent RFP.

4.1.1 Submission Review Process

The Submissions will be reviewed as follows:

- The NPSSTS will review each Submission and determine if it has provided a response to each of the mandatory requirements. Appendix I provides a sample Submission Compliance Checklist that may be used by the NPSSTS to record the results of the Submission review process.

- The NPSSTS may, at its sole discretion, conduct any inquiries to verify the information contained in the Respondent's Submission, including the customer reference(s) provided by the Respondent. The failure or refusal of any Respondent to cooperate with any verification effort by the NPSSTS may result in the rejection of the Respondent's Submission.

Any Submissions that do not fully and accurately address each mandatory requirement may be disqualified.

4.1.2 Right to Waive

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) may waive minor irregularities in a Respondent's Submission if they do not materially affect the qualifications of and the ability to provide student transportation services.

4.1.3 Notification of Qualification

The NPSSTS will notify each Respondent, in writing, of the result of their Submission by August 16, 2024, as identified in the Events Table in sub-section 3.1.

SECTION 5: SUBMISSION REQUIREMENT

This Section sets out the mandatory requirements to which Respondents **must** provide a written response to be eligible for inclusion on the Supplier List. Failure to provide a response to a mandatory requirement will result in disqualification.

5.1 MANDATORY REQUIREMENT: RESPONDENT PROFILE

The Respondent **must** complete a Respondent Profile provided in Appendix C of this package for each service area of interest. The following information is required:

1. The name and address of its organization.
2. The name and contact details (phone number, fax number and email address) of an individual to whom the Nipissing-Parry Sound Student Transportation Services (NPSSTS) may direct questions about its` response.
3. A description of the ownership structure of its organization, i.e., sole proprietorship, incorporation, partnership **and** its directors **and** any related companies as applicable to the Respondent's organization.

5.2 MANDATORY REQUIREMENT: RESPONDENT SERVICE AREAS OF INTEREST

The Respondent **must** provide the following information:

1. An indication of the service area(s) for which the Respondent would be interested in providing student transportation. A Respondent Profile - Appendix C must be completed for **each** service area of interest. Refer to Appendix A for a map of the service area.
2. A Respondent may submit multiple service areas as prescribed in Appendix A.

5.3 MANDATORY REQUIREMENT: RESPONDENT QUALIFICATIONS

1. The Respondent **must** include a copy of its most recent Commercial Vehicle Operator's Record (CVOR) Level 2 with a rating of "satisfactory-audited or unaudited" or better, if applicable. Equivalent records, i.e., a comparable document from a province other than Ontario, with a comparable rating of "satisfactory-audited or unaudited" or better will be accepted, if applicable.
2. The Respondent must include evidence in the form of a certified copy of an insurance policy providing the minimum insurance coverage outlined below:
 - A minimum of \$2,000,000 (two million dollars) is required for public liability, passenger hazard and property damage, all inclusive.
 - In addition to vehicle liability, a minimum of \$2,000,000 (two million dollars) is required comprehensive general liability insurance, inclusive.
 - A certificate of insurance that shows the Nipissing-Parry Sound Student Transportation Services (NPSSTS), and its member school boards, Near North District School Board, Conseil scolaire public du Nord Est de l'Ontario, Nipissing-Parry Sound Catholic District School Board, Conseil scolaire catholique Franco-Nord, and Simcoe Muskoka Catholic District School Board as additional insured.
 - The certified copies of all policies of insurance delivered as part of this RFSQ **must** contain a provision to the effect that such policy will not be materially altered or cancelled by the insurer without at least sixty (60) calendar days' written notice to the NPSSTS.
3. The Respondent **must** complete a Vehicle List, see Appendix D – Vehicle List. Vehicles cannot be more than eight (8) years of age.
4. The Respondent **must** provide a copy of each vehicle license as a taxi service vehicle or public commercial vehicle.
5. The Respondent **must** provide the names of the primary drivers, including municipal licensing number, if applicable, of all active, non-spare vehicles listed on the Vehicle List. The primary driver is the individual in care and control of the

vehicle during regular school hours and/or day shift hours of 6 a.m. EST to 6 p.m. EST.

6. The Respondent **must** provide a signed Offense Declaration and Confidentiality Code for each primary driver listed on the Vehicle List. A copy of the Offense Declaration is provided in Appendix E – Offense Declaration and a copy of the Confidentiality Code is provided in Appendix F – Confidentiality Code. NPSSTS reserves the right to request a full Police Criminal Records Check and police Vulnerable Sector Check (PVSC) for any employee listed on the Vehicle List at any time.
7. The Respondent **must** be in good standing with the Worker’s Safety and Insurance Board and provide the NPSSTS with a WSIB Clearance Certificate or valid clearance number.
8. The Respondent **must** provide a copy of any primary driver’s certificate in basic First Aid Training. Should all primary drivers not be basic First Aid trained, it is the expectation of the NPSSTS that basic First Aid training compliance be achieved within ninety (90) days of addition to the Qualified Supplier List.
9. The Respondent **must** provide a detailed description of the method of communication between the dispatch office and vehicles. The Respondent **must** include a detailed back-up communication plan for vehicles traveling in a communication dead zone in the specified service area of interest. Refer to Appendix C – Respondent Profile.

5.4 MANDATORY REQUIREMENT: DISCLOSURE OF CONFLICT OF INTEREST

The Respondent **must** disclose any conflict of interest it may have in responding to this RFSQ. For the purpose of this RFSQ, conflict of interest may arise if a Respondent has access to confidential information about this RFSQ that is not available to all other Respondents thereby giving the Respondent an unfair competitive advantage.

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) reserves the right, at its sole discretion, to:

- a) determine whether a conflict of interest exists;
- b) disqualify any Respondent on the basis of such conflict of interest; or
- c) prescribe the manner in which a conflict of interest will be resolved, managed or mitigated.

5.5 MANDATORY REQUIREMENT: ONTARIO TAX COMPLIANCE DECLARATION

The Respondent **must** submit the Ontario Tax Compliance Declaration form provided in Appendix G of this RFSQ. Please see Appendix G – Ontario Tax Compliance Declaration form.

5.6 MANDATORY REQUIREMENT: CUSTOMER CONTACT INFORMATION

1. The Respondent **must** provide the name and contact information of a customer to whom the Respondent provided student transportation services within the last five (5) years as well as the contract start and end dates. Please complete Appendix H.

OR

2. Should a student transportation service contact not be available, the Respondent **must** provide the name and contact information of a minimum of three (3) customers to whom the Respondent provided transportation services within the last three (3) years. Please complete Appendix H.

The Respondent **must** obtain the consent of the customer to act as a contact on behalf of the Respondent.

SECTION 6: TERMS AND CONDITIONS OF THIS RFSQ

6.1 COSTS INCURRED BY RESPONDENT

The Nipissing-Parry Sound Student Transportation Services (NPSSTS) shall not be responsible for any liabilities, costs, losses or damages incurred, sustained or suffered by any interested party, prior to or subsequent to or by reason of acceptance or non-acceptance by the NPSSTS of any Submission or by reason of delay in the acceptance of any Submission.

6.2 CONSORTIUM RIGHTS

1. The Respondent acknowledges and agrees that these RFSQ documents are in no way whatsoever an offer to enter into an agreement for the provision of student transportation services. The submission of a response by any Respondent does in no way whatsoever create a binding agreement or any other rights as between the NPSSTS and a Respondent.
2. The Respondent acknowledges that inclusion on the Supplier List is not a guarantee that they will be awarded a contract in any subsequent competitive process.

3. Without limiting the generality of the foregoing, the NPSSTS may take the following actions and shall not be liable for any prejudice suffered by anyone as a result of such actions:
 - a) reject or accept any Submission;
 - b) reject all Submissions; or
 - c) cancel this RFSQ process at any time for any reason.

6.3 MAINTENANCE OF THE SUPPLIER LIST

1. It is the intention of the NPSSTS to update the Supplier List annually.
2. On an annual basis, the NPSSTS will post a notice of opportunity on its website, www.npssts.ca. At that time, individuals or firms who wish to be considered for inclusion on the Supplier List may contact the NPSSTS and request an RFSQ package to submit for evaluation. Individuals or firms who meet the requirements set out in the RFSQ may be added to the Supplier List. This notice will extend from the first business day of the month of July of each year and will end on the last business day of that same month.
3. Qualified Suppliers can expect to remain on the Supplier List for the entire term unless:
 - a) A Qualified Supplier requests to have its name removed from the Supplier List.
 - b) A Qualified Supplier notifies the Nipissing-Parry Sound Student Transportation Services (NPSSTS), and in accordance with instructions provided by the NPSSTS, that it has undergone a material change in circumstances and in the sole opinion of the NPSSTS such material change in circumstances affects the Qualified Supplier's compliance with the mandatory requirements of this RFSQ.
 - c) A Qualified Supplier fails to maintain and submit records as evidence of continuing to meet the Mandatory Requirements as set out in Section 5 above.

6.4 CONTRACTING WITH SUPPLIERS ON THE SUPPLIER LIST

1. No contract will be awarded as a result of this RFSQ process.
2. The NPSSTS may, at its sole discretion, undertake a stage two competitive process or processes following this RFSQ process by inviting Suppliers on the Supplier List to participate in a competitive process. A contract may be awarded

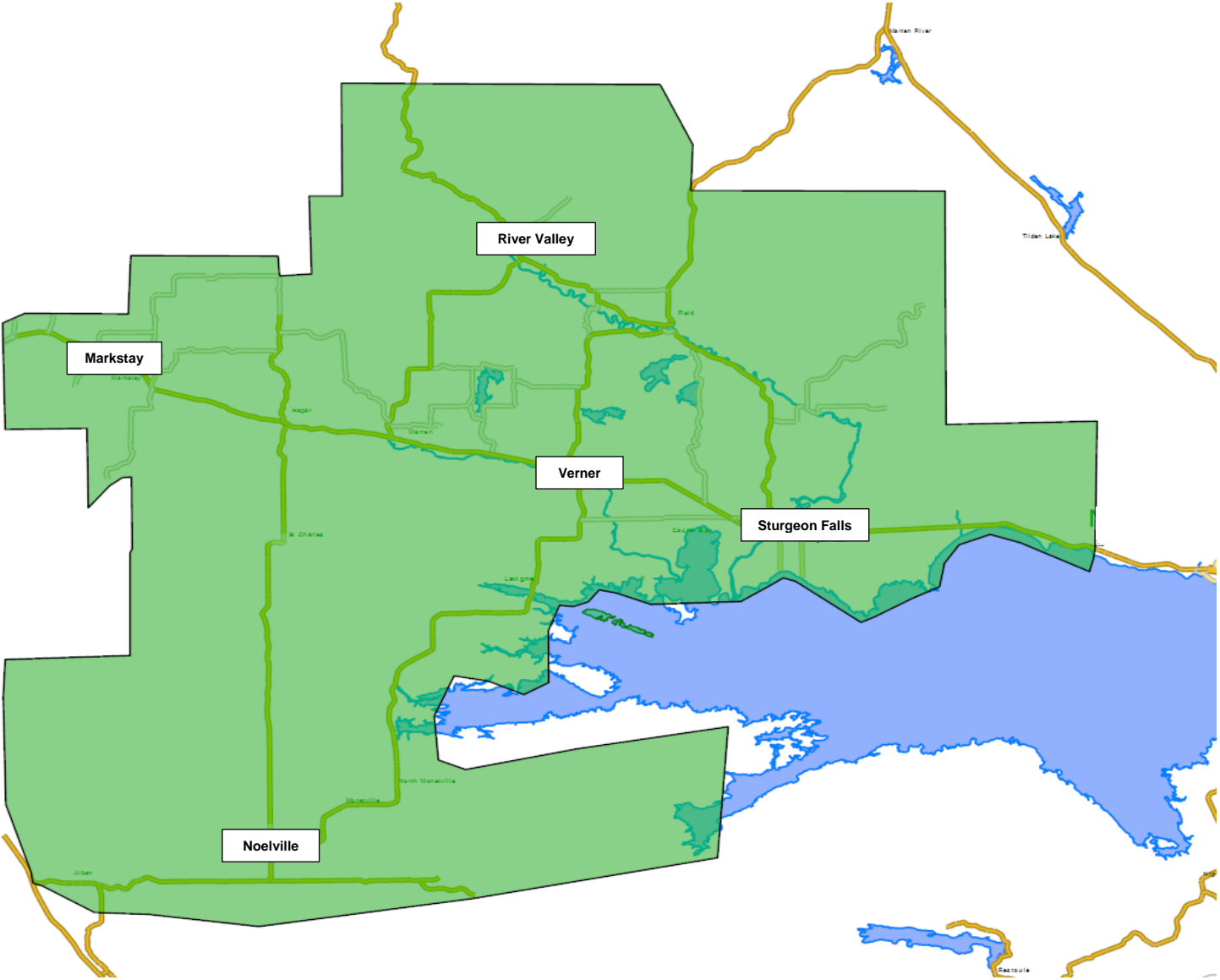
to the successful Supplier or Suppliers based on the evaluation and selection process that will be published in the Request for Proposal (RFP).

APPENDIX A - NPSSTS SERVICE AREAS AND MAPS

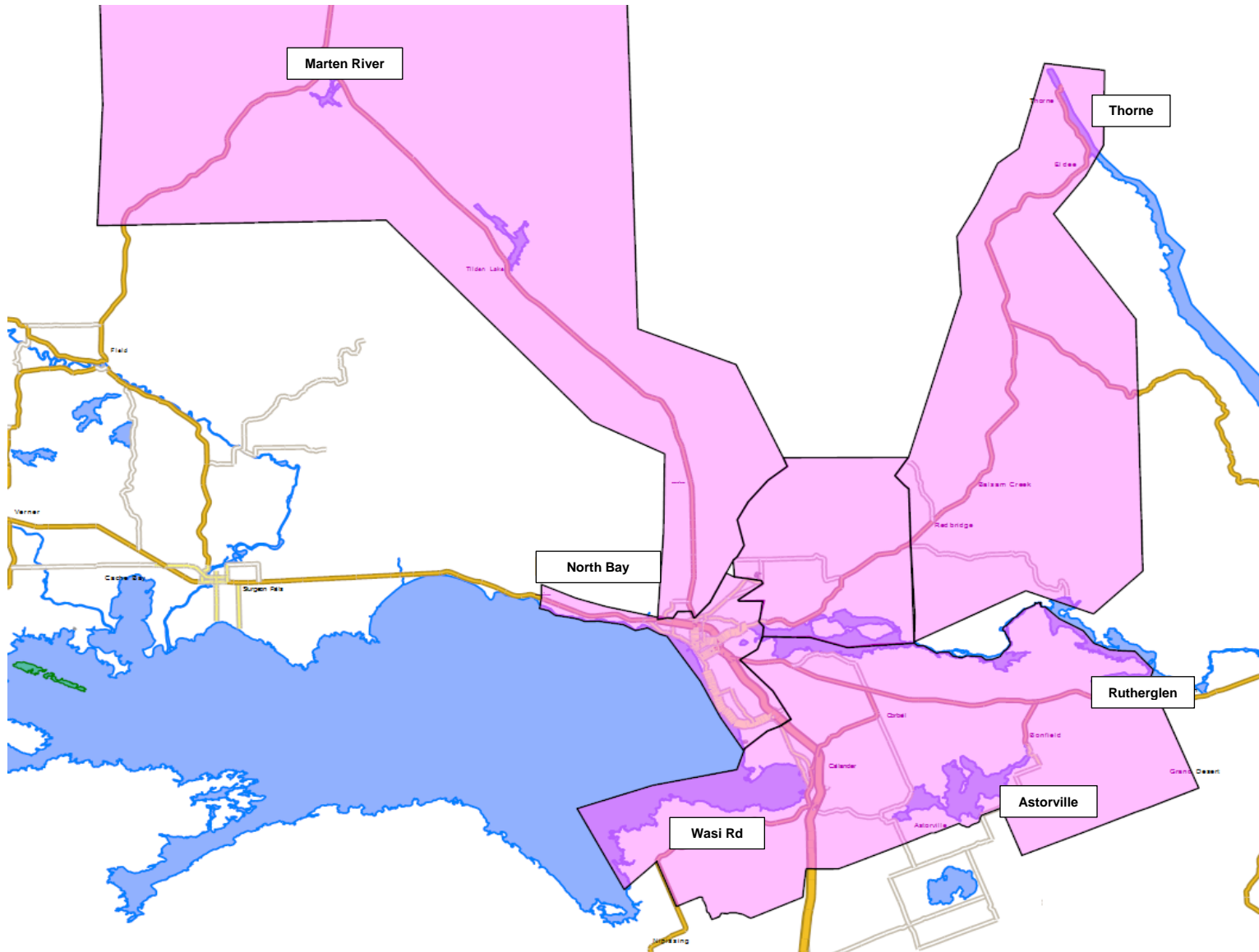
NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES SERVICE REGIONS	
REGION	AREA
WEST NIPISSING	Sturgeon Falls
	Verner
	Field
NORTH BAY	City of North Bay
	Bonfield, Callander and East Ferris
	Redbridge - Thorne
	Highway 11 North
MATTAWA	Mattawa
EAST PARRY SOUND	Port Loring, Restoule, Nipissing and Commanda
	Powassan, Trout Creek, Burks Falls and Sundridge
	Katrine, Emsdale, Kearney, Sprucedale and Novar
	Magnetawan
WEST PARRY SOUND	Britt and Nobel
	Town of Parry Sound
	Humphrey, Rosseau and MacTier
	McDougall and Whitestone

Please refer to maps for detailed summary of service areas.

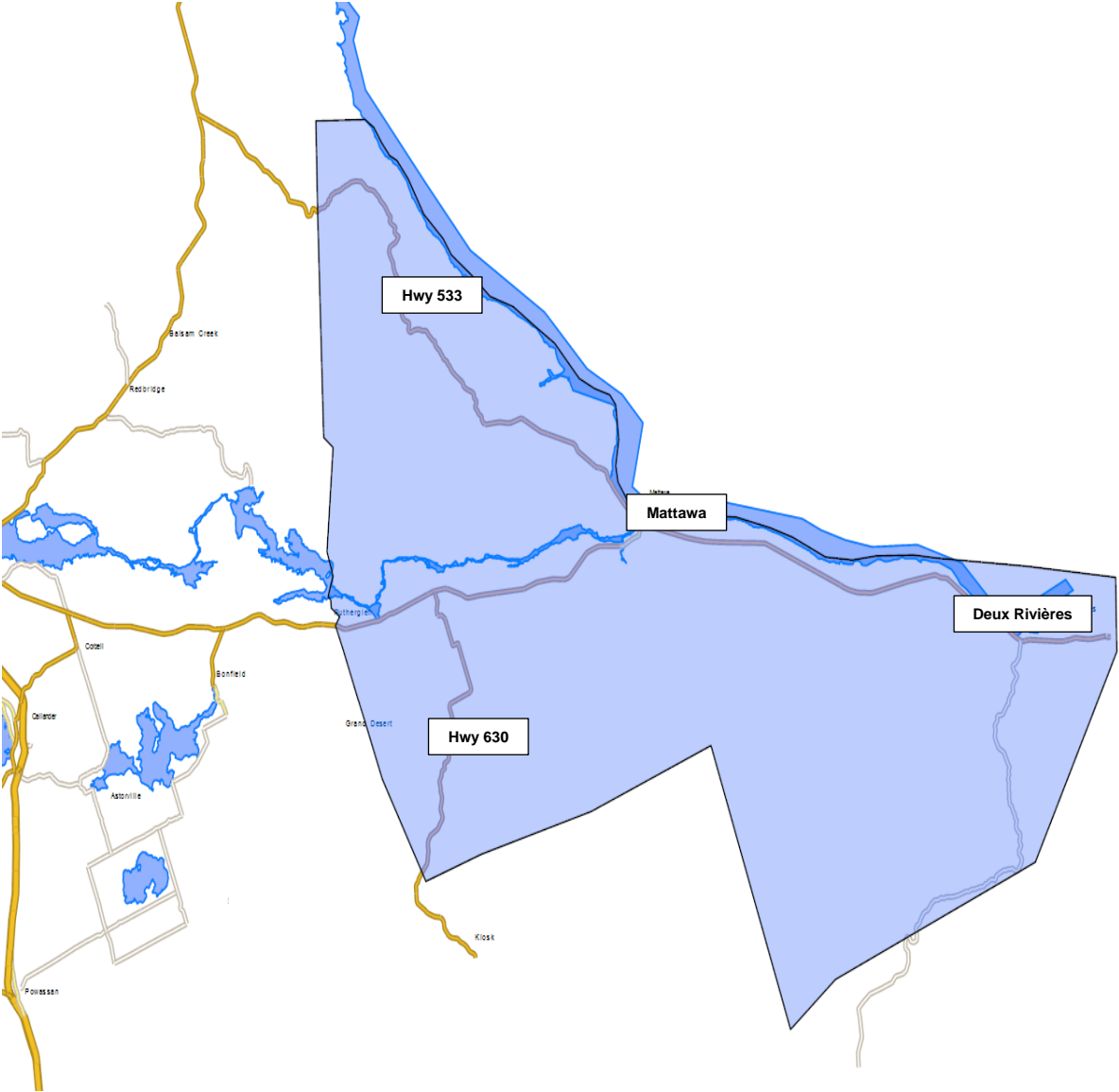
West Nipissing Region



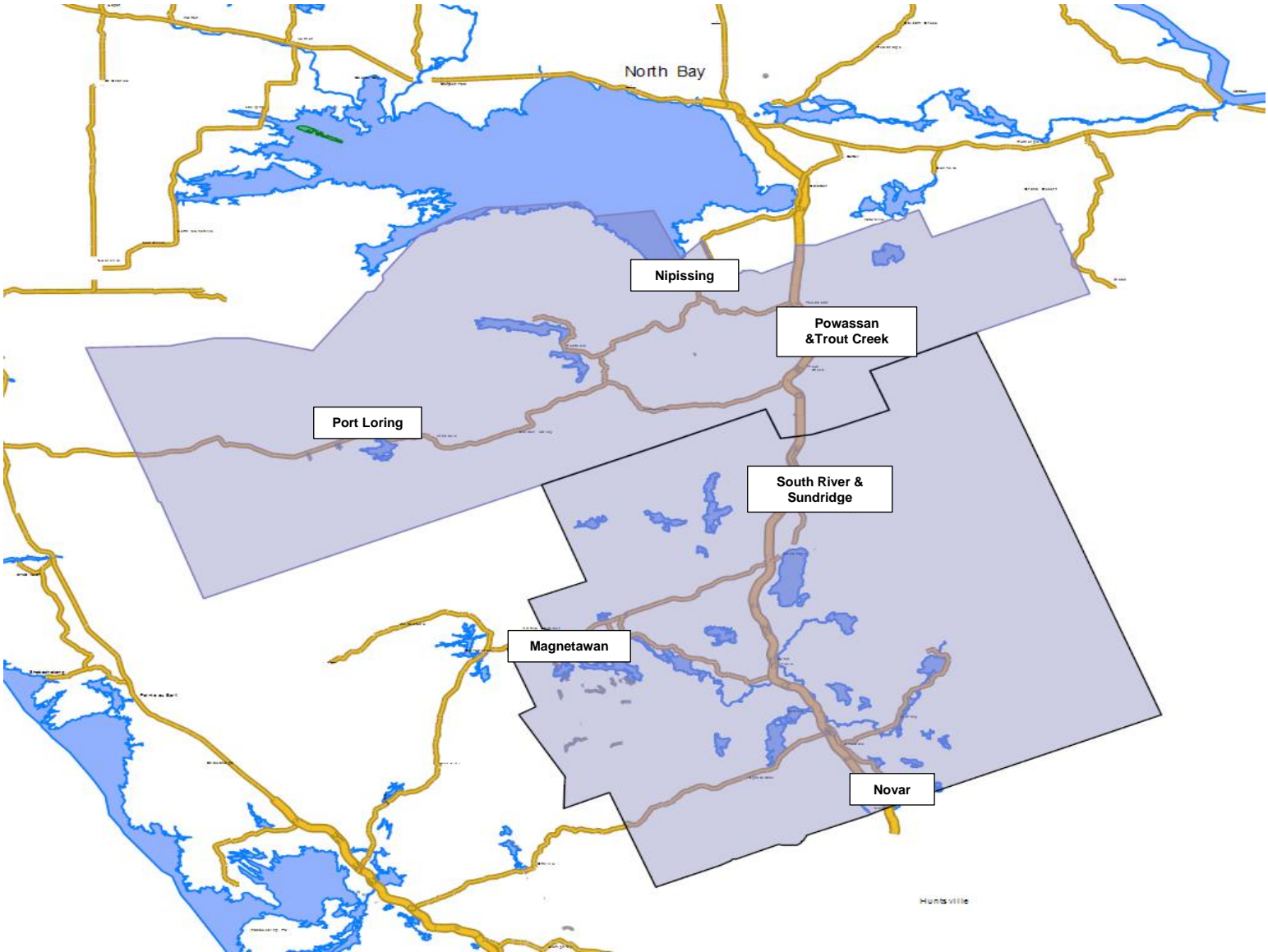
North Bay Region



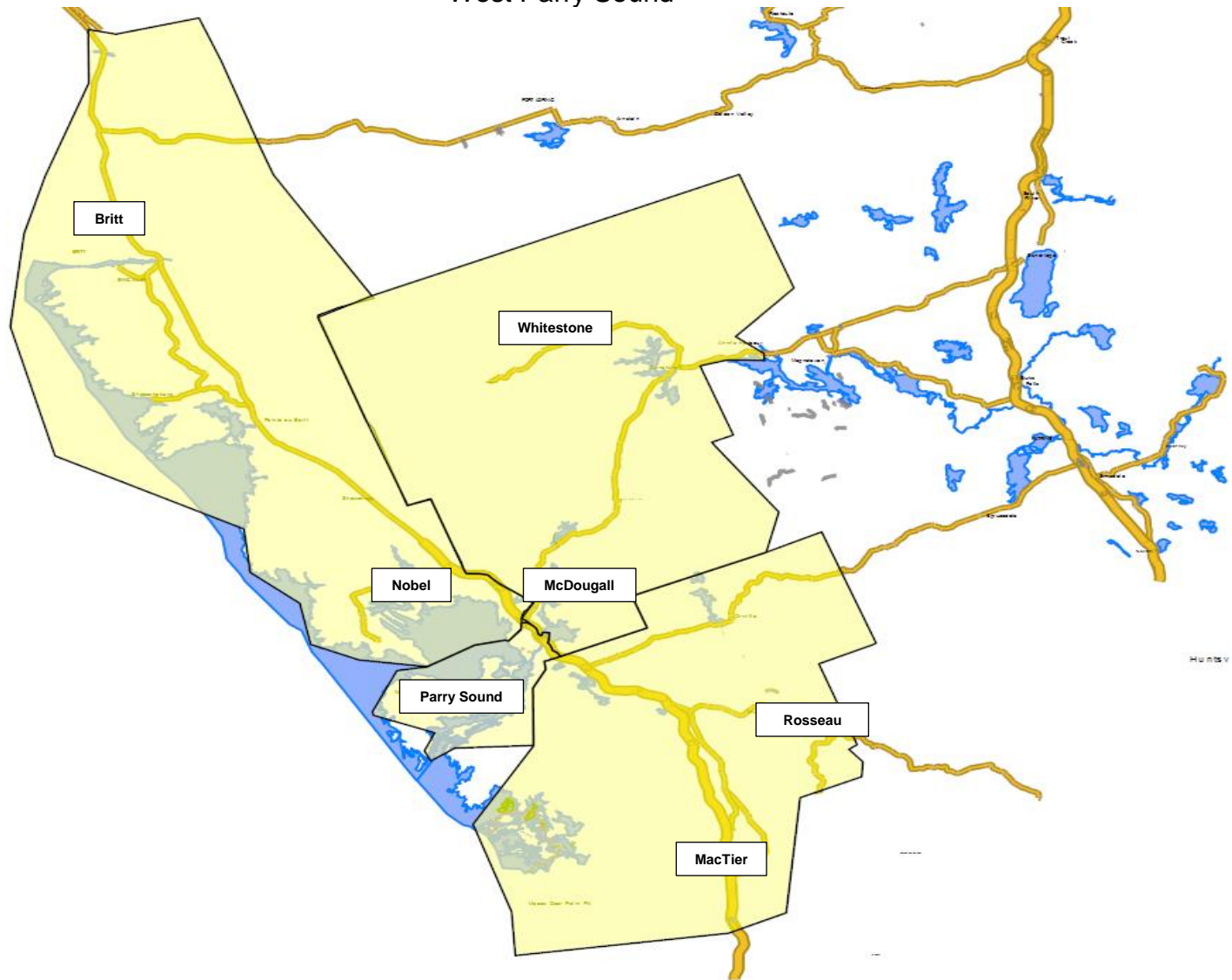
Mattawa Region



East Parry Sound Region



West Parry Sound



RESPONDENT INTEREST AND INTENT FORM

Company Name: _____
Address: _____

Authorized Representative Information:

Name: _____
Position: _____
Telephone Number: _____
Email Address: _____
Telephone Number: _____

Additional Contact Information (if applicable):

Name: _____
Position: _____
Telephone Number: _____
Email Address: _____
Telephone Number: _____

As an authorized representative of the above listed company, it is our intent to submit a Request for Suppliers package. Please forward any clarifying questions and responses or any addenda to the above listed name(s) and email address (es).

Signature

Date

Please fax form to 705-472-3170 or by email to info@npssts.ca by **June 28, 2024.**

RESPONDENT PROFILE

Company Name: _____

Address: _____

Business Telephone Number: _____

Business Fax Number: _____

Website Address: _____

Email Addresses: _____

Authorized Representative Information:

Name: _____

Position: _____

Telephone Number: _____

Email Address: _____

Telephone Number: _____

Additional Contact Information (if applicable):

Name: _____

Position: _____

Telephone Number: _____

Email Address: _____

Cellular Telephone Number: _____

Service Area of Interest: _____

OFFENCE DECLARATION

Name: _____
Position: _____
Date of Birth: _____
S.I.N. _____

I DECLARE that since the Police Record Check required by the municipality of _____ to obtain my municipal taxi license or the last Offence Declaration given by me to my employer, _____ as the case may be:

- I have NOT been charged or convicted of any criminal offences under the *Criminal Code* of Canada

OR

- I have been convicted of the following criminal offences under the *Criminal Code* of Canada for which a pardon under Section 4.1 of the *Criminal Records Act* of Canada has not been issued or granted to me.

LIST OF OFFENCES:

1. A. Date: _____
B. Court Location: _____
C. Offence: _____

2. A. Date: _____
B. Court Location: _____
C. Offence: _____

3. A. Date: _____
B. Court Location: _____
C. Offence: _____

(USE SEPARATE SHEET IF NECESSARY)

Signature

Date

CONFIDENTIALITY CODE

As an employee of _____, you will be privileged to sensitive information. This might include personal information and / or medical information of the persons we transport (i.e., student’s name, class / grade, photo image, medical notes, 911 address, mailing address, etc.). Any information that you do receive that is of this nature must be held in the strictest confidentiality.

I agree to the above Confidentiality Code.

Name (please print)

Signature

Date

APPENDIX G – ONTARIO TAX COMPLIANCE DECLARATION FORM

Respondents are advised that any contract with the Consortium will require a declaration from the successful Respondent that the Respondent's provincial taxes are in good standing.

In order to be considered for a contract award, the Respondent must submit the following tax compliance status statement and the following consent to disclosure:

Declaration

I/WE hereby certify that _____ at the time of submitting its Submission, _____ **(Legal name of Respondent)** is in full compliance with all tax statutes administered by the Ministry of Revenue for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Consent to Disclosure

I/We consent to the Ministry of Revenue releasing the taxpayer information described in this Declaration to the Consortium issuing the RFSQ as necessary for the purpose of verifying that I/we am/are in full compliance with all statutes administered by the Ministry of Revenue.

Dated at _____ this _____ day of _____ 20 ____ .

An authorized signing officer:

Signature

Print Name

Title

Phone Number

Fax Number

Company Name: _____

STUDENT TRANSPORTATION SERVICES REFERENCE

1. Name: _____

Business Name: _____

Business Address: _____

Contact Number: _____

OR

TRANSPORTATION SERVICES REFERENCES

1. Name: _____

Address: _____

Contact Number: _____

2. Name: _____

Address: _____

Contact Number: _____

3. Name: _____

Address: _____

Contact number: _____

As a representative of the above listed transportation company, I, _____ ,
have contacted the above listed references and have obtained permission that the
reference may be contacted as validation of our transportation services.

Signature

Date

APPENDIX I – SUBMISSION COMPLIANCE CHECKLIST

The selection team will review each Submission and record if it has provided a response to each of the mandatory requirements in Section 5 of this RFSQ using a form similar to the sample form provided in this Appendix.

Name of Respondent:			
Requirement	Response Requirements	Response Included: Yes, or No, as applicable	Comments
5.1 Respondent Profile	1. The name and address of the organization.		
	2. The name and contact details, including phone number, fax number and email address, of an individual the NPSSTS may direct questions and its directors and related companies.		
	3. A description of the ownership and organizational structure of the company.		
5.2 Respondent Service Area	1. An indication of the regions for which the Respondent would provide student transportation services. Refer to Appendix A.		

5.3 Respondent Qualifications	1. The Respondent must include a copy of its most recent Commercial Vehicle Operator’s Record (CVOR) Level 2 with a rating of “satisfactory – audited or unaudited” or better.		
	2. The Respondent must provide evidence of an insurance policy with: <ul style="list-style-type: none"> a) a minimum of \$2,000,000 public liability, passenger hazard and property damage b) a minimum of \$2,000,000 comprehensive general liability insurance c) Additional insured section listing NPSSTS and its four member boards d) Written cancelation no earlier than 60 days 		
	3. The Respondent must complete the Vehicle List including age of vehicles.		

5.3 Respondent Qualifications	4. The Respondent must provide a copy of vehicle license for taxi service or public vehicle.		
	5. The Respondent must provide a list of all primary drivers.		
	6. The Respondent must provide an Offense Declaration and Confidentiality Code for each primary driver.		
	7. The Respondent must provide a WSIB clearance certificate.		
	8. The Respondent must provide a copy of any primary drivers' certificate in first aid training or confirmation of compliance within 90 days.		
	9. The Respondent must provide a detailed description of the company's communication system and dead zone communication plan.		
5.4 Disclosure of Conflict of Interest	The Respondent must disclose any conflict of interest it may have in responding to this RFSQ.		

<p>5.5 Ontario Tax Compliance Declaration</p>	<p>The Respondent must provide a signed copy of the Ontario Tax Compliance Declaration. Appendix G.</p>		
<p>5.6 Customer Contact Information</p>	<p>The Respondent has provided one of the following as reference for transportation services:</p> <ul style="list-style-type: none"> a) Student Transportation Reference <p>OR</p> <ul style="list-style-type: none"> b) Transportation Service References 		