



REQUEST FOR PROPOSAL
FOR
SHARED SERVICES FEASIBILITY STUDY:
RECORDS MANAGEMENT SERVICES

RFP#: 2016-01SS

ADDENDUM #1
QUESTIONS & ANSWERS

PROPOSAL DUE DATE: March, 8, 2016 at 2:30p.m., Local Time

Mailing Address:
Mr. Tony Prizio
Purchasing Department
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, ON
N8A 4C4

ADDENDUM #1

A1. Revise INSTRUCTION TO BIDDERS section 3.04 to read as follows:

The RFP# 2016-01SS Shared Services Feasibility Study: Records Management Services must be submitted no later than **Tuesday, March 8, 2016, 2:30:00 p.m. local time** (clock at reception).

A1.1 Revise 4.0 SCOPE OF WORK Section

- Analytical and negotiating skills, and report-writing ability; and,

To read as follows:

- **Analytical skills, and report-writing ability; and,**

A1.2 Revise SERVICE DELIVERY COSTING, TECHNICAL REQUIREMENTS AND PROPONENT PROPOSAL 6.02 TECHNICAL CRITERIA (70 Points) Outlined in Section 7.02 II to read as follows:

This section provides CLASS' service requirements, allows the Proponent to state ability to meet the service requirements and describe the organization and services the Proponent will provide under this contract.

The Proponent's proposal should include responses for Sections **6.02 A through E**.

The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate CLASS' requirements, but rather shall provide convincing rationale to address how the Proponent intends to meet these requirements. Proponents shall assume that CLASS has no prior knowledge of their experience, and the proposal evaluation will be based solely on the information presented in the proposal.

QUESTIONS & ANSWERS

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1. QUESTION: Can you please provide high-level org charts for both Boards & for CLASS? At least for the Board Administration offices

ANSWER:

High level organizational charts for both Boards and CLASS are attached.

2. QUESTION: In section 6.02 it references a Section 5.2 A-E

"The Proponent's proposal should include responses for Sections 5.2 A through E. "

However in this document there is no section 5.2, Section 5 starts at 5.01 and ends at 5.05 and 5.02 does not have a sublist.

I cannot find an additional document on either the St.Clair CDS site or Biddingo. Could you please provide guidance on where to find this section or provide the project goals?

ANSWER: Refer to A1.2 above

There are no additional documents aside from the RFP document and any addendums that result from questions. Details regarding the project goals / expectations can be found throughout the RFP document with specific references in sections 1.0, 4.0 and 6.0.

3. QUESTION: Records Management Services is the object of the feasibility study. Can you identify the types of records management services that you expect to be studied?

ANSWER:

Please reference 4.0 SCOPE OF WORK, page 10: "Records management for the purposes of this study would be considered to include all physical and electronic aspects of records storage and management for the Boards."

4. QUESTION: As this feasibility study is focused solely on the potential new shared service, can we assume that a review of the Boards current records management practices are not in scope of this project, even if there are gaps in consistency, methodologies, policies, procedures or compliance with recordkeeping practices and recommendations addressing those gaps with demonstrated returns on investment are not part of this project.

ANSWER:

Please reference 6.0 SERVICE DELIVERY COSTING, TECHNICAL REQUIREMENTS AND PROPONENT PROPOSAL, pages 11-13. Within the Technical Criteria outlined in A. Analysis Stage on page 11 the RFP states: "One of the success factors in developing a shared service approach to records management services will be to ensure a clearly defined expectation of service needs for the Boards."

A list of what the assessment should include is provided in this section as well. Proponents should include full details on how they intend to fulfil the Technical Criteria in their proposal.

5. QUESTION: The RFP identifies "Negotiating skills" under Qualifications. Where will these skills be used on the project?

ANSWER: Refer to A1.1 above

6. QUESTION: Section 3.04 states that the proposal must be submitted by FRIDAY, March 8th at 2:30 pm. March 8th is a Tuesday. Do you mean Tuesday, March 8th or Friday, March 11th?

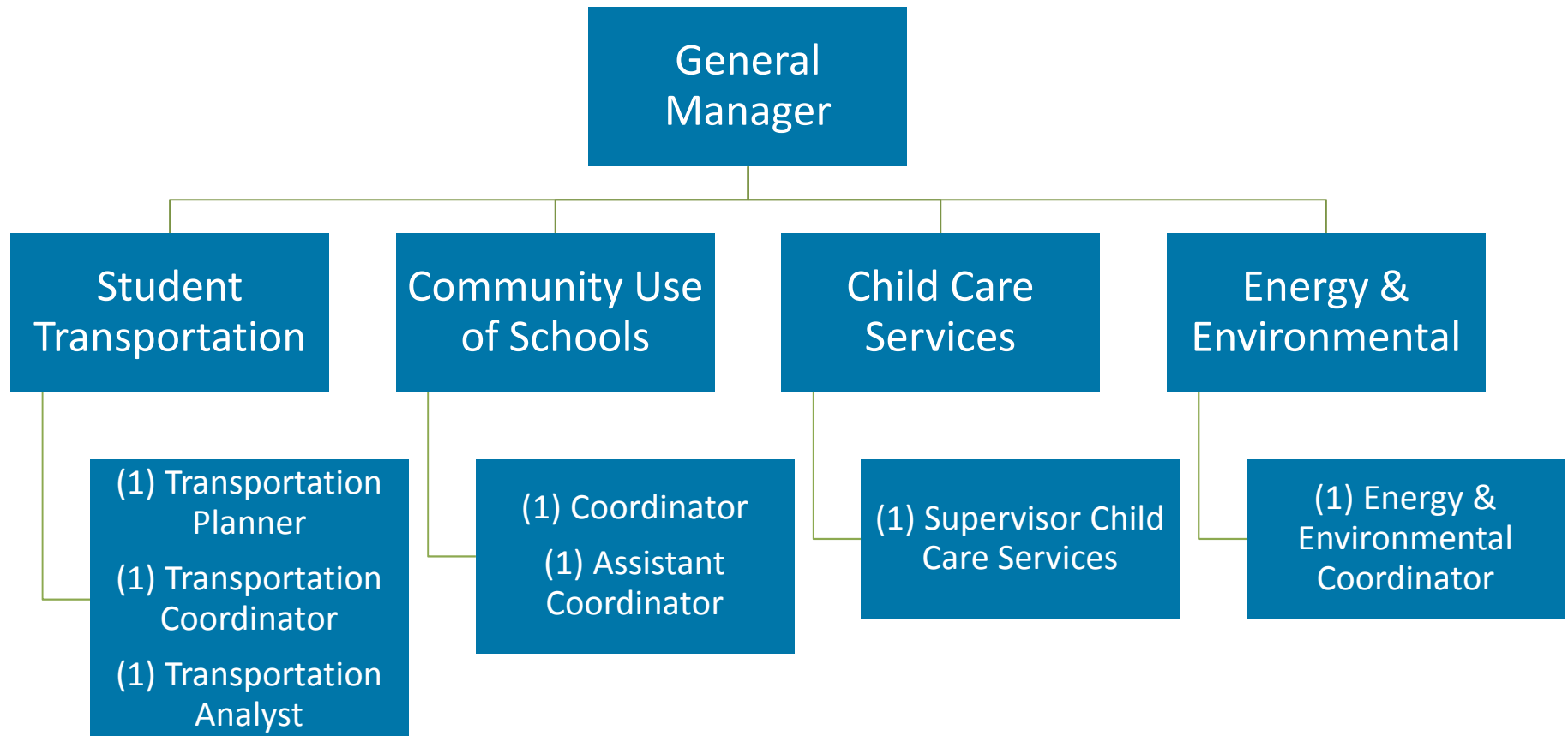
ANSWER: Refer to A1 above

7. QUESTION: Section 6.02 states that "The Proponent's proposal should include responses for Sections 5.2 A through E." We are assuming that this should read "Sections 6.02 A through E"

ANSWER: Refer to A1.2 above

This concludes Addendum #1 -- Questions & Answer

CLASS ORGANIZATIONAL STRUCTURE



Director of Education Jim Costello	Superintendents of Education						Superintendent of Business
	Gary Girardi	Joy Badder	Taf Lounsbury	Mike Gilfoyle	Dave Doey	Phil Warner	Brian McKay
	Capital Planning and Pupil Accommodation	Program				Human Resources	Operations
Chief Education Officer Chief Executive Officer Administrative Organization Board: <ul style="list-style-type: none"> • Procedural Bylaws • Policies/Regulations • Board Meetings • Board Committee Meetings • Accountability Report Multi-Year Strategic Plan / Operational Plan Executive Council Ed. Act/Ont. Regs./MOE Liaison School Councils/ Parent Involvement Committee Communications/Community Partnerships C.L.A.S.S. Pupil Accommodation Legal Issues Freedom of Information and Protection of Privacy Health and Safety Student Trustees Student Senate International Education <ul style="list-style-type: none"> • VISA Students • Student Exchange Programs 	Multi-Year Capital Planning Pupil Accommodation (w Director) <ul style="list-style-type: none"> • Accommodation Reviews Community Planning and Partnerships Safe Schools School Effectiveness Framework (K to Gr. 12) Leader Board Improvement Plan for Student Achievement School Improvement Plans for Student Achievement Instructional Technology New Pedagogies for Deep Learning (NPDL) Board Leadership Development Strategies Principal Councils Teacher Learning and Leadership Program Learning Networks Research	<u>Leading and Learning</u> Elementary Program Full Day Kindergarten/ Early Years Before and After/ Extended Day Program Best Start Initiative Support Staffing <ul style="list-style-type: none"> • Early Childhood Educators School Year Calendar French Immersion Science Partnerships Second Languages Student Teacher Placements	<u>Early Years/ Elementary</u> Elementary Program Full Day Kindergarten/ Early Years Before and After/ Extended Day Program Best Start Initiative Support Staffing <ul style="list-style-type: none"> • Early Childhood Educators EQAO – Grade 3& 6 School Year Calendar French Immersion Science Partnerships Second Languages Student Teacher Placements	<u>Student Success/ Secondary</u> Secondary Program Student Success Leader E.Q.A.O. – Grade 9 & 10 Post Secondary Liaison <ul style="list-style-type: none"> • Apprenticeship • College • Workplace • University Summer Semester Home Schooling Alternative and Continuing Education Programs: <ul style="list-style-type: none"> • Specialized Co-op • Heritage Languages • Student Attendance • Supervised Alternative Learning • Adult Education Strategy 	<u>Special Education</u> Programs and Services <ul style="list-style-type: none"> • Identification Placement and Review Committee (IPRC) • Psychology • Speech and Language • Special Education Advisory Committee (S.E.A.C.) • Tragic Events Response Team (TERT) • Home Instruction • Mental Health • Positive Alternative to Suspension from School (PASS) Aboriginal Education <ul style="list-style-type: none"> • Native Advisory Committee Support Staffing <ul style="list-style-type: none"> • Educational Assistants • Child & Youth Workers • Tutor Escorts Equity & Inclusive Education	Staffing/Enrolment Negotiations/Contract Maintenance Employee Relations Recruitment/Exit Attendance Management Benefits Disability/Wellness Management Employment/Pay Equity Performance Appraisals Accessibility Staff Certification Staff Development for Non-Teaching Staff New Teacher Induction Program	Treasurer of the Board Budget Development/ Financial Planning Accounting Payroll Purchasing Reception Information Technology <ul style="list-style-type: none"> • Technology Steering Committee Records Management Board Insurances Student Education Foundations Property Management/ Plant Custodial Maintenance Services Building Projects Facilities Renewal Program Facility Partnerships C.L.A.S.S. (w/Director) <ul style="list-style-type: none"> • Transportation • Community Use of Schools • Extended Day Program • Energy/Environmental Ministry System Reporting External/Internal Audits <ul style="list-style-type: none"> • Audit Committee



ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

Executive Council To take effect July 1, 2015

