

2010: SB 39

**MEMORANDUM TO:** School Business Officials  
Superintendents of Plant

**FROM:** Nancy Whynot  
Director, Capital Programs Branch

**DATE:** August 20, 2010

**SUBJECT:** **Condition Assessment Program for Education Facilities  
in Ontario**

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As communicated previously in memoranda **2010:SB9** and **2010:SB26**, the Ministry is undertaking a competitive procurement process for an external vendor to provide a capital asset management database and education facility condition assessments. These services will assist both the Ministry and school boards with future capital planning and investment decisions relating to facility renewal. To that end, I am pleased to announce that the Ministry issued a formal Request for Proposals (RFP) on MERX on August 13, 2010. It is anticipated that this five-year agreement with the successful vendor will be executed on or around November 2010.

In order to assist the successful vendor in scheduling facility condition assessments, the Ministry will be requiring school boards to review the Ministry's current list of open and operating facilities for accuracy. The Ministry anticipates sending these lists to boards in September 2010 and will provide more detailed instructions at that time. The Ministry anticipates that a new cycle of facility condition assessments will begin around April 2011.

The Ministry is aware that there may be some existing business relationships between school boards and vendors who may be interested in this procurement, or that vendors may contact school boards in search of information. Therefore, in order to ensure that this procurement process remains fair and transparent, the Ministry requests that all school boards strongly encourage their staff to refrain from answering any specific procurement-related questions and instead, refer proponents to direct such inquiries to the contact information noted in the RFP.

Boards are expected to continue to carry out renewal work supported by the Good Places to Learn renewal funding, the annual grant for School Renewal and Energy Efficiency funding. Boards are responsible for making effective and timely use of existing funding programs, including Energy Efficiency funding, in order to improve the facility condition of their schools. Boards should expect any future capital programs to take into account a board's success in utilizing renewal funding to improve facility condition of their schools and the timeliness and accuracy of reporting.

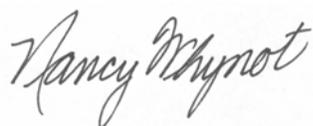
As noted in memorandum **2009:SB19**, all GPL Renewal-funded projects are to be board-approved, active or completed by August 31, 2010. Boards must also meet reporting requirements in order to qualify for the 2010-11 Energy Efficient Schools funding.

Regardless of the successful vendor, the Ministry intends to ensure that existing data is available in the new database and we expect there to be some need for a data transition process. The Ministry will provide more details this Fall about a data transition process and how that may impact boards.

Finally, the Ministry wishes to thank the school board members of the Technical Advisory Committee responsible for advising the Ministry during the planning and design of the requirements outlined in the RFP. We look forward to continuing to collaborate with boards during the ongoing implementation of the new facility condition assessments and asset management database.

The Ministry is pleased to be able to support school boards in managing the renewal needs of their facilities by moving forward with this procurement. Boards will be advised when the Ministry has concluded the procurement process. For questions about updating renewal events in the ReCAPP database, please contact Mathew Thomas at (416) 326-9920 or [Mathew.P.Thomas@ontario.ca](mailto:Mathew.P.Thomas@ontario.ca) and for questions about the Energy Efficient Schools program, please contact Lise Bolduc at (416) 326-9925 or [Lise.Bolduc@ontario.ca](mailto:Lise.Bolduc@ontario.ca).

Sincerely,



Nancy Whynot  
Director  
Capital Programs Branch

cc: Directors of Education