



361A Old Finch Ave.
Toronto, ON M1B 5K7
www.torontozoo.com

Telephone: 416-392-5900
Fax: 416-392-5934

Chair
Joe Torzsok

Chief Executive Officer
John Tracogna

Chief Operating Officer
Robin D. Hale

2014-01-10

**REQUEST FOR PROPOSAL
RFP 02 (2014-01)
CONSULTING SERVICES- CURRICULUM CONSULTANT**

The Toronto Zoo invites professional and qualified curriculum consultants (or team) to provide Great Lakes related educational resources for Ontario's elementary teachers. Toronto Zoo staff, with its award winning Great Lakes Program, will work with the Consultant to provide support regarding Great Lakes issues, materials and professional contacts.

The Proposal package includes Instructions, Contract Requirements, General Requirements, Requirements, and Forms. Quoted prices shall remain in effect for a period of ninety (90) days from the Proposal due date.

Due Date: Provide four (4) copies of your completed proposal, one (1) unbound, original signed and three (3) copies of the original proposal at the office of Purchasing & Supply, Toronto Zoo, Administrative Support Building, 361A Old Finch Ave., Toronto, Ontario, M1B 5K7 by:

Date: Wednesday, 2014-01-22 Time: 1200 hours (noon) local time

The Board of Management of the Toronto Zoo reserves the right to reject any or all proposals or to accept any proposal, should it deem such an action to be in its interests.

For any questions concerning the contract terms and conditions of this RFP, please contact, Peter Vasilopoulos, Supervisor, Purchasing and Supply, at 416-392-5916, pvasilopoulos@torontozoo.ca.
Deadline for written questions is Thursday 2014-01-16 1200 hours (noon) local time.

If you have any technical questions concerning the requirements of this RFP, please contact, Cynthia Lee, Curator of Fishes at (416) 392-5969, clee@torontozoo.ca.

Yours truly,

Paul K. Whittam
Manager, Financial Services

Table of Contents

SECTION	SECTION DESCRIPTION	PAGE (S)
RFP LETTER	Invitation Letter	1
T.O.C.	Table of Contents	2
Instructions	Instructions	3
1.0	Definitions	4
2.0	Background and Project Scope of Work	5
3.0	Project Description and Deliverables	5
4.0	Consultant Services to be Provided	7
5.0	Schedule of Events	7
6.0	Fee Proposal	7
7.0	Proposal Format	7
8.0	Proposal Evaluation Criteria	8
9.0	Proposal Terms & Provisions	9
10.0	Proposal Form	14
	Notice of No Bid	15
	Submission Label	16
Appendix A	Proposal Fee	17
Appendix A	List of Sub-Contractors	18

INSTRUCTIONS

1. Review and complete the RFP requirements and enclosed FORMS and return by due date and time, **Wednesday, 2014-01-22, 1200 hours (noon) local time**
2. Proposals must not be submitted by facsimile or email.
3. The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal must sign the proposal.
4. Provide four (4) copies of your proposal, one (1) unbound original signed and three (3) copies of the original proposal in a sealed package or envelope. The package containing the Proposal must be labelled with the submission label provided within.
5. All copies of all pages of the Proposal should be printed in duplex (i.e. on both sides of the pages) where possible and 11 point font.
6. All proposals will be irrevocable for a period of ninety (90) days from the date of the proposal deadline.
7. Pricing should be in Canadian dollars.
8. Quote discounts or quantity price breaks separately on FORMS.
9. Provide references of at least three (3) clients for whom your company has performed similar work. References must include client company name, contact name, address and e-mail address

Toronto Zoo, in its sole discretion, may confirm the Proponent's experience and or ability described in its Proposal by checking the Proponent's references. The provision of the references by the Proponent is deemed to be consent to such confirmation/contact with the references.

Toronto Zoo reserves the right to revisit the Proponent's scores in the rated requirements based on information learned during reference checks, should they reveal that there is inconsistency between the Proponent's answers to the rated requirements and the results of the reference checks.

10. For any questions concerning the contract terms and conditions of this RFP, please contact, Peter Vasilopoulos, Supervisor, Purchasing and Supply, at 416-392-5916, pvasilopoulos@torontozoo.ca.

For any technical questions concerning the requirements of this RFP, please contact, Cynthia Lee, Curator of Fishes at (416) 392-5969, clee@torontozoo.ca.

Deadline for written questions is Thursday 2014-01-16 1200 hours (noon) local time.

1.0 DEFINITIONS

1.1 The following definitions will apply to this Request for Proposal and to any subsequent Contract:

1.1.1 “**Board**” means the Board of Management of the Toronto Zoo;

1.1.2 “**Consultant**” means the person, partnership or corporation contracting with the Board to provide the required Services;

1.1.3 “**Contract**” means acceptance by the Toronto Zoo (by way of written acknowledgement, Agreement, Contract or Purchase Order) to furnish Services for money or other considerations;

1.1.4 “**Contract Price**” means the price payable under the contract to the Consultant, being the Proposal Price eventually accepted by the Board of Directors of the Toronto Zoo subject to any changes pursuant to the Contract Requirements;

1.1.5 “**Proponent**” means an individual or company that submits or intends to submit, a proposal in response to this Request for Proposal;

1.1.6 “**Proposal Price**”, “**Contract**” and “**Contract Documents**” have the meanings set out therefore in clauses contained in these documents;

1.1.7 “**Request for Proposal (RFP)**” means the RFP document in its entirety, inclusive of any addenda that may be issued by the Toronto Zoo;

1.1.8 “**Services**” or “**Work**” means everything that is necessary to be performed, furnished delivered by the Consultant to meet the Consultant’s obligation under this Contract;

1.1.9 “**Steering Committee**” means a committee of Toronto Zoo staff and an Ontario Ministry of the Environment representative.

2.0 BACKGROUND AND PROJECT SCOPE

The Toronto Zoo is an active partner in the protection and preservation of species and habitats around the world. A significant strength of the Toronto Zoo is its public education programs. One such program, established over 11 years ago, is the Toronto Zoo's award winning Great Lakes Program, which has evolved from public education to a multi-faceted, multi-lingual program that now includes habitat projects and research for aquatic species. The goal of Toronto Zoo's Great Lake Program is to introduce the Great Lakes to our community and foster a lifelong appreciation of the importance of our water resources and the species that rely upon these ecosystems. In August 2013 the Zoo's Great Lakes Program was awarded the Minister's Award for Environmental Excellence from the Ontario Ministry of the Environment.

The Toronto Zoo, with the Great Lakes Program, is well placed locally, provincially and internationally, to assist the Ontario Ministry of the Environment with objectives addressed in the 2012 Ontario's Great Lakes Strategy. Specifically, the Great Lakes Program is able to directly assist the Ministry of the Environment towards achieving objectives outlined with goal one: Engaging and empowering communities to lead to healthy and sustainable Great Lakes resources.

The Consultant will work with Toronto Zoo staff to compile, evaluate, discuss and distribute resources that use the North American Great Lakes and their watersheds as context for teaching and learning. The target audience is teachers in Ontario's publically funded school system, at the elementary level.

3.0 PROJECT DESCRIPTION AND DELIVERABLES

Reporting to the Curator of Fishes and working closely with the project team, the Consultant will undertake the following:

3.1 Curriculum Evaluation & Resources Development

- 3.1.1 Compilation of websites with current information on the North American Great Lakes (by working with Toronto Zoo staff) as resource support materials.
- 3.1.2 Compile other non-electronic resources, as available, for Great Lakes information (by working with Toronto Zoo staff).
- 3.1.3 Assessment of the above resources for practical use by teachers.
- 3.1.4 Determine most appropriate curriculum elementary strand and grade for the Great Lakes curriculum resources (ref. 3.3.2).
- 3.1.5 Case studies (two minimum) describing teaching methods that support inquiry based learning (IBL), but not limited to inquiry-based learning.
- 3.1.6 Curriculum evaluation sheets of the resources showing alignment to goals of specific elementary Science & Technology strand grade and curriculum objectives.

Toronto Zoo staff, with its Great Lakes Program, will work with the Consultant to provide support regarding Great Lakes issues, materials and professional contacts.

3.2 Workshops

The Consultant will lead two workshops with an Educators' Advisory Committee comprised of educational professionals, Zoo staff and Ministry of the Environment staffs. (Toronto Zoo staff will provide logistical assistance to organize the workshops at the Zoo.) The goal of these workshops is to review recommendations and resources identified by the Consultant.

- 3.2.1 Facilitate Educators' Advisory Committee Workshop. Two single day workshops are to be held at Toronto Zoo with approximately 12-18 attendees comprised of Advisory Committee members, Zoo staff and Ministry of the Environment staffs.
- 3.2.2 Consultant responsible for workshop preparation & agenda, workshop documentation and circulation of resulting materials to workshop participants for comment.
- 3.2.3 Facilitation includes preparation of workshop agenda, leadership role in conducting presentations and preparation and circulation of results from each workshop to the workshop participants for review.
- 3.2.4 The purpose of each workshop is to
 - a) review any Consultant's recommendations,
 - b) assist with developing case studies,
 - c) evaluate the supporting educational resources for Great Lakes materials,
 - d) review curriculum evaluation sheets which are demonstrating "alignment to the curriculum and resources.

3.3 Deliverables and Timelines

- 3.3.1 Assist Zoo staff to compile a list of web-sites and other appropriate resources on the North American Great Lakes to assist teachers as context for teaching and learning about the Great Lakes and their watersheds.
- 3.3.2 Work with Zoo staff to identify the most effective strand and grade level as defined by the Ontario Science & Technology Curriculum for this Great Lakes curriculum resource: (from the following, in ranked priority):
 - a) Expertise in the Life Systems Strand, as defined by the Ontario's Science and Technology Curriculum, Primary Junior (Kindergarten-Grade 6).
 - b) Expertise in the Life Systems Strand, as defined by the Ontario's Science and Technology Curriculum, Primary Junior (Grade 7-8).
 - c) Expertise in the Earth Sciences Strand, as defined by the Ontario's Science and Technology Curriculum, Primary Junior (Kindergarten-Grade 6).
 - d) Expertise in the Earth Sciences Strand, as defined by the Ontario Science and Technology Curriculum, Primary Junior (Grade 7-8).
- 3.3.3 Complete evaluation sheets, used by curriculum evaluation specialists, to demonstrate alignment between the Great Lakes resources and the specific Ontario Science & Technology curriculum expectations.
- 3.3.4 Assist the Steering Committee to create an Educators' Advisory Committee of approximately 12 persons. These Committee members, with pertinent professional skills, will attend two workshops and will review and comment upon recommendations produced by the Consultant.
- 3.3.5 Produce case studies (two) that describe (but not limited to) teaching methods that support IBL to present such Great Lakes resources for teachers.
- 3.3.6 Will attend a minimum of three (3) meetings with the Steering Committee comprised of Toronto Zoo and Ministry staffs.
- 3.3.7 Communications (electronic, etc.) with project Educators' Advisory Committee & Steering Committee is required through the project.
- 3.3.8 Prepare an interim report by 2013.02.28 with project progress related to project objectives; and include project milestones achieved in the reporting period.
- 3.3.9 Prepare a final report for Toronto Zoo presenting results as related to project objectives, including all recommendations and case studies & related Great Lakes resources as developed in conjunction with the Educators' Advisory Committee and Steering Committee.

3.3.10 Provide recommendations and contacts for effective distribution of the finalized project resources

4.0 CONSULTANT SERVICES TO BE PROVIDED

- 4.1 The successful Proponent shall be retained through the issuance of a Purchase Order, which shall include the terms and conditions of this Request for Proposal.
- 4.2 The Consultant will provide services as described in the preceding section and/or such other scope of work and/or timetable agreed to by the Zoo.
- 4.3 The Consultant will provide three (3) copies of the preliminary and final Reports for review and comment by the Toronto Zoo.
- 4.4 The duration of the assignment is expected to be approximately 15 weeks.

5.0 SCHEDULE OF EVENTS

The following schedule is planned for the RFP process:

Release of RFP	Thursday 2014-01-09
Proponents’ Question Deadline	Thursday 2014-01-16
Submission Due	Wednesday 2014-01-22
Select Preferred Proponent	By Friday 2014-01-24
Issuance of Purchase order or Award of Contract By the Toronto Zoo	By Friday 2014-01-24
Commencement of Work – week of:	Monday 2014-01-27
Delivery of Draft Report	Monday 2014-02-28
Great lakes resources list compiled & assessments completed	Tuesday 2014-03-04
Educator’s Advisory Committee Workshop #1 & #2 completed	Tuesday 2014-04-15
Delivery of Final Report	Thursday 2014-05-08

The RFP process will be governed according to above schedule. Although every attempt will be made to meet all dates listed, the Toronto Zoo reserves the right to modify any or all dates at its sole discretion. Appropriate notice of change will be provided, in writing, as soon as is feasible so that each Proponent will be given the same non-preferential treatment.

6.0 FEE PROPOSAL

- 6.1 The proposal shall specify and state a firm not to exceed price using the attached form, Appendix A, including total fees and expenses (excluding taxes) in order to complete the assignment.
- 6.2 The Consultant shall not perform any Services or Work that would result in an increase in fee payable by the Toronto Zoo without the prior written approval of the Toronto Zoo.

7.0 PROPOSAL FORMAT

7.1 Evaluation of Proposals is facilitated when proponents respond in a similar manner. The following page format and sequence should be followed to provide consistency in the Proponent response and ensure each Proposal receives full consideration.

- 7.1.1 Title page, showing Request for Proposal number, Proponent’s name, telephone number, authorized signature and contact name.
- 7.1.2 The page letter of introduction, signed by the person or persons authorized to sign on behalf of and bind the Proponent to the statements made on the Proposal.
- 7.1.3 Duly executed Proposal Form
- 7.1.4 Corporate Information
- 7.1.5 Understanding of Requirement and Approach including detailed project management including timetable and how deadlines will be achieved, etc.
- 7.1.6 A CV listing educational background, classroom experience, teaching certification and curriculum design and strong experience and who has expertise in the elementary stream of Ontario Science & Technology Curriculum, 2007.
- 7.1.7 Team Organization and Experience including resume and three (3) references that demonstrate the Proponent’s experience of providing similar services in curriculum design.
- 7.1.8 Proposal pricing.

8.0 PROPOSAL EVALUATION CRITERIA

8.1 The Proposals will be evaluated on the basis of the following:

Criteria	Points to be awarded
Inclusion of all proposal requirements within proposal	
Understanding of assignment	15
Depth and breadth of the Consultant’s relevant qualification in Ontario Science & Technology Curriculum, grades 1-8. With professional training & education and work experience in curriculum design, development and assessment. Specifically seeking experience with inquiry based learning.	30
Experience with workshop design & facilitation	15
Availability and meet timeliness specified	25
Proposal pricing.	15
Total score excluding interview	100
Interview (if required) Proponent who has received a high ranking may be invited to an interview with the Selection Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, confirm and finalize the score and select the Preferred Proponent.	
Proponent’s presentation and ability to answer questions during Interview	50
References	
Total score including interview	150

Based on the paper submission proposal scoring, high-scoring Proponents may be asked to attend an interview. A Total Score (Interviewed Proponents) will be determined, including the Proponent's interview score. This Total Score (Interviewed Proponents) will be used for the final ranking of Proponents.

9.0 PROPOSAL TERMS AND PROVISIONS

The successful Proponent shall be retained through a contractual agreement and/or a purchase order, which includes the terms and conditions of this Request for Proposal.

9.1 Consultant's Liability and Indemnity

The Consultant will from time to time at all times hereafter well and truly save, defend and keep harmless and fully indemnify the Board, the City of Toronto, and the Toronto and Region Conservation Authority and each of their officers, employees and agents (hereinafter called the "Toronto Indemnities") of, from and against all manner of action, suits, claims, executions and demands which may be brought against or made upon the Toronto Indemnities or any of them and of, from and against all loss, costs, charges, damages, liens and expenses which may be sustained, incurred or paid by the Toronto Indemnities, their officers, employees and agents or any of them by reason of or on account of or in consequence of the execution of this agreement or provision of the business or any other work or matter to be carried out or performed by the Proponent with respect to the Request for Proposal or any agreement that may result from the request for proposal process, and/or the non-execution or imperfect or improper execution thereof and will pay to the Toronto Indemnities on demand any loss, costs, damages and expenses which may be sustained, incurred or paid by the Toronto Indemnities or any of them in consequence of any such action, suit, claim, lien, execution or demand and any monies paid or payable by the Toronto Indemnities or any of them in settlement or discharge on account thereof.

The Consultant shall be responsible for any and all damages, or claims for damages for injuries or accidents done or caused by his or her employees, or resulting from the prosecution of the Work, or any of their operations, or caused by reason of the existence of location or condition of the works, or of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on their part, or on the part of any of their employees to do or perform any or all of the several acts or things required to be done by him or them under and by these General Conditions, and covenants and agrees to hold the Board, the Toronto and Region Conservation Authority and the City of Toronto, their officers, agents, employees, Consultants and invitees harmless and indemnified for all such damages and claims for damage; and in case of the Consultant's failure, neglect or omission to observe and perform faithfully and strictly, all the provisions of the Work, the CEO may, either with or without notice (except where in these Contract Requirements, notice is specially provided for, and then upon giving the notice therein provided for), take such steps, procure such material, plant trucks and men, and do such work or things as he/she may deem advisable toward carrying out and enforcing the same and any such action by the CEO as he is herein empowered to take, shall not in any way relieve the Consultant or his/her surety from any liability under the Contract.

9.2 Insurance Requirements (at the discretion of the Toronto Zoo)

9.2.1 The Consultant shall effect, maintain and keep in force, at its sole cost and expense and satisfactory to the CEO as to form and substance the insurance described below:

9.2.2 The Consultant shall be required to arrange, pay for and maintain in force at all times at the Consultant's expense such comprehensive policies of insurance as applicable to persons undertaking the Work, including liability and professional liability (errors and omissions) coverage which are to be written in amounts, with deductible limits and terms that shall be subject to the approval of the Toronto Zoo at all times.

The Consultant shall provide certified copies of such insurance or a certificate(s) of insurance as determined by, and upon request of, the Toronto Zoo. Without limiting the generality of the foregoing, the comprehensive general liability policy coverage required under the Contract will be Two Million (\$2,000,000) Dollars minimum and the policy shall name the Toronto Zoo and the City of Toronto as insured as if a separate policy had been issued to each and shall include a cross/liability-severability of interest clause.

Standard automobile liability insurance for all owned vehicles with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

9.2.3 All policies of insurance required to be taken out by the Consultant shall be placed with insurers licensed to conduct business in the Province of Ontario and shall be subject to the approval of the CEO, acting reasonably.

9.2.4 The Consultant shall deliver to the Board evidence of the insurance required prior to the commencement of the agreement, in form and detail satisfactory to the Chief Operating Officer acting reasonably.

9.2.5 All insurance policies shall be endorsed to provide a minimum advance written notice of not less than thirty (30) days, in the event of cancellation, termination or reduction in coverage or limits, such notice to be made to the Chief Operating Officer.

9.2.6 The provisions of this section shall no way limit the requirements and obligations imposed on the Consultant elsewhere in the Contract, nor relieve the Consultant from compliance therewith and fulfillment thereof.

9.2.7 The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contract

9.3 Incurred costs

The Proponent shall bear all costs and expenses with respect to the preparation and submission of its Proposal and the Proponent's participation in the proposal process (the "Proposal Costs"), including but not limited to: all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Board and contract discussions and negotiations.

The Toronto Zoo shall not be responsible for or liable to pay any Proposal Costs of any Proponent regardless of the conduct or outcome of the Proposal Request, Purchase Order process, or Contract process.

9.4 The RFP does not constitute an offer or tender by the Toronto Zoo. Receipt of Proposals by the Toronto Zoo pursuant to this RFP or selection or notification confers no rights under any Proposal nor obligates the Toronto Zoo in any manner whatsoever.

9.5 **Liability of Errors**

While the Toronto Zoo has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Toronto Zoo, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

9.6 **Toronto Zoo Rights and Options Reserved:**

The Toronto Zoo reserves the right to award the contract to any proponent who will best serve the interest of the Toronto Zoo. The Toronto Zoo reserves the right, in its sole discretion, to exercise the following rights and options with respect to the proposal submission, evaluation and selection process under this RFP:

- (a) To reject any or all proposals;
- (b) To re-issue this RFP at any time prior to award of work;
- (c) To cancel this RFP with or without issuing another RFP;
- (d) To supplement, amend, substitute or otherwise modify this RFP at any time prior to the selection of one or more proponents for negotiation;
- (e) To accept or reject any or all of the items in any proposal and award the work in whole or in part;
- (f) To waive any informality, defect, non-responsiveness and/or deviation from this RFP and its requirements;
- (g) To permit or reject at the Toronto Zoo's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the proponents following proposal submission;
- (h) To request that some or all of the proponents modify proposals based upon the Toronto Zoo's review and evaluation;
- (i) To request additional or clarifying information or more detailed information from any Proponent at any time, before or after proposal submission, including information inadvertently omitted by the proponent.

9.7 Cancellation

Nothing herein shall be construed as giving the Proponent the right to perform the services contemplated under this agreement beyond the time when such services become unsatisfactory to the Toronto Zoo; and in the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed or the services are for any reason terminated, stopped or discontinued because of the inability of the Proponent to serve under this agreement, the Proponent shall be paid only for the portion of the work which shall have been satisfactorily completed at the time of termination.

9.8 Termination Where No Appropriation

The Toronto Zoo has signed a Grant Funding Agreement (**Agreement**) with the Province and this RFP is subject to cancellation should the Province not receive the necessary appropriation from the Ontario Legislature for any payment is to make under this **Agreement** with the Toronto Zoo. In the event the preceeding occurs, the Toronto Zoo may terminate the work under this RFP by giving notice to the successful bidder and cancel any further payment beyond the notice date.

9.9 Ownership and Confidentiality of Board-Provided Data

All correspondence, documentation and information provided by the Toronto Zoo staff to any bidder or prospective Bidder in connection with, or arising out of this RFP, the services or acceptance of the RFP:

- 9.9.1 is and shall remain the property of the Board;
- 9.9.2 must be treated by Proponents and Prospective Proponents as confidential;
- 9.9.3 must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent agreement.

9.10 Copyright:

The final product and related materials is to be for the exclusive use of the Toronto Zoo. The Toronto Zoo shall be the only and sole owner of the product and related materials for the sole and unfettered use by the Toronto Zoo. Upon payment of the of the said product and related materials by the Toronto Zoo, the successful bidder shall have no hold, proprietary claim, ownership, use of any kind, intellectual or otherwise nor shall there be any restrictions place on the final product and related products by the successful bidder. By submitting a Proposal in this response to this RFP, the Bidder shall thereby acknowledges and agrees that the Toronto Zoo has exclusive ownership and sole and unfettered use of this final product and related products.

9.11 Ownership and Disclosure of Proposal Documentation

The documentation composing any Proposal submitted in response to this RFP, along with all correspondence, documentation and information provided to the Toronto Zoo by any Bidder in connection with, or arising of this RFP, once received by the Toronto Zoo:

- 9.11.1 Shall become property of the Toronto Zoo and may be appended to purchase order issued to the successful Bidder;
- 9.11.2 Shall be come subject to the Municipal *Freedom of Information and Protection of Privacy Act* (“MFIPPA”) and may be released pursuant to that Act

Because of *MFIPPA*, prospective Bidders are advised to identify in their Proposal material any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

Each Bidder's name shall be made public. Proposals will be made available to member of the Board on a confidential basis and may be released to members of the public pursuant to *MFIPPA*.

9.12 Conflict of Interest Statement

In its Proposal, the Proponent must disclose to the Toronto Zoo any potential conflict of interest that might comprise the performance of the Work. If such a conflict of interest does exist, the Toronto Zoo may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any Toronto Zoo employee, member of board, agency or commission or employee thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of the Agreement, the Toronto Zoo may, at its discretion, refuse to consider the Proposal or withhold the awarding of any agreement to the Proponent until the matter is resolved to the Toronto Zoo's sole satisfaction.

Proponents are cautioned that the acceptance of their Proposal may preclude them from participating as a Proponent in subsequent projects where a conflict of interest may arise. The Consultant(s) for this project may participate in subsequent/other Toronto Zoo projects provided the Consultant(s) has (have) satisfied pre-qualification requirement of the Toronto Zoo, if any and in the opinion of the Toronto Zoo, no conflict of interest would adversely affect the performance and successful completion of an Agreement by the Consultant(s).

If, during the Proposal evaluation process or the negotiation of the Agreement, the Proponent is retained by another client giving rise to potential conflict of interest, then the Proponent will so inform the Toronto Zoo. If the Toronto Zoo requests, then the Proponent will refuse the new assignment or will take steps as are necessary to remove the conflict of interest concerned.

9.13 No Collusion

A proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals, Each proponent shall attest by virtue of signing the Proposal Submission Form that its participation in the RFP process is conducted without any collusion or fraud. If the Toronto Zoo discovers there has been a breach of this requirement at any time, the Toronto Zoo reserves the right to disqualify the Proposal or terminate any ensuing Agreement.

9.14 Governing Law

Any conflict resulting from this RFP will be governed by and will be construed and interpreted in accordance to the laws of the Province of Ontario.

10.0 PROPOSAL FORM

The undersigned Proponent having reviewed and fully understood the RFP and all terms and requirements of the RFP and all terms and conditions of the RFP and information provided, hereby submits the attached Proposal and supporting materials (“the Proposal”) in accordance

I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered _____.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Proposals or to accept any Proposal, should it deem such action to be in its interests.

By submitting a Proposal the Proponent agrees to all of the terms and conditions of this Request for Proposal.

By signing and submitting this proposal, you are agreeing to the release of your proposal information, as deemed necessary by the Board, in order to conduct business associated with this proposal or project.

COMPANY INFORMATION	
Company Name:	
Name of authorized Signing Officer	Title:
Signature:	Date:
Contact Name:	Title:
Address:	
Telephone #:	Fax #:
Email:	Web Site:
HST #:	

DISCOUNT	Discount	Days
Discount allowed for prompt payment and period within which invoice must be paid to qualify.	%	

Name of Firm:	
Signature of Signing Officer(s)	

NOTICE OF NO BID

INSTRUCTIONS:

It is important to the Toronto Zoo to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal/Quotation/Tender documents or forms. Please just return this completed form by fax or by mail prior to the official closing date. Purchasing and Supply Fax Number: (416) 392-6711.

A Proposal/Quotation/Tender is not submitted for the following reason(s):			
<input type="checkbox"/>	Project/quantity too large.	<input type="checkbox"/>	Project/quantity too small.
<input type="checkbox"/>	We do not offer services or commodities to these requirements	<input type="checkbox"/>	Cannot meet delivery or completion requirement
<input type="checkbox"/>	We do not offer this service or commodity.	<input type="checkbox"/>	Agreements with other company do not permit us to sell directly.
<input type="checkbox"/>	Cannot handle due to present commitments.	<input type="checkbox"/>	Licensing restrictions
<input type="checkbox"/>	Unable to bid competitively.	<input type="checkbox"/>	We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/>	Insufficient information to prepare quote/proposal/tender	<input type="checkbox"/>	Specifications are not sufficiently defined
<input type="checkbox"/>	We are unable to meet bonding or insurance requirements.	<input type="checkbox"/>	

<u>Other reasons or additional comments (please explain):</u>

Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	

SUBMISSION LABEL

This address label should be affixed to the front of your sealed tender, quotation and proposal envelope/package submission. Toronto Zoo will not be held responsible for envelopes and packages that are not properly labelled or submitted to an address other than the one listed on this label.

Vendor Name

RFP 02 (2014-01) CONSULTING SERVICES – CURRICULUM CONSULTANT

Closing: Wednesday, 2010-01-22, 12:00 hours (noon) local time

**TO BE RETURNED TO
Toronto Zoo
Supervisor, Purchasing & Supply
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7**

**CONSULTING SERVICES – CURRICULUM CONSULTANT
RFP 02 (2014-01)
APPENDIX A - FEE PROPOSAL FORM**

	FEES	DISBURSEMENTS	HST	TOTAL
Curriculum Design				
Per diem/hourly rates, team members				

APPENDIX B – LIST OF SUB-CONTRACTOR

The Bidder proposes to sublet the following portions of the Work to the persons firms or corporations indicated. The Bidder (contractor) is responsible for all pricing with all subcontractors.

The Bidder submits that in proposing the under mentioned subcontractors, the Bidder has consulted each and have ascertained to our completed satisfaction that those names are fully acquainted with the extent and nature of the work and that they will execute their work with the requirements of the contract documents.

Work or services to be provided	Name and address of sub-contractor or person	Telephone

Name of Bidder:	
------------------------	--