

Name of the Qualified Supplier:

RFS SUBMISSION FORM FOR:

RFS >insert RFS #

Envelope #1

Student Transportation Services

For >insert the name of the Consortium

Submitted by:

Name of the Qualified Supplier:

Submission Requirements to be included in Envelope #1

Student Transportation Services RFS >insert RFS #

Section 4.1.1: MANDATORY REQUIREMENT: Form of Offer

Each Submission **must** include a Form of Offer completed and signed by an authorized representative of the Qualified Supplier.

1. Qualified Supplier Information

a) The full legal name of the Qualified Supplier is:

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b) Any other relevant name under which the Qualified Supplier carries on business is:

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c) The jurisdiction under which the Qualified Supplier is governed is:

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d) The name, address, telephone, facsimile number and e-mail address of the contact person for the Qualified Supplier is:

Name	
Address	
Telephone	
Facsimile	
Email	

2. Offer

The Qualified Supplier has carefully examined the RFS documents and has a clear and comprehensive knowledge of the Statement of Work required under the RFS. By submitting a response to this RFS, the Qualified Supplier agrees and consents to the terms, conditions and provisions of the RFS, including the Form of Agreement, and offers to provide the Statement of Work in accordance therewith at the Rates set out in the Pricing Evaluation Form.

Name of the Qualified Supplier:

3. Rates

The Qualified Supplier has submitted its Rates in accordance with the instructions in the RFS and in the form set out at Appendix D.

4. Commercial Vehicle Operator’s Record (“CVOR”)

By signing the Form of Offer, the Qualified Supplier agrees that, its CVOR Level 1 submitted as part of the Qualified Supplier’s RFSQ submission for stage one, is still in good standing with a rating of “satisfactory – audited or unaudited” or better.

5. Tax Compliance Declaration Form

By signing the Form of Offer, the Qualified Supplier agrees that, its Tax Compliance Declaration Form submitted as part of the Qualified Supplier’s RFSQ submission for stage one, is still in good standing with the Qualified Supplier in full compliance with all tax statutes administered by the Ministry of Revenue for Ontario.

6. Addenda

The Qualified Supplier is deemed to have read and accepted all addenda issued by the Consortium prior to the Deadline for Issuing Addenda. The onus remains on Qualified Suppliers to make any necessary amendments to their Submission based on the addenda. The Qualified Supplier is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, “None”:

Addenda #:

7. Bid Irrevocable

The Qualified Supplier agrees that its Submission shall be irrevocable for 270 days following the Submission Deadline.

8. Conflict of Interest

The Qualified Supplier must disclose if there is an actual or potential Conflict of Interest relating to the preparation of its Submission, and/or the Qualified Supplier foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFS.

INSTRUCTIONS TO QUALIFIED SUPPLIERS: The Qualified Supplier must check the box which applies.

- The Qualified Supplier declares that it has a conflict of interest.
- The Qualified Supplier declares that it does not have a conflict of interest.

If the Qualified Supplier declares an actual or potential Conflict of Interest, the Qualified Supplier must set out below details of the actual or potential Conflict of Interest:

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The Qualified Supplier agrees that, upon request, the Qualified Supplier shall provide the Consortium with additional information from each individual identified above in the form prescribed by the Consortium.

Name of the Qualified Supplier:

9. Disclosure of Information

The Qualified Supplier hereby agrees that any information provided in this Submission, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Qualified Supplier hereby consents to the disclosure, on a confidential basis, of this Submission by the Consortium to the Consortium’s advisers retained for the purpose of evaluating or participating in the evaluation of this Submission.

10. Execution of Agreement

The Qualified Supplier understands that in the event its Submission is selected by the Consortium, in whole or in part, the Qualified Supplier agrees to finalize and execute the agreement in the form set out in Appendix A to the RFS in accordance with the terms of the RFS.

Signature of Witness

Signature of Qualified Supplier Representative

Name of Witness

Name and Title

Date:

I have authority to bind the Qualified Supplier

Name of the Qualified Supplier:

Section 4.1.3: MANDATORY REQUIREMENT: Reference Form

Each Submission **must** include a Reference Form that includes at least one reference.

Reference #1	
Organization Name	
Contact Information for person at Organization including name, telephone number, e-mail address, and mailing address.	
Start Date of Contract	
Current State of Contract or End Date of Contract	
A description of the nature of the services (e.g. number of buses, number of routes, whether it is a rural or urban environment)	

Reference #2 (if applicable)	
Organization Name	
Contact Information for person at Organization including name, telephone number, e-mail address, and mailing address.	
Start Date of Contract	
Current State of Contract or End Date of Contract	
A description of the nature of the services (e.g. number of buses, number of routes, whether it is a rural or urban environment)	

Name of the Qualified Supplier:

Appendix H: Bundle Preference

Qualified Suppliers that provide pricing for over **>insert %** of the total routes are to rank the bundles (in the column titled “Rank”) indicating their order of preference in the event that the Qualified Supplier is the highest ranked Qualified Supplier for over **>insert %** of the Consortium’s entire route complement.

[INSERT TABLE LISTING ALL BUNDLES WITH A COLUMN FOR RANKING]

Name of the Qualified Supplier:

Section 4.2 Step 2 –Quality Criteria - >insert [suggest 75 points]

Responses must be limited to the space provided in the Submission Form. Portions of a response that exceed the space in the Submission Form will not be evaluated. Responses must be legible and typed responses are preferred.

Qualified Suppliers must provide responses to each of the Quality Criteria set out below:

4.2.1 Vehicle Maintenance: Weight > insert points

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.1.4 Vehicle Maintenance] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points
- provide an example of having met this requirement and the results of providing that service; and > insert points
- describe the challenges in meeting [suggest 2.1.4, Vehicle Maintenance] of the Statement of Work and how those challenges will be overcome. > insert points

4.2.2 Driver Availability: Weight > insert points

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.1.18, Driver Availability] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points
- provide an example of having met this requirement and the results of providing that service; and > insert points
- describe the challenges in meeting [suggest 2.1.18, Driver Availability] of the Statement of Work and how those challenges will be overcome. > insert points

4.2.3 Safety Training: Weight > insert points

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.2.1, Safety Training] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points
- provide an example of having met this requirement and the results of providing that service; and > insert points
- describe the challenges in meeting [suggest 2.2.1, Safety Training] of the Statement of Work and how those challenges will be overcome. > insert points

4.2.4 Compliance with Consortium Policies: Weight > insert points

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.2.2, Compliance with Consortium Policies and Procedures] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points
- provide an example of having met this requirement and the results of providing that service; and > insert points
- describe the challenges in meeting [suggest 2.2.2, Compliance with Consortium Policies and Procedures] of the Statement of Work and how those challenges will be overcome. > insert points

Name of the Qualified Supplier:

4.2.5 Communications with Parents and Consortium: Weight > insert points

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.3.1, Communication with Parents and Consortium] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points
- provide an example of having met this requirement and the results of providing that service; and > insert points
- describe the challenges in meeting [suggest 2.3.1, Communication with Parents and Consortium] of the Statement of Work and how those challenges will be overcome. > insert points

Name of the Qualified Supplier:

INSERT RESPONSE to 4.2.1 HERE.

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.1.4 Vehicle Maintenance] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points

Name of the Qualified Supplier:

- provide an example of having met this requirement and the results of providing that service; and > insert points

Name of the Qualified Supplier:

- describe the challenges in meeting [suggest 2.1.4, Vehicle Maintenance] of the Statement of Work and how those challenges will be overcome. > insert points

Name of the Qualified Supplier:

INSERT RESPONSE to 4.2.2 HERE.

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.1.18, Driver Availability] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points

Name of the Qualified Supplier:

- provide an example of having met this requirement and the results of providing that service; and > insert points

Name of the Qualified Supplier:

- describe the challenges in meeting [suggest 2.1.18, Driver Availability] of the Statement of Work and how those challenges will be overcome. > insert points

Name of the Qualified Supplier:

INSERT RESPONSE to 4.2.3 HERE.

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.2.1, Safety Training] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points

Name of the Qualified Supplier:

- provide an example of having met this requirement and the results of providing that service; and > insert points

Name of the Qualified Supplier:

- describe the challenges in meeting [suggest 2.2.1, Safety Training] of the Statement of Work and how those challenges will be overcome. > insert points

Name of the Qualified Supplier:

INSERT RESPONSE to 4.2.4 HERE.

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.2.2, Compliance with Consortium Policies and Procedures] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points

Name of the Qualified Supplier:

- provide an example of having met this requirement and the results of providing that service; and > insert points

Name of the Qualified Supplier:

- describe the challenges in meeting [suggest 2.2.2, Compliance with Consortium Policies and Procedures] of the Statement of Work and how those challenges will be overcome.
> insert points

Name of the Qualified Supplier:

INSERT RESPONSE to 4.2.5 HERE.

Qualified Suppliers are asked to describe what they would do to meet Section [suggest 2.3.1, Communication with Parents and Consortium] of the Statement of Work. In this manner please:

- describe how it would be done; > insert points

Name of the Qualified Supplier:

- provide an example of having met this requirement and the results of providing that service; and > insert points

Name of the Qualified Supplier:

- describe the challenges in meeting [suggest 2.3.1, Communication with Parents and Consortium] of the Statement of Work and how those challenges will be overcome. > insert points